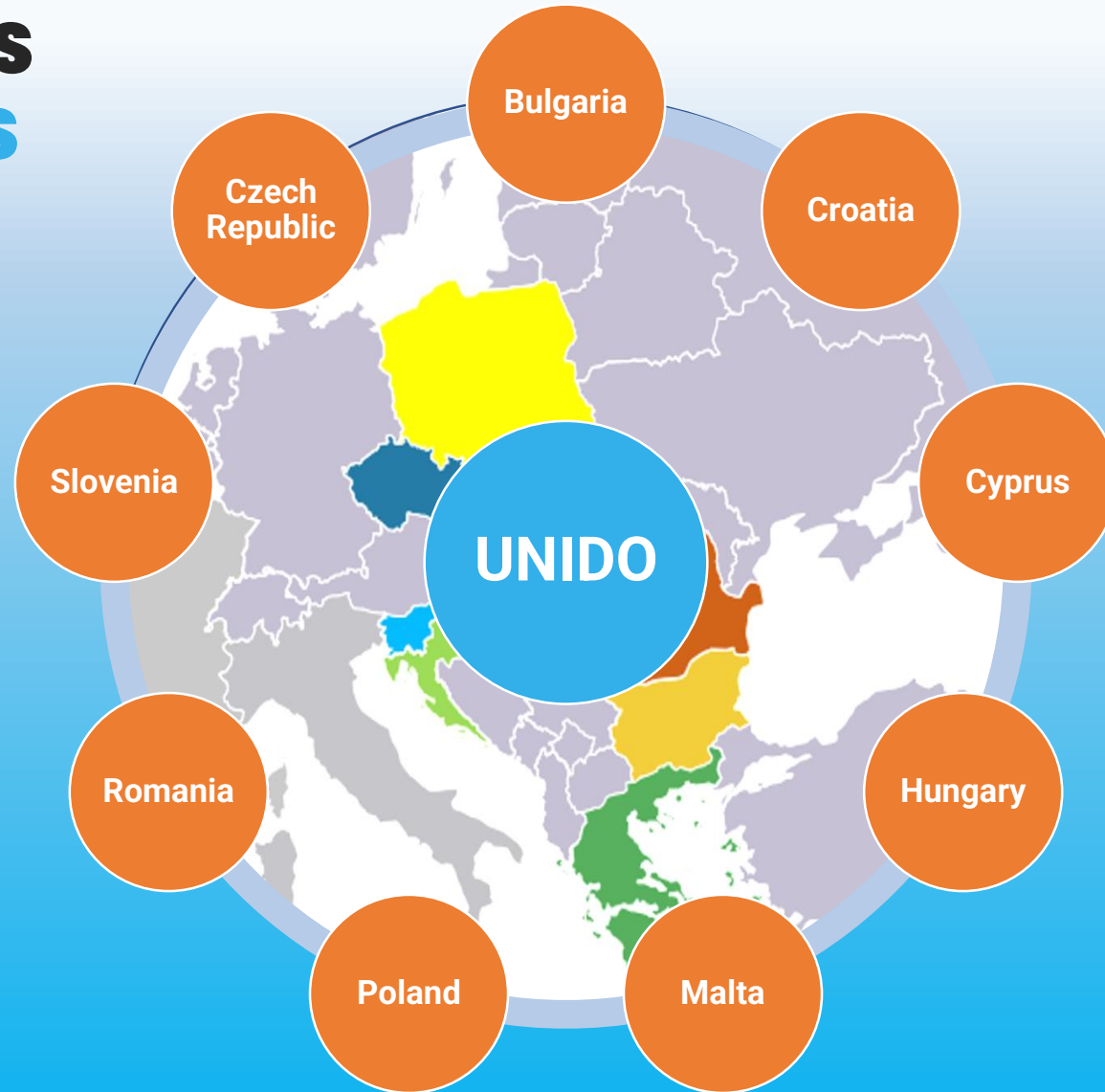




DOING BUSINESS WITH SUPPLIERS



13 May 2024

Atsushi ISOYAMA
Chief
Procurement Services

UNIDO
United Nations Industrial
Development Organization



ABOUT UNIDO



- ✔ UNIDO stands for the **United Nations Industrial Development Organization**.
- ✔ UNIDO is a specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization, and environmental sustainability.
- ✔ UNIDO's mission is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.
- ✔ UNIDO provides technical assistance, policy advice, and capacity-building support to help countries strengthen their industrial sectors and improve their competitiveness in the global market.



UNIDO PROCUREMENT

About UNIDO Procurement

Procurement is administered by Procurement Services, which is responsible for:

- ✓ All centralized procurement cases
- ✓ Tendering, solicitation of offers and evaluation
- ✓ Awarding and management of contracts and purchase orders i.e. payments and amendments etc.





PROCUREMENT PRINCIPALS



Best Value for Money

Open Competition



Best interest of UNIDO

Meeting UNIDO's
organizational goals
and objectives



Fairness, Integrity and Transparency

Clear rules and
processes



Effective Competition

Equal opportunities
for bidders to
participate

“Technically Acceptable, Most Competitive”



WHERE WE DO BUSINESS



UNIDO TC Projects Globally



WITH WHOM WE DO BUSINESS



Our suppliers really span the globe with over 3,000 suppliers internationally



UNIDO: WHAT WE DO?

Agri-business



Environment



**Trade,
technology &
innovation**



Energy





WHO ARE OUR MAJOR DONORS



Funded by European Union



Bilateral
Funds



WHAT WE BUY: **EQUIPMENT**



**Solar
photovoltaic
panels**



**Photovoltaic
equip & test
kits**



**Electrical
cables &
parts**



**Fabricated
Metals and
Structures**



**Construction
Vehicles/Automotive**



**Laboratory &
Chemicals**



**Construction
materials**



Textiles



IT equipment



**Food
Processing
Machinery**



**Woodworking
machines**



Furniture



WHAT WE BUY: SERVICES



Design Services



Study Tours



Training/Curricula



Workshops



Conferences



Reports

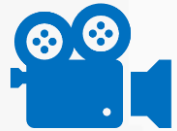


Photo & Video



Lab Testing



Virtual Reality



Artificial Intelligence



Apps



Credit facilities



WHAT WE BUY: **WORKS**



Architecture/
Engineering Design



Renovation
Works



Construction
Works



BUSINESS OPPORTUNITIES WITH UNIDO

Around \$200+ million worth of Technical Cooperation procurement annually

Noticed the presence of manufacturers, trading firms being active internationally. So far, low participation in our tenders



UNIDO procuring a variety of goods and services from a wide range of sectors

Opportunities for manufacturers, companies and academia, etc.

EXAMPLES OF POSSIBLE MATCHES WITH INDUSTRY SECTORS AND UNIDO ACTIVITIES

AGRICULTURAL SECTOR

E.g. Tractors, plastic and agro machinery, waste, training services



AUTOMOTIVE

E.g. automotive industry, auto parts, training,



ENERGY SECTOR

E.g. Renewable Energy i.e. wind, solar, hydro etc.



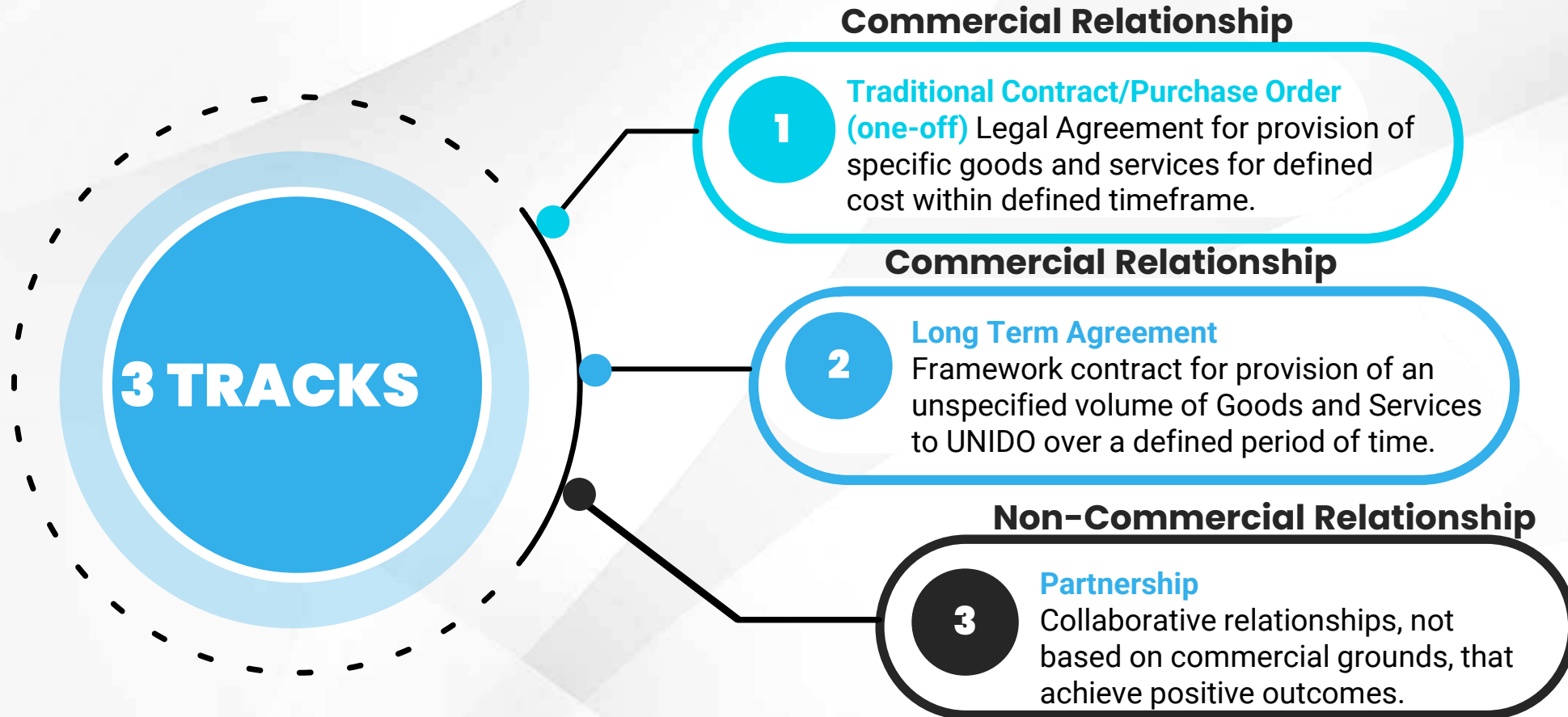
Matches
for UNIDO

ELECTRONICS & IT SECTOR

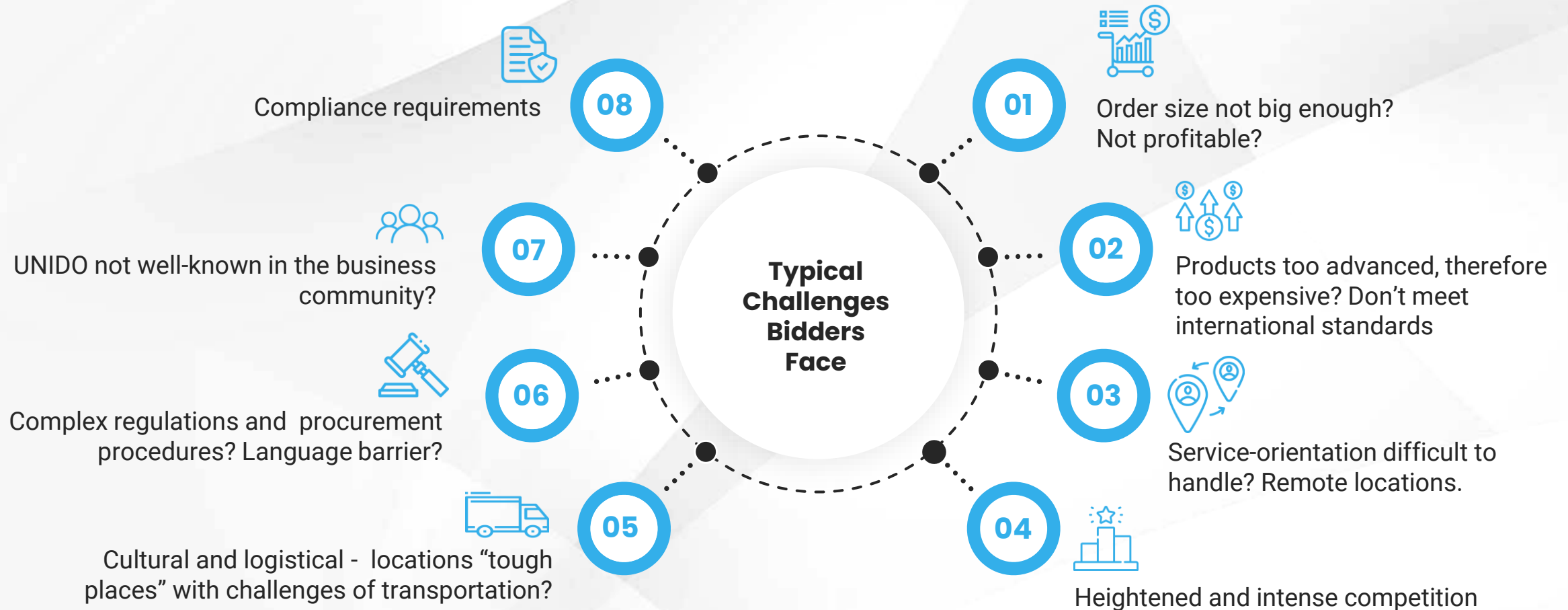
E.g. Information security, software development, technology innovation, training services, virtual reality



HOW TO WORK WITH UNIDO



POTENTIAL CHALLENGES FOR BIDDERS





POTENTIAL BENEFITS WORKING WITH UNIDO



Global Market Access



**Stable and Long-Term
Contracts**



**Enhanced Prestige and
Credibility**



Networking Opportunities



**Global Development
Contribution**



Capacity Enhancement



Exposure to Best Practices



Financial Security

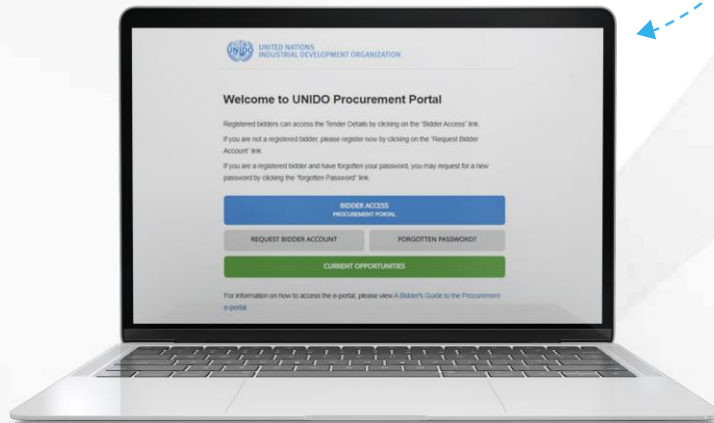


HOW TO REGISTER AS A VENDOR WITH UNIDO



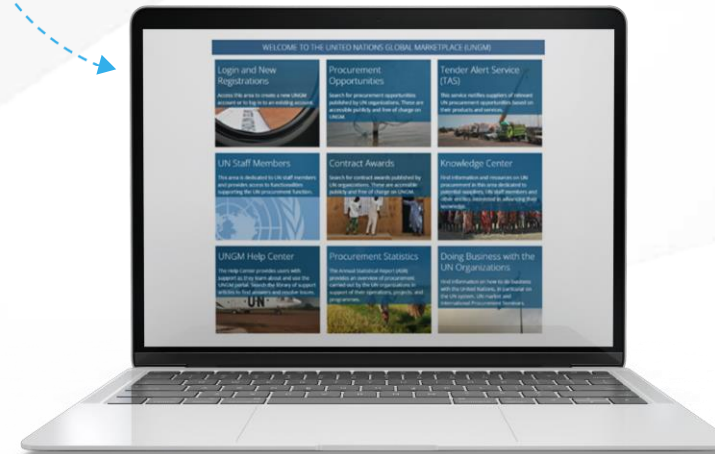
UNIDO Procurement Portal

www.procurement.unido.org



United Nations Global Market

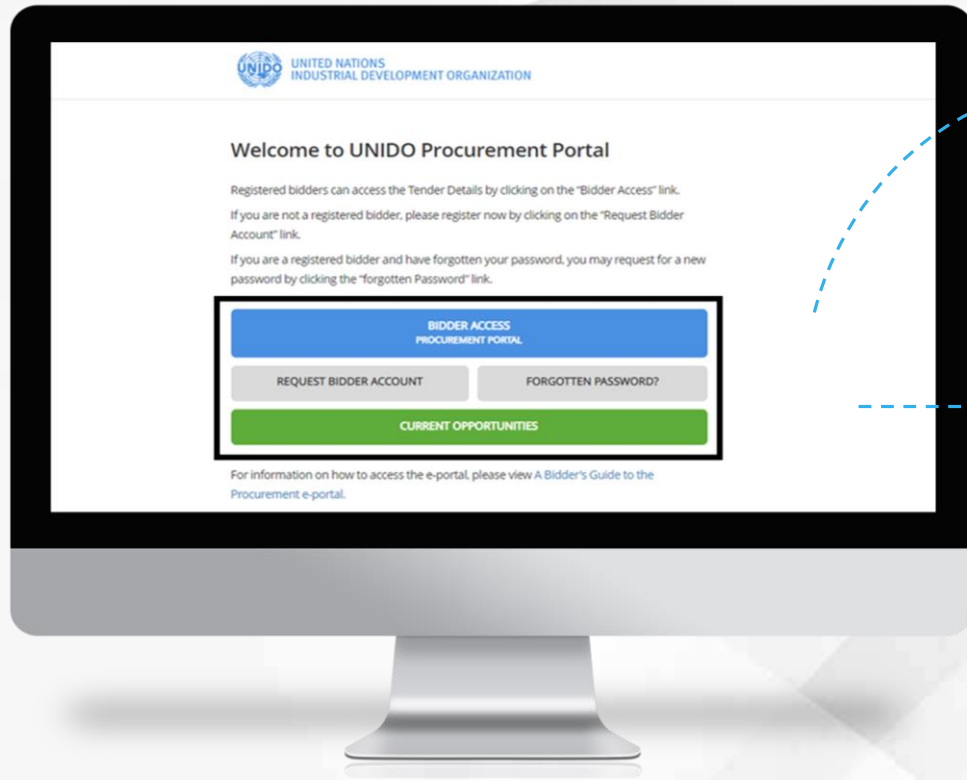
www.ungm.org





UNIDO EPROCUREMENT PORTAL

www.procurement.unido.org



Welcome to UNIDO Procurement Portal

Thank you for your interest in UNIDO's current procurement opportunities!

Please fill in all fields marked with an asterisk (*). They are mandatory for us to be able to process your request for an account.

Please allow up to one (1) business day to review your request and respond to you with your account details and further instructions on how to download our tender documents and submit your proposal, should you choose to do so.

For any questions regarding this form or anything related to our procurement portal, please contact us via procurement@unido.org or call us at +43 1 26026 ext. 4606 during our call-in times: Monday to Friday, between 9:30 – 11:30 and 14:30 – 16:30 Central European Time.

* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name:
Language:

Address
* Country:
Region:
* Postal Code / City:
Street/House Number:
Building/Floor/Room:

PO Box Address
PO Box: Without Number:
Country:
Postal Code / City:

Communication
* Phone Number:
Fax Number:
* E-Mail Address:

Contact Person Information

* First Name:
* Last Name:
* Form of Address:
Academic Title:
Department:

Copy Company Data
* Phone Number:
Fax Number:
* E-Mail Address:
Language:
* Country:

Current Opportunities

Title	Beneficiary Country	Deadline	Type	Event Number	Registration
THE PROVISION OF SERVICES TO ENHANCE THE REGULATORY FRAMEWORK OF THE BIO-BASED FERTILIZER INDUSTRY IN EGYPT.	Egypt	01.10.2023 18:00:00 CET	Request f. Quotation	7000006480	Click here for more information
Demande d'un générateur diesel.	Dem. Rep. Congo	02.10.2023 17:00:00 CET	Request f. Quotation	7000006494	Click here for more information
Provisions of services related to editing and design of a publication.	Global	02.10.2023 17:00:00 CET	Request f. Quotation	7000006477	Click here for more information

PROCUREMENT PROCESS

1



Solicitation of Bids



2



Evaluation and Award



3



Contract Management



4



Ethical Standards and
Anti-Corruption Measures

PROCUREMENT DOCUMENTS **FOR BIDDING**



Instructions to Bidders



**Technical Specifications or
Terms of Reference**



**UNIDO General Conditions of
Contract**



**Financial Statement &
Certification**



Statement of Confirmation



Bank Information Form



VENDOR REQUIREMENTS: **GOODS AND SERVICES**



Typical minimum qualification criteria

- ✔ Supply goods and/or services of UNIDO interest, in line with the specifications/demand;
- ✔ Legal capacity to enter into a contract i.e. Certificate of Incorporation/Business License; we only do business with legal entities (not individuals)
- ✔ 3-year experience as established business;
- ✔ Sound financial capacity (provide financial statements for the past 3 years)- Minimum turnover.
- ✔ Previous relevant experience

PROCUREMENT TIPS

Some key factors to consider:

- ✔ Register UNIDO eProcurement portal
- ✔ Bidding period: 2-5 weeks
- ✔ Good planning for bidding preparation and submission (**do not submit your bid last minute**)
- ✔ For system problems/issues
- ✔ Procurement Help Desk: procurement@unido.org
- ✔ Do not hesitate to ask clarification questions via. system
- ✔ Currency: project currency (€ or US\$)
- ✔ Delivery: standard INCOTERMS 2020 (DAP, DDP, ExWorks)
- ✔ Offer validity: 90 -120 days required
- ✔ Tax exemptions: some exceptions possible
- ✔ Payment schedule: to be determined at contract stage
- ✔ Respond to solicitation requests, when invited



SUMMARY



- ✔ Industrial development is a strength of both UNIDO and businesses, industries and academia from the region
- ✔ Requirements of UNIDO's technical cooperation can well match with manufactured products and services from the region
- ✔ UNIDO is an opportunity for Industry, Businesses and Academia



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DETAILED PROCUREMENT PROCESS CYCLE

Project Formulation

*(helps to include PRS in earliest discussion to ensure best procurement strategy is considered) * Consider market survey with PRS for goods /services not previously purchase (EOI or RFI)



Requisitioning

is the initial step in the procurement process, where the need for goods, services, or works is formally identified and requested.



Bidding (1-8 weeks)

- Review Requisition and supporting documents;
- Define Procurement Method
- Conduct Market search
- Issue RFP & post on websites
- Receipt of offers



Evaluation (1-4 weeks)

- Open bids
- Conduct Technical and Commercial Evaluation



Selection & Approval (2 weeks)

- Recommendation of award
- Submission for review & recommendation by Procurement Committee and approval by MD/PSM



Contract Management

- Invoicing and Payment
- Amendments
- Disputes



Contract Award (2 weeks)

- Negotiate with selected bidder
- Finalize draft Contract /Purchase Order



Obligation & Certification of funds (1 week)

- Obligate funds
- Performed by Allotment Holder*
Performed by Procurement officer
Performed jointly by Procurement officer & Allotment Holder



Contract/Purchase Order Administration

- Ascertain readiness of site
- Confirm delivery schedules to all parties
- Monitor contractor's performance

