



# Doing Business with UNHCR

Procurement Service (PS)

**1** refugee without hope  
**is too many.**



# UNHCR's Role and Mandate



14 December 1950 by the UN General Assembly



**Role:** protect and support refugees at the request of a government or the UN itself and assists in their voluntary repatriation, local integration or resettlement to a third country.

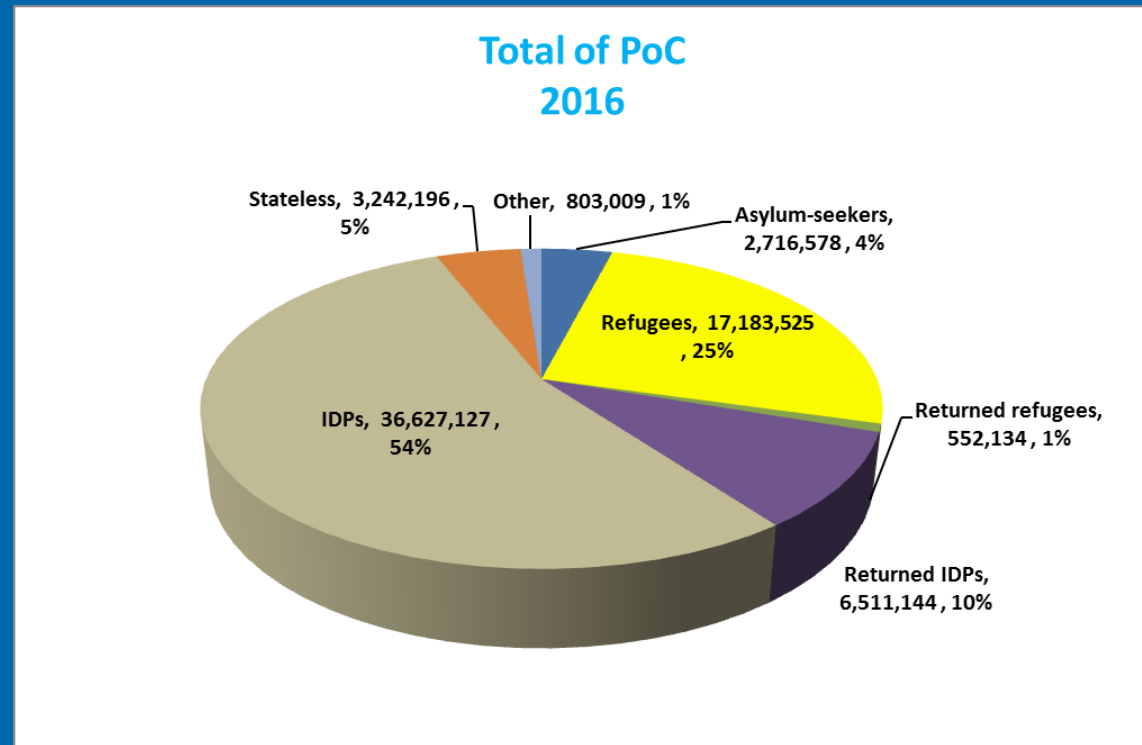
## **Mandate:**

- provide **protection** for refugees and other persons of concern
- provide **assistance** for refugees and other persons of concern
- pursue **durable solutions** for their problems

# UNHCR's Role and Mandate



Refugee camp in Dadaab, Kenya



By the end of 2016, the total number of refugees stood at 17.2 million individuals while the number of IDPs was 36.6 million.

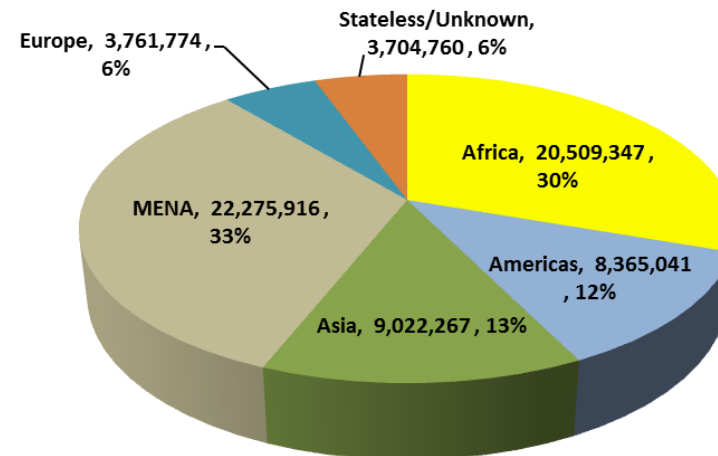
**1** refugee without hope  
**is too many.**



# UNHCR's Role and Mandate



Total PoC as per Region of Origin  
2016



TOP 15 countries of origin in 2016:

1.Syria 2.Colombia 3.Iraq 4.Afghanistan 5.South Sudan 6.DRC 7.Stateless 8.Nigeria 9.Yemen  
10.Sudan 11.Somalia 12.Ukraine 13.Pakistan 14.CAR 15.Myanmar

**1** refugee without hope  
**is too many.**

# UNHCR's Role and Mandate



## A significant humanitarian organization

- Approximately 10,800 employees
- 87% of staff works in the field
- Present in 128 countries with a total of aprox. 455 offices
- Budget 2016: 7.5 billion dollars
- Headquarters in Geneva, Budapest and Copenhagen

**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

*In trying to help and protect some of the world's most vulnerable people in so many different places and types of environment, UNHCR must purchase goods and services worldwide. This might range from buying fleets of heavy duty vehicles needed in the most inaccessible parts of the African continent to purchasing needles and thread for a self-help project in Pakistan. UNHCR also hires consultants and specialized companies and their staff for projects.*



**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

## Objectives

To obtain:

- The right goods and services
- At the right prices
- To be delivered at the right time and the right place

UNHCR works for a policy of sustainable procurement, to benefit the environment, society and local economy



**1** refugee without hope  
**is too many.**



# Procurement in UNHCR

## Example of Items procured by UNHCR

### Services

Audit service  
Cleaning  
Construction  
Electricity  
Inspection  
Insurance  
IT, Telecom  
Health administration service  
Lease or rental of property/building  
Mailing services  
Medical Services, Evacuation  
Meeting facilities  
Printing  
Road maintenance service  
Security  
SAT Communication service  
Training/workshops  
Transportation

### Goods

Fuel  
Agricultural tools Blankets Clothing  
Drugs and medical supplies  
Generators, pumps  
IT and Telecommunications equipment  
Jerry cans, buckets  
Kitchen sets, stoves  
Hygiene parcel  
Mattresses  
Office equipment  
Plastic tarpaulins, rolls  
Prefabricated houses  
Sanitary materials  
Sleeping mats  
Solar lamp  
Tents  
Vehicles, trucks

**1** refugee without hope  
**is too many.**



# Procurement in UNHCR

## Procurement Principles

In line with UN Financial Rules and Regulations:

UNHCR procurement is based on integrity and transparency through fair competition to reach best value for money, taking into consideration the best interest of the organization

Priority is to source in areas of operation (when prices are competitive and other conditions allow)

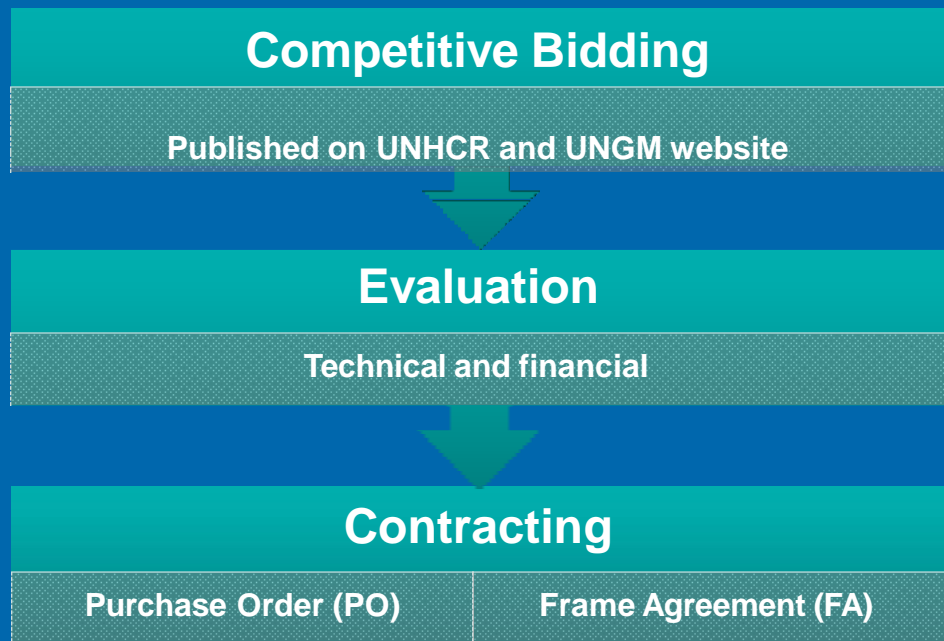
UNHCR uses competitive bidding to obtain goods and services  
Exceptions to this are limited to a few cases only



**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

## How does UNHCR procure?



RFP (Request for Proposal)

ITB (Invitation to Bid)

RFQ (Request for Quotation)

**Tender method takes into account  
complexity of the item and  
monetary value**

**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

## In summary: Tendering methods in UNHCR

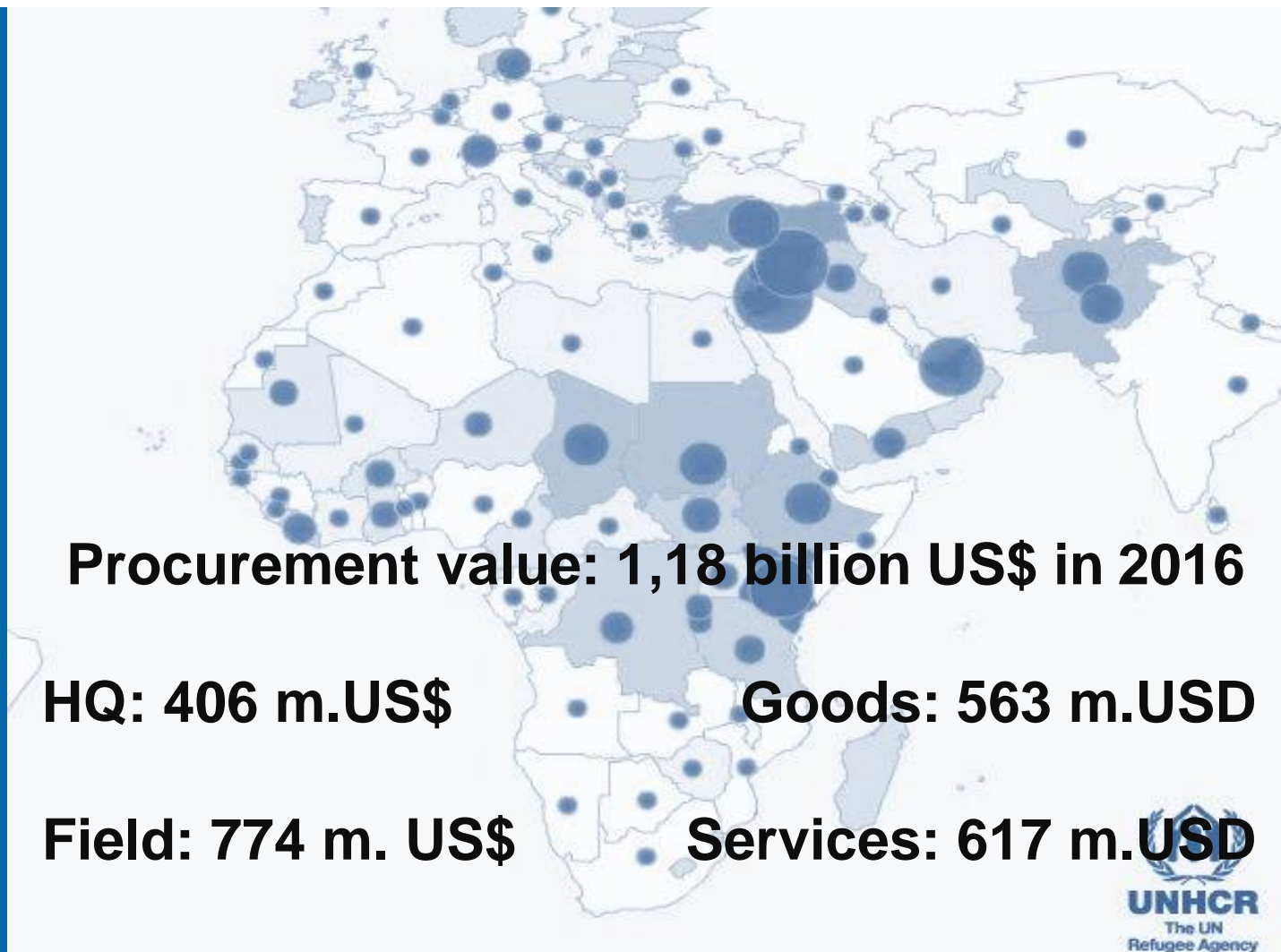
- Open international tender
- Closed international tender
- Local tender
- Informal competition
- Joint procurement activities

Visit us at [www.unhcr.org/supply](http://www.unhcr.org/supply) → DOING BUSINESS  
Learn about your business opportunities at [www.ungm.org](http://www.ungm.org) → UNHCR



**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

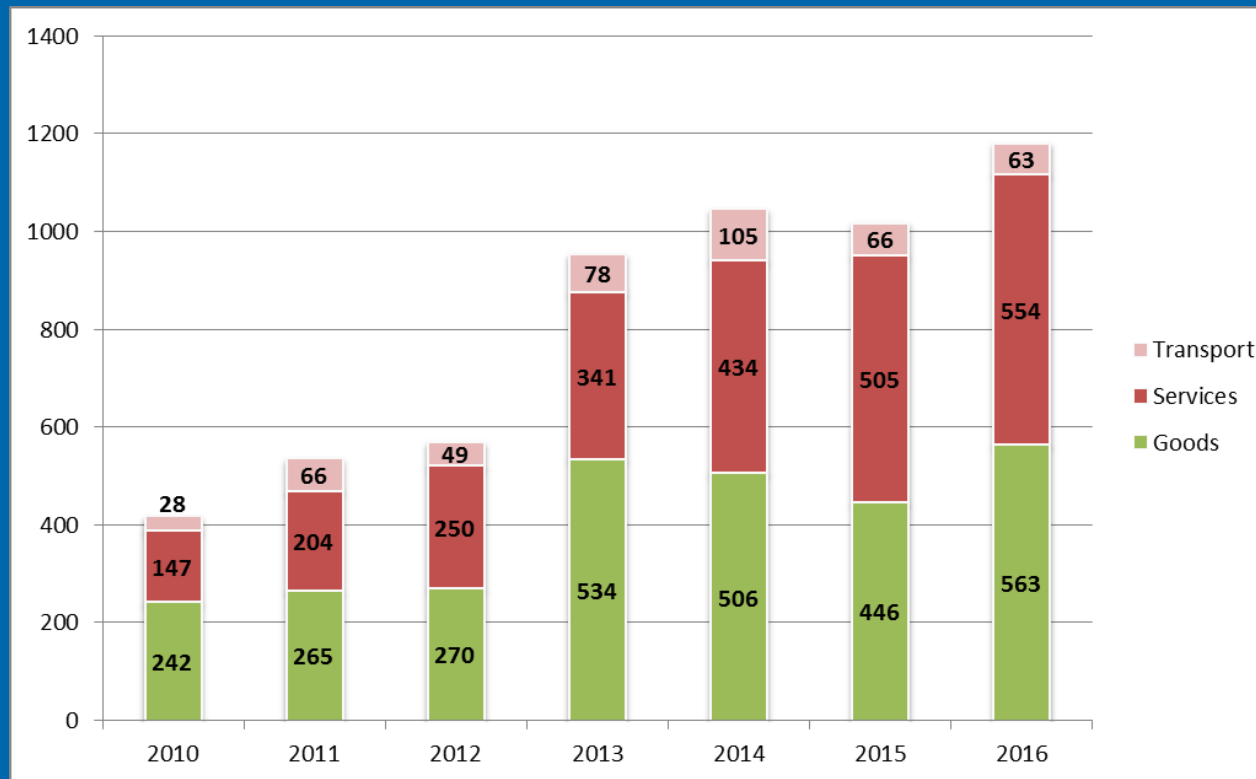


**1** refugee without hope  
**is too many.**



# Procurement in UNHCR

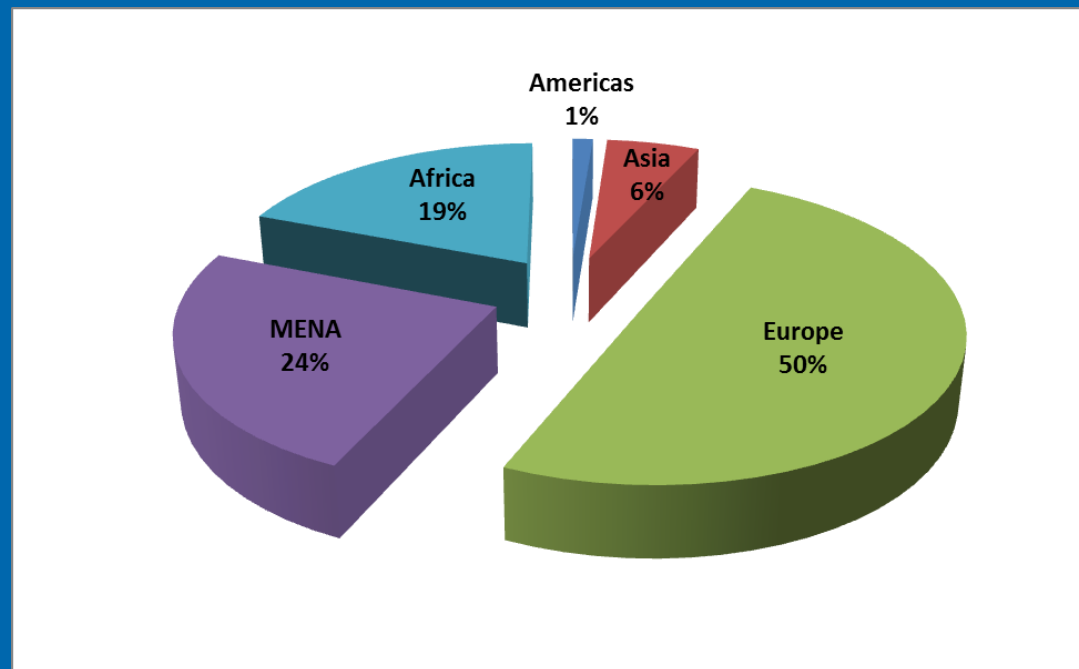
UNHCR Procurement spend 2010 - 2016 (in m.US\$)



**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

## Division of Procurement Value by Region 2016

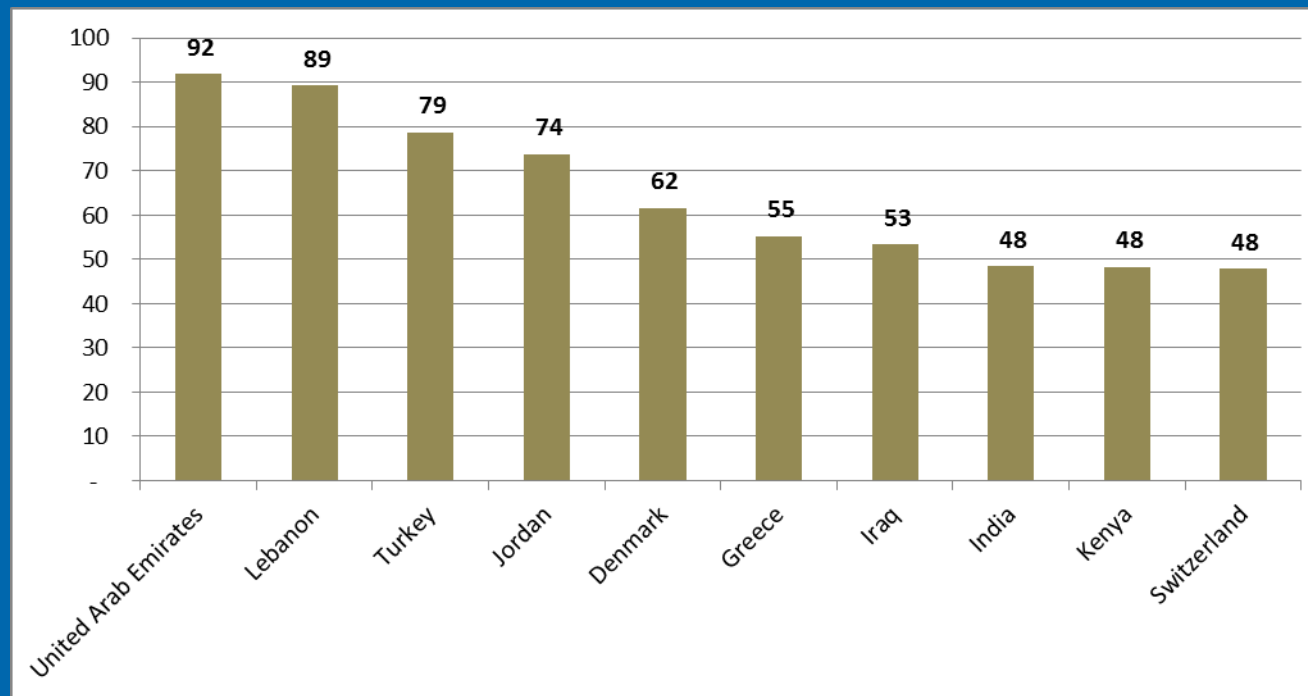


**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

Procurement value in million US\$

## Top Vendors 2016

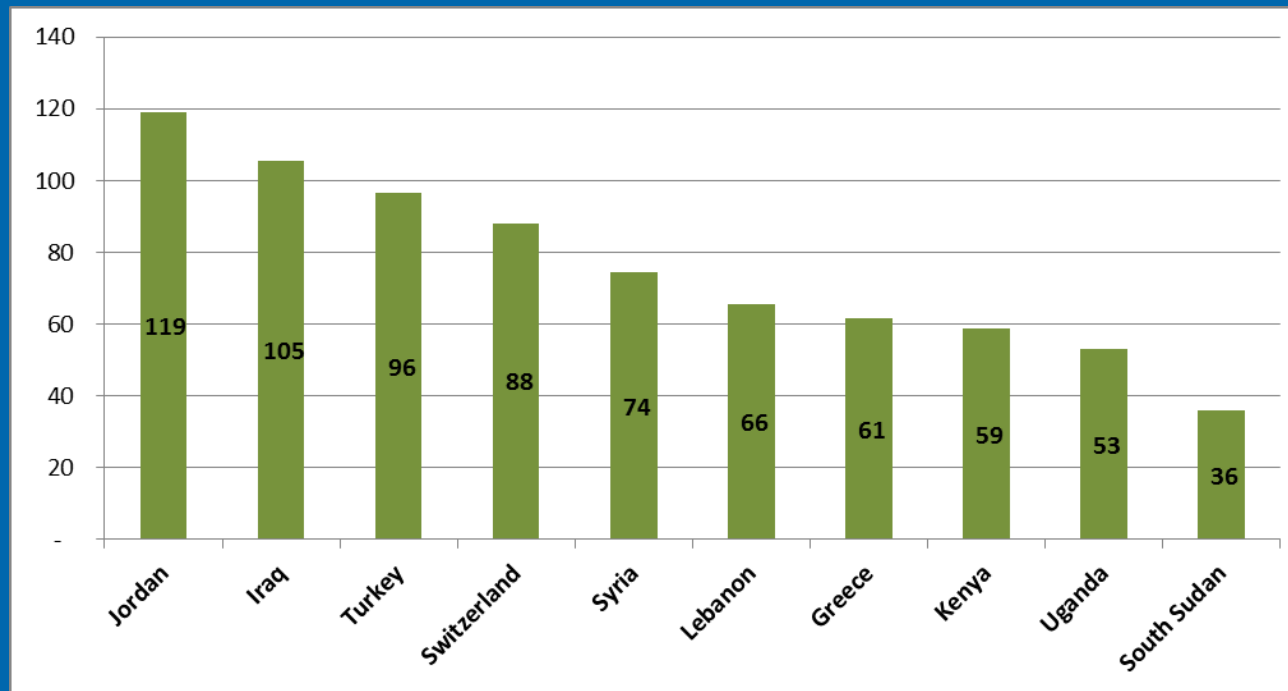


**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

Procurement value in million US\$

## Top Destinations 2016



**1** refugee without hope  
**is too many.**



# Procurement in UNHCR

TOP 10 item categories in 2016 based on value (US\$)

## GOODS

CATEGORY	VALUE (in m.\$)
TENT/ CAMP/ OUTDOOR EQUIPMENT	72
PLASTIC PRODUCTS (SHEETS & ROLLS)	45
BEDCLOTHES/ MATRESSES/ TOWELS	43
LAMP/ LAMP COMPONENTS	30
KITCHENWARE	28
BLANKETS	24
DIESEL	23
PREFABRICATED HOUSE	18
SOAP/CLEANING /HYGIENE SUPPLY	18
HOUSEHOLD FURNITURE/EQUIPMENT	18

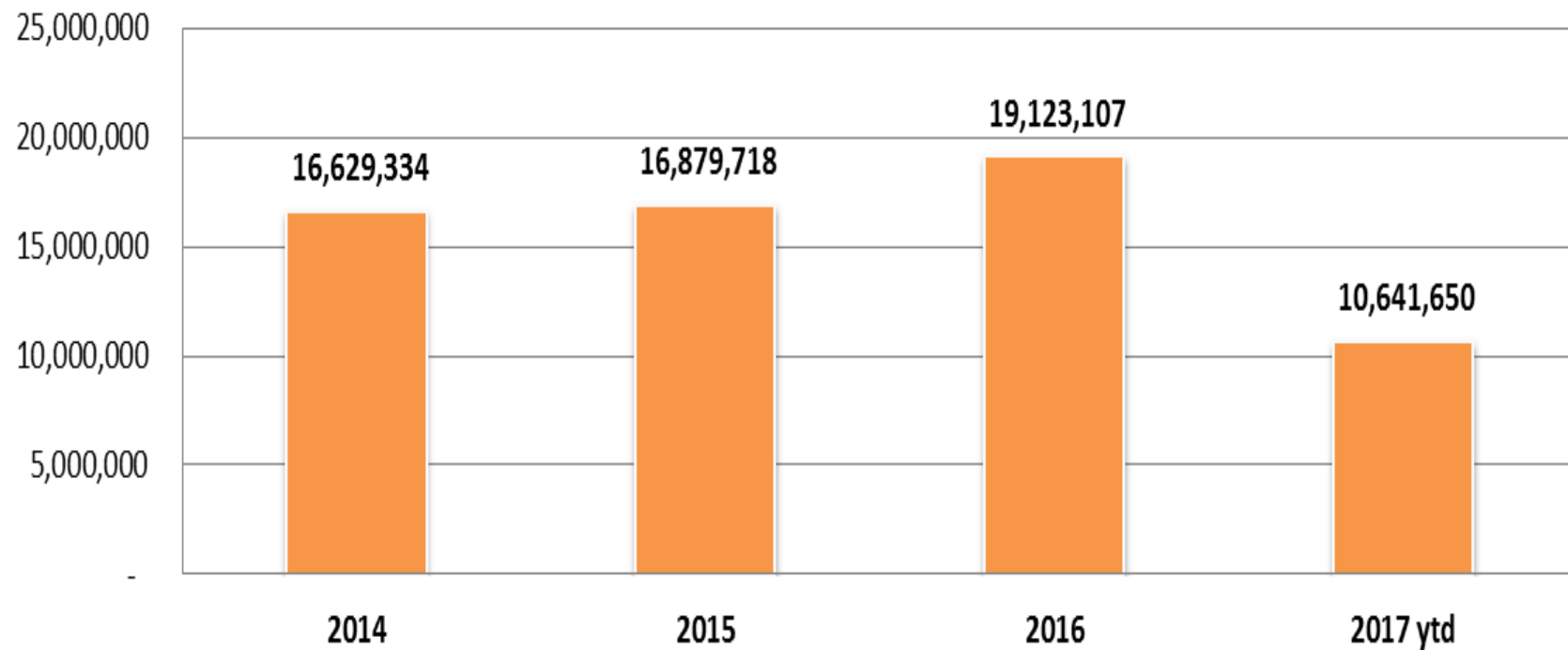
## SERVICES

CATEGORY	VALUE (in m.\$)
BUSINESS/ ADMINISTRATIVE SER	193
MAINTENANCE/ CONSTRUCTION SERVICE	52
TRANSPORT SUPPORT	50
HEALTHCARE SERVICES	37
ADVERTISING/ INFORMATION SERVICES	36
SECURITY/ SAFETY SERVICES	34
COMPUTER SERVICES	32
FINANCIAL SERVICES	31
CIVIL AFFAIRS SERVICES	20
TELECOM SERVICES	17

**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

## Total value of items procured from Japanese vendors 2014-2017 ytd



**1** refugee without hope  
**is too many.**

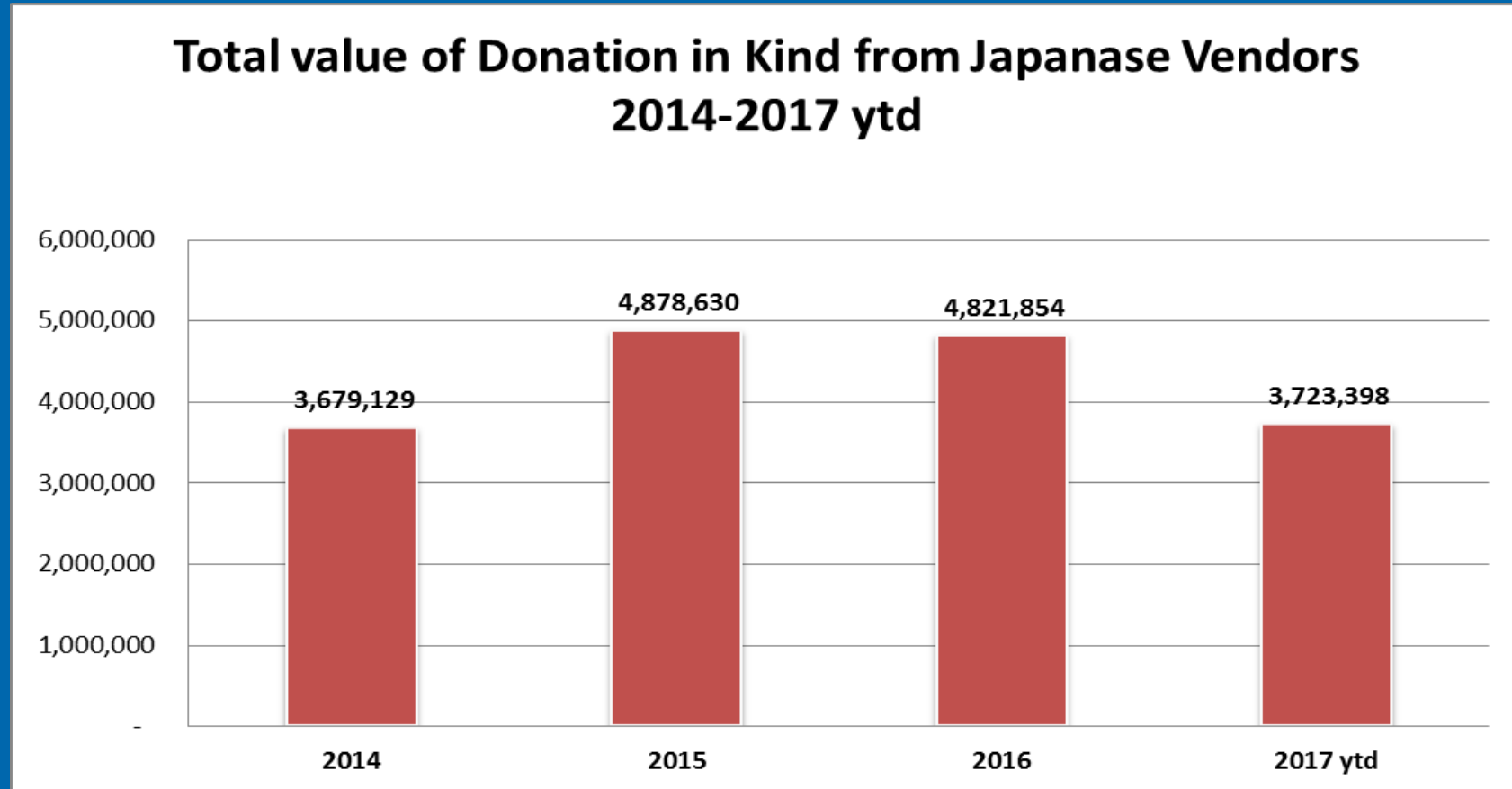
# Procurement in UNHCR

## Main items procured from Japan based Suppliers 2016

<b>TOTAL Value (m.US\$)</b>	<b>19</b>
TOYOTA VEHICLES	15
IVECO VEHICLES	2.4
NISSAN VEHICLES	0.9
OFFICE MANAGEMENT (LEASE, MAINTANANCE, CLEANING, FURNITURE ETC.)	0.3
<b>Donation in Kind (m.US\$):</b>	<b>5</b>
DIFFERENT TYPES CLOTHES	4.9
TRANSPORT ARRANGEMENT	0.1

**1** refugee without hope  
**is too many.**

# Procurement in UNHCR



**1** refugee without hope  
**is too many.**



# Procurement in UNHCR

## Procurement conditions

- UNHCR does not purchase from companies engaged in the sale or manufacture, either directly or indirectly, of antipersonnel mines or any components produced primarily for the operation thereof
- UNHCR does not purchase from companies engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child
- Building on the philosophy and achievements of the UN Global Compact, UNHCR envisions a world in which the private sector plays a constructive role in finding durable solutions for people forced to flee their homes, including refugees and the internally displaced, as well as returnees.
- To achieve this, we proactively engage with corporations and foundations eager to help drive change and find innovative solutions to refugee issues. This collaboration can take many forms ranging from special events to cause-related marketing campaigns reaching millions of people



**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

Always read carefully the required manner of submission!

- Address all requirements as stated in the ToR
- Check that there are no prices in technical offers
- Do not send your final submission to the wrong address (i.e. buyer)
- Avoid late submissions

Be patient, the buyer will update you on any new developments. If questions arise, contact the buyer only. Do not contact other UNHCR colleagues.

**1** refugee without hope  
**is too many.**

# Procurement in UNHCR

## UNHCR Vendor Management

Vendor portal: UN Global Market Place - UNGM

UNHCR vendor database registers all vendors to UNHCR

For the purpose of tendering and supplying to the UNHCR, filling a **Vendor Registration Form** with supporting documents is a must:

- Firm/Company/Factory registration certificate
- Registration with Tax/VAT
- Company's annual financial report
- Audit certificate/report
- Brochures on products/services
- Environmental policy
- Quality assurance certificate

**1** refugee without hope  
**is too many.**



Thank you for your interest in becoming a supplier to  
UNHCR



Visit our website:  
[www.unhcr.org](http://www.unhcr.org)  
[www.unhcr.org/supply](http://www.unhcr.org/supply)

**1** refugee without hope  
**is too many.**

