

# DOING BUSINESS WITH UNDP

**Business Seminar for Japan Suppliers in Tokyo March 2026**



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# Agenda

- Mandate of UNDP
- What we buy
- How we buy
- Examples of our work
- Practical information & resources



# Mandate of UNDP



**1**

**Focuses on specific  
development issues**

**2**

**Works with:  
National Governments  
Private Sector  
Institutions  
Civil Society Orgs**

**3**

**Is global:  
177 countries  
5 Regional  
Bureaus**

# Focus Areas



## Democratic Governance & Peacebuilding

UNDP supports, on average,  
16 elections **every year**.



## Climate, Disaster Recovery & Health

UNDP supports recovery that  
helps people build back better,  
and that **reduces risk** and  
**builds resilience**



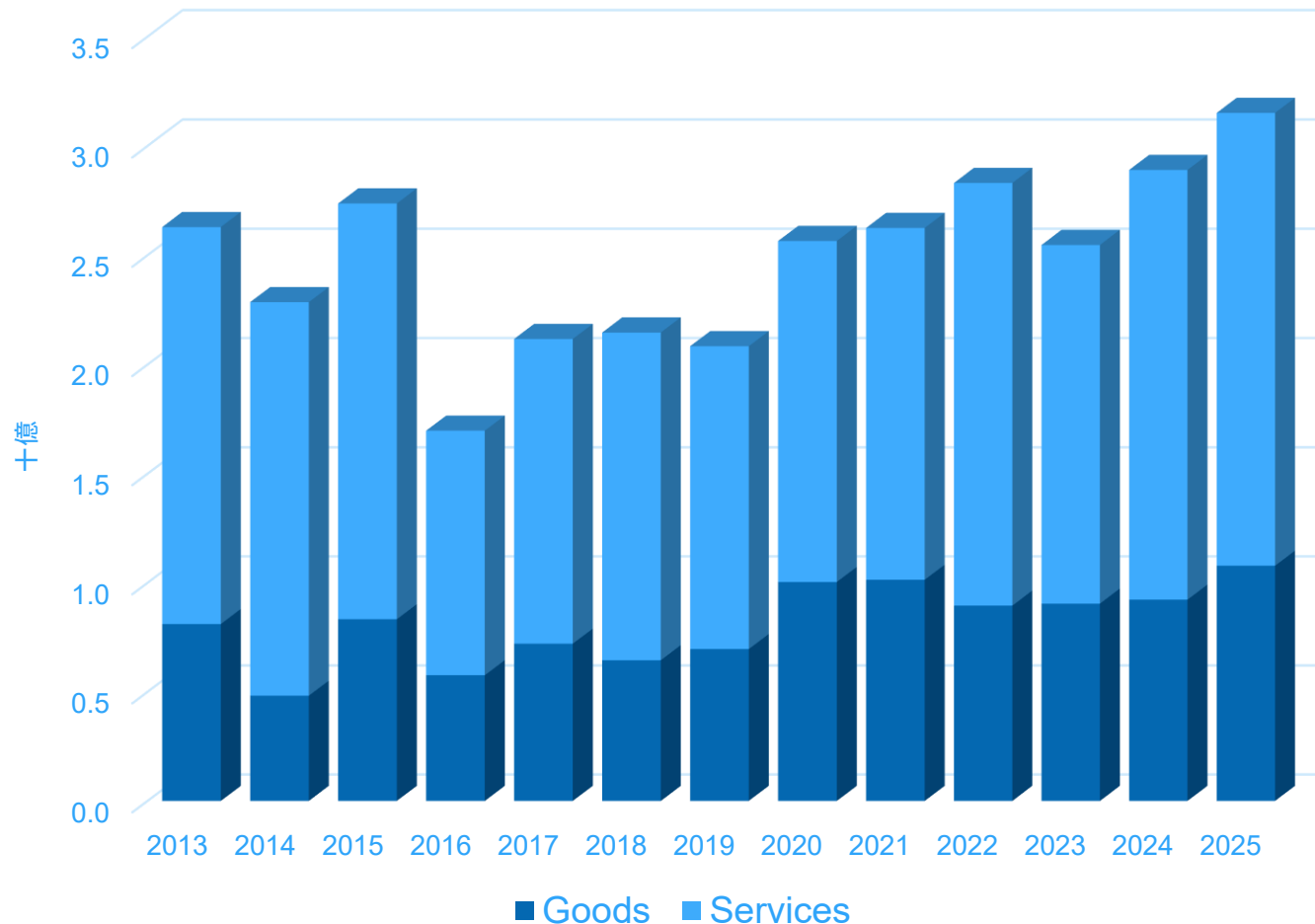
## Sustainable Development

Over the past four years, UNDP  
has mobilized nearly **US\$ 2  
billion** in funding for  
sustainable development.



**What we buy**

# Procurement Volume - Annual

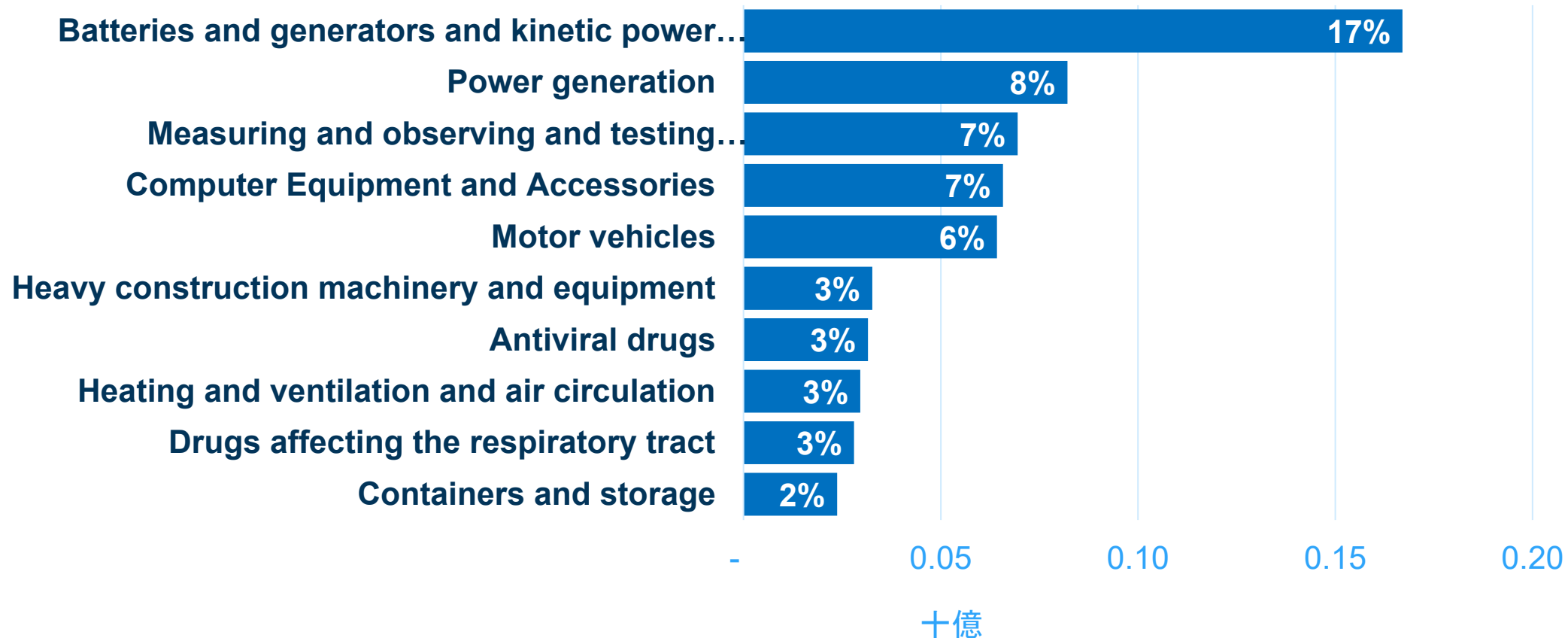


- ◆ Among top 3 largest procurement agencies in the UN system.
- ◆ In 2025, UNDP's procurement volume was **3.1 billion USD**

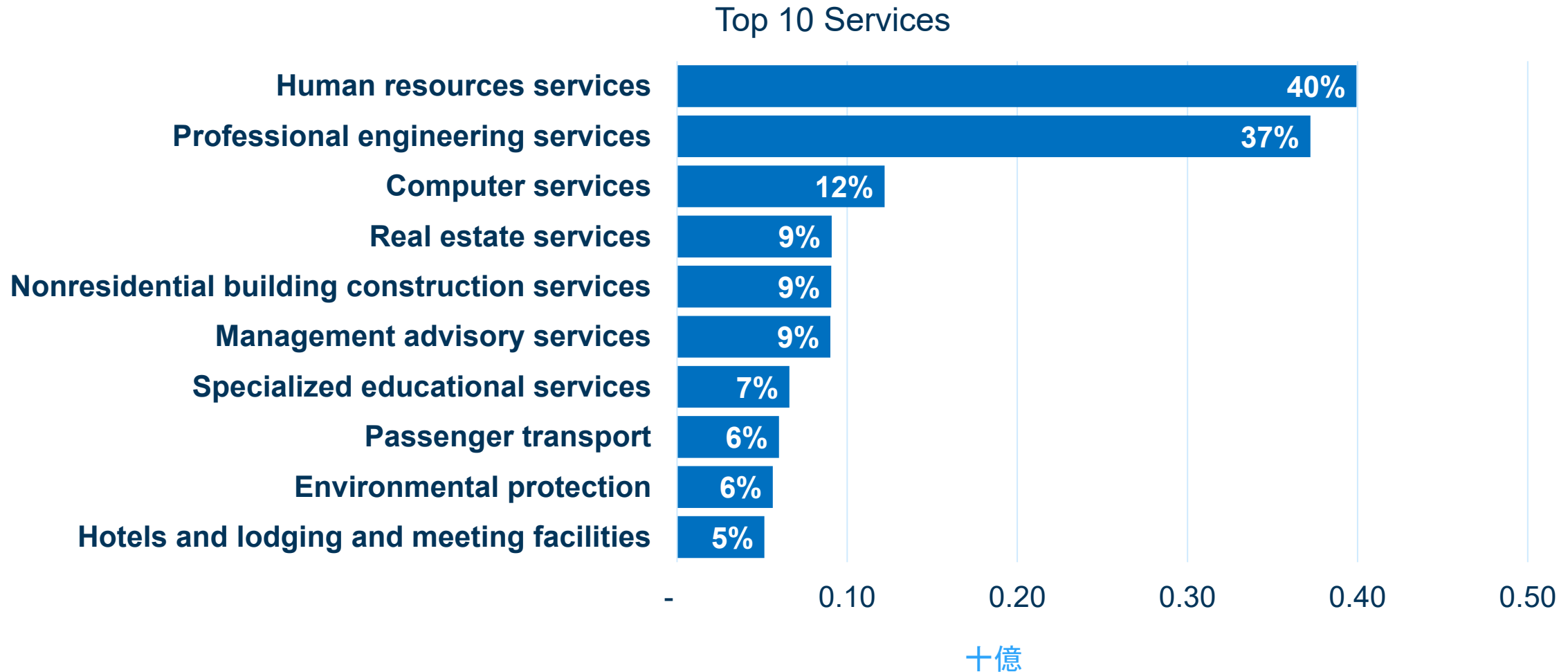


# Procurement Volume – Top 10 Goods

## Top 10 Goods



# Procurement Volume – Top 10 Services

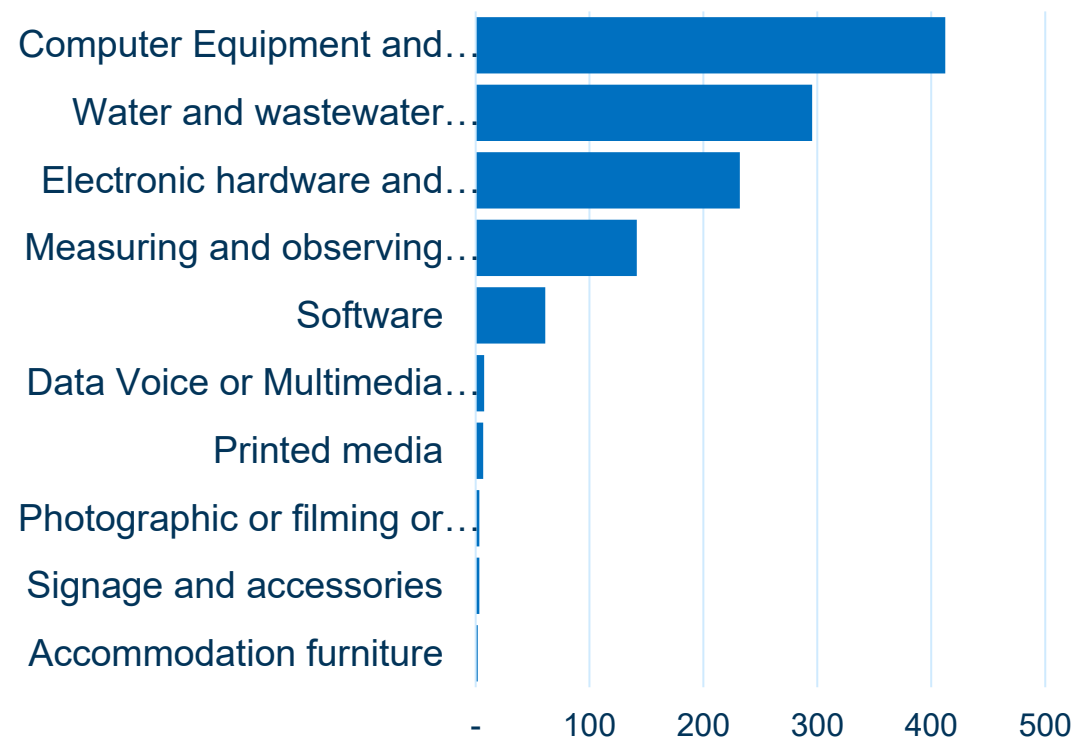


# What We Buy From Japan



In **2025**, UNDP procured **more than \$4.1 million** from Japanese suppliers.  
(Suppliers where country is Japan)

## Top 10 Goods (in USD thousands)

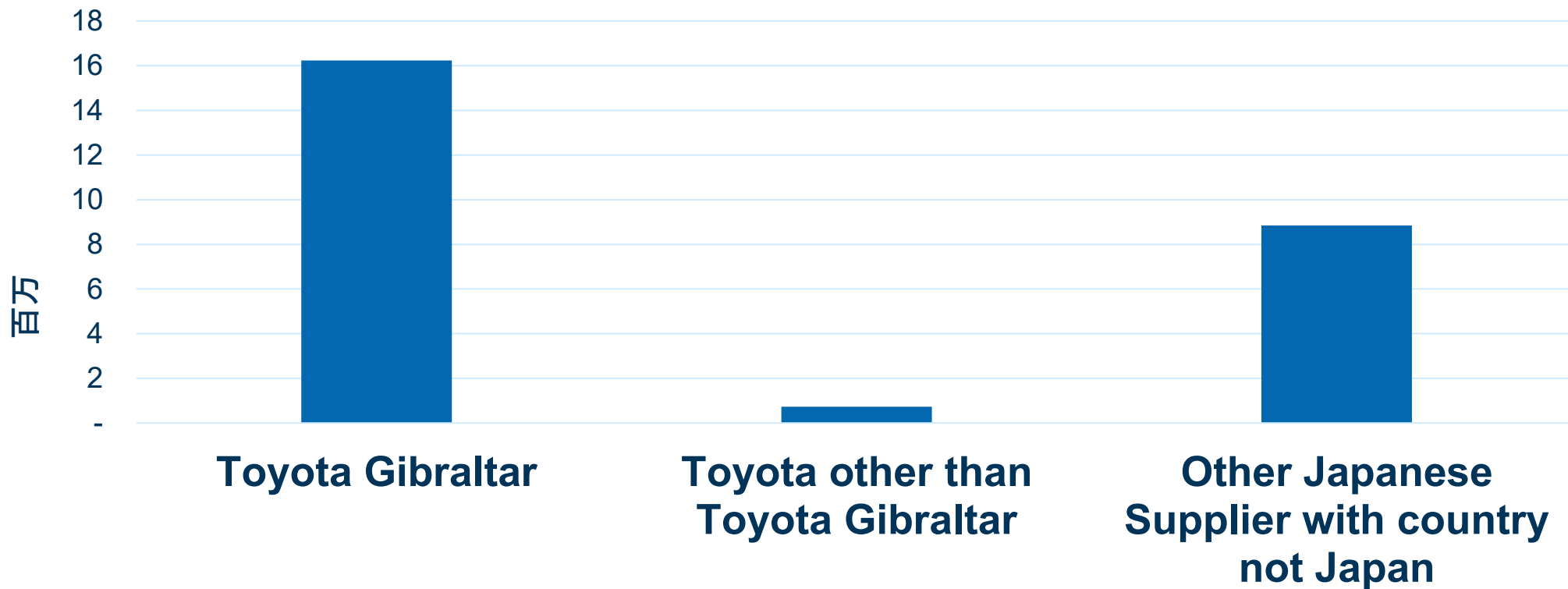


## Top 10 Services (in USD thousands)



# What We Buy From Japan Suppliers

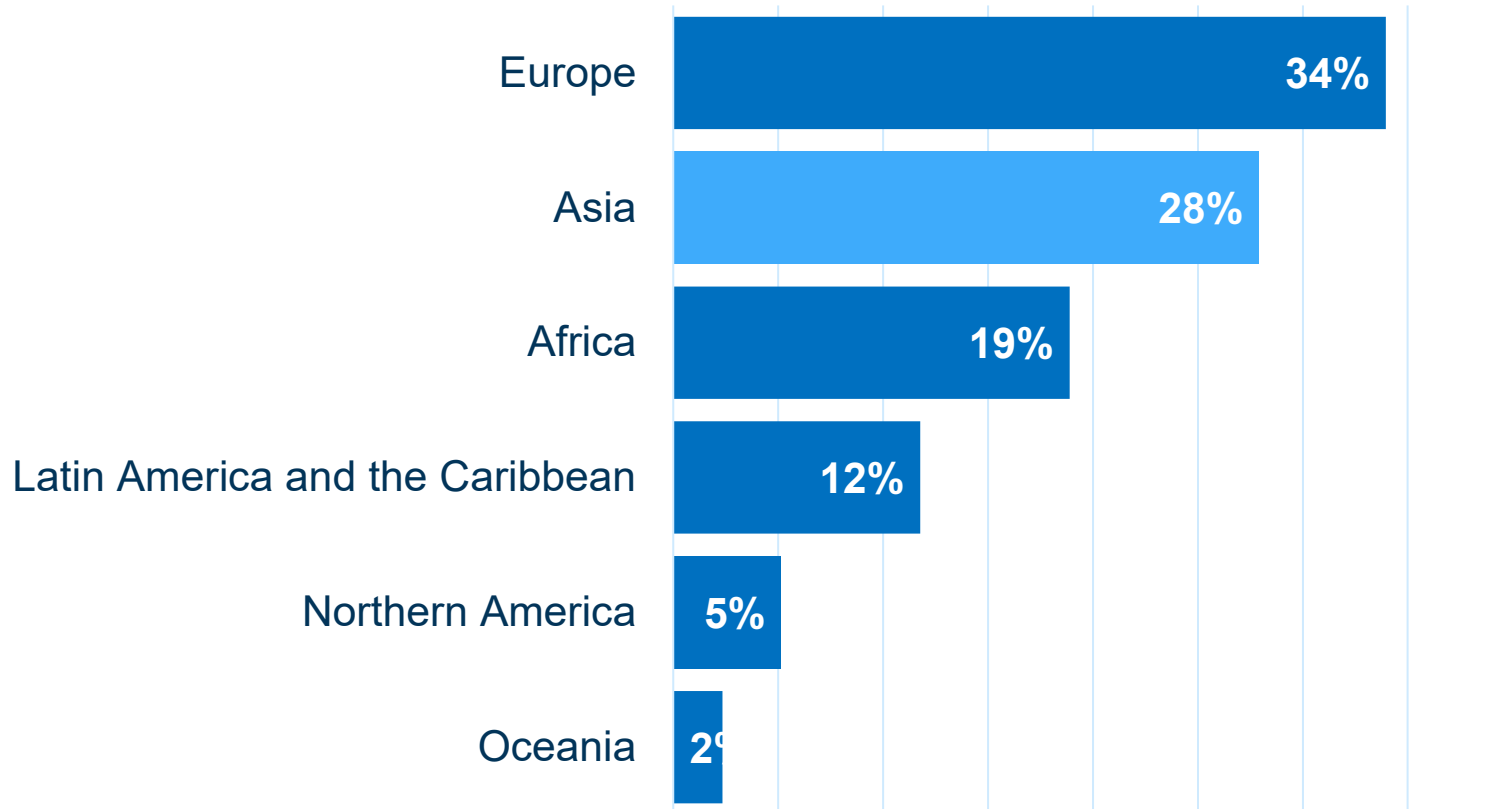
In **2025**, UNDP procured **more than \$25.6 million** from other Japanese suppliers including Toyota Gibraltar and Japanese suppliers not registered under Japan.



# Where We Buy From



## Procurement Volume by Region (%)

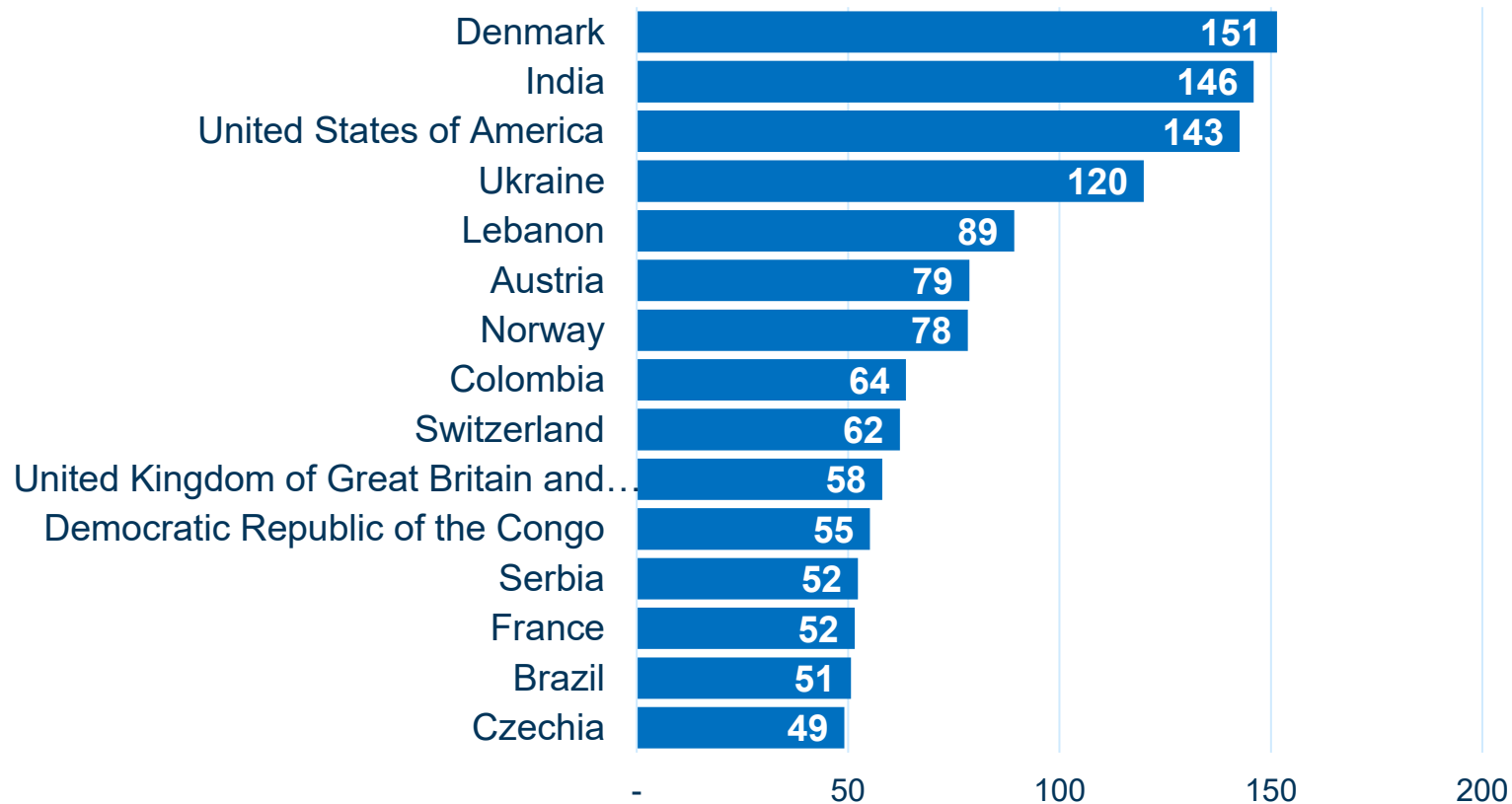


UNDP procures **more than 3,500** different **types of goods and services**

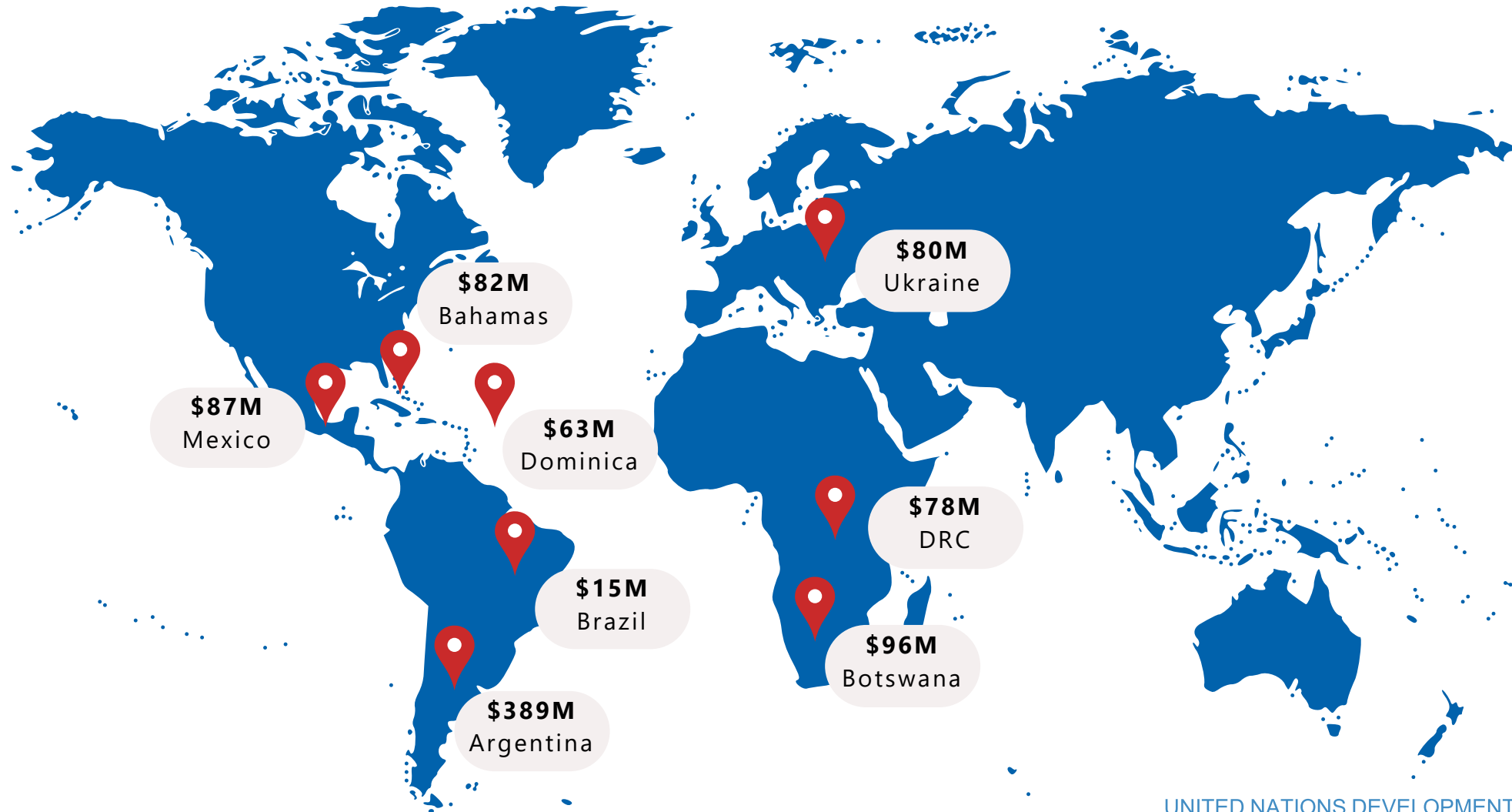
UNDP had **more than 40,000 vendors** from more than 200 different countries **in 2025**

# 15 Top Supplier Countries

## Value of Purchase Orders in 2025 (in USD millions)



# Top 10 Project Locations for 2025



# Procurement Opportunities



- ◆ Climate Change / Energy
- ◆ Construction
- ◆ Water
- ◆ Vehicles
- ◆ IT / Computers
- ◆ Consulting Services
- ◆ Health & Pharmaceuticals
- ◆ Building Rehabilitation



**How we  
buy**

# Key principles of procurement



Value for money



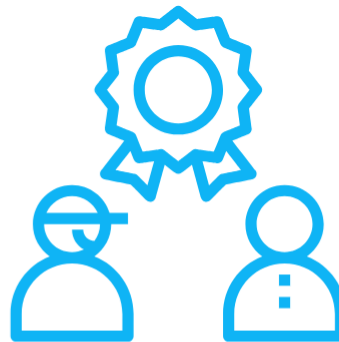
Fairness



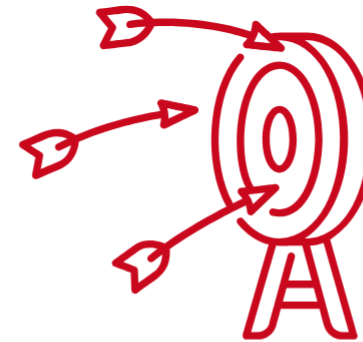
Integrity



Transparency

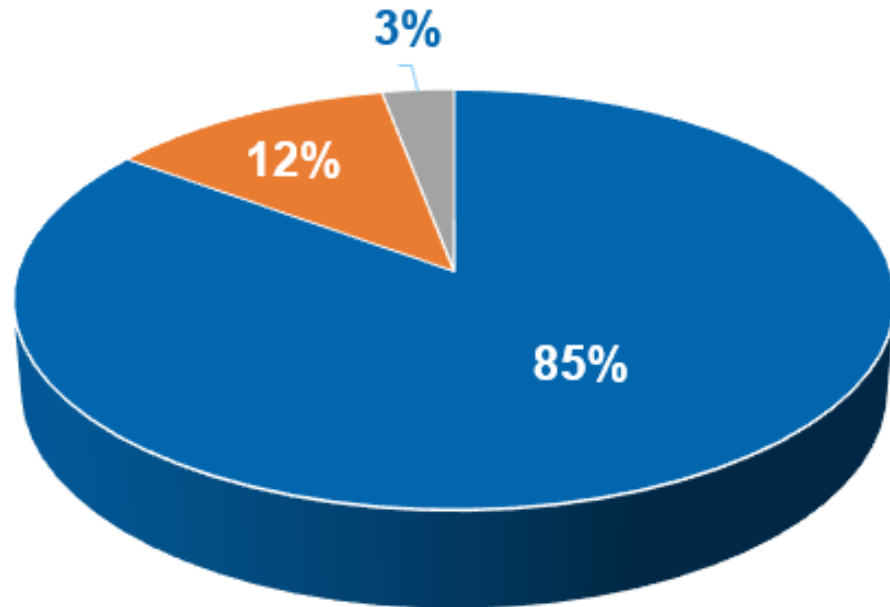



Effective  
Competition



Interests of the  
Organisation

# Distribution of our procurement



-  Country Offices
-  Office of Procurement, Specialised
-  HQ & Regional Centres



70% of total spend with top 30 UNDP Country Offices



Every Country Office is a potential business partner for you



Understanding the unique needs of Country Offices is key to success



<https://go.undp.org/location>  
<https://open.undp.org>

# Office of Procurement – Global Footprint



# Global Procurement & Supply Division



## Crisis, Climate & Infrastructure

Relief-to-rehabilitation, innovative renewable energy and environment solutions, such as turn-key solar solutions, engineering and construction activities, supply of passenger and specialized vehicles, heavy equipment, drones, etc.



## Governance

Procuring for Democratic Governance, focusing on Electoral Assistance and National ID Projects implemented by UNDP, as well as an array of technology-intensive initiatives.



## Training

Offers specialised, CIPS accredited procurement courses, specialised procurement courses & tailor made training for UN entities, NGOs, government partners, and more.



## Health

Procurement and supply chain support and guidance ensuring the uninterrupted supply of time-sensitive and life-saving medicines, medical equipment, and other health products. Is one of the pillars of the **Global Health Supply Centre**.



# How do we procure?

## Micro Purchase

- Used for small purchases up to \$7,000
- Conducted through simple price comparison or direct purchase

## Request for Quotation (RFQ):

- Used to procure goods, services and works up to \$300,000
- Simplified competitive procurement process
- Award based on lowest-priced technically compliant offer

## Invitation to Bid (ITB):

- Mainly used for goods and works
- Amounts above \$300,000
- Award based on lowest-priced technically compliant bid

## Request for Proposals (RFP):

- Mainly used for services and complex assignments
- Amounts above \$300,000
- Two-envelop system – technical and financial proposals submitted separately. Financial proposals of only technically responsive bidders are opened
- Award can be either based on combined scoring method (a weight distribution between technical and financial) or lowest-priced technically responsive offer

# How do we procure?

## Long-Term Agreement (LTA)

- Established through a competitive process (RFQ, ITB or RFP)
- Framework agreement with fixed prices and conditions
- Typically valid for 3 years, extendable up to 5 years
- Allows UNDP to place multiple purchase orders during the validity period
- Does not guarantee a minimum volume of orders

## Individual Contract (IC)

- Used to hire individual consultants or experts
- For time-bound assignments with defined deliverables
- Selection based on qualifications and experience
- Payment linked to completion of specific outputs or milestones

## Direct Contracting

- Used only in exceptional and defined circumstances
- Requires justification and internal approval
- Applied when competition is not feasible or practical (e.g., genuine exigency, monopoly, unique expertise or need for standardization)

# Evaluation process

1. Bid completeness
2. Minimum eligibility and qualification requirements
3. Technical evaluation
4. Financial evaluation
5. Due Diligence

# Common mistakes

- Submitting incomplete bids (missing documents, forms, or signatures)
- Not following instructions or using incorrect formats
- Missing the submission deadline (late bids cannot be accepted in Quantum)
- Not responding clearly to the evaluation criteria
- Including financial information in the technical proposal (for RFPs)
- Errors or inconsistencies in the financial proposal
- Not requesting clarifications when requirements are unclear
- Uploading incorrect or unreadable files



*Note: This list is not exhaustive. Follow all instructions in the tender documents carefully.*

# How to submit a strong bid

- Carefully review the solicitation documents, requirements and evaluation criteria
- Use the clarification period to ask questions if anything is unclear
- Follow instructions and use the required bid forms and templates
- Submit all required documents and information
- Clearly demonstrate compliance with the technical specifications or TOR
- Ensure financial proposals are complete and calculations are correct
- Submit early to avoid last-minute technical issues
- Respond promptly to clarification requests during evaluation



# Procurement safeguards

**Confidentiality of bids** - bids are submitted through the Quantum system and remain encrypted until opening; UNDP cannot access bids before the submission deadline

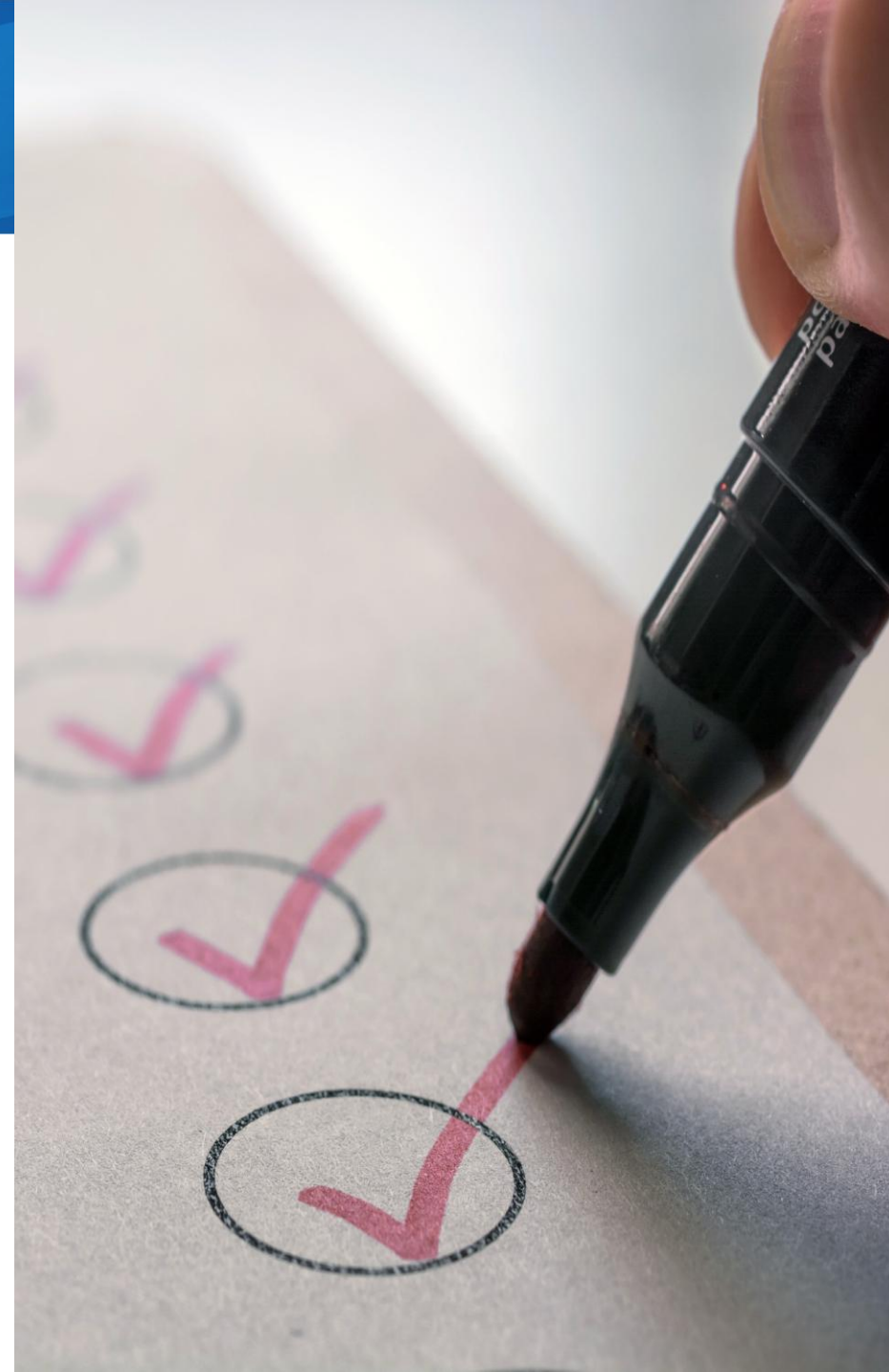
**Equal access to information** - all bidders receive the same information through formal clarification responses shared with all participants

**Clear evaluation criteria** - all bids are evaluated strictly based on the criteria published in the solicitation documents

**Oversight and approvals** - procurement processes are subject to internal oversight and review mechanisms

**Audit and compliance controls** - UNDP procurement is subject to internal and external audits

**Vendor protest mechanism** - suppliers may raise concerns if they believe the process was not conducted fairly



# Ethical standards



## **Integrity and Fairness**

- UNDP is committed to integrity, fairness, and transparency in all procurement processes
- Cooperation with suppliers is based on mutual respect and high ethical standards

## **Zero Tolerance Policy**

- UNDP strictly prohibits the offering or acceptance of gifts, favors, or business hospitality
- Suppliers must comply with all applicable laws and avoid any form of corruption or unethical conduct

## **Conflict of Interest**

- Suppliers must avoid situations that may create a conflict of interest
- Any actual or potential conflict must be disclosed to UNDP immediately

## **Consequences of Violations**



- Violations may result in exclusion from current and future UNDP procurement opportunities
- Legal and reputational consequences may also apply

# Examples of our work



# Health Case: Sudan

**\$3 million life-saving HIV and TB medicines shipped to Port Sudan as part of UNDP's response to the crisis in Sudan**

-  Ensuring continuity of treatment for 11,000 people with HIV
-  Keeping national TB programme on track to treat an expected 21,000 cases



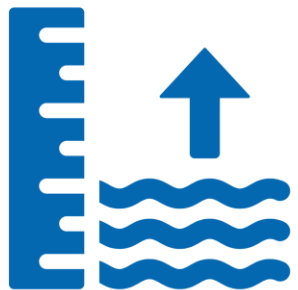
# Infrastructure Case: Tuvalu Coastal Adaption Project



NOV  
2022



AUG  
2023



**Safeguarding**  
Tuvalu from  
challenges posed  
by climate change

**Largest** land reclamation  
project contract (\$24.3M)  
administered by UNDP  
Office of Procurement

**Phase two** (\$13M) to  
be implemented in  
2025

An aerial photograph of a dense, vibrant green forest. A river winds through the center of the forest, forming a large, circular loop. The water is a clear, light blue color. Mist or low clouds are rising from the forest floor, creating a soft, ethereal atmosphere. The overall scene is lush and natural.

# Practical Information & Resources

# Key success factors for bidders



## Understand your clients

- Focus on countries or projects that are most relevant to your offering.
- Use our websites for research:  
[www.ungm.org](http://www.ungm.org)  
[www.undp.org/procurement](http://www.undp.org/procurement)  
[www.open.undp.org](http://www.open.undp.org)



## Be responsive and compliant

- Read documentation carefully - if in doubt, request clarifications.
- Understand the requirements of tenders - too many tender responses fail to meet minimum requirements.
- Provide documented proof of your qualifications and accurate responses.



## Performance

- Problems may arise - how you respond to them will distinguish your company from others.
- Good performance can lead to more business.

# Do a self-assessment



## UNDP procurement principles

- Our principles of fairness, transparency, effective competition and value for money govern all commercial engagements
- UNDP can't 'promote' specific products/brands



## Demand and supply

- Is there a demand for the product/service you are offering?
- Do you have relevant experience?
- Local networks?



## Commercial vs. Non-commercial arrangements

- Specific avenues for non-commercial collaboration such as partnerships, donations & innovation
- Separate from procurement
- Still governed by UN principles

# Useful resources



UN Global Marketplace (UNGM)

<https://www.ungm.org>



Procurement Notices

<https://procurement-notices.undp.org>

<https://www.ungm.org/Public/Notice>



Annual Statistical Report on UN Procurement

<https://www.ungm.org/Shared/KnowledgeCenter/Pages/asr>



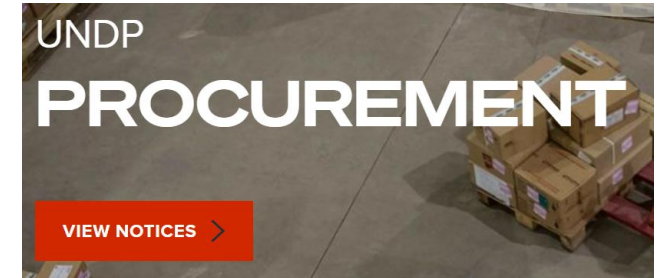
UNDP Transparency Portal

<https://open.undp.org>

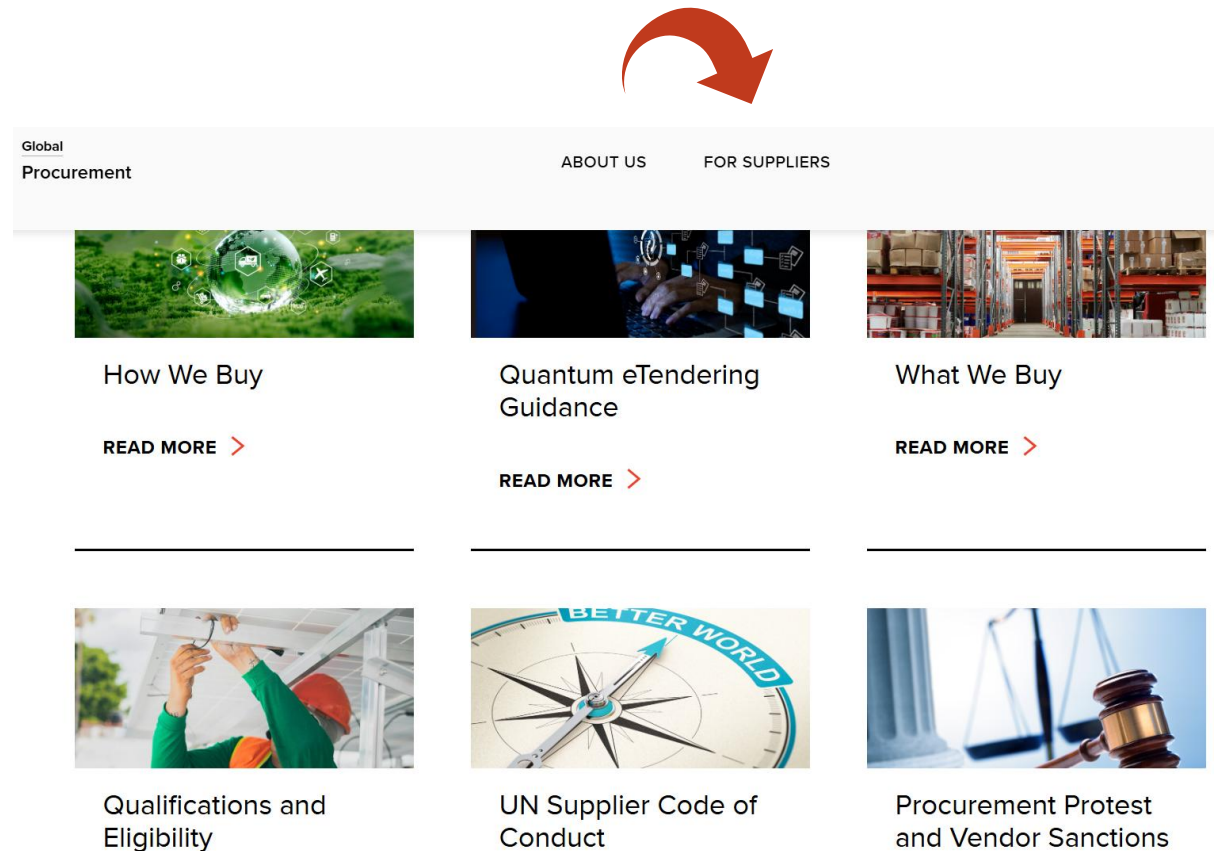


UNDP Audit Disclosure Portal

<https://audit-public-disclosure.undp.org/>



# UNDP Procurement Portal



[www.undp.org/procurement](http://www.undp.org/procurement)

# UN Global Marketplace



Log in

Register



Welcome to the official procurement platform of the United Nations!

## Connecting global business and the UN system

Register at no cost

Explore business opportunities



# UNDP Quantum Portal



- View solicitation documents submit bids, communicate with respective procurement offices, etc.
- Procurement notices provide guidance on Quantum.



[UNDP Quantum Supplier Guide Consolidated links](#)

[How to register to UNDP Quantum Supplier Portal](#)

[How to search for tenders and submit bid response in UNDP Quantum supplier portal](#)

[How to revise, retrieve, or manage a bid response after it is posted](#)

[How to manage orders and invoices in UNDP Quantum Supplier Portal](#)

[How to manage and update profile in UNDP Quantum Supplier Portal](#)

[How to reset password in UNDP Quantum Supplier Portal](#)

[Webinar for Suppliers](#)

[Supplier Portal Introduction Video](#)



Useful links available on <https://www.undp.org/procurement/quantum-etendering-guidance>



QUESTIONS?



UN  
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