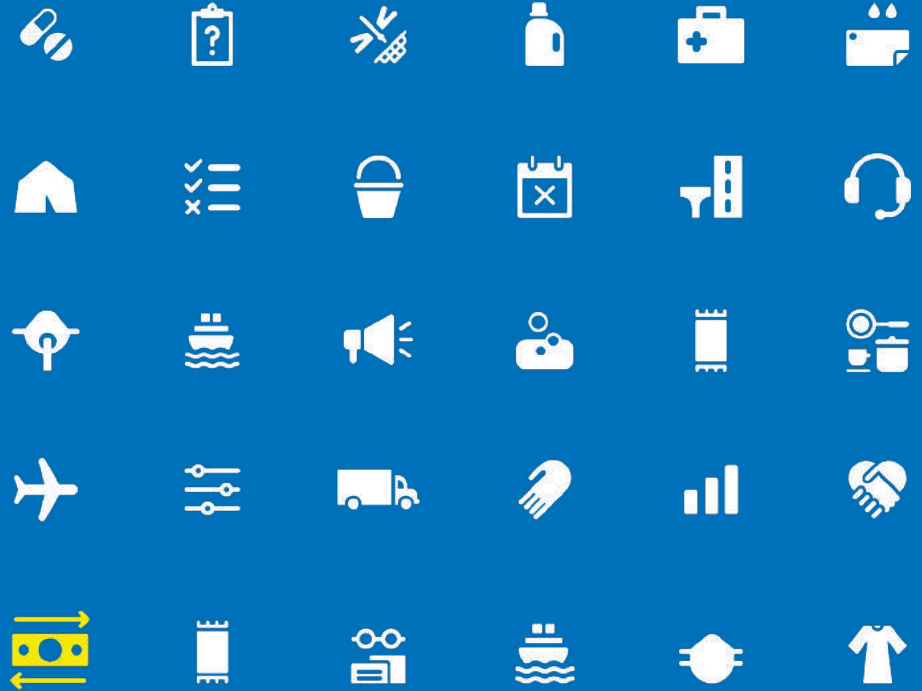


Procurement in **UNHCR**



UNHCR's Mandate



© UNHCR/Andrew McConnell

Responding with life-saving support

safeguard the rights and well-being of people who have been forced to flee

Safeguarding fundamental human rights

ensure that everybody has the right to seek asylum and find safe refuge in another country

Building better futures

secure lasting solutions

Who we help

For over 70 years, UNHCR has helped millions of people to restart their lives.

They include refugees, returnees, stateless people, the internally displaced and asylum-seekers.

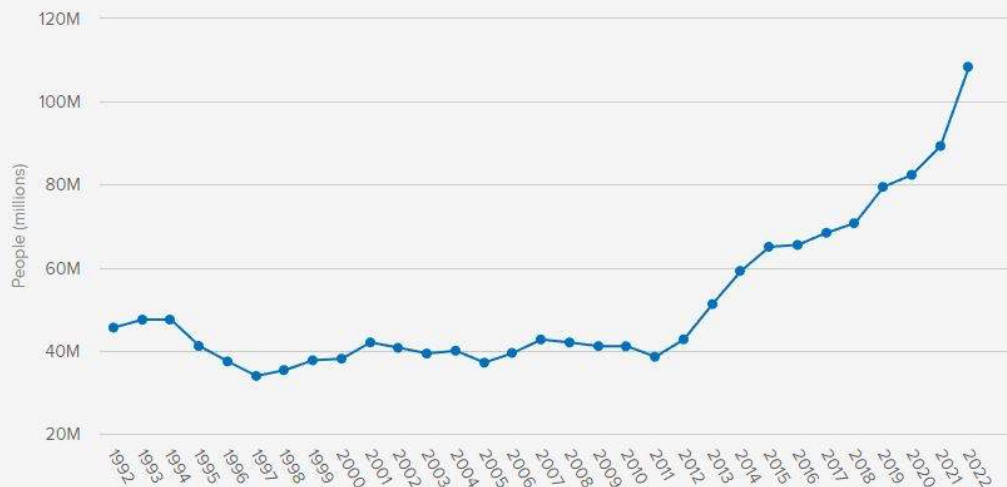


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Statistics on Forced Displacement

108.4 million people worldwide were forcibly displaced

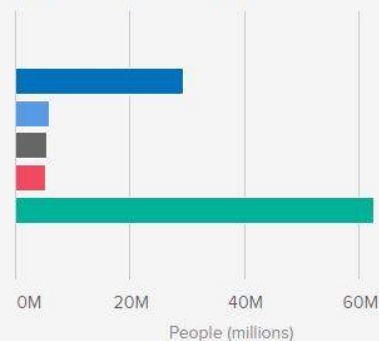
At the end of 2022 as a result of persecution, conflict, violence, human rights violations or events seriously disturbing public order.



14 June 2023
Source: UNHCR Global Trends 2022

This total represents an enormous number of people needing protection worldwide.

■ Refugees (under UNHCR's mandate)
■ Palestine refugees (under UNRWA's mandate)
■ Asylum-seekers
■ Other people in need of international protection
■ Internally displaced people*



14 June 2023
* Source: Internal Displacement Monitoring Centre
Source: UNHCR Global Trends 2022

UNHCR Supply Chain



We deliver quality goods and services across UNHCR, and to people forced to flee, in a timely, efficient, and sustainable manner.

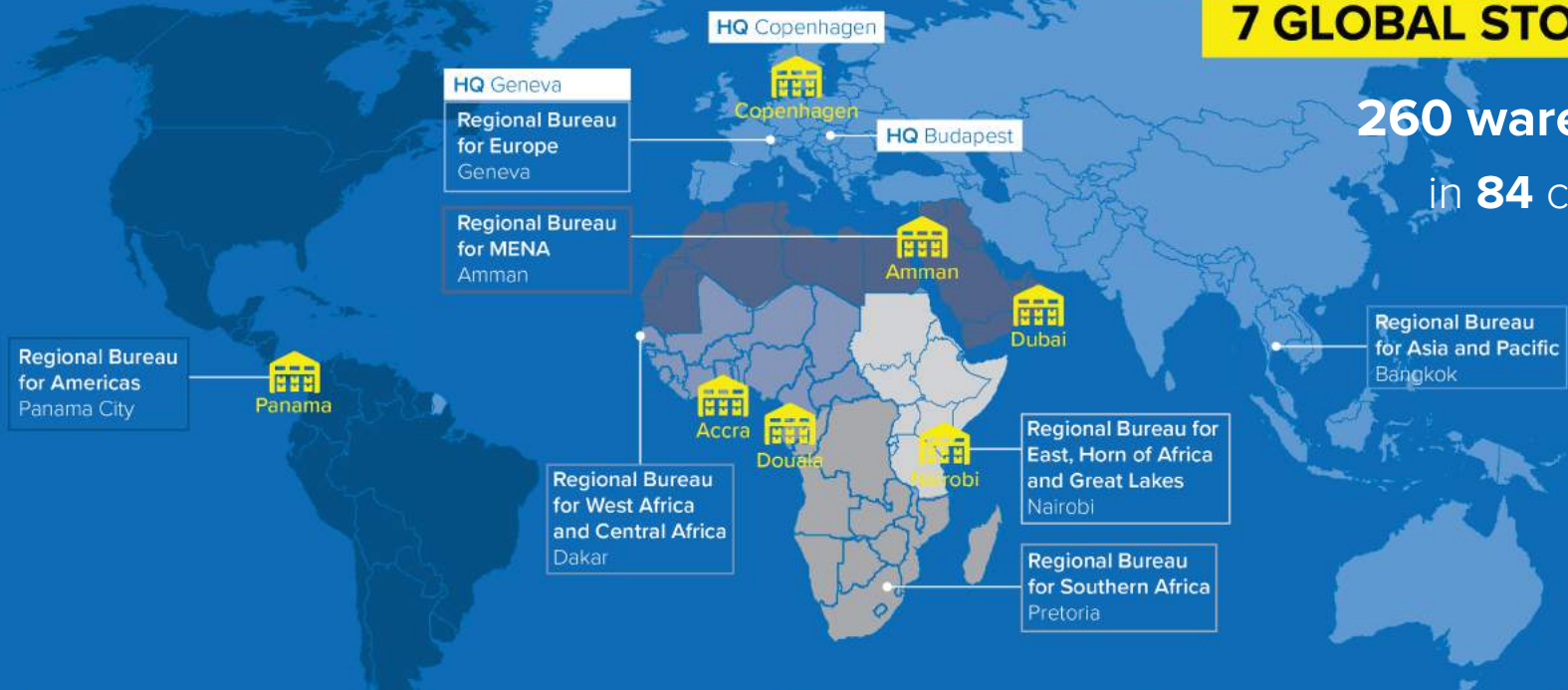


Supply Structure

7 REGIONAL BUREAUX

7 GLOBAL STOCKPILES

260 warehouses
in 84 countries



The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the United Nations.

Procurement in UNHCR



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To 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.

Procurement Principles

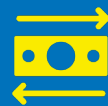
In line with the UN Financial Regulations and Rules, UNHCR's procurement system is based on the following principles:



Fairness, Integrity and
Transparency (FIT)



Effective
International Competition



Best Value For Money



The Interest of the
United Nations

The UN Supplier Code of Conduct

It sets forth [what is expected of all suppliers](#) with whom UNHCR does business.

Furthermore, Vendors are expected to demonstrate a commitment to the [Ten Principles](#) set out in the UN Global Compact that underlies the UNSCC.



©UNHCR/Colin Delfosse

Tendering process

There are three types of solicitation documents issued by the UNHCR to fulfill a procurement requirement. While each of the documents referred below contain the information necessary to submit a suitable offer, they vary in accordance with the nature of the requirement and the estimated monetary value.

Request for Quotation (RFQ)

An informal invitation to submit a quotation for requirements of relatively low monetary value. Prices and other commercial terms and conditions are requested, and an award is usually made to the lowest priced technically compliant offer.

Request for Proposal (RFP)

A formal request to submit a proposal against requirements that have higher dollar value but are not fully definable at the time of solicitation and where the innovation and specific expertise of the proposer is sought to better meet the procurement requirement. Price is only one of the several factors comprising the evaluation criteria, which are determined before the RFP is released. The offer from a supplier is submitted in two sets of documents: a Technical offer and a Financial offer.

Invitation to Bid (ITB)

A formal invitation to submit a bid usually associated with the requirements that are clearly or concisely defined and have a monetary value above the RFQ threshold. Award recommendations are based on the lowest cost technically compliant offer.

Request for Quotation (RFQ)

- Turnaround time depends on value
- Direct Invitation of potential suppliers
- Value < USD 250,000 in field and HQ
- Contract awarded to the lowest price offered
- Informal procedure
- Deadline: any stage of the process
- Minimum of 3 vendors

Invitation to Bid (ITB)

- Turnaround time depends on value, requested offer validity usually 120 days
- Open competition (Publication by advertising), and/or direct invites
- Value > USD 250,000 in field and HQ
- Contract awarded to lowest cost eligible bid
- Formal procedure
- Pass / fail technical criteria to determine eligible bids
- Simpler requirements which can be assessed on a pass or fail basis and which can be clearly stated

Request for Proposal (RFP)

- Turnaround time depends on value, requested offer validity usually 120 days
- Open competition (Publication by advertising) and/or direct invites
- Value > USD 250,000 in field and HQ
- Contract awarded to most responsive proposal
- Weighted scores to determine most responsive proposal taking account of both technical and commercial / financial aspects
- Formal procedure
- More complex requirements where ideas and input are sought from the proposer

UNHCR carries out joint procurement activities (One UN)



© UNHCR/Will Swanson

Procurement conditions



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.



To achieve this, we proactively engage with corporations and foundations eager to help drive change and find innovative solutions to refugee issues. UNHCR also endeavours to undertake **environmentally responsible** sourcing of goods and services.

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 Convention on the Rights of the Child.



Any unethical practice, including Sexual Exploitation and Abuse, is antithetical to the policies and principles of UNHCR. Particular reference is made to the UN Supplier Code of Conduct (UNSCC) which is mandatory for all UNHCR vendor.



© UNHCR/Kamrul Hasan

Frame Agreements



© UNHCR/Diego Ibarra Sánchez

The Role of Frame Agreements:

- Frame Agreement holder is selected through open tender
- Goods and services are purchased by UNHCR using FA
- Examples: core relief items, freight forwarding, IT equipment, light vehicles, inspection services, medical supplies
- Core relief items (CRIs) are: tents, kitchen sets, plastic tarpaulins, blankets and solar lantern
- CRIs are procured centrally by UNHCR HQ

Advantages for UNHCR:

- Shorter lead time
- Flexibility (quantities)
- Better quality control / supply security
- Not exclusive to single supplier (however: procurement principles apply)
- Binds suppliers to ex-stock deliveries and agreed quantities
- Competitive prices

Sustainability provisions



To provide international protection and humanitarian assistance to people forced to flee, UNHCR purchases, stores, transports, and distributes a wide range of goods through international and local markets.



However, this can have a detrimental impact on the environment. An initial evaluation indicates that **core relief items** collectively **represent some 60% of UNHCR's total greenhouse gas emissions**.

Considering this, we are undertaking major initiatives to **improve the sustainability of our end-to-end supply chain**, including planning, sourcing, contents, manufacturing processes, procurement, delivery and lifecycle management of core relief items and other goods.

OUR TARGETS BY 2025

Reduce by 20% the aggregate average greenhouse gas emissions from the production and delivery of CRIs

Increase by 20% the biodegradable or recycled content of core relief items & packaging.

Reduce by 10% the CO2 emissions from international freight

Reduce by 25% the average duration of stock on hand

Ensure supply waste management services in 70 country operations

Find out more: [Sustainable supply strategy \(webpage\)](#)

[Operational Strategy for Climate Resilience and Environmental Sustainability 2022-2025 \(pdf\)](#)

Goods & services we procure

Goods

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

Services

Audit service
Cash Based Intervention related financial services
Cleaning
Construction
Corporate Consultancy
Education / Training
Engineering services
Evaluation
Health administration service
Inspection
Insurance
IT, Telecom
Lease or rental of property/building
Mailing services
Medical services, Evacuation
Meeting facilities
Printing
Road maintenance service
Security
SAT Communication service
Training/workshops
Translation / Interpretation
Transportation
(Cargo /Passenger)



How to become a supplier to UNHCR



© UNHCR/Ola Anan

How to participate in the selection process?

The UN Supplier Code of Conduct (UNSCC) sets forth what is expected of all suppliers with whom UNHCR does business. Furthermore, Vendors are expected to demonstrate a commitment to the Ten Principles set out in the UN Global Compact that underlies the UNSCC.



Register at www.ungm.org to learn about all the opportunities to be a supplier to UNHCR. You can subscribe to the **Tender Alert Service** to make sure you are notified of all opportunities.



If you are interested in being a supplier for **UNHCR at Global level**, you can **send an email** to hqps@unhcr.org to receive the invitation for **eSupplier** online registration.



If you are interested in being a supplier for a **specific country or region**, you are recommended **to contact the local UNHCR operation** for registration, as they might use different channels to advertise their tenders.



In all cases, submitting a duly **filled in Vendor Registration Form** with supporting documents is mandatory.

Selection Process




Vendor Registration Form

Filling a Vendor Registration Form with supporting documents is mandatory.



- 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

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Thank you for your
interest in becoming
a supplier to **UNHCR**

Visit our website:

unhcr.org/supply

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