



# Introduction to Supply Division



# Procurement through UNICEF in 2015

**\$3.428 billion** on supplies and services



**Vaccines**  
\$1.725 billion



**Pharmaceuticals**  
\$151.4 million



**Nutrition**  
\$150.6 million



**Medical supplies  
& equipment**  
\$110.4 million



**International  
freight**  
\$104.3 million



**Construction**  
\$ 102.3 million



**Water &  
sanitation**  
\$96.4 million



**Cold chain  
equipment**  
\$75.6 million



**Education**  
\$66.1 million

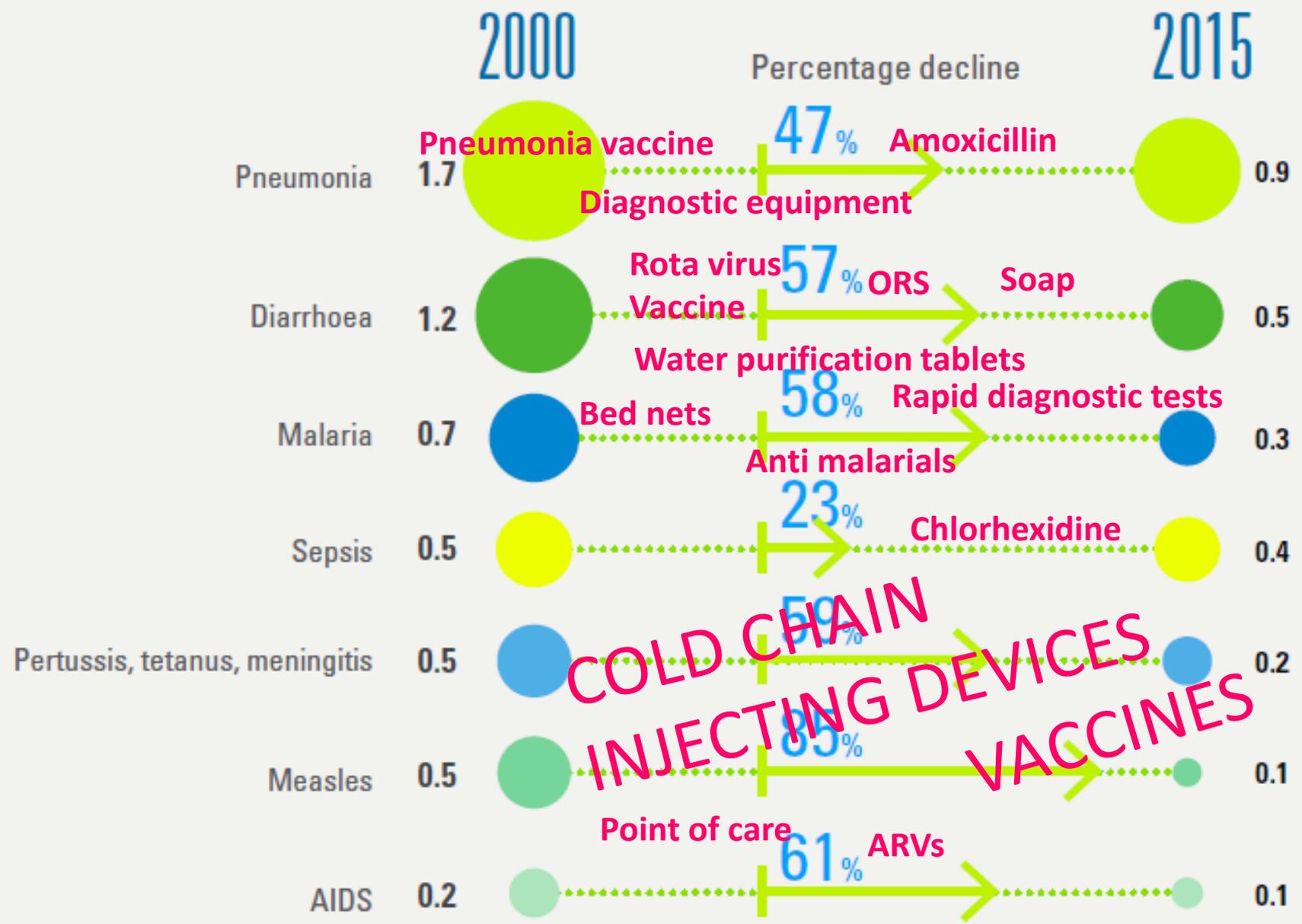
Approximately **\$1.754 billion** is procurement on behalf of governments and partners.

Total emergency supplies (53 countries/areas):  
**\$147.6 million.**



**Bed nets &  
insecticides**  
\$58.7 million

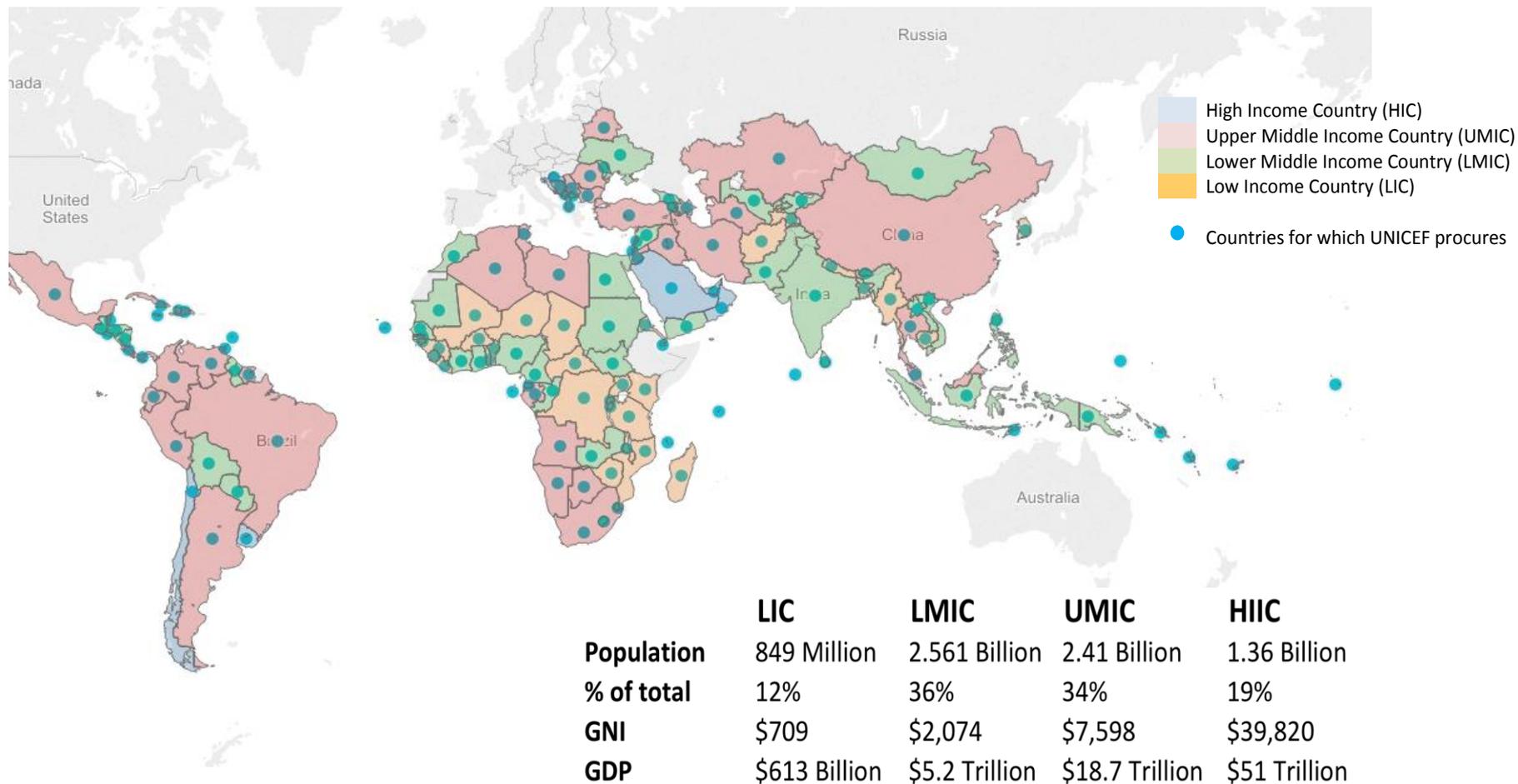
# Under 5 deaths from preventable diseases



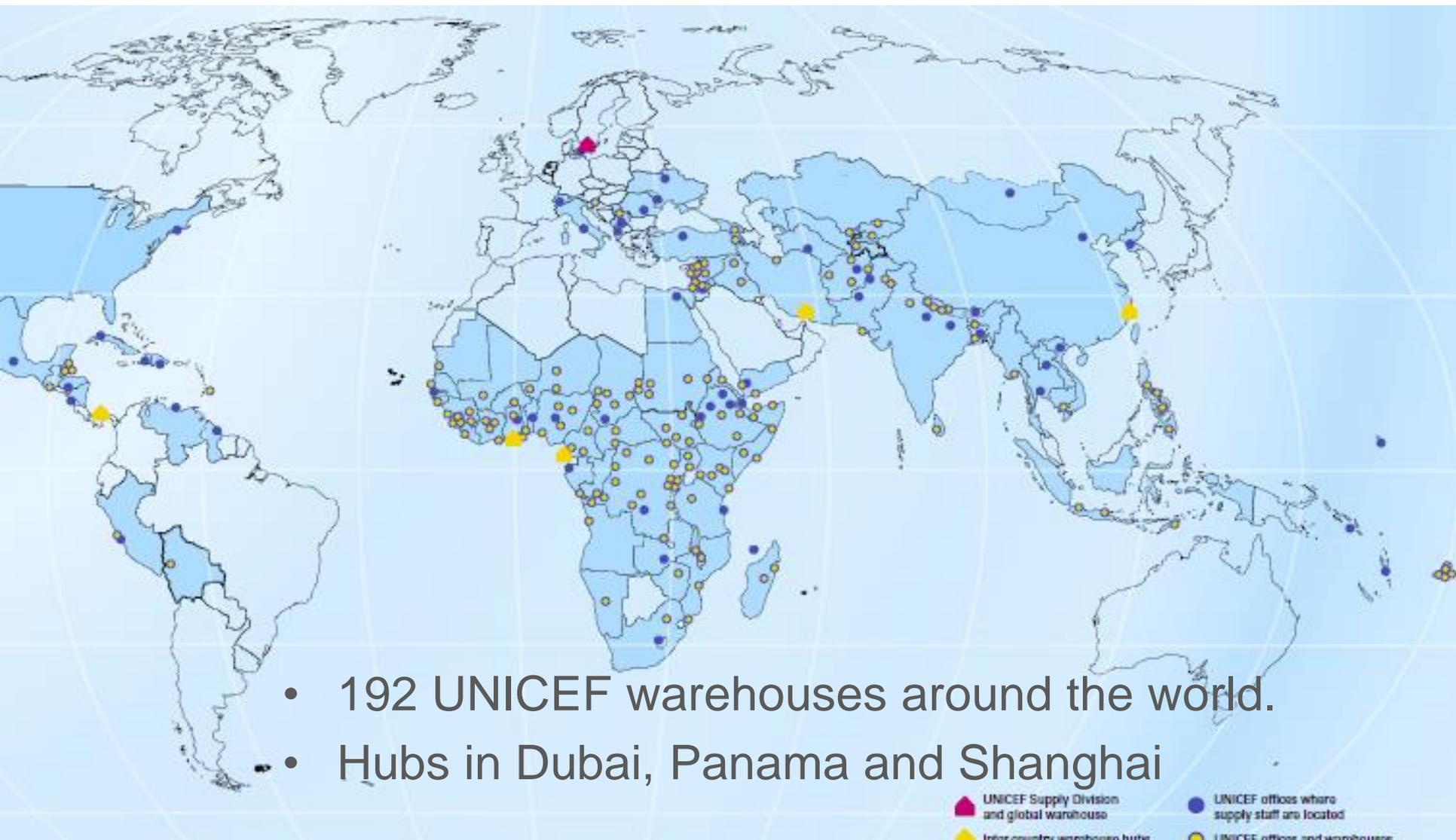
**COLD CHAIN  
INJECTING DEVICES  
VACCINES**

# Which countries does UNICEF procure for?

UNICEF has programmes of cooperation with LIC, LMIC, and UMIC countries

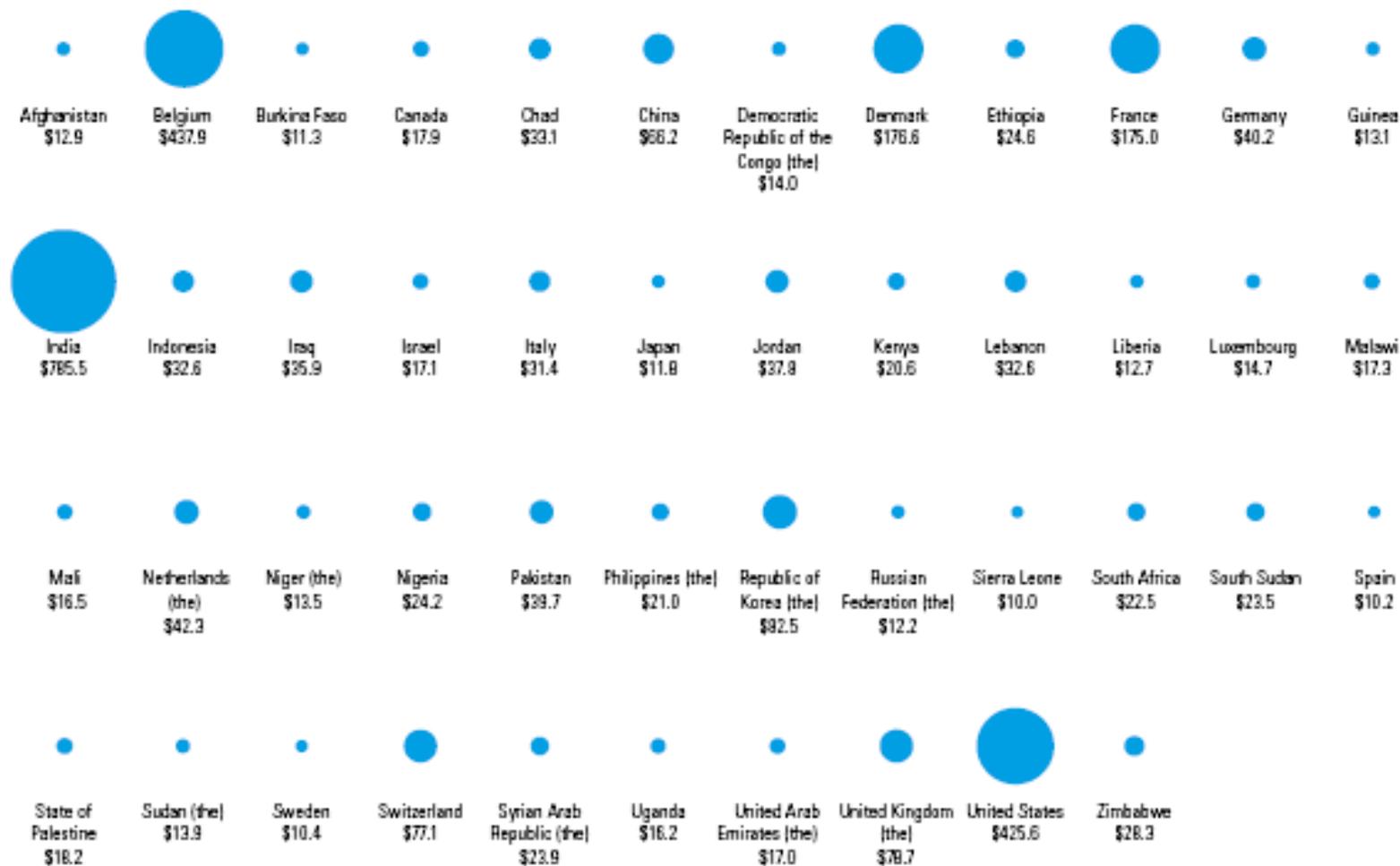


# Warehouses



# Supplier countries

Countries in which procurement exceeded \$10 million  
(based on country of invoice, in \$ millions)



# Emergency response

Each emergency has its own unique characteristics and complexities:

- **Ebola** (quick development of new specs/kits and supply sources, establishing new supply chains)
- **Syria & the region** (protracted emergency, IDPs and refugees, delivering supplies in the midst of conflict)
- **Nepal** (pre-positioned supplies in four warehouses allowed for immediate response, deployed staff provided logistics support to get supplies to remotest areas)
- **Yemen** (hub in Djibouti and utilisation of local boats to overcome restricted air access)
- **CAR & Sth. Sudan** (regionally led response)

But there are many common issues:

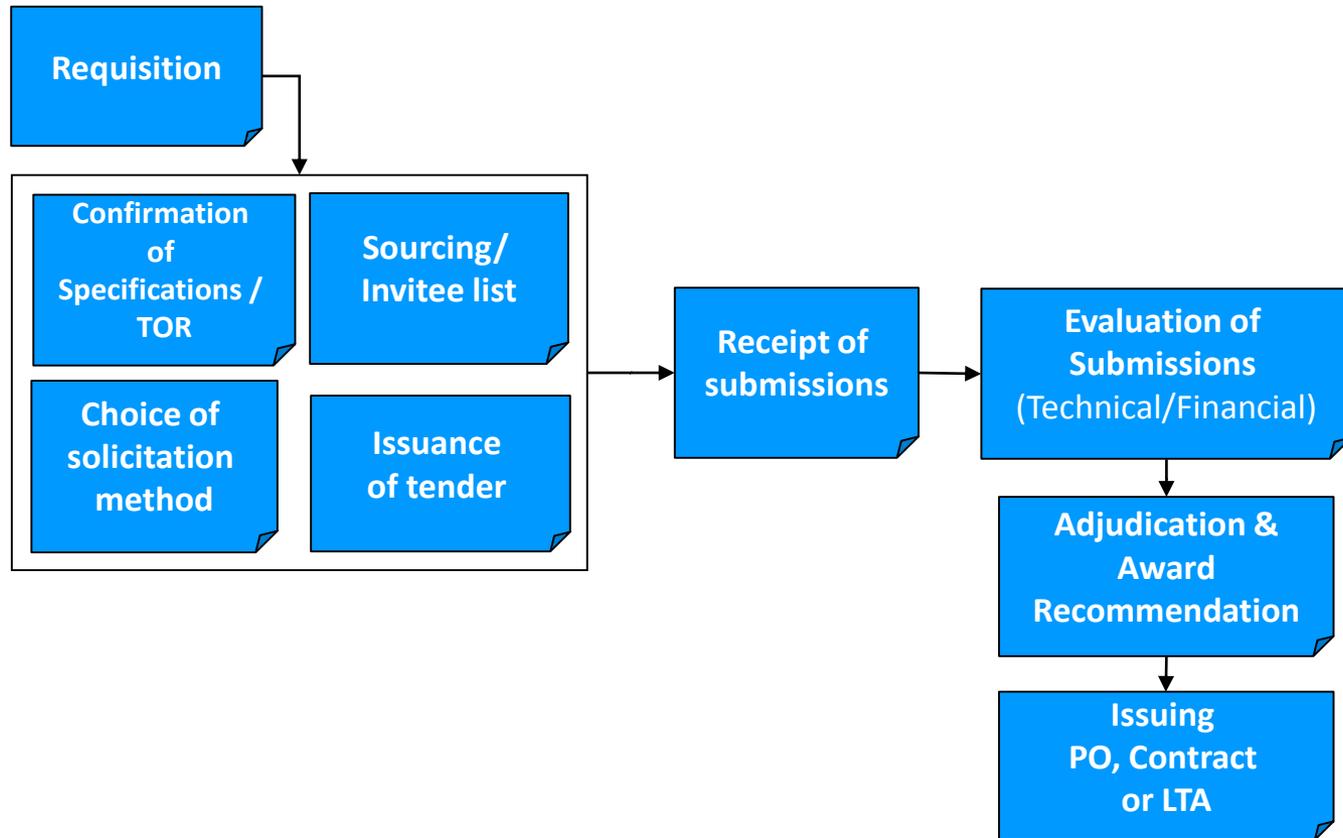
- **Timely** decision-making
- **Need for** real-time monitoring
- **Preparedness** saves time and money
- **Partnerships**



# UNICEF Procurement Process



# PROCUREMENT WORKFLOW



# REGULATORY FRAMEWORK

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**Regulatory Framework** governing UNICEF procurement process:

- **Financial Regulations and Rules (FRR), Article XII. Internal Control**
- **Financial and Administrative Policy, e.g.**
  - Policy 1 – Internal Controls
  - Policy 5 – Cash Disbursements, Supplement 6 on CRC
- **Executive Directives, e.g.**
  - Anti-Fraud Policy, Whistle Blower Policy
- **Supply Directives** e.g. Supply Division Commitment
- **Supply Manual:** Procurement Guidelines & Procedures

# GUIDING PROCUREMENT PRINCIPLES:

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- **Promotion of objectives of UNICEF**  
*(fulfilling the mandate, goals and objectives)*
- **Fairness, integrity and transparency through competition**  
*(clear & appropriate regulations/rules applied to all suppliers, fair process, equal treatment of suppliers, transparent system)*
- **Economy and effectiveness**  
*(meet requirement in terms of quantity, quality, timeliness at the right place. Economy=optimize cost, Effectiveness=meet end-user interest)*
- **Best value for money**  
*(Consider the optimum combination of factors in meeting the end user needs)*

# TYPES OF COMPETITION

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- **Open**
  - Open competition / Maximized access
  - Public advertising of a tender
  - All qualified can participate
- **Limited**
  - Predetermined qualifications for participation in the tender
  - Short listing
- **In exceptional cases: Direct procurement**
  - Waiver of competition / Single source
    - Legislation / Regulatory
    - Emergency
    - Standardization

# UN SUPPLIER CODE OF CONDUCT

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UNGM registered suppliers sign on to the UN Code of Conduct

Based on the UN charter, the principles of the Global Compact and ILO standards

*The UN expects that these principles apply to **suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors.***

## **Labour conditions:**

Freedom of Association, no force or compulsory, no child labour, discrimination, standards for working conditions

## **Human Rights:**

no Harassment, Harsh or Inhumane Treatment, no manufacture or sale of mines

## **Environment:**

compliance with regulations, manage chemical and hazardous materials; waste and air emissions, Maximize Recycling

## **Ethical conduct:**

no corruption, conflict of interest declaration, no gift and hospitality, post employment restrictions



# PROCUREMENT COMPLIANCE & OVERSIGHT

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## •Planning for appropriate procurement

Focus on strategic essential commodities, and managing risk. Procurement strategies established prior to procurement, to ensure stakeholder consultation informs the objective, scope and process

## Checks & balances built into approval and procurement process

Segregation of duties, independent review committee (CRC) ensuring due process

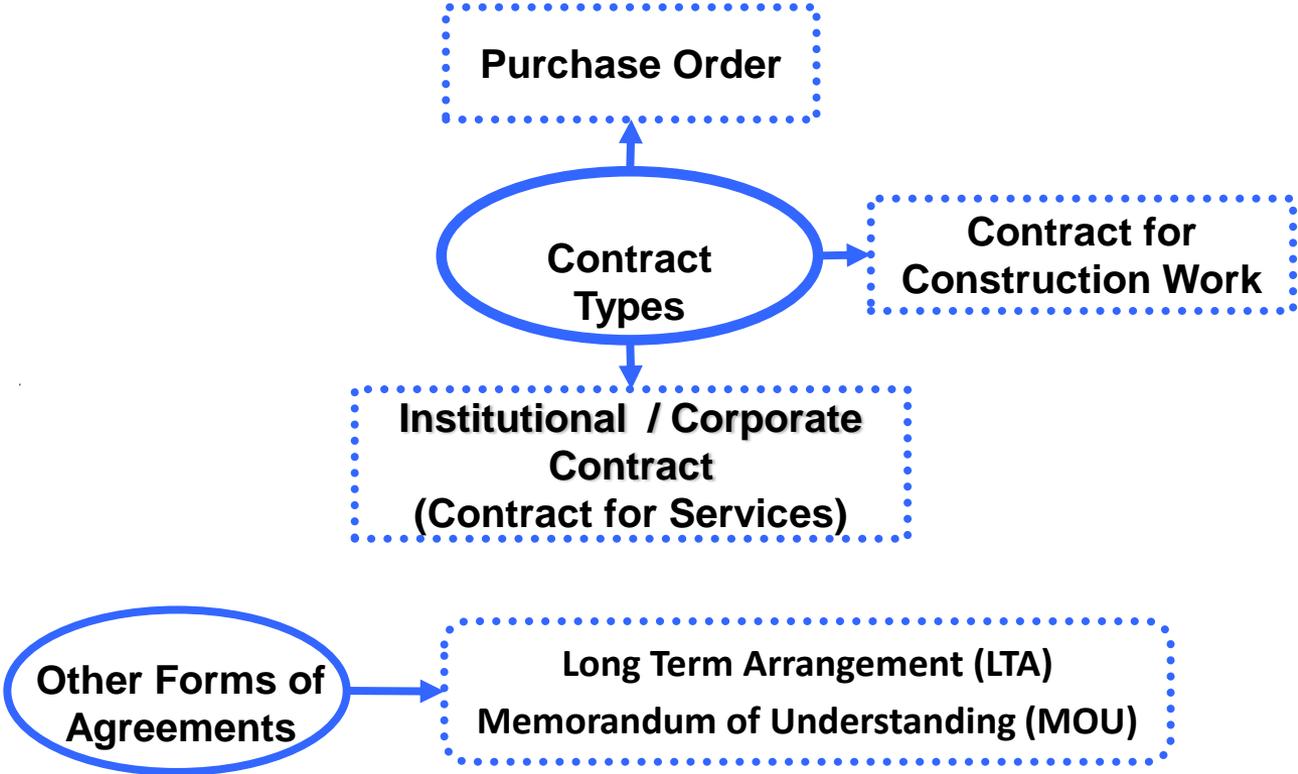
Table of Authority – based on value and risk (also reflected in ERP system)

## •Procurement compliance monitoring

- Use of low value procurement process
- Segregation of duties
- Requirement for competitive bidding
- Local Procurement Authorizations
- Internal and external audits

# UNICEF'S CONTRACTUAL INSTRUMENTS

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# WHAT IS A LONG TERM ARRANGEMENT (LTA)?

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**A LTA is an arrangement entered with a supplier to secure the supply of a product or service over a period of time;**

- Framework of mutually agreed terms and conditions (product, price, etc.)
- As a result of a competitive bidding process
- For procurement of goods, services or works for which the buyer has a repeated need
- Entered in good faith for a period of time
  - Contractual obligations only commence once a purchase order is issued
- Not binding but with a projected total volume
- Non-exclusive
- Long term commercial partnership with selected supplier(s)

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## For suppliers and service providers

UNICEF Supply Division is responsible for offshore procurement on behalf of UNICEF country offices, headquarters and Procurement Services partners, and for oversight of all UNICEF procurement. UNICEF procured \$2.468 billion worth of supplies and services in 2012 alone, including \$1.808 billion worth of [offshore supplies](#).

All UNICEF procurement supports UNICEF goals and priorities for children and women. UNICEF maintains the highest level of integrity in its procurement activities. The organization evaluates and registers suppliers with which it does business. It also ensures that all potential suppliers are subject to the same conditions and that information received is confidential.

Information on key commodities, large contract awards, and top supplier countries can be found in the [Supply Annual Report 2012](#). Please consult the [Supply Catalogue](#) for specifications for the 2,000 standard UNICEF commodities.

Suppliers should also refer to pages under the relevant programme areas, e.g. Immunization, Medicines, etc., where other useful information may be posted, such as details of supplier meetings.

### Latest

WHO priority list of applications for pre-qualification of vaccines to fight major childhood diseases, such as polio, Hib, meningitis, pneumonia, diarrhoea, and yellow fever top. [Read more.](#)

Technical Standards for Medical devices, nutrition supplies, pharmaceutical products and vaccines, syringes and cold-chain equipment have been updated. Now also available online: [UNICEF's Technical requirements for pharmaceutical products](#)

Procurement Procedures for packing and palletisation of goods to be delivered to the Supply Division Warehouse in Copenhagen can be viewed at [Standards for UNICEF supplies](#).

To see the latest Requests for Expression Of Interest [click here](#)

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### South Sudan



Children in South Sudan need your help. Please donate what you can today

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### UNICEF Supply Catalogue

UNICEF Supply Catalogue

### French and Spanish version of this page





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## Tender Calendars

### This page contains the plans for issuance of tenders by UNICEF SUPPLY DIVISION

Interested [eligible suppliers](#) are encouraged to submit:

- A covering letter expressing their interest in accordance with requirements in each bid plan;
- Relevant information about their company (company profile)

**N.B.:** Companies interested in participating in any of the listed bidding exercises should be registered with the United Nations Global Marketplace. Visit the following website and follow the instructions to complete your firm's registration: [www.unqgm.org](http://www.unqgm.org)

- [2014 tender calendar - Medical devices and laboratory supplies - updated on 22 April 2014](#)
- [2014 Tender Calendar - Education Unit - Updated on 28 February 2014](#)
- [2013 Tender Calendar - Medical Devices and Laboratory Supplies - updated on 22 April 2014](#)
- [2013 Tender Calendar - Devices and Waste Management Products - MAY 2013 UPDATE](#)
- [2014 Tender Calendar - Water, Sanitation and Hygiene \(WASH\)](#)
- [2013 Tender Calendar - Education Unit - NB Updated on 6 August 2013](#)
- [2013 Tender Calendar - Nutrition Unit](#)
- [2013-2014 Tender Calendar - Essential Medicines Unit](#)
- [2013 Tender Calendar - Cold Chain Equipment](#)
- [2012-2013 Tender Calendar - HIV and Malaria Medicines unit](#)

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Medicines

Nutrition

Water & sanitation

Education

## Bidding Opportunities

### What supplies and services is UNICEF looking for?

This is the area where UNICEF posts bidding opportunities mainly for its headquarters requirements but also on occasion UNICEF regional or country office requirements.

In addition, UNICEF regularly posts bidding opportunities from other UN Organisations and WHO.

- [RFP-PFP-2014-141090 - Consultancy to review and develop the Education Cluster strategic plan for UNICEF - response deadline latest by Wednesday 14 May, 16h00 CET](#)
- [RFPS-PFP-2014-141083 - Writing/Editing Services and Design/Layout Services - Response deadline 16:00 CET on 19 May 2014](#)
- [EXPRESSION OF INTEREST \(EOI\) for Instructional Design, Production and/or facilitation of online and distance learning - Response deadline latest by 5 May, 2014, 23.59 EST](#)
- [Request for Proposal \(RFP/DOC/2014-Digital Strategy-003\) - Discovery phase for UNICEF's Global web - Response deadline latest by 17:00 EST, 28 April, 2014](#)
- [EXTENSION-REQUEST FOR INFORMATION \(RFI\) for Temporary Structures - response deadline latest by 23:59 \(Copenhagen time\) 30 May 2014](#)
- [REOI - Water Purifier Product Tender - Response deadline 25 April 2014, 23:59](#)
- [EXTENSION - REOI-IRAQ-2014-001 - Teachers Training Capacity Gaps Assessment - Response deadline 14:00 hrs \(Baghdad Time\) on 10 May 2014](#)
- [Request for Information \(RFI\) for resuscitators](#)
- [RFPS-USA-2014-501824 for sale of an existing UNICEF Premise in Santiago Chile and the Purchase or Lease of a new premise in Santiago Chile - Response deadline 11:00 EST, 3 April 2014](#)
- [Request for Information - Technology to measure respiratory rates and/or diagnose pneumonia in children - No response deadline](#)
- [Online Request for Expression of Interest - Water, Sanitation and Hygienes Supplies - No response deadline](#)

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Updated: 29 April 2014

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**Annual Report**

For suppliers and service providers

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Strengthening supply chains

Immunization

## Supply Annual Report 2015



### 2015: Agile, resilient and sustainable supply chains for children

*Improving accessibility, bridging financing gaps, generating savings and strengthening supply chains with governments*

In 2015, UNICEF, in collaboration with governments and partners, procured a record \$3.428 billion in supplies and services for children, including \$1.755 billion of supplies procured on behalf of 102 governments. The 2015 Supply Annual Report provides an overview of key UNICEF Supply activities that focus on competition, transparency and collaboration to achieve sustainable markets to achieve value for money, working with governments and partners to build strong supply chains and build technical capacity, effective emergency response to support the millions of children caught in crisis and conflict, and real-time innovation to prepare and respond to health emergencies.

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The 2015 Supply Annual Report shares insights on UNICEF's rapidly expanding supply financing solutions area of work, which helps address market uncertainties and influence lower prices for life-saving commodities and strengthen countries' financial self-sustainability to ensure the timely availability supplies. Notably, these efforts contributed to price savings of over \$422.8 million in 2015, bringing UNICEF's cumulative savings since 2012 to \$1.068 billion.

As in previous year's, the report with its annexes is a useful reference on UNICEF procurement across key commodity groups and lists UNICEF suppliers by country.

# Thank you!

