



**DOING BUSINESS WITH THE UNITED NATIONS**



# AGENDA

## **1. Overview of the UN Procurement System**

- United Nations System
- Statistics
- United Nations Global Marketplace
- UN procurement procedures

## **2. United Nations Office in Geneva (UNOG)**

- UNOG clients
- UNOG Statistics
- UNOG Internet Site

## **3. Strategic Heritage Plan (SHP)**



## A. Overview of the UN Procurement System



# SYSTEME DES NATIONS UNIES

- The UN is made up of a variety of organizational entities:
  - Funds & Programmes
  - Specialised Agencies
  - Secretariat: UNHQs, Offices Away from Headquarters (OAHs), Commissions, Tribunals and Field Peacekeeping Missions.
- Each organization has a **distinct and separate** mandate covering the political, economic, social, scientific, humanitarian, and technical fields.





# The United Nations System

## UN Principal Organs

- General Assembly
- Security Council
- Economic and Social Council
- Secretariat
- International Court of Justice
- Trusteeship Council<sup>6</sup>

**Subsidiary Bodies**  
Main and other sessional committees  
Disarmament Commission  
Human Rights Council  
International Law Commission  
Standing committees and ad hoc bodies

**Funds and Programmes<sup>1</sup>**  
**UNCTAD** United Nations Conference on Trade and Development
 

- **ITC** International Trade Centre (UNCTAD/WTO)

**UNDP** United Nations Development Programme
 

- **UNCDF** United Nations Capital Development Fund
- **UNV** United Nations Volunteers

**UNEP** United Nations Environment Programme  
**UNFPA** United Nations Population Fund

**Subsidiary Bodies**  
Counter-terrorism committees  
International Criminal Tribunal for Rwanda (ICTR)  
International Criminal Tribunal for the former Yugoslavia (ICTY)

**Advisory Subsidiary Body**  
Peacebuilding Commission

**Subsidiary Bodies**  
Military Staff Committee  
Peacekeeping operations and political missions  
Sanctions committees (ad hoc)  
Standing committees and ad hoc bodies

**Functional Commissions**  
Crime Prevention and Criminal Justice  
Narcotic Drugs  
Population and Development  
Science and Technology for Development  
Social Development  
Statistics  
Status of Women  
Sustainable Development  
United Nations Forum on Forests

**Regional Commissions**  
**ECA** Economic Commission for Africa  
**ECE** Economic Commission for Europe  
**ECLAC** Economic Commission for Latin America and the Caribbean  
**ESCAP** Economic and Social Commission for Asia and the Pacific  
**ESCWA** Economic and Social Commission for Western Asia

**Other Bodies**  
Committee for Development Policy  
Committee of Experts on Public Administration  
Committee on Non-Governmental Organizations  
Permanent Forum on Indigenous Issues  
United Nations Group of Experts on Geographical Names  
Other sessional and standing committees and expert, ad hoc and related bodies

**UN-HABITAT** United Nations Human Settlements Programme  
**UNHCR** Office of the United Nations High Commissioner for Refugees  
**UNICEF** United Nations Children's Fund  
**UNODC** United Nations Office on Drugs and Crime  
**UNRWA<sup>2</sup>** United Nations Relief and Works Agency for Palestine Refugees in the Near East  
**UN-Women** United Nations Entity for Gender Equality and the Empowerment of Women  
**WFP** World Food Programme

**UNITAR** United Nations Institute for Training and Research  
**UNRISD** United Nations Research Institute for Social Development  
**UNSSC** United Nations System Staff College  
**UNU** United Nations University

**Research and Training Institutes**  
**UNICRI** United Nations Interregional Crime and Justice Research Institute  
**UNIDIR<sup>2</sup>** United Nations Institute for Disarmament Research

**Other Entities**  
**UNAIDS** Joint United Nations Programme on HIV/AIDS  
**UNISDR** United Nations International Strategy for Disaster Reduction  
**UNOPS** United Nations Office for Project Services

**Related Organizations**  
**CTBTO Preparatory Commission** Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization  
**IAEA<sup>1,3</sup>** International Atomic Energy Agency  
**OPCW** Organisation for the Prohibition of Chemical Weapons  
**WTO<sup>1,4</sup>** World Trade Organization

**Specialized Agencies<sup>1,5</sup>**  
**FAO** Food and Agriculture Organization of the United Nations  
**ICAO** International Civil Aviation Organization  
**IFAD** International Fund for Agricultural Development  
**ILO** International Labour Organization  
**IMF** International Monetary Fund  
**IMO** International Maritime Organization  
**ITU** International Telecommunication Union  
**UNESCO** United Nations Educational, Scientific and Cultural Organization  
**UNIDO** United Nations Industrial Development Organization

**UNWTO** World Tourism Organization  
**UPU** Universal Postal Union  
**WHO** World Health Organization  
**WIPO** World Intellectual Property Organization  
**WMO** World Meteorological Organization  
**World Bank Group**

- **IBRD** International Bank for Reconstruction and Development
- **ICSID** International Centre for Settlement of Investment Disputes
- **IDA** International Development Association
- **IFC** International Finance Corporation
- **MIGA** Multilateral Investment Guarantee Agency

**Departments and Offices**  
**EOSG** Executive Office of the Secretary-General  
**DESA** Department of Economic and Social Affairs  
**DFS** Department of Field Support  
**DGACM** Department for General Assembly and Conference Management  
**DM** Department of Management

**DPA** Department of Political Affairs  
**DPI** Department of Public Information  
**DPKO** Department of Peacekeeping Operations  
**DSS** Department of Safety and Security  
**OCHA** Office for the Coordination of Humanitarian Affairs  
**OHCHR** Office of the United Nations High Commissioner for Human Rights

**OIOS** Office of Internal Oversight Services  
**OLA** Office of Legal Affairs  
**OSAA** Office of the Special Adviser on Africa  
**SRSG/CAAC** Office of the Special Representative of the Secretary-General for Children and Armed Conflict  
**SRSG/SVC** Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict

**Office for Disarmament Affairs**  
**UNOG** United Nations Office at Geneva  
**UN-OHRLLS** Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States  
**UNON** United Nations Office at Nairobi  
**UNOV** United Nations Office at Vienna

**Notes:**  
<sup>1</sup> The United Nations, its Funds and Programmes, the Specialized Agencies, IAEA and WTO are all members of the United Nations System Chief Executives Board for Coordination (CEB).  
<sup>2</sup> UNRWA and UNIDIR report only to the General Assembly (GA).  
<sup>3</sup> IAEA reports to the Security Council and the GA.  
<sup>4</sup> WTO has no reporting obligation to the GA, but contributes on an ad hoc basis to GA and Economic and Social Council (ECOSOC) work on, inter alia, finance and development issues.  
<sup>5</sup> Specialized Agencies are autonomous organizations whose work is coordinated through ECOSOC (intergovernmental level) and CEB (inter-secretariat level).  
<sup>6</sup> The Trusteeship Council suspended operation on 1 November 1994, as on 1 October 1994 Palau, the last United Nations Trust Territory, became independent.  
 This is not an official document of the United Nations, nor is it intended to be all inclusive.



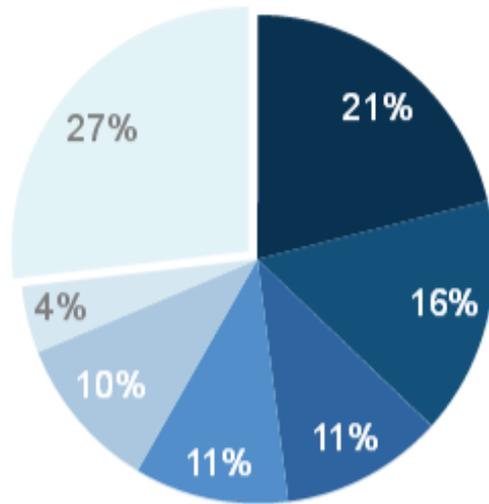
# STATISTICS - TRENDS

2009 – 2015  
Increase of 27%





# STATISTICS - CATEGORIES



- Health
- Transport
- Food and farming
- Construction and engineering
- Management and administrative services
- Fuels and fuel additives
- Other goods and services

**5 categories  
>70%**

Sectors of goods and services	Total	% of total
Health	4,032.87	22.95%
Transport	2,937.44	16.71%
Consultancy, administration and operation	2,646.10	15.06%
Construction and engineering	1,862.56	10.60%
Food and farming	1,774.98	10.10%
Humanitarian aid	242.21	1.38%
Peace and security	225.14	1.28%
Climate action	96.16	0.55%
Energy	72.19	0.41%
Education	60.44	0.34%
Clean water and sanitation	28.86	0.16%
Other goods and services	3,596.34	20.46%
<b>Grand Total</b>	<b>17,575.30</b>	



# TOP 10 Countries Supplying UN

Countries	Goods	Services	Total	% of total
United States of America	810.64	836.48	1,647.12	9.37%
India	1,119.74	157.28	1,277.03	7.27%
United Arab Emirates	712.23	92.91	805.14	4.58%
Switzerland	133.09	610.18	743.27	4.23%
Belgium	641.10	67.14	708.23	4.03%
Afghanistan	47.82	580.21	628.03	3.57%
Denmark	232.69	333.06	565.75	3.22%
France	421.26	123.12	544.38	3.10%
United Kingdom of Great Britain and Northern Ireland	167.23	346.75	513.98	2.92%
Kenya	139.36	305.96	445.32	2.53%
Top 10 total	4,425.17	3,453.09	7,878.26	44.83%
Grand Total	8,620.06	8,955.24	17,575.30	

# SPAIN

2253 companies are registered on UNGM as potential suppliers for the UN

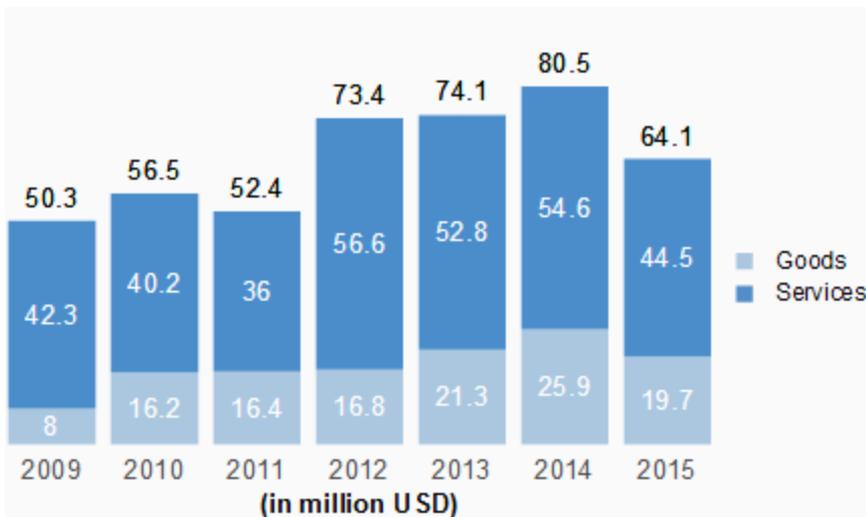
Procurement value: 64.12 million USD  
Growth over previous year: -20.35%  
% of total UN procurement: 0.36%

32 different UN organizations procured goods and services from this country in 2015

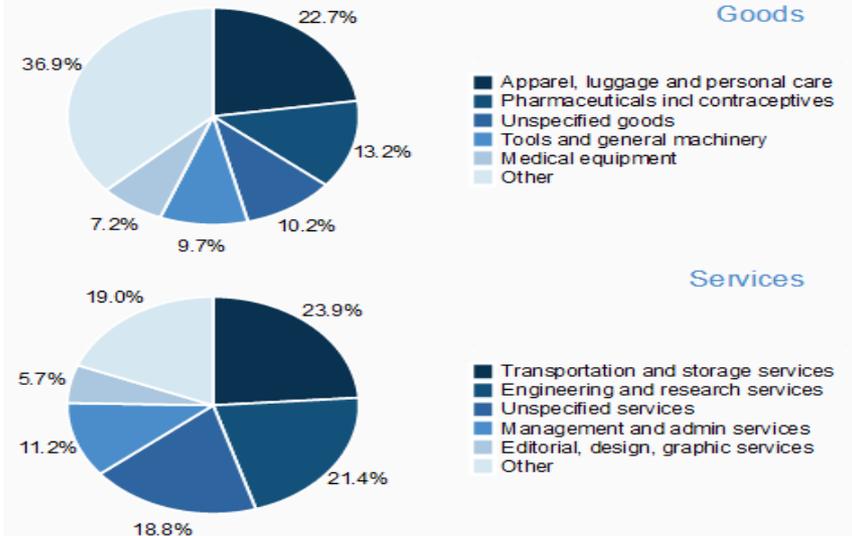
57th largest country supplier to the UN system in 2015



## 1 Goods and services distribution



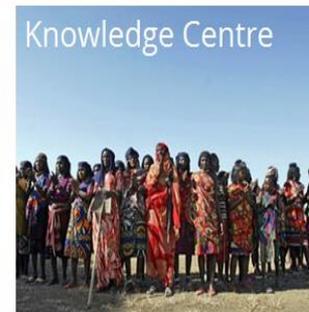
## 3 Categories distribution





# UNITED NATIONS GLOBAL MARKETPLACE – [www.ungm.org](http://www.ungm.org)

Welcome to the UNGM



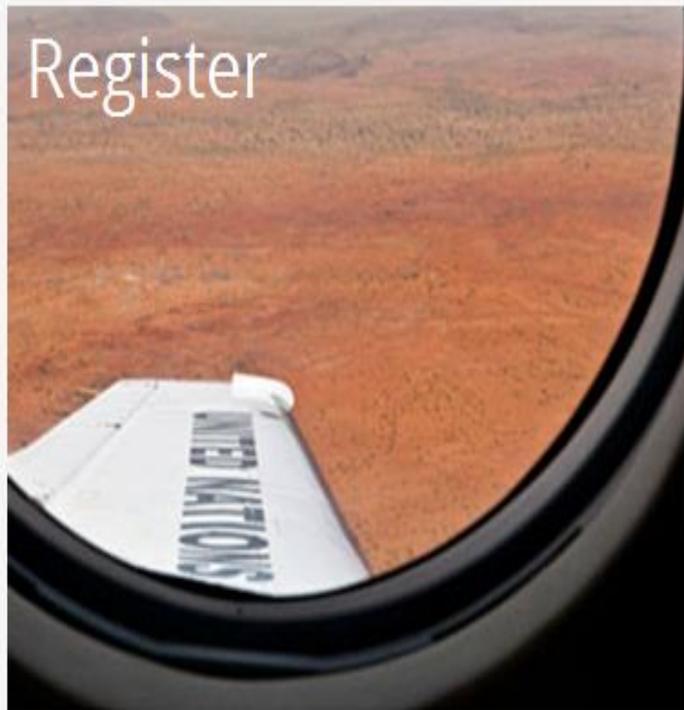


# UNGM REGISTRATION



UNITED NATIONS  
GLOBAL MARKETPLACE

Welcome to the UNGM



**Registration is Mandatory for UN Secretariat !!!**



# UNGM REGISTRATION

## Three levels of registration :

- **BASIC LEVEL :** < 40.000 USD
- **LEVEL 1:** < 500.000 USD
- **LEVEL 2:** > 500.000 USD



# UNGM – BASIC LEVEL

## Basic registration requirements

### Contract awards up to USD 40,000

1. General information (name of company, licence number, address, telephone, details of contact persons).
2. Information on countries in which you do business.
3. Classification of your goods and services (UNSPSC Codes)

A - Raw Materials, Chemicals, Paper, Fuel >  
B - Industrial Equipment & Tools >  
C - Components & Supplies >  
D - Construction, Transportation & Facility Equipment & Supplies >  
E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals ∨  
    41000000 - Laboratory and Measuring and Observing and Testing Equipment ∨  
        41100000 - Laboratory and scientific equipment >  
            41110000 - Measuring and observing and testing instruments >  
            41120000 - Laboratory supplies and fixtures >  
    42000000 - Medical Equipment and Accessories and Supplies >  
    51000000 - Drugs and Pharmaceutical Products >  
F - Food, Cleaning & Service Industry Equipment & Supplies >  
G - Business, Communication & Technology Equipment & Supplies >  
H - Defense, Security & Safety Equipment & Supplies ∨  
    46000000 - Defense and Law Enforcement and Security and Safety Equipment and Supplies >  
I - Personal, Domestic & Consumer Equipment & Supplies >  
J - Services >



# UNGM – LEVEL 1

## Level 1 requirements

### Contract awards between 40 000 USD and 500 000 USD

4. Criteria 1-3 of basic level plus:
5. Certificate of incorporation or equivalent document verifying legal status/capacity (vendor has been in business minimum 3 years).
6. Details and email addresses of at least three independent, non-affiliated references whom you have done business with.
7. Names of owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director and those with controlling interests. The names of intermediaries, agents and/or consultants.



# UNGM – LEVEL 2

## Level 2 requirements

### Contract awards over 500 000 USD

8. Criteria 1-7 of basic and level 1, plus:
9. Reference letters from three independent, non-affiliated clients/companies, you have done business with during the last 12 months, describing the project/work and the value. Reference letters should be prepared/signed on the referee's letterhead paper, should refer to the entity that is seeking registration and should be in English or French only.
10. Financial documents (audited/certified financial statements or equivalent) for the last three years.



# UNGM – RECOMMENDATIONS

- In order to do business with UNOG, select «UN Secretariat»
- Official translation (**English or French only**) of the certificate of incorporation
- **Level 1 and 2**: Vendor has been in business for a minimum of 3 years
- **Generic email address(es)**

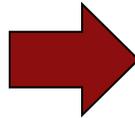
**For any queries regarding vendor registration  
please contact: [procurement@unog.ch](mailto:procurement@unog.ch)**



# UNGM – TENDER NOTICES

Welcome to the UNGM

Business Opportunities



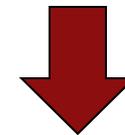
Title

Description

Reference

Published between  and

Deadline between  and



Résultats : 1 - 15 sur 695

Displaying results 1 to 15 of 457

Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
<a href="#">Request for information - Adult Diapers</a>	06-Dec-2016 12:00 (GMT 2.00)	22-Nov-2016	UNRWA	Request for information	RFI # 1/2016- Adult Diapers	Jordan
<a href="#">RFQ for Supply &amp; Delivery of Footwear to UNOPS Office in Gigiri, Nairobi</a>	28-Nov-2016 07:00 (GMT 0.00)	22-Nov-2016	UNOPS	Request for quotation	RFQ/2016/270	South Sudan
<a href="#">Construction of Mexico Sports Center located at the Marion Jones Sport Complex in Belize City, Belize</a>	09-Jan-2017 12:00 (GMT -7.00)	22-Nov-2016	UNOPS	Invitation to bid	ITB-BELIZE-95311-16-004(JFC)	Belize
<a href="#">Provision of three (3) Armored Containers to Bangui, Central African Republic</a>	07-Dec-2016 11:00 (GMT 0.00)	22-Nov-2016	UNOPS	Invitation to bid	ITB/2016/282	Central African Republic
<a href="#">Photovoltaic solar panel and sealed valve regulated lead acid batteries</a>	19-Dec-2016 15:00 (GMT 1.00)	22-Nov-2016	WMO	Invitation to bid	ITB 1261-16 (DRA)	Brazil



# General Procurement System Procedures



# TYPES OF SOLICITATIONS

- Request for Expression Of Interest (REOI)
- Request For Quotation (RFQ)
- Invitation to Bid (ITB)
- Request For Proposal (RFP)



# REQUEST FOR EXPRESSION OF INTEREST (REOI)

*To be filled by the Vendor (All fields marked with an '\*' are mandatory)*

## COMPANY INFORMATION

UN Vendor ID Number\*:

UNGM Vendor ID Number\*:

Company Name\*:

Company Contact\*:

Address\*:

City\*:

Country\*:

Telephone Number\*:

Fax Number\*:

Email Address:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D and E, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_



# REQUEST FOR QUOTATION- RFQ

- Local, informal, simplified acquisition procedure
- Value of goods / services from USD 4,000 to USD 40,000
- Award made to the lowest priced technically compliant offer



# INVITATION TO BID - ITB

- Formal solicitation with estimated value higher than USD 40,000
- Goods / Services with limited / medium complexity
- Lowest technically compliant bid awarded (pass / fail criteria)
- Bidders can attend the public opening (prices read out loud)



# REQUEST FOR PROPOSAL - RFP

- Formal solicitation, estimated value higher than USD 40 000
- Goods / Services with medium to high complexity
- Most responsive proposal considering all factors being awarded (not necessarily the lowest cost proposal)
- Evaluation of proposals based on both Mandatory Requirements and Scoring methodology



# RECOMMENDATIONS

- Read the tender documents carefully and ask questions, if necessary.
- Respond to all questions asked. If you do not provide information, it cannot be scored.
- Provide ALL documents requested.
- Separate Commercial from Technical documents in RFP
- Send your offer in good time. Do not wait until the last minute.



## 2. United Nations Office in Geneva (UNOG)



# Procurement and Contracts unit (PCU)

PCU procures for UNOG and the following entities:



United Nations Conference on Trade and Development (UNCTAD)



Economic Commission for Europe (UNECE)



Office for the Coordination of Humanitarian Affairs (OCHA)



United Nations Environment Programme (UNEP) - Regional Office for Europe



United Nations Institute for Training and Research (UNITAR)



Department of Economic and Social Affairs (DESA)



United Nations International Strategy for Disaster Reduction Secretariat (UNISDR)



Office of the High Commissioner for Human Rights (OHCHR)



United Nations Joint Staff Pension Fund Secretariat (UNJSPF)



United Nations Institute for Disarmament Research (UNIDIR)



United Nations Research Institute for Social Development (UNRISD)



Chief Executive Board for Coordination (CEB) Secretariat



Joint Inspection Unit (JIU)



# STATISTICS – GOODS

GOODS	
Textile products	325'767
Paper and paper products	752'808
Fuel	49'998
Plastic and packaging products	403'163
Furniture	3'062'390
Machinery and metal products	646'286
EDP equipment, supplies and software	7'258'179
Telecommunication equipment	1'387'922
Radio and Audio-visual equipment	721'689
Medical appliances	139'930
Transport equipment, parts and accessories	2'478'286
Other goods	63'076

**Total volume of goods bought in 2015: USD 17,289,494**



# STATISTICS – SERVICES

<b>SERVICES</b>	
Architectural, engineering, construction and other technical services	40'232'491
Maintenance, rental and cleaning of premises, utilities	14'944'302
Travel	17'220'037
Insurance policies	2'089'114
Project management services	684'814
Rental services	12'473'631
Transportation storage services	659'464
Communication services	6'459'363
Training	230'251
Information technology services	5'875'256
Printing and publishing services	1'505'029
Manufacturing services (furniture, textiles..)	1'075'040
Human resources management	1'136'044
Other services	4'973'403

**Total volume of services bought in 2015: USD 109,558,239**



**UNOG**  
THE UNITED NATIONS OFFICE AT GENEVA

I AM A ...

ABOUT UNOG

THE PALAIS DES NATIONS

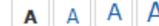
WHO IS WHO?

WHAT'S ON?

DISARMAMENT

Working for Peace, Rights and Well-being

ACCESSIBILITY AT UNOG



## About UNOG

Management Structure

Annual Report

Sustainable Development at UNOG

Procurement

Overview

CPAG

Global Compact

Vendor Registration

Vendor Code of Conduct

Award Procedure

Conditions of Contract

Upcoming Business Opportunities

Acquisition Plan

Awards

Complaints

Statistics

Supplier Resources

## Upcoming Business Opportunities

1. The notice(s) below is/are posted for information only and do(es) not constitute an invitation to bid or to submit proposals.
2. The information contained in this page is intended primarily to encourage new vendors of relevant products and services to register in the United Nations Global Marketplace (UNGM) with the UN Secretariat.
3. Vendors who are interested in participating in these or any future solicitations, are requested to register in UNGM as a first step to potentially do business with the UN Secretariat.
4. Vendors who are registered in UNGM, and who are interested in participating in any of the advertised solicitations below are encouraged to express their interest to the Purchase and Transportation Section in writing as soon as possible, to the following fax number +41(0)22 917 00 13 and email to [tenders@unog.ch](mailto:tenders@unog.ch).
5. To know more about the United Nations Secretariat and the UN agencies business opportunities, please visit the [United Nations Global Marketplace \(UNGM\)](#).

Code	Title	Date
ITB 2016-035	Webcast Services for UNFCCC conference COP 22/CMP 12 taking place from Monday, 6 November to Sunday 20 November 2016 (13 out of 14 Days), Location: Marrakech, Morocco	21 September 2016
EOIUNOG12854	Construction of a new office building ("Building H") at the Palais des Nations in Geneva, Switzerland.	26 August 2016

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- Member of a Permanent Mission
- Delegate
- Student or Researcher
- Member of a Non-governmental Organization
- Journalist
- Vendor or Supplier
- Visitor





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**UNOG**  
THE UNITED NATIONS OFFICE AT GENEVA



Working for Peace, Rights and Well-being

ACCESSIBILITY AT UNOG



## Email Alerts

### Your personal details

**First Name\***   
**Last Name\***   
**Email\***   
**Password\***   
**Frequency\***   
**Format\***   
**Preferred Language\***

### Email alert subscriptions

Please select which sections of the UNOG website you would like to receive updates from.

- |   |   |
|---|---|
| <input type="checkbox"/> Conference Management              | <input type="checkbox"/> About UNOG                                 |
| <input type="checkbox"/> Cultural Activities                | <input type="checkbox"/> The Palais des Nations                     |
| <input type="checkbox"/> News & Media                       | <input type="checkbox"/> UN Family in Geneva                        |
| <input type="checkbox"/> Library & Archives                 | <input type="checkbox"/> Permanent Missions                         |
| <input type="checkbox"/> Disarmament                        | <input type="checkbox"/> The Director-General                       |
| <input type="checkbox"/> The United Nations & Civil Society | <input type="checkbox"/> UNOG Bookshop                              |
| <input type="checkbox"/> The Calendar                       | <input checked="" type="checkbox"/> Upcoming Business Opportunities |

[PLEASE CLICK HERE TO UNSUBSCRIBE](#) | [SAVE DETAILS](#)

- About UNOG**
- Management Structure**
- Annual Report**
- Sustainable Development at UNOG**
- Procurement**
- Overview
- CPAG
- SHP Procurement
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Overview

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Awards

Complaints

Statistics

Supplier Resources

## Awards

### 2016

#### November

##### **MINERG-APPELSA SA**

✉ Address:

.

Descripton: La maintenance du groupe d'eau glacée Trane au Palais des Nations

Contract Value: CHF 42,525

Reference No.: UNOG2016-4700009937

Destination: Switzerland

#### October

#### September

#### August

#### July

#### June

#### May

#### April

#### March

#### February

#### January

### 2015

### 2014

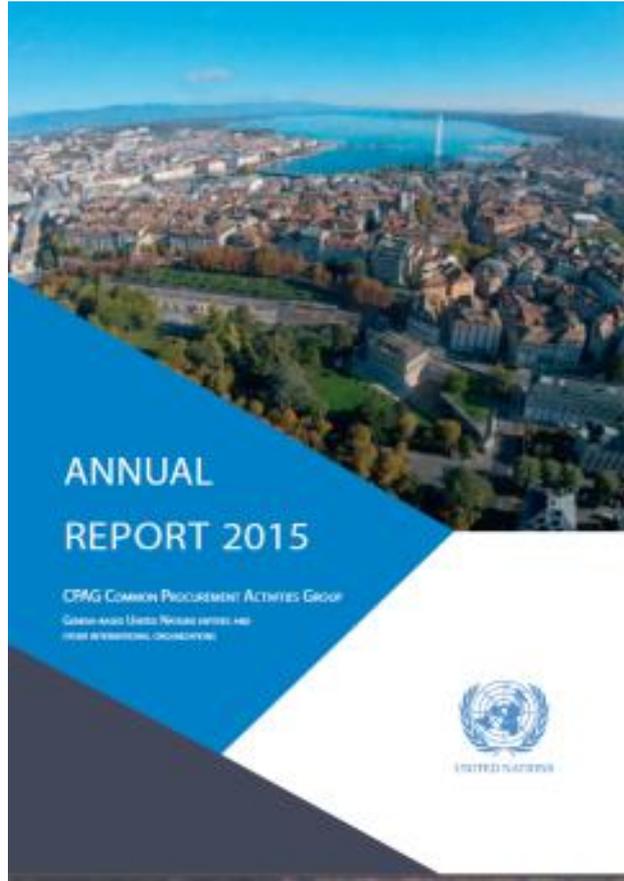
### 2013



# COMMON PROCUREMENT ACTIVITIES GROUP (CPAG)

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### Procurement

Overview

CPAG

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### 3. Strategic Heritage Plan (SHP)

# SHP Approved by UN General Assembly 2015

The Strategic Heritage Plan (SHP) scope, schedule and budget has now been approved for the following:

- Enabling /Site preparation works
- Construction of a new office building
- Renovation of existing Palais des Nations buildings
- Dismantling of E building office tower
- Final Completion in 2023
- CHF 836.5 M** Approved Total cost
- Including use of Swiss loan for **CHF 400 M**





## Strategic Heritage Plan

### Cost:

Projected cost: CHF 837 million

Construction phase: from 2017 to 2023

Initial planning phase: CHF 15.6 million

### Impact:

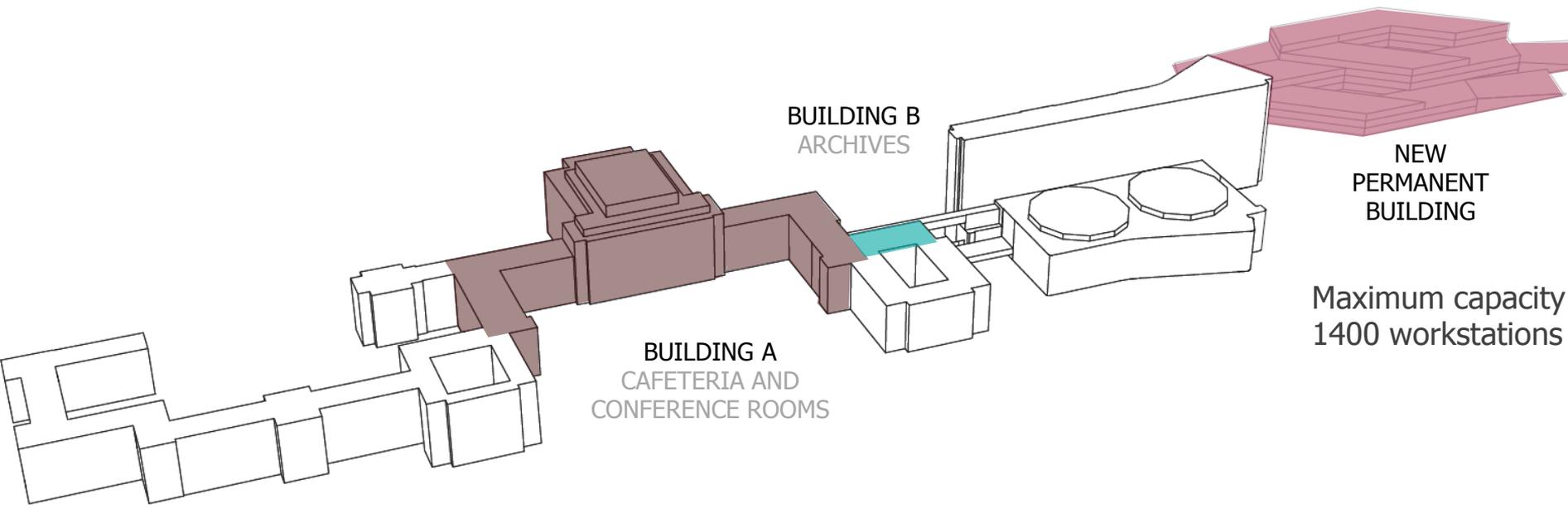
Greater energy efficiencies

Additional 700 workspaces

Accessibility and technologies for people with disabilities



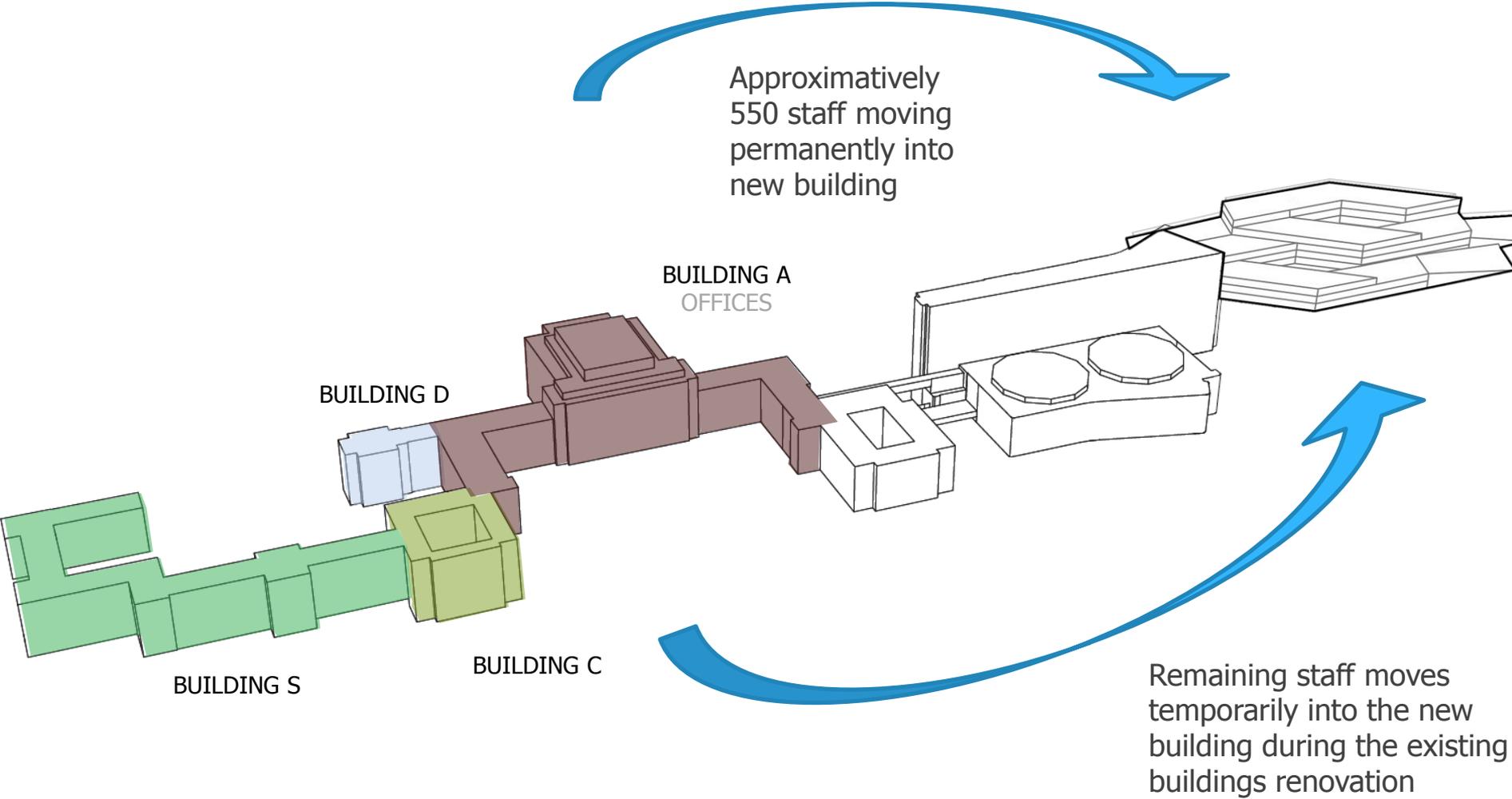
# Preliminary Phasing and Timeline



New building complete, swings start

2017-2019

# Preliminary Phasing and Timeline



Detailed swing space schedule to be determined

2019 - 2021



**New Building**

- **DISMANTLING AND/OR RELOCATION OF THE ANTENNAS**
- **RELOCATION OF BELOW-GRADE SUPPLIES (ANTENNAS, ELEC., FIRE WATER NETWORK)**
- **CONSTRUCTION OF THE FENCES**
- **DEMOLITION OF THE PERIPHERIC WALL ON THE ON THE CHEMIN FOR THE GATE "A" OF THE WORKSITE**
- **INSTALLATION OF FACILITY FOR TRUCK WASHING**
- **REMOVAL OF TREES AND PROTECTION OF THE HERITAGE TREES**
- **ENABLING WORKS ON THE TENNIS CLUB AREA**
- **CONNECTION TO EXISTING SUPPLIES AND SEWAGE**
- **WIDENING OF THE EXISTING GATES FOR NEW SITE GATES**
- **SOLDIER PILE WALLS**
- **EXCAVATIONS (43'000 m<sup>3</sup>)**
- **RELOCATION OF THE EXCAVATED SOIL**
- **STORAGE OF EXCAVATED SOIL FOR BERMS INFILL (TO BE DONE BY MAIN CONTRACTOR)**

# Upcoming SHP procurement

- Insurances
- Site Security
- Furniture
- Audio visual
- Conferencing equipment
- Waste disposal
- Moving contractor
- ICT Migration
- Artwork specialist
- Commissioning Agent
- Demolition - Building E
- Energy supply





**Any questions ?**