

## GOODS & SERVICES WE USUALLY PROCURE

### CORE RELIEF ITEMS

Plastic buckets, jerry cans, tents, sleeping mats, solar lamps, mosquito nets, reinforced plastic tarpaulins, medium & high thermal blankets, mattresses, sanitary napkins, refugee housing units, kitchen sets, winterization kits

### MIXED ITEMS

Trucks, armored vehicles, motorcycles, vehicle spare parts, outboard engines, pre-fabricated warehouses, pre-fabricated modules for office and accommodation, essential medicines and medical supplies, vaccines and nutritional items, water treatment and sanitation items, registration and public information items, safety and security items, emergency travel kits, first aid kits, trauma kits, emergency health and reproductive kits, generators and spare parts, office furniture and office supplies

### IT & TELECOM ITEMS

Desktops, laptops, servers, UPSs, scanners, network components, barcode readers, webcams, HF and VHF radios, toners and cartridges, portable data devices, GPS, satellite equipment, antennas, cables and accessories, IP phone

### SERVICES

Warehouse rental, transport, security systems software maintenance, office security, road maintenance, printing, communication and media campaign, lease and rental of property, insurance, consulting, inspection, health, IT, data guard, construction, cleaning, audit, financial services, Sourcing of Financial Service Providers (FSP) for cash based interventions, air transport, mass communication

### CONTACT US

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## SUSTAINABILITY

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. 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.

In light of 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 core relief items per forcibly displaced person.
- Increase by 20% the biodegradable or recycled content of core relief items & packaging.

**Learn more about our climate action** and help us provide people forced to flee with timely aid that does good to the planet as much as to the people.



SCAN ME

## HOW TO BECOME A SUPPLIER TO UNHCR



## ROLE AND MANDATE

UNHCR, the UN Refugee Agency, leads international action to protect people forced to flee because of conflict and persecution. We deliver life-saving assistance like shelter, food and water, help safeguard fundamental human rights, and develop solutions that ensure people have a safe place to call home where they can build a better future.

UNHCR is a global organization with more than 20,000 employees working in over 135 countries and with a budget of 10.7 billion US\$ and a procurement value of 1.4 billion US\$ in 2022.

## 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 endeavors to undertake environmentally responsible sourcing of goods and services.

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. 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 vendors.

## 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.

## 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](http://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](mailto: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.

## 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,  
Effective International Competition,  
Best Value For Money,  
The Interest of the United Nations.**

For further details visit us at [unhcr.org/supply](http://unhcr.org/supply)

