

# 9th EU UN-Procurement Seminar

## 23-24-25 April, 2012



Bohemian National Hall, New York City

**The UN purchases over \$13 billion in goods and services annually  
Understand how your company can do business with the UN!**

### WHAT TO EXPECT?

Companies interested in learning how to do business with the UN will gain an understanding of where to find procurement notices, how the tender process works, and the type of products that the participating UN organizations procure. Various interactive workshops will help companies understand how their products and services can best be promoted to the UN. The 1-on-1 meetings will then provide opportunities for them to meet individually with UN organizations.

### HIGHLIGHTS

- **Supported** by several UN-procurement organizations & EU-missions in New York
- Presentations offering an overview of the largest UN organizations, their procurement procedures and activities
- **Theme-Specific Workshops** selected and moderated by UN-staff focusing on specific industries
- Meet the UN-buyers and decision makers in **1-on-1 meetings**
- Anticipated participation from: **UN/PD, UNOPS, UNICEF, UNDP, UNHCR, WFP, UNRWA, UNIDO, UNGM\***
- Excellent **B2B network opportunities** with 130 other EU companies

### Program Outline

**April 23**

#### Breakfast

#### Presentations:

- Overview of the United Nations
- UN and Procurement Trends

#### Lunch

#### Presentations:

- Vendor Registration
- Legal Aspects of Procurement
- Live UN/PD Registration Support
- Tender Process

#### Workshops:

- Engineering
- ICT

**1-on-1 meetings all afternoon**

**9th EU-UN Network Reception**

**April 24**

#### Breakfast

#### Theme Specific Workshops:

- Trading Places with the UN
- Reality of UN Procurement

#### Lunch

#### Presentation:

- World Bank Projects

#### Workshops:

- UN Response to Humanitarian Crises
- Global B2B Partnerships

**1-on-1 meetings all day**

**Informal Network Reception**

**April 25**

#### Breakfast

**1-on-1 meetings all morning**

#### Haiti Special

**Workshops and presentations on the reconstruction and development of Haiti.**

### REGISTRATION

Visit [www.eupf.org](http://www.eupf.org) for more information and registration. Registration starts January 16th 15.00CET.

**Fee:** \$850 For the first representative\*\*  
\$750 For the second and government representatives.

\* UN Organizations have been invited for the upcoming Seminar. Based on previous years, participation is anticipated, but not guaranteed.

\*\* There is a maximum of two representatives per company. Translators need to register as a second representative.

## Program

**April 23**

### **Registration and Breakfast**

**Announcements & Welcome** by the President of the European Procurement Forum, followed by the Delegation of the EU to the UN & the UN Department of Management.

### **Presentation: Overview of the United Nations**

The first session of the EU UN-Procurement Seminar consists of general presentations to introduce the participating UN organizations, their mandate and the goods and services that they procure. Participating UN organizations: UN Procurement Division (UN/PD), United Nations Development Program (UNDP), World Food Program (WFP), United Nations Children's Fund (UNICEF), United Nations Office for Project Services (UNOPS), United Nations High Commission on Refugees (UNHCR), United Nations Relief Works Agency (UNRWA), and United Nations Industrial Development Organization (UNIDO).

### **Presentation: UN and Procurement Trends**

UNOPS- UN Office for Project Services: During this presentation new and ongoing developments within UN procurement will be discussed.

### **Lunch**

### **Presentation: Vendor Registration**

Registration as a vendor with UNGM and specific UN organizations is required in order to do business with the UN. Correct registration with accurate information will also enable the UN to contact your company for business opportunities from the vendor databases that are kept by the UN. This presentation gives a detailed look into the registration process for various vendor databases used by the UN-organizations. It provides an overview of registration procedures, disclosure of company information, and other requirements.

### **Presentation: Legal Aspects of UN-Procurement**

The UN is a sovereign organization. This presentation discusses the legal aspects of doing business with the UN organizations and programs and how it may affect the procurement process and contracts with the private sector.

### **Live UN/PD Registration advice and support**

UN staff will assist you with specific questions that you might have regarding the registration with UN/PD and UNGM. You can bring your laptop and login to your UNGM account. Internet is available.

### **Presentation: Tender process**

This presentation gives an overview of the tender process. Where to locate advertisements for bid opportunities, and how to bid on UN contracts for goods, works and consulting services.

### **Workshop: Engineering**

Engineering: Construction, Water, Environmental technology, Energy, Prefab, Waste, Consultancy: In this workshop companies will be informed about business opportunities for consultants and professional services with the participating UN Organizations and learn how they can market their services to these UN organizations.

### **Workshop: ICT (Tele-) Communications & Software**

Telecommunication and Information Communication Technology are a key recourse to facilitate communication between the geographically extended UN organizations and offices. It offers major procurement opportunities for companies providing these goods and services. In this workshop several UN organizations will provide an overview of their specific needs and requirements.

### **Evening**

9th EUPF Networking Reception.

**April 24**

### **Breakfast**

### **Workshop: Trading places, an hour in the UN's shoes**

This interactive workshop is held by staff members of UN/PD. UN/PD does, amongst others, the procurement for Headquarters and Peacekeeping missions based on the requirements provided by the Department of Field Support. UN/PD will prepare in writing a number of realistic procurement cases with questions for the companies, where companies will need to choose how they would have made the procurement decision. EUPF will distribute the questions in advance so companies will have a chance to prepare. The cases are examples of field procurement relating to goods.

### **Workshop: Reality of UN Procurement**

Based on the Tender Process workshop, UN/PD will go through the tender process and focus on practical procurement tips and addressing common difficulties and mistakes that may come up in different cases.

## Program Continued

### Lunch

#### **Presentation: World Bank Projects**

During this workshop a World Bank staff member will give a general overview of the World Bank Group and procurement under World Bank financed projects.

#### **Workshop: UN Response to humanitarian crises**

Various UN organizations each have their own responsibility in the case of a humanitarian crisis. This workshop focuses on who does what in various situations and how it affects the procurement of each UN Organization. The workshop also provides an overview of the specific procurement rules and standards for emergency procurement, and an insight in the needs for providing goods and services in (post-) conflict regions.

#### **Workshop: Global B2B Partnerships**

During this workshop UN organizations will discuss their organization's rules on prospective collaborations between UN suppliers and discuss the most common forms of collaborations among companies dealing with the UN organizations.

Two companies that have experience doing business with the UN through B2B partnerships will share experiences.

Questions that will be answered during this workshop are:

- How do companies find each other in order to increase chances of participating in large tenders, not just western companies, but especially local partners in project countries?
- How does the UN perceive consortiums with local partners?
- What is the legal structure of partnerships - who is the main contractor and who is the subcontractor?
- Who needs to be registered and who is liable? How does it work with Bid Bonds in that case?

### Evening

Informal networking reception.

## April 25

### Breakfast

#### **Presentations and workshops: Haiti**

Two years after the Haiti earthquake, what is the situation there? The country seems to move towards a reconstruction phase.

With Haiti mainly transitioning from a country in need of humanitarian aid to one that needs development and reconstruction, what are the main services and goods required by the UN for this next phase of assistance? This presentation will give answers and ideas as to where UN-Procurement might be headed in regards to the rebuilding of Haiti.

**1-on-1 meetings will be held throughout the Seminar on the afternoon of the first day, morning and afternoon of the second day and morning of the third day.**

Companies can select which presentations and workshops they wish to attend during registration. Their 1-on1 meetings will be scheduled accordingly.

## REGISTRATION

Visit [www.eupf.org](http://www.eupf.org) for more information and registration.

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**Fee:** \$850

\$750 for an additional company representative

\$750 for government representatives

***The Annual EU UN-Procurement Seminar is organized by the European Procurement Forum (EUPF), a 'not for profit' organization to promote EU-companies to the UN.***

*\* Itinerary is subject to changes without prior notice, check the website [www.eupf.org](http://www.eupf.org) for the most up-to-date seminar program*