

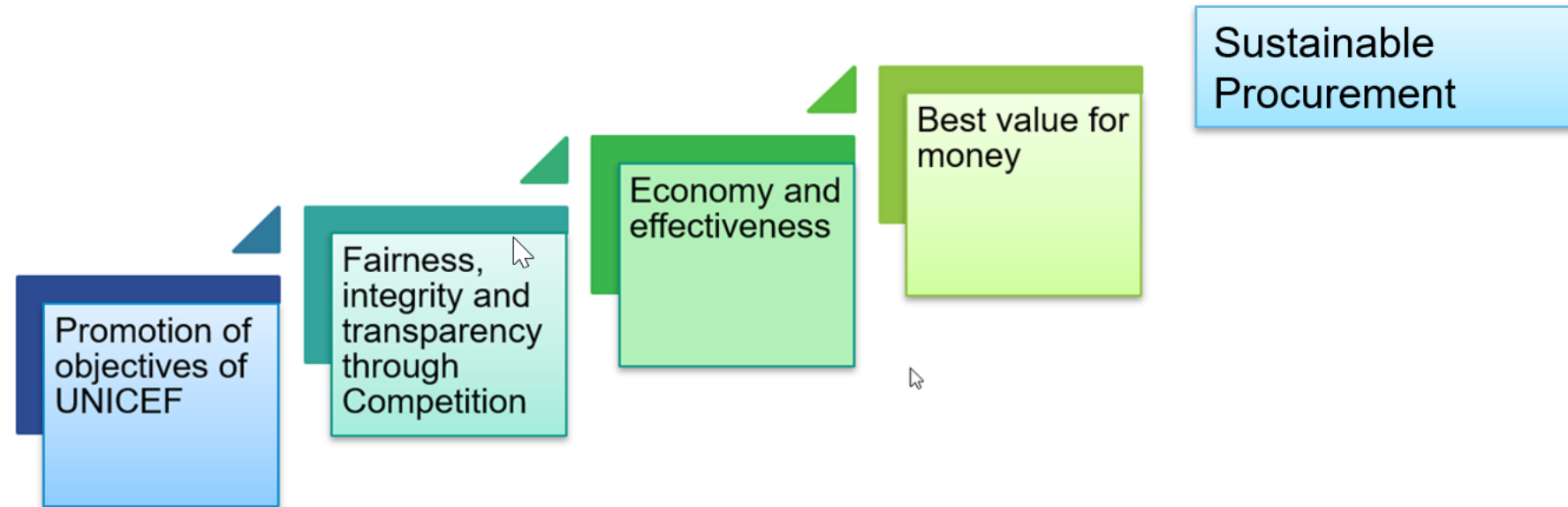
# Becoming a supplier to UNICEF. Steps for successful engagement: Tendering and Contracting

Kanchana Perera, Contracts officer, Medicines and Nutrition Centre, UNICEF

## Agenda

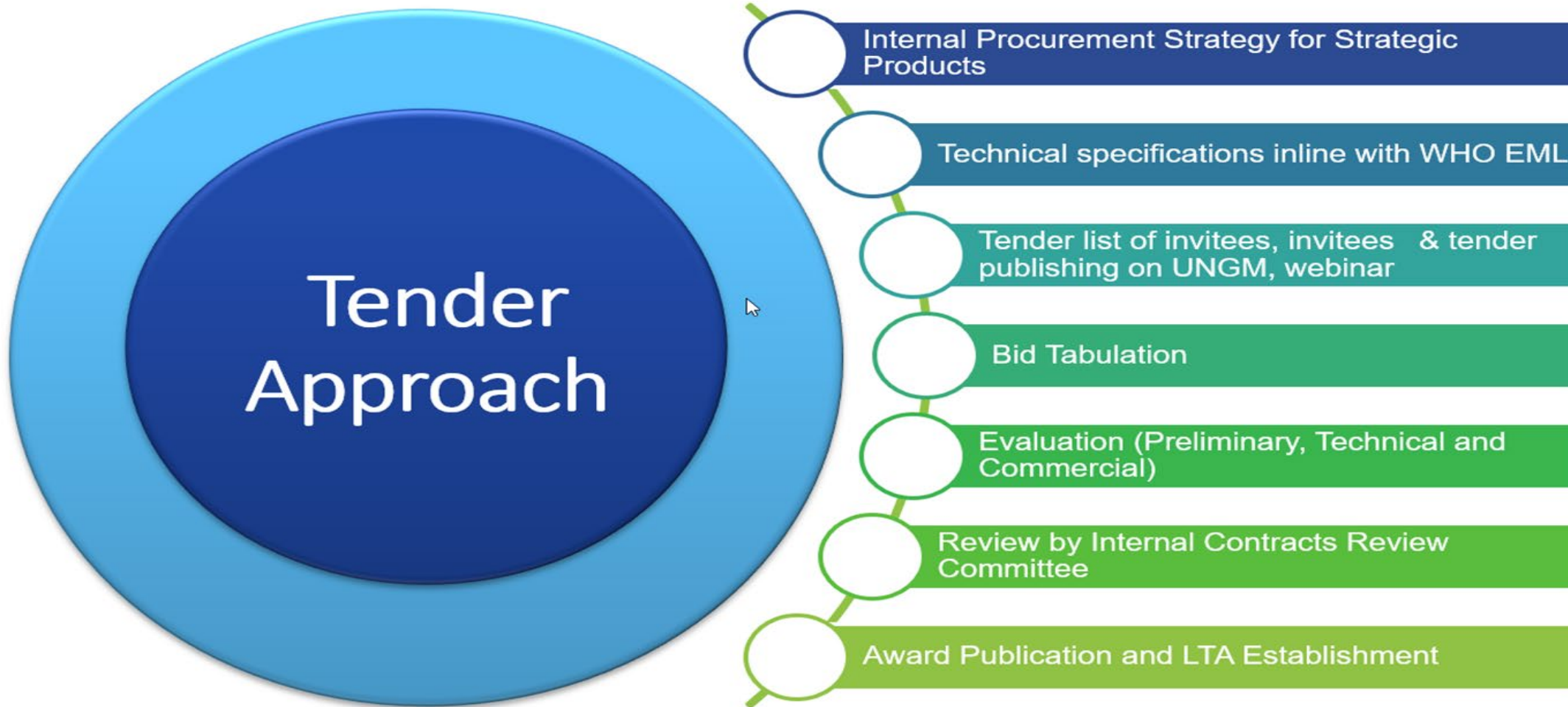
- UNICEF Sustainable Procurement Principles and Approach
- Overview of Tender evaluation Process
- Key Criteria for Award of Long-Term Arrangements-LTA
- UNICEF Vendor Due Diligence
- Contracting Modalities/ tools
- Contract Management
- Tender Overview and opportunities for Pharmaceuticals
- Links to Useful UNICEF Resources

# UNICEF Procurement Principles and Approach (1)



- Suppliers must be registered on the **UNGM** <https://www.ungm.org>
- More information on how to do procurement with UNICEF can be accessed via the links below:  
<https://www.unicef.org/supply/suppliers-and-service-providers>  
<https://www.unicef.org/supply/documents/general-terms-and-conditions-contract>

# UNICEF Procurement Principles and Approach (2)



## UNICEF Procurement Principles and approach (3)

- Purchases medicines products primarily directly from manufacturers and wholesalers whenever applicable.
- Uses competitive tendering process.
- **Does not purchase** from companies employing child labour nor manufacturers of land mines and their components;
- **Does not purchase** from companies found to have undertaken unethical, unprofessional or fraudulent activities.

## Procurement Method & Solicitation Documents

Majority of procurement conducted through competitive bidding, but direct/sole source procurement also conducted under certain circumstances.

### **Solicitation conducted through:**

- Request for Quotation (RFQ): up to USD 500,000
- Invitation to Bid (ITB)
- Request for Proposal (RFP)

# Vendor Selection



• U.N. ROSTER (UNGM  
WWW.UNGM.ORG)



• REQUESTS FOR  
EXPRESSIONS OF  
INTEREST (REOIS)



• MARKET SURVEYS



• INTERNET



• CONTACTS MADE AT  
TRADE FAIRS

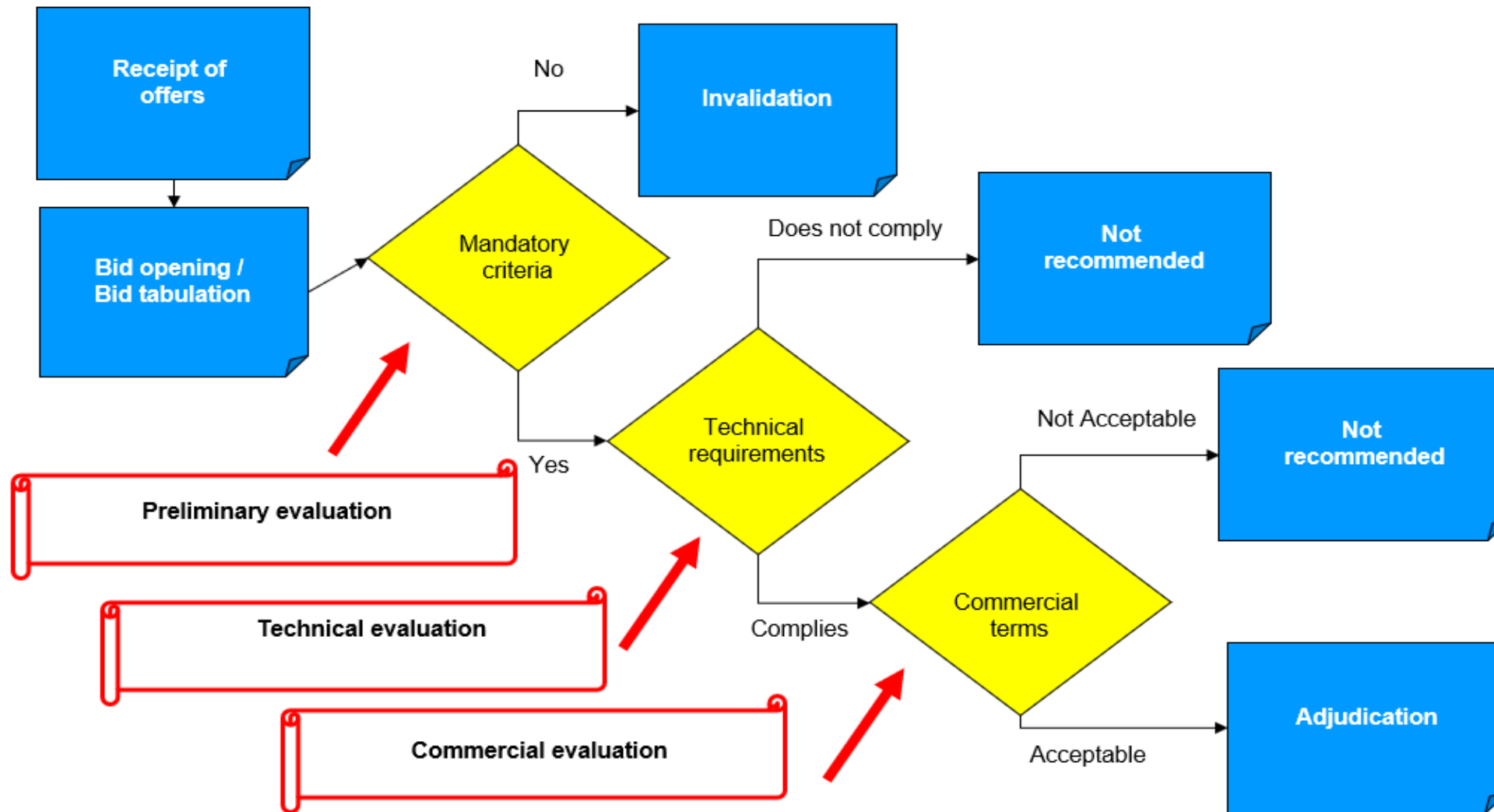


• RECOMMENDATIONS  
FROM OTHER  
PARTNERS



• INDUSTRY  
CONSULTATIONS

# Overview of tender evaluation process





# Mandatory Administrative Criteria-Bid Declaration Form and General Terms and Conditions

## Declaration

The undersigned, being a duly authorized representative of the Company, represents and declares that:

		YES	NO
1.	The Company and its Management <sup>1</sup> have not been found guilty pursuant to a final judgment or a final administrative decision of any of the following:		
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organisation;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Company or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.		
3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.

■ Mandatory requirement for every tender

The UNICEF reserves the right to disqualify the Company suspend or terminate any contract or other arrangement between the UNICEF and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNICEF of any changes in the situations declared.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNICEF and the Company.

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Name and Title: \_\_\_\_\_  
 Name of the Company: \_\_\_\_\_  
 UNGM #: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

<https://www.unicef.org/supply/documents/general-terms-and-conditions-contract>



## ANNEX A GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS OF CONTRACT (Goods)

Definitions and UNICEF Supply Website

1.1 In these General Terms and Conditions (Goods), the following terms have the following meaning:

"Affiliates" means, with respect to the Supplier, any of its corporate affiliates or associates, including parent entities, subsidiaries, and other entities in which it owns a substantial interest.

any other provision of the Contract.

2.3 The Supplier acknowledges that UNICEF may monitor the Supplier's performance under the Contract. The Supplier agrees to provide its full cooperation with such performance monitoring, at no additional cost or expense to UNICEF, and provide relevant information as reasonably requested by UNICEF, including, but not limited to, the date of receipt of the Contract, detailed delivery status, costs to be charged and payments made by UNICEF or pending.

# Key Criteria for Award of Long-Term Arrangements-LTA



**Combination of  
Administrative, Technical  
and Commercial Criteria**

**Sustainability and  
Geographical  
Diversification**

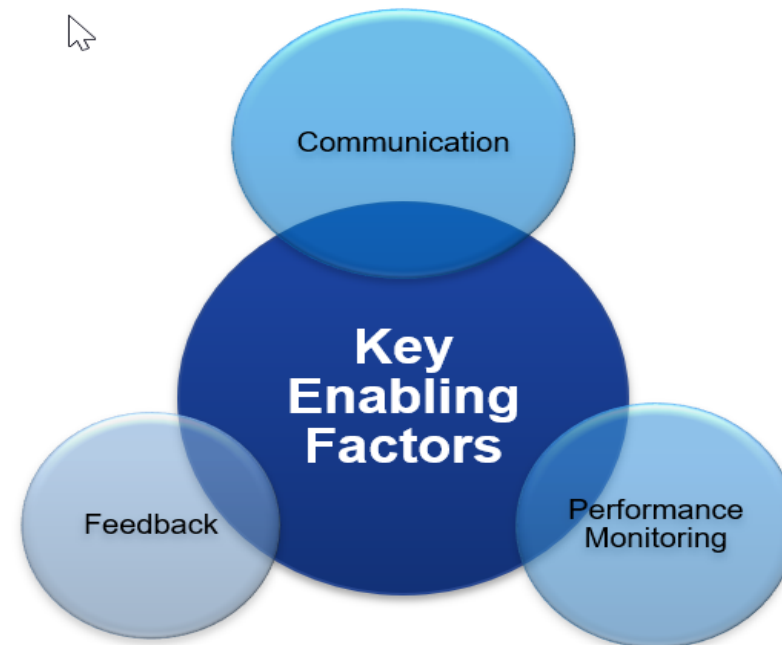
- The tender outcome is reviewed by **Contracts Review Committee** who recommends approval to **UNICEF SD Director**.
- **SD publishes monthly contract awards online.**

# UNICEF Vendor Due Diligence

- Statutory review to ascertain legal registration status of vendor - at least level 1 registration in UNGM - Vendors may be asked to submit additional proof of legal national registration.
- Ethical screening to obtain assurance that the vendor is not engaged in unethical conduct and have functional environmental and social governance systems in place – to better align with UNICEF Policy Framework UN Supplier Code of Conduct etc.
- Financial position assessment - latest 2 years audited financial statements to assess financial status and liquidity (treated as highly confidential).
- **UNICEF, as part of UN, reserves the right to suspend vendors in UNGM on grounds of misconduct against UNICEF.**

## Contract Management

**Contract Management:** Process that enables both parties of the Contract to meet their obligations in order to deliver the objectives required from the Contract.



**UNICEF values the relation it has with suppliers and makes priority by establishing effective processes to manage it.**

## Contracting Modalities/ tools

- UNICEF establishes **Long Term Agreements (LTAs)** under which Purchase Orders (PO), or Framework Purchase Orders (FPOs) are placed
- LTAs can be time-bound (open quantity) or value targeted (specific quantity). Value targeted LTAs are established when there is confidence in forecast and consideration of multiple awards.
- Duration of LTAs vary from 1 to 5 year, with options for revision and renewal (up to 2 additional years, established by approved procurement procedures).
- **Framework Purchase Orders** (without specific destination) are placed when there is need to secure production capacity based on a forecast.



# UNICEF Supply Catalogue

View all products

The Supply Catalogue is managed by [UNICEF Supply Division](#) and contains specifications for over 2,000 commodities that respond to the needs of children and their families. It is designed to help you identify the most appropriate supplies for your programmes and improve your collaboration with the Supply Division.

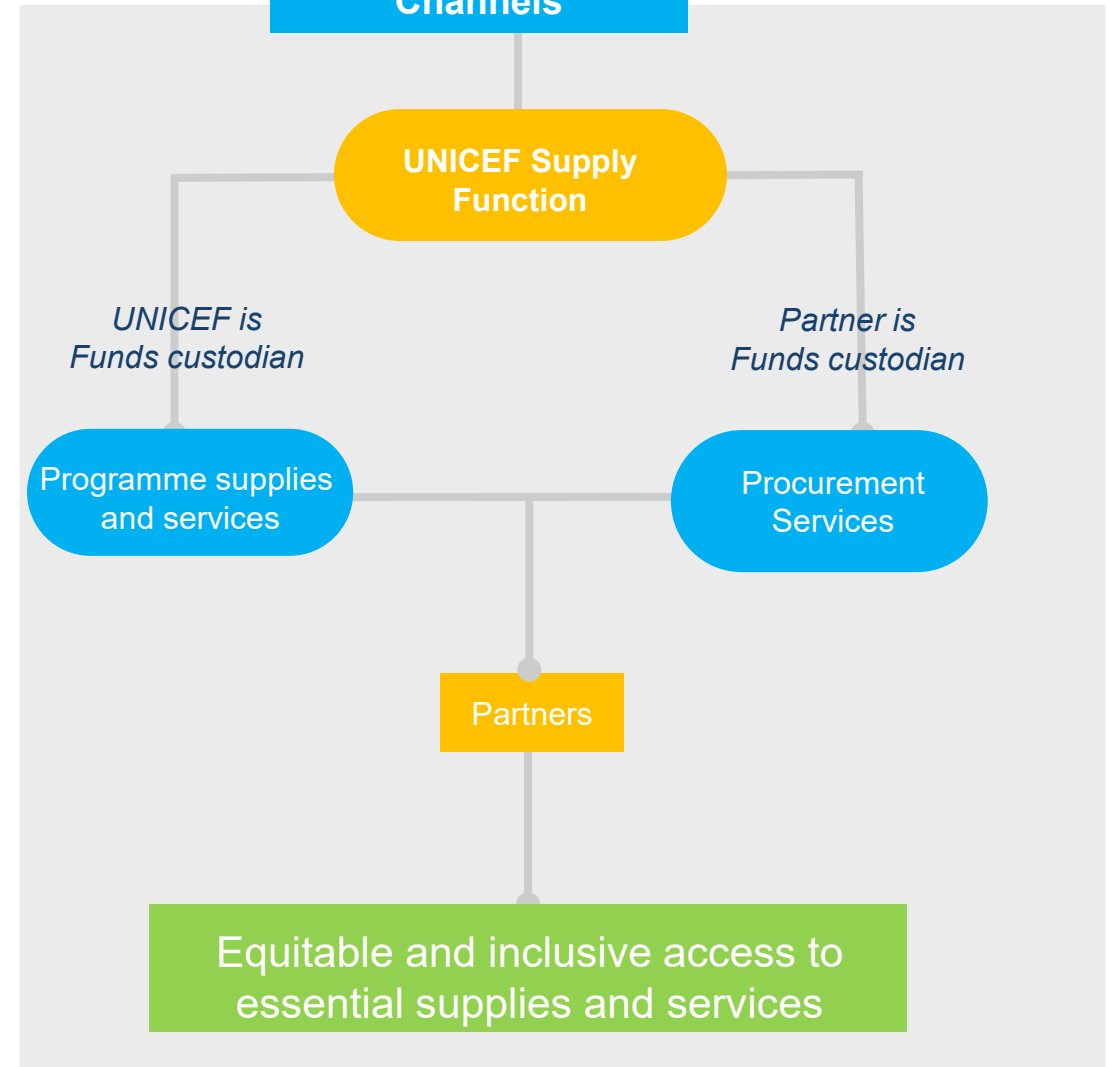
## Technical bulletins

Read about how to use and

# Warehouse Replenishment in Copenhagen

## Programme Vs Procurement Services

### Channels



# 2024 –Tenders Overview

SN	Tender Reference	Product Category	Tender Status
1.	RFP-DAN-503616	Small and Large Volume Parenterals ( SLVP) –Launched in 2023 and closed in 2024	Closed- Under evaluation
2.	RFP-DAN-503649	Phytomenadione (Vitamin K)	Closed- LTAs Awarded
3.	RFP-DAN-503705	Selected Essential Medicines ( IEHK 2024 Kit)	Closed- LTAs Awarded
4.	RFP-DAN-503704	Paediatric ARVs-Selected Paediatric Products	Closed –Evaluation Finalized (LTA Award Stage)
5.	RFP-DAN-503726	Betalactam Oral formulations	Closed-Under Evaluation
6.	RFP-DAN-503751	Glucagon and Insulin	Open –Closing date: 14-Feb-2025
7.	13 Adhoc tenders ( Emergency and Adhoc demand	Multiple products	Closed – Purchase orders awarded
8.	RFP-DAN-XXXXXX	Anthelmintics	To be launched in Dec-2024





# 2025-Tender Opportunities

SN	Tender Reference	Product Category	Timeline
9.	RFP-DAN-503720	Antineoplastics (Medicines for Paediatric Cancers)-Joint tender UNICEF and PAHO	Windows 1 to 3-Closed Window 4: 3-Feb-2025
10.	RFP-DAN-503735	Ophthalmics	Windows 1 to 3-Closed Window 4: 10-Feb-2025
11.	Upcoming Tenders 2025	<ul style="list-style-type: none"> <li>Antimalarials –Joint tender (UNICEF and WHO)</li> <li>Anti-infectives (Other antibacterials excluding Beta lactams; Antifungal; Antiprotozoal; Antiviral)– Over 85 products</li> </ul>	This category will be part of 2025 Bid calendar. Tender calendar for 2025 will be available on the UNICEF Intranet at the beginning of 2025



# LINKS TO USEFUL UNICEF RESOURCES

1. UNICEF Supply Division: <https://www.unicef.org/supply/>
2. UNICEF Procurement Policies: <https://www.unicef.org/supply/resources/procurement-policies>
3. Market Notes and Updates: <https://www.unicef.org/supply/market-notes-and-updates>
4. UNICEF Price Data Overview: <https://www.unicef.org/supply/pricing-data>
5. UNICEF Key Supply Markets Dashboard: <https://www.unicef.org/supply/documents/key-supply-markets-dashboard>
6. UNICEF Tender Calendars: <https://www.unicef.org/supply/tender-calendars>
7. Information for Suppliers: <https://www.unicef.org/supply/suppliers-and-service-providers>

unicef   
for every child

Thank You

