

## Selling to the United Nations — Continued from page 3

Support Unit, 220 East 42nd Street, 14th Floor, New York, NY 10017, Tel.: (212) 906-6093; Fax: (212) 906-6557.

The same address applies for consulting companies and individual consultants, with the contact being Dominique Michel, Tel.: (212) 906-6217; Fax: (212) 906-6909.

Firms wanting to be included in UNOP's electronic roster of consulting entities (INCORP) may request from Mr. Michel a diskette on which to enter their operations, expertise and capabilities. And individual field consultants may obtain from the same office a standardized form on which to submit their curriculum vitae.

**United Nations Population Fund (UNFPA)** — purchases approximately US\$104 million in goods, mostly contraceptives and raw materials used in their production. It also procures, among other items, medical and audio-visual equipment, and printing and publication materials.

UNFPA consults its company information roster when establishing a short-list for invitations to bid. Direct contacts with the Procurement Unit are encouraged and should be maintained.

Potential UNFPA vendors must submit the "Form for Prospective Vendor", together with product catalogues, price lists and information on international subsidiaries and networks to: Mr. Chris Hesling, The United Nations Population Fund Procurement Unit, 220 East 42nd Street, 17th Floor, New York, NY 10017, Tel.: (212) 297-5381; Fax: (212) 297-4916.

**Procurement and Transportation Division (PTD)** — is comprised of the Commodity Procure-

ment Section, the Support Services Section and the Transportation Section and provides procurement services for UN Peace-keeping Operations and the UN Secretariat.

Annually, PTD procurement approaches US\$500 million, with the Field Offices being responsible for about 80 per cent of the procurement and the remaining 20 per cent being done at UN Headquarters.

Two forms of bidding are used by PTD. An "invitation to bid" is issued when the specifications are precise enough that price will be the major criterion in awarding the contract.

A "request for proposal" is issued when the service (or equipment for delivering the service)

must be customized.

Vendors interested in doing business with PTD register their information on a PTD-provided diskette which may be obtained from and returned to: Ms. Joanna Small, PTD-Support Services Section, 866 UN Plaza, Room A-6117, New York, NY 10017, Tel.: (212) 963-6704; Fax: (212) 963-3503.

### Manual Available

Participants in the Montreal seminar were presented with the UNAC manual *Selling to the United Nations: A Canadian Business Strategy*. Persons interested in obtaining the manual (\$90, including taxes, postage and handling) may forward their request to UNAC, Ottawa, Fax: (613) 563-2455.

## Copenhagen a UN City

Copenhagen, with the recent opening of a new United Nations Centre, has joined the ranks of New York, Geneva, Paris and Rome in being a UN city.

UN agencies that moved into the new premises October 7, 1996 are: the regional offices of the UN Development Program (UNDP); the Inter-Agency Procurement Services Office (IAPSO); and the UN Office for Project Services (UNOPS), Project Procurement Division.

Annually, the IAPSO buys US\$60 million in goods and services, while the UNOPS Project Procurement Division purchases about US\$100 million per year in goods and

services.

The other UN offices in Copenhagen, the regional headquarters of the WHO (World Health Organization) and UNICEF Procurement, will remain housed in separate premises.

The opening of the new UN Centre brings to 600 the number of UN staff now working in Copenhagen.

### Embassy Aid

The Trade Section of the Canadian Embassy in Copenhagen also is on hand to help and support Canadian exporters interested in UN procurement. The contact is Jade Neergaard, Tel.: (011-45-33) 12-22-99; Fax: (011-45-33) 12-42-10.