

Focus on
The United Nations

The Procurement Centres — Continued

Copenhagen Procurement Centre

IAPSO - Inter-Agency Procurement Services Office
(www.iapso.org)

IAPSO is not a development agency but a co-ordinating body for procurement within the United Nations system. IAPSO procurement is done mainly for UNDP, but also for other UN agencies and non-governmental organizations. The objective is optimum standardization of procurement by the various agencies to reap the advantages of economies of scale, better conditions, and reliable products and suppliers that are recognized and used by a number of organizations.

IAPSO defines the standards for materiel procured and has set up a product codification system (UNCCS) to simplify product information flow and establish a procurement standard. IAPSO also advises project recipient countries and development assistance agencies on procurement. On request, IAPSO can manage the procurement process from tendering to contract awards and product delivery in the field.

Procurement: IAPSO mainly procures vehicles, office and data processing equipment, power generators, pumps and relief materials.

The agency publishes the *General Business Guide*, which tells interested firms how to become suppliers to the UN system, and a bi-monthly "Procurement Update," which lists business opportunities with organizations in the UN system and especially UNDP project requirements.

Procurement in 1996 totalled US\$58 million in equipment.

Registration: Companies must register with the IAPSO supplier database by contacting Mr. Jack Gottling, Chief, Procurement Support Section, IAPSO, Midtermolen 3, P.O. Box 2530, DK-2100 Copenhagen, Denmark, tel.: (45) 35 46 70 00, fax: (45) 35 46 70 01.

Contact: Since IAPSO is based in Copenhagen, Denmark, direct contact with this agency's buyers will be more difficult for Canadian companies. But by becoming familiar with the UNCCS system, companies will be able to find out more quickly whether their products correspond to an IAPSO call for tenders. Additional information about the codification system can be obtained by contacting UNCCS, Øvre Slottsgate 2b, N-0157 Oslo, Norway, tel.: +47 2224-6290, fax: +47 2224-6281.

Geneva Procurement Centre

UNOG - United Nations Office at Geneva
(www.unog.ch)

UNOG takes care of logistics for the facilities and conferences of the following UN agencies: the Economic Commission for Europe (ECE), the United Nations High Commissioner for Refugees (UNHCR), the United Nations Conference on Trade and Development (UNCTAD), the United Nations Institute for Training and Research (UNITAR), the UN Office for the Co-ordination of Humanitarian Affairs in Geneva (OCHA), the Centre for Human Rights, and other Secretariat units, as required.

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Tips for Doing Business with the UN

- **Target the market.** Your product will not necessarily interest every agency, so identify the ones that are likely to become your clients.
- **Find a niche.** Given the intense competition, your company will be more likely to succeed if you specialize.
- **Register with the supplier list** of the agencies you are targeting.
- **Make yourself known** to the buyers and maintain regular contact. This will enable you to know the requirements in advance before calls for tender are published.
- **Respond to every call for tenders.** If a call does not interest you, tell the buyer why.
- **Meet all specifications** in the call for tenders: technical, language, and so on.
- **Explain any items** that might set your bid apart from others.
- **Comply with the bid closing** date and time.
- **Attend the bid opening** to find out what conditions the successful bidder offered.
- **Keep on bidding** even if you fail. It is rare to secure a contract on the first try.