

Procurement Methods used by UNU

UNU Bonn procures goods and services through the following competitive solicitation methods:

- **Request for Quotation (RFQ)** - Informal solicitation, for goods and services value between 4,000 USD to 40,000 USD. Prices, and other commercial terms and conditions are requested and award is made to the lowest priced technically acceptable offer.
- **Invitation to Bid (ITB)** - Formal solicitation for goods and for services whose specification can be clearly outlined or for solicitations with both goods and services, value above 40,000 USD. Normally price is the sole determinant in making an award. Where all technical criteria are met, award is made to the lowest bidder.
- **Request for Proposal (RFP)** - Formal solicitation for professional services whose specification cannot be clearly outlined and a project proposal is needed, value above 40,000 USD. Price is only one of several factors comprising the evaluation criteria. Award is made to the qualified bidder whose bid substantially conforms to the requirement set forth on the solicitation documents and is evaluated to be the lowest cost to UNU.

and the following methods for sourcing:

- **Expression of Interest (EOI)**
- **Request for Information (RFI)**

Evaluation Methods used by UNU

Based on the procurement method, the evaluation is to meet the best value for money principle.

For RFQs and ITBs, the price is the most important element. In contrast, RFPs require a weighting system which comprises both technical evaluation and financial evaluation. The technical component primarily determines whether the proposal will be accepted or declined. Additionally, UNU evaluates its products and services based on the following criteria:

Goods:

- Meet minimum technical specifications
- Delivery
- Environmentally friendly
- Quality Assurance
- Accuracy of documentation
- Speed of response
- Customer service

Services:

- Technical Solutions Provided
- Competencies

Contract Modalities used at UNU

The UNU Bonn uses several contract modalities:

- Single Purchase Order (Fixed Price)
- Blanket Purchase Order
- Long Term Contract/Agreement

Conditions of Contract with UNU

The following conditions are the general conditions used by UNU:

1. [UNU General Conditions for Purchase Order](#)
2. [UN General Conditions for Goods and Services](#)
3. [UN General Condition Services](#)
4. [UN General Condition for Goods](#)
5. [UN General Condition for Goods and services \(French\)](#)
6. [Bid Bond](#)
7. [Performance Bond](#)

Supplier Code of Conduct

UNU implements the highest ethic and fair policy when doing business. The procurement department serves as the office of oversight for procurement and staff members of UNU are responsible for ensuring and maintaining integrity and ethics when treating suppliers and during the procurement process. All suppliers doing or intending to do business with UNU should follow the highest ethical standards throughout the whole procurement process (bidding till end of contract).

The zero tolerance policy for unethical behavior and corrupt practices includes:

- Bribery
- Extortion or coercion
- Fraud
- Collusion

UNU will reject and suspend vendors who perform unethical practices.

Detailed Codes of Conduct can be downloaded here:

1. [UN Supplier Code of Conduct.pdf](#)

Use of UN Name, emblem or Name

Vendors shall note that the United Nations General Assembly resolution 92(1) 1946 restricts the use of the name and emblem of the United Nations, UNU and its RTC/Ps.

Vendors shall that are under a contractual relationship or used to have a contract with the United Nations University shall especially not use the name, emblem and official seal for commercial purposes. Vendors shall not use any abbreviations of the UN, UNU-ViE with the advocacy of their business prior to a written permission from the United Nations/UNU-ViE.