

# HOW TO BECOME A UNFPA SUPPLIER

In order to become a UNFPA supplier, manufacturers must comply with the quality standards applied by UNFPA, based on commodity type.

## Suppliers of Contraceptive Devices

Suppliers of male & female condoms or IUDs must pass the WHO/UNFPA prequalification process.



### Prequalification process:

1. Expression of interest posted on United Nations Global Marketplace
2. Submission of documents
3. Screening for completeness
4. Technical review
5. Inspection of manufacturing site
6. Sampling and testing
7. Quality monitoring
8. Re-qualification

## Suppliers of Hormonal Contraceptives

This category includes hormonal contraceptives and essential reproductive health medicines included in the Expression of Interest for Prequalification



### UNFPA procures only reproductive health medicines that are:

1. Prequalified by WHO Prequalification of Medicines Programme
2. Authorized for use by a Stringent Regulatory Authority (SRA)
3. Positively recommended for procurement by the WHO Expert Review Panel (ERP)

## Suppliers of Other Medicines



This category includes medicines not invited to participate in the WHO Expression of Interest for Prequalification.

UNFPA conducts a technical assessment based on the Model of Quality Assurance for Procurement Agencies (MQAS).

Some of the areas evaluated by UNFPA are:

1. Active pharmaceutical ingredient specifications and quality
2. Finished pharmaceutical product specifications, process validation, stability
3. Safety and efficacy, or the therapeutic equivalence
4. Good Manufacturing Practice status of the manufacturing site

## Suppliers of Medical Devices



To ensure the safety, effectiveness and quality of medical devices, UNFPA requires that medical devices procured comply with:

- WHO guidelines
- International quality standards

Some of the areas evaluated are:

1. Quality management
2. Product safety
3. Quality standards

### Code of Conduct

**UNFPA expects that all suppliers who wish to do business with UNFPA will embrace the UN Supplier Code of Conduct, as it originates from the core values outlined in the United Nations Charter which binds all nations.**

#### Step 1:

## Registration

Suppliers can register their details on UNGM and eSupplier Connection free of charge.

UNGM will automatically match vendors with UN organizations that buy their products and services based on UNSPSC codes.



#### Step 2:

## Tenders Posted

Tenders are posted on UNGM and eSupplier Connection. The bidding process is open to manufacturers, authorized representatives and other suppliers.

Interested vendors can check UNGM for tenders of interest. Vendors can also use the search function to find all active tender notices issued by UNFPA.



### Tender Alert Service

Vendors can use the Tender Alert Service to receive notification of relevant business opportunities that match their company's products and or services directly to their email address.



Note: All procurement over \$50,000 (global and local) is advertised on UNGM

#### Step 3:

## Interested Suppliers Respond

Interested suppliers can respond in accordance with UNFPA-specific requirements to public notices on UNGM. The evaluation criteria and the General Conditions of Contract are specified in the bidding documents.

Suppliers should first review required quality standards on the UNFPA Quality Assurance page.

Suppliers must ensure that submissions:

1. Follow the specific format
2. Are complete
3. Are submitted on time



Suppliers must submit bids according to UNFPA instructions.

#### Step 4:

## Evaluation

As part of the tender process, UNFPA will conduct a detailed evaluation of the offers submitted. In the case of "Request for Proposals", a technical evaluation will be conducted as a separate exercise prior to the financial evaluation. Only proposals that meet the technical criteria will be assessed financially.

- Evaluation of supplier bids typically takes 1-3 months
- All contract awards are posted on UNGM
- Suppliers should see the UNGM Guidelines



#### Step 5:

## Bidding Award

Successful bidders will be awarded a Long Term Agreement (LTA) valid for up to 3 years.

This LTA serves as a framework agreement against which specific purchase orders will be placed.

If awarded a long-term agreement or contract, it is important that suppliers maintain the high quality of their products as per submission at the bidding stage.



 Vendors not awarded a bid, should be sure to check UNGM for upcoming tender opportunities.

Suppliers who believe that they have been unjustly or unfairly treated in connection with a solicitation, evaluation or award of a contract may complain to the UNFPA Business Unit Head indicated in the solicitation documents of the specific bid.



Procurement Services Branch  
procurement@unfpa.org

[www.unfpa.org](http://www.unfpa.org)

[www.myaccessrh.org](http://www.myaccessrh.org)