

# 2012

## 9th EU UN-Procurement Seminar New York, 23-24-25 April 2012

This PDF is meant as an example for companies that wish to register for the 9<sup>th</sup> Annual EU UN-Procurement Seminar in New York, on the 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> of April. Registration for the event opens online on January 16<sup>th</sup>, at 15:00 CET. Due to the large amount of companies that wish to register, we advise company representatives to register early. Only the first 125 companies that register will be eligible for 1-on-1 meetings with the UN. We advise companies to make sure that they have all the necessary information available when they register. This document shows the registration process step-by-step, to facilitate registering for companies that have never attended the Seminar before. Companies can increase their chances of a 1-on-1 meeting with their selected UN organizations by providing detailed and accurate information in their company description. We would like to emphasize that this document is a draft, and can NOT be used for actual registration. We will not accept registrations through paper or faxed copies. Actual registration online is subject to change. Please note that depending on your choices, you will not have to go through to all the steps.

Steps 1&2:

1 2 3 4 5 6 7 8

**STEP 1: COMPANY INFORMATION**

I agree with the [Registration Terms & Conditions](#).

Name Organization: \*

Please specify your organization. Please note that **only companies prequalify for the selection process for 1on1 meetings** with UN staff.

Company

First Representative: \*

Mr. First Name Last Name

Job Title (first representative): \* Mobile Phone (including country code - optional)

Second Representative:

Mr. First Name Last Name

Job Title (second representative) Mobile Phone (including country code - optional)

NOTE: \* = Mandatory field  
NOTE: **Interpreters need to register as the second representative.**  
NOTE: You may add more representatives during the payment process, or you can [send us an email...](#)

NOTE: \* = Mandatory field

1 2 3 4 5 6 7 8

**STEP 2: COMPANY INFORMATION (continuation...)**

Address: \*

Town/City: \* State/County:

Zip/Postcode: \* Country: \*  
Select country of incorporation...

Telephone (including country code): \* Fax: \*

Personal Email \*: (this will be used for further communication with you. Please add all email addresses ending on @eupf.org to your safe list)

Company Website:

How did you find out about the seminar: \*  
Select...

Have you been to the EU UN-Procurement Seminar before? \*  
 No  
Yes, In:  2010  2009  2008  2007  2005  2004  2003

NOTE: \* = Mandatory field

Step 3&4:

1 2 3 4 5 6 7 8

**STEP 3: Company Description**  
**Company Description** (strongly recommended if you wish to be selected by the UN organizations for a one on one meeting)

Please provide a short description (max. 300 words in English) of your company and its goods and services. Your company description should focus on your company its main services and products (try to be specific, for example 'medical equipment' or 'pharmaceuticals' instead of the general description 'health care products'). List your company's international/export experience and refer (if applicable) to the developing countries that you export (-ed) to or implemented projects in.

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1 2 3 4 5 6 7 8

**STEP 4: GOODS**  
Area(s) of your company's business (more than one box possible)

**Goods**

<input type="checkbox"/> No Goods	<input type="checkbox"/> Security
<input type="checkbox"/> Agricultural Tools	<input type="checkbox"/> Shelter & Temporary Housing
<input type="checkbox"/> Clothing & Personal Equip.	<input type="checkbox"/> Temp Hospitals & Med. Equip.
<input type="checkbox"/> Drugs & Pharmaceuticals	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Emergency Food	<input type="checkbox"/> Transportation related good
<input type="checkbox"/> IT & Communications	<input type="checkbox"/> Vehicles
<input type="checkbox"/> Mine Detection	<input type="checkbox"/> Water Supply Equipment
<input type="checkbox"/> Power Supply	<input type="checkbox"/> Other
<input type="checkbox"/> Prosthetics & Aids for the Disabled	
<input type="checkbox"/> Sanitation & Hygiene	

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Steps 5&6:

1 2 3 4 5 6 7 8

**STEP 5: SERVICES**  
Area(s) of your company's business (more than one box possible)

**Services**

<input type="checkbox"/> No Services	<input type="checkbox"/> Private Sector Development
<input type="checkbox"/> Agriculture, Horticulture, Forestry, Fisheries	<input type="checkbox"/> Procurement Services
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Program Management Support
<input type="checkbox"/> Communication	<input type="checkbox"/> Public Administration
<input type="checkbox"/> Economic Policy and Analysis	<input type="checkbox"/> Quality Control & Assurance
<input type="checkbox"/> Education & Training	<input type="checkbox"/> Rural and Urban Development
<input type="checkbox"/> Energy	<input type="checkbox"/> Security
<input type="checkbox"/> Environment	<input type="checkbox"/> Socio Cultural
<input type="checkbox"/> Financial Services	<input type="checkbox"/> Telecommunication
<input type="checkbox"/> Health Care	<input type="checkbox"/> Transport
<input type="checkbox"/> Industrial Engineering	<input type="checkbox"/> Water
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Other
<input type="checkbox"/> Legal Services	

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1 2 3 4 5 6 7 8

**STEP 6: SCOPE**  
Countries of your company's business/supply  
(List max. 10 countries, focus on developing countries)

**Number of employees at your company: \***  
 1-9  10-49  50-99  100-999  1000+

**International/ UN experience**  
If applicable, list your 3 most recent contract wins with the United Nations. If you have no UN experience list your most relevant international projects for multilateral organizations.

I. Project for  in  in country  .  
Short Description (max. 100 words):

II. Project for  in  in country  .  
Short Description (max. 100 words):

III. Project for  in  in country  .  
Short Description (max. 100 words):

NOTE: \* = Mandatory field

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Steps 7&8:

2 3 4 5 6 7 8 9

**STEP 7: UN Experience**

**Is your company registered at UNGM? \***

(If not, the registration process at UNGM only takes a few hours and is recommended)

No  Yes If Yes, UNGM code:

**Is your company registered with specific UN Organizations?**

No  Yes  
(Specify per UN-organization with vendor ID number)

**Has your company ever submitted a bid, quote or proposal to the UN \***

Yes  No

Please note that this seminar is especially intended for and focused on introducing new companies to the United Nations organizations in New York

NOTE: \* = Mandatory field

3 4 5 6 7 8 9 10

**STEP 8: UN Experience (continuation...)**

**Did this result in a purchase order/ contract?**

Yes  No

**If Yes, with what organizations have you had contracts awarded?**

- UN Procurement Division (UN/PD)
- UN Children's Fund (UNICEF)
- UN Development Program (UNDP)
- United Nations High Commission on Refugees (UNHCR)
- World Food Program (WFP)
- Food & Agriculture Organization (FAO)
- United Nations office at Geneva (UNOG)
- World Health Organization (WHO)
- UN Population Fund (UNFPA)
- UN Office for Project Services (UNOPS)
- UN Relief and Works Agency (UNRWA)
- Pan American Health Organization (PAHO)
- UN Industrial Development Organization (UNIDO)
- World Bank

Steps 9&10:

5 6 7 8 9 10 11 12

**STEP 9: UN Experience (continuation...)**

Contracts with local Peacekeeping missions  
(Please specify)

Contracts with other UN Organizations  
(Please specify)

6 7 8 9 10 11 12 13

**STEP 10: Presentations/ Workshop Interest**

Select only those Presentations and Workshops that you intend to attend.

**Presentations**

- Overview of the United Nations
- Vendor Registration
- Tender Process
- Legal and Ethical Aspects of UN Procurement
- UN and Procurement Trends

**Thematic Workshops**  
(Please note that some workshops will be held simultaneously, please select the workshop that you would like to attend)  
Click [here](#) to see the workshop descriptions

*Simultaneously, please select one:*

- ICT/ (Tele-) Communication & Software
- Engineering & Consultancy

*Simultaneously, please select one:*

- UN Response to Humanitarian crises
- Global B2B Partnerships

- Case Study DFS
- Case Study UN/PD
- World Bank Procurement

Steps 11&12:

7 8 9 10 11 12 13 14

**STEP 11: One-on-One Meetings**

With what UN organizations would you be interested in having a one-on-one meeting? \* (Please check all that apply and be aware that not all organizations below have confirmed participation)

(You can check the [2009 Annual Statistical Report UN Procurement](#) to see what the UN organizations procured in 2008 and the [General Business Guide \(2006\)](#) for information about the UN organizations' mandate. Should you wish to get advice on whom to meet with, please contact your country representative)

- United Nations Procurement Division (UN/DP)
- United Nations Development Program (UNDP)
- United Nations Office for Project Services (UNOPS)
- United Nations Children's Fund (UNICEF)
- World Food Program (WFP)
- International Atomic Energy Agency (IAEA)
- United Nations High Commissioner for Refugees (UNHCR)
- United Nations Relief and Works Agency (UNRWA)
- UN Industrial Development Organization (UNIDO)
- International Civil Aviation Organization (ICAO)
- Food and Agriculture Organization (FAO)
- World Bank

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7 8 9 10 11 12 13 14

**STEP 12: Haiti Special**

Due to ongoing renovations at the UN HQ, the EU UN Procurement Seminar will again take place at the **Bohemian National Hall** on 321 E 73rd street (between 1st and 2nd avenue).

We no longer offer the guided UN HQ tour, but we do have a Haiti Special on the third day this year. Please select if you would like to attend. If you select yes, we will try to plan your 1-on-1 meetings around this event.

Would like to attend the Haiti Special:  Yes  No

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Steps 13&14:

7 8 9 10 11 12 13 14

**STEP 13: Questionnaire**

**Knowledge level \***  
How would you describe your knowledge level of UN procurement at this moment?  
 No knowledge  Poor  Fair  Good  Very Good

**Expectations**  
Please rank your purpose for attending the EU UN-Procurement Seminar (1 = most important, 4 = least important)

To get a general overview of the UN Procurement entities\*  
 1  2  3  4

To get information on a specific theme that was covered in the workshops \*  
 1  2  3  4

To meet the UN Procurement staff for one-on-one meetings \*  
 1  2  3  4

To network with other companies that are interested in UN procurement \*  
 1  2  3  4

NOTE: \* = Mandatory field

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7 8 9 10 11 12 13 14

**STEP 14: Questionnaire (continuation)**  
Do you have any specific questions you would like answered during the seminar?

Cancel < Back Submit >