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European Union

Website: www.europa.eu, www.ted.europa.eu

Headquarters: Brussels, Luxembourg, Strasbourg. And other Institutions and Agencies throughout the EU.

European Institutions and 27 Member States.

Procurement

TED, which stands for “Tenders Electronic Daily” is the online version of the “Supplement to the Official Journal of the European Union” dedicated to European public procurement. It includes notifications of calls for tenders from the European Union and the European Economic Area, as well as entities in the (future) Member States.

The tool enables you to search business opportunities according to several criteria.

TED has various sections: the TED general module, TED SIMPA and TED eTendering modules will be of most interest to companies.

In addition to a search tool, the TED general tab includes a section allowing you to register, and, once registered, connect to the restricted section of the website.

The SIMAP tab, which stands for “information system for public procurement” provides detailed information on calls for tenders. The electronic e-Tendering platform, one of the tabs on the general TED site, provides access to calls for tenders from the European Institutions and Agencies, as well as other European bodies.

<https://etendering.ted.europa.eu/general/page.html?name=home&locale=en>

It allows economic operators, including companies, to consult calls for tenders published, as well as all the related documentation.

Though calls for tenders are available to browse freely without registration, registering on this platform enables you to receive notifications, including updates, and email alerts about opportunities that may interest your company, based on your profile, as well as asking questions.

The platform allows you to search according to several criteria, including the entity issuing the call for tenders.

For specific areas and fields of activity, the websites of the Directorates-General (DG) of the European Commission include sections for Calls for Tenders, Calls for Proposals and Expressions of Interest. Check the sites relevant to your company's area of interest.

Companies are invited to complete the “European Single Procurement Document” (ESPD). This is a form in which companies declare their financial status, capacity and eligibility to participate in a public procurement process. <https://ec.europa.eu/tools/espd/filter?lang=en>

For “Funding & Tenders Opportunities”, the Single Electronic Data Interchange Area (SEDIA) website provides useful information, notably a tool for searching opportunities, information on how to participate, projects and outcomes.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

There is also a dedicated section for experts - “Work as an expert”. The European institutions appoint experts to assist them in assessing subsidy applications, projects and calls for tenders, or to provide opinions or advice on specific matters.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

The “Register as expert” tab allows you to register on their database.

A list of calls for expressions of interest aimed at experts is available.

European Programmes

These include European funding programmes. For example H2020: European Research and Development Programme – <https://ec.europa.eu/programmes/horizon2020/>, or COSME: European programme for the Competitiveness of Enterprises and SMEs, which aims to promote entrepreneurship and improve the environment for SMEs – <https://ec.europa.eu/easme/en/cosme>

hub.brussels has a department dedicated to supporting Brussels-based businesses participating in European programmes and projects. The European projects sector leads at hub.brussels are there to help you. More information is available on the National Contact Point (NCP) Brussels site: <http://ncpbrussels.be/>

Sources of information: dedicated websites, such as Tenders Electronic Daily, sections on the website of each individual Institution and/or Directorate-General (DG), websites dedicated to European Programmes and Projects.

For EU projects delivered outside the European Union, check the following websites:

Directorate-General for International Cooperation and Development - DG DEVCO:
<https://ec.europa.eu/europaid/>

For development projects.

Directorate-General for Neighbourhood and Enlargement - DG NEAR
https://ec.europa.eu/info/index_en

For projects in EU neighbour countries, as well as potential future EU members. For example, under the Instrument for Pre-Accession Assistance (IPA).

Funding of European Union projects by the European Investment Bank (EIB) – www.eib.org

For projects backed by the EIB: www.eib.org/en/projects/index.htm

For procurement at the EIB in Luxembourg: www.eib.org/en/about/procurement/index.htm

CERN

European Organization for Nuclear Research

Website: home.cern/fr, found.cern.ch , procurement.web.cern.ch

Headquarters: Geneva

CERN, founded in 1954, is the largest particle laboratory in the world. It has 22 Member States, including Belgium. CERN employs 12,000 to 13,000 researchers from 70 countries, who work in the CERN laboratories. CERN purchases the goods and services it requires to operate from companies based in its Member States.

CERN is home to particle accelerators, including the world's largest particle accelerator, the LHC, which is undergoing work to increase its capacity in the coming years.

CERN has a budget of 1.1 billion CHF, almost half of which is spent on supply of goods and services from the private sector. Procurement operates according to a "principle of industrial returns" on the contributions from the Member States.

The categories of goods and services purchased by CERN include: civil engineering, electricity, energy, electronics, environment, nuclear, transport, information technology, mechanical engineering, as well as specialist fields such as optics, magnets, la radiofrequency, vacuums and low-temperature technology.

Belgian export agencies organised a trade visit to CERN for Belgian companies in March 2019, in order to encourage them to become suppliers of goods and services to CERN, and a meeting with CERN buyers is proposed for 2020.

The opportunities for Belgian companies are even greater due to their current underrepresentation. Belgium is currently classified as "poorly balanced", a term that means it is not strongly enough represented. When awarding contracts, CERN takes into account the extent to which its various Member States are represented. Depending on the country of origin, an "industrial return coefficient" is applied (for Belgium: total contribution/BE contribution).

We advise interested companies to create an account and register at www.found.cern.ch . This will enable them to access useful documents. There is also a dedicated procurement site: web.cern.ch

The Procurement and Industrial Services Group is the department responsible for procurement at CERN.

The Procurement department ("Procurement and Industrial Services Group") seeks to obtain supplies for the best price. Purchases are made on the principle of "Best Value for Money".

CERN operates on the following principles: transparency, restriction of bidding to CERN member or associate states only, objectivity and fair competition, and confidentiality.

With regard to thresholds for calls for tenders.

- For sums of under 10000 CHF, CERN will obtain 3 to 5 offers and award the contract to the lowest bidder.
- For sums between 10000 CHF and 200000 CHF, CERN will draw up a technical specification.

- For sums of 200000 CHF and over, CERN will conduct a market survey and launch a call for tenders, followed by an evaluation and awarding process based on technical documentation.

Information and contact people are easily accessible. Contact people are open to discussion and available to answer questions.

Projects are open to SMEs. CERN welcomes SMEs.

A few important points:

Register with the CERN database via the “Suppliers Portal”. This takes just 5 minutes. It is important to make yourself known to CERN, so they can contact you. Registration is via the Suppliers Portal, where you will have the opportunity to specify which goods/services you offer.

It is essential that you fully understand the specifications.

You must make your best offer from the outset; there is no room for negotiation.

Contact with CERN increases your chance to success. You should maintain communication with CERN and develop a good working relationship. It is advisable to maintain regular contact with the CERN technical and procurement officers.

The contact people are listed on the CERN website.

It is also possible for a company to state its interest in a project (prior to its launch).

An overview of projects in the pipeline for the next 18 months is available on the CERN website.

Once a project has launched, the documents relevant are available on the website.

The points of contact are the Industrial Liaison Officer (ILO) based at the AWEX office in Geneva, who represents hub.brussels. We recommend contacting the ILO to make your company and its activities known to them.

Contracts awarded by CERN are not published on the website, but the ILO can obtain this information, if necessary.

Companies that work with CERN are entitled to use the “CERN supplier” logo in their marketing materials.

European Space Agency (ESA)

Website: www.esa.int

Other useful links: www.spacesolutions.be , www.esa.int/SME

Headquarters: Paris and ESTEC in The Hague/Noordwijck, Netherlands. The ESA is an international organisation with 22 Member States. Although its name contains the word “European”, it is not a European Union agency or institution. However, the ESA is responsible for delivering major European Union space programmes (e.g. Galileo, Copernicus).

The ESA technology centre, ESTEC (the European Space Research and Technology Centre), is based in The Hague. This is the largest ESA unit. The ESA has 2200 employees and 300 contractors. Its annual budget is €5.7 billion.

The funding provided by ESA Member States returns to companies in the form of contracts awarded on the basis of a fair, competitive process.

In Belgium, space activities are managed and funded by BELSPO (the Belgian Federal Science Policy Office), contact person: Hendrik Verbeelen. BELSPO contributed 200 million euros to the ESA in 2019 (BE= 5th largest ESA contributor).

To do business with the ESA, visit: http://www.esa.int/About_Us/Business_with_ESA

Belgian companies seeking business opportunities with the ESA/ESTEC should get in touch with Space Solutions Belgium (www.spacesolutions.be), the contact point for Belgian SMEs, coordinated by the company Verhaert (contact person: Sam Waes). Space Solutions Belgium is part of a European network of 16 coordinators. Its work relates both to technology transfer and projects (“space” and non-space”). The contact person can provide useful information on technology transfer, incubator schemes and commercial applications.

Its activities include promotion, identification of business opportunities, feasibility studies and demonstration (of a project’s potential applications in space), as well as incubator schemes.

ESA SME Initiative

www.esa.int/About_Us/Business_with_ESA/Small_and_Medium_Sized_Enterprises

The ESA wants to develop relationships with SMEs to deliver its projects. See the dedicated SME section: www.esa.int/sme The ESA “SME Office” aims to increase the involvement of SMEs, including start-ups, in the Agency’s research and development work. The SME Office can provide information on registering with the ESA, ESA programmes and activities, how to get involved and the available training courses.

The ESA has developed a specific policy aimed at SMEs (as defined by the European Union). 940 contracts were awarded to SMEs in the 2013-2017 period and 2600 SMEs are registered with the ESA.

SME Office: sme-office@esa.int Contact person: Jens Kauffmann, Head of SME Office
Jens.Kauffmann@esa.int

SMEs are encouraged to communicate with the ESA Technical Officers in order to make their expertise known.

For example, Industry Space Days take place every two years, offering B2B meetings (next event: 16-17 September 2020).

From 2020, SMEs will be able to access the ESA laboratories.
esa.int/About_Us/Business_with_ESA/Small_and_Medium_Sized_Enterprises

Esa-star

To find out about business opportunities with the ESA, check ESA-STAR, the online registration and tendering system.

www.esa.int/About_Us/Business_with_ESA/esa-star_open_for_business

For a list of calls for tenders and expressions of interest:

<http://emits.sso.esa.int/>

As well as calls for tenders, this link also provides access to all of the administrative documents related to procurement.

You should also be aware of the Business Incubation Center (BIC), a Belgian initiative:

<https://spacesolutions.be/business-incubation/>

Export agencies launched the “Doing Business with ESA/ESTEC” project in October 2019 to support Belgian companies. This “Big Science” initiative was organised in collaboration with AGORIA (contact person: Christian Dierick).

An ESA Industry Day is set to take place in September 2020.

The five development banks: WB, EBRD, ADB, AfDB and IDB:

Remember, as a contributor to the Development Banks, Belgium has a seat on their boards of directors. Under certain conditions, the Belgian representatives of the Banks can be useful contacts. The Economic and Commercial Attachés of the export agencies are your initial point of contact. If necessary, they can refer you to the Belgian representatives of the Development Banks, staff working at these Banks, or contact people within the implementing agencies in the country of operation.

World Bank

Website: www.worldbank.org

Headquarters: Washington and 130 local offices. Including an office in Brussels.

Structure of the World Bank:

The World Bank group consists of various bodies. On one hand, there are the bodies responsible for relationships with governments - the International Development Association (IDA) for the poorest countries and the International Bank for Reconstruction and Development (IBRD) for the governments of low and middle-income countries. On the other, there are bodies that deal specifically with the private sector, such as the International Finance Corporation (IFC), which promotes private sector development, and the Multilateral Investment Guarantee Agency (MIGA), which protects foreign investments from non-commercial risks. It has an organism dedicated to resolving investment disputes: the International Centre for Settlement of Investment Disputes (ICSID).

Aim

to reduce poverty (to 3% by 2030) and build shared prosperity in developing countries. In order to achieve this, the World Bank funds projects in the countries where it is active. The subsidiaries of the World Bank provide loans and grants, acquire equity participations, and offer guarantees.

Sectors of action

transport, energy, water treatment, waste processing, infrastructure, digital technology.

Around 1600 - 1800 projects/year, spanning almost all sectors.

Geographic scope of intervention: 170+ countries worldwide, operates globally

Business opportunities

Procurement of goods, services, construction and consultancy.

In-country projects are financed by the World Bank, but managed by the country receiving the funding.

The key points of contact are the Sector Team Leaders at the World Bank headquarters, the local World Bank offices in the country where the project is being delivered, and the implementing agencies in the countries in question.

For Procurement

www.worldbank.org/corporateprocurement

This section is dedicated to the internal operations of the Bank and its requirements in terms of goods and services.

For Consultancy

Specific tool aimed at individual consultants (working with the Bank itself):

<https://wbgeconsult2.worldbank.org>

Individual consultants work to strengthen the capacities of the Bank.

Potential consultants are invited to register on this platform in order to access and respond to calls for tenders.

Several reference documents are available online and these documents are searchable.

When preparing for the medium-term, companies may be interested in the Country Assistance Strategy (CAS) documents, which set out the major orientations and priorities steering future projects in a country.

Database of projects

<https://projects.worldbank.org/en/projects-operations/country-strategies>

You can target your search by geographic area or sector. In the search results, you will be able to access numerous documents concerning the projects in question.

We also recommend staying in touch with the implementing agencies in the country where the projects are being carried out, via their own communication channels.

Support for the private sector

The World Bank group has a specific body dedicated to the private sector. This is the International Finance Corporation (IFC). This body aims to support the development of the private sector. Its goal is to harness private capacity for development purposes. The IFC concentrates mainly on countries or industries where the private sector is (practically) non-existent/very limited. The IFC is particularly involved in business projects in the fields of infrastructure, agribusiness, financial inclusion, health and education. Its major challenges include the Digital Economy and Climate Finance.

In geographic terms, it is most active in Africa, the Middle East, and Southeast Asia.

www.ifc.org/wps/wcm/connect/corp_ext_content/ifc_external_corporate_site/home

Sources of information: World Bank website, “World Bank Project Procurement” and “World Bank InfoFinder” mobile applications. Other applications at <http://apps.worldbank.org/>

Contact person in Brussels: International Finance Corporation – Andrea Engel, Country Manager for Belgium - AEngel@ifc.org - T: +32 2 552 0039

https://www.ifc.org/wps/wcm/connect/REGION__EXT_Content/IFC_External_Corporate_Site/Western+Europe/Contacts/

Contact person in Washington: Laurent Pierart, Economic and Commercial Attaché representing hub.brussels washington@awex-wallonia.com

Inter-American Development Bank

Website: www.iadb.org

Headquarters: Washington and 26 local offices

Work

The Inter-American Development Bank is a financial institution that provides loans and grants and offers technical support throughout Latin America and the Caribbean.

Aims

- To reduce poverty and social inequality
- To respond to the needs of small, vulnerable countries
- To promote development through the private sector
- To respond to the challenges of climate change, renewable energies and environmental sustainability, and promote regional cooperation and integration

Geographic scope of intervention

26 countries in Latin America and the Caribbean.

Business opportunities exist for consultants, as well as suppliers of goods and services.

These include both procurement within the Bank itself, and opportunities to collaborate with the borrowing countries in projects supported by the Bank.

All business opportunities are subject to a call for tenders.

Companies should maintain contact with the Bank, in particular its offices in the borrowing countries and the sector leads, as well as implementing agencies on the ground. The recipient countries have considerable decision-making power.

Consultancy

www.iadb.org/projectconsultancy

Corporate Procurement

business opportunities to meet the internal operating needs of the Bank.

www.iadb.org/en/find-procurement-opportunities/corporate-procurements/corporate-procurements%2C20661.html

Project Procurement

www.iadb.org/en/procurement

This link includes information and lets you search for specific projects.

Procurement plans, calls for tenders, contracts awarded, project documents and detailed information on projects are all available online.

Companies interested in supplying goods and services to the Bank are invited to complete the Supplier Registration Form <https://www.iadb.org/en/find-procurement-opportunities/supplier-registration-form%2C20709.html>

The IDB Lab is devoted to small and medium enterprises.

Information sources:

The “Country Strategy” and “Sector Strategy” documents available on the Bank website provide useful information on the Bank’s geographic and sector focuses.

Note:

Fluency in Spanish is an important factor when working with this institution, given the composition of its workforce (see IDB Staff Directory available online) and the geographic regions in which it operates.

Experience in the countries where the Bank is active, the majority of which are in Latin America, will increase your chance of winning a contract.

African Development Bank (AfDB)

Website: www.afdb.org

Headquarters: Abidjan, in addition to 5 representation offices and around thirty local offices.

78 member countries, including 54 beneficiary countries. Belgium is a Bank member country.

Priorities

The top 5 AfDB priorities, known as the “High 5”, are (1) Light up and Power Africa, (2) Feed Africa, (3) Industrialize Africa, (4) Integrate Africa, and (5) Improve Quality of Life for the people of Africa. The AfDB plans to invest 170 billion dollars a year in these areas.

Sectors

Agribusiness, climate change, water, energy including renewables, environment, infrastructure and construction, health, telecommunications and IT, transport and logistics, etc.

The AfDB, which aims to contribute to economic development and social progress in Africa, sets a budget for each country and supports and advises the beneficiary countries who choose projects themselves within a set framework. The AfDB plays a supervisory role at various key stages (submission, project implementation, and payment). The beneficiary countries submit plans that they wish to see funded by the AfDB. The beneficiary countries manage the tendering process, award contracts and select businesses.

The Bank operates in line with the Sustainable Development Goals (SDGs), which set out the Bank Strategy.

The AfDB covers three main fields: (1) large-scale projects, (2) consultancy services, particularly for project analysis and expertise that they do not possess internally, and (3) lending to beneficiary countries and the private sector (at better rates than commercial banks offer, taking on higher risk).

The AfDB has developed a Procurement Framework, which includes documents on procurement policy (strategy), methodology, a manual explaining the procedure, as well as a toolkit including document templates and codes of conduct.

Procurement is divided into two categories: “Procurement of Projects” and “Corporate Procurement”.

Corporate Procurement” refers to the goods, services and work required internally by the AfDB and direct interaction with the Bank itself (either the headquarters or one of its regional offices).

In order to be eligible, companies must be based in a Bank member state.

A local presence or collaboration with a local stakeholder is a very important factor in winning these contracts. As you must comply with local legislation, it is advisable to establish a partnership of this type.

The principle of competition between suppliers is the norm, with open competition for larger sums and restricted competition for lower-value contracts. “Direct contracting” is only used in exceptional cases and must be justified.

Contracts worth 39 millions CFA francs or less are subject to “restricted competition”, while higher-value contracts are publicly advertised on the Bank website and are subject to “open competition”.

Contracts are awarded on the base of “Best Value for Money”.

Interested companies must register as a (potential) supplier via the AfDB website. https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit#

Registering the company with the AfDB is a prerequisite. Only companies based in AfDB member states can do business with the Bank. These include Belgium, as a contributor country. Only companies that meet the AfDB criteria will be eligible. Experience in Africa is a prerequisite, as is proven experience of similar projects, knowledge of the beneficiary country and a presence on the ground, either directly or through local partners.

Projects are part of “(Annual) Procurement Plans” <https://www.afdb.org/en/about-us/corporate-procurement/procurement-notice/prospective-solicitations> . These are a good way of staying abreast of Bank priorities and programmes.

Calls for tenders are posted on the AfDB website (<https://www.afdb.org/en/projects-and-operations/procurement> and <https://www.afdb.org/en/about-us/corporate-procurement>) and in the local press for local procurement, in addition to the United Nations UNGM website and international newspapers. You can consult the UNDB – United Nations Development Business at <https://devbusiness.un.org/> .

We recommend maintaining regular contact with the “AfDB Country Office” and “Regional Offices”, as well as the “Executing Agency” in the beneficiary country. The Bank plays an information and supervision role, while the beneficiary country launches the call for tenders and manages the entire process, according to the Bank’s principles, and selects the company.

If the Executing Agency does not have sufficient resources, it can seek assistance from the Bank.

The AfDB encourages companies to work with a local partner.

Every year, the bank runs a Business Opportunities Seminar (BOS): this is a chance for companies to familiarise themselves with the Bank and its upcoming projects, and develop useful contacts within the Bank.

Project Procurement

<https://www.afdb.org/en/projects-and-operations/procurement/>

“Corporate procurement” opportunities have their own dedicated section:

<https://www.afdb.org/en/about-us/corporate-procurement/>

For consultancy projects, we recommend registering using the following link:

<https://www.afdb.org/en/projects-and-operations/procurement/consultancy-services-e-consultant/>

Other useful information

General Procurement Notice (GPN) which includes general information on a project.
Specific Procurement Notice (GPN) which includes detailed information on a project. These notices relate to calls for tenders published, and are available via an email alert system. This document lets companies track projects and provides useful contact details for the executing agency.

Expressions of Interest (EOIs), which are an invitation for consultants to state their interest, so they can be shortlisted for consultancy projects. Consultancy projects are open to small companies.

Economic and Commercial Attachés working in the beneficiary countries in Africa can help companies identify key contacts on the local level..

Asian Development Bank (ADB)

Website: www.adb.org

Headquarters: Manila, in addition to local offices in around forty countries where in which it is active. It has a European representative office in Frankfurt.

Geographic region: around forty countries in Asia and the Pacific.

Business opportunities are posted under the “Projects & Tenders” tab:

<https://www.adb.org/projects/tenders>

Projects supported by the Bank, both potential and approved, are available via the following link, which includes all relevant project documentation:

<https://www.adb.org/projects>

The Bank offers loans, technical support and assistance to governments in the beneficiary countries in the Asia-Pacific region.

The following link provides information about opportunities to work with the ADB, as a consultant or a supplier of goods or services:

<https://www.adb.org/business/main>

It offers detailed information, including advice on winning contracts and becoming a supplier, the required criteria and the project cycle.

The “Procurement Plans” list upcoming opportunities in specific projects.

<https://www.adb.org/projects/documents/doctype/Procurement%20Plans>

For Corporate Procurement:

Visit the “ADB Supplier Information Management Portal”

In order for the Bank to invite them to register on this portal, companies must email: ipcontracts@adb.org

Once registered, companies will be added to the Bank database, enabling them to stay in touch with the Bank, receive alerts and participate in calls for tenders. Registration is a prerequisite for participation in calls for tenders.

An online tool aimed specifically at consultants is available: the “Consultant Management System”. Consultants are encouraged to register and can search consultancy opportunities. The Bank also uses this tool to recruit consultants.

<https://cms.adb.org/>

Every year, the bank runs a Business Opportunities Fair (BOF). This is a chance for companies to familiarise themselves with the Bank and its upcoming projects, and develop useful contacts within the Bank.

Useful information: Country Planning Documents, including the “Country Partnership Strategy” and “Country Operations Business Plans”, which outline key focuses and projects for each country.

United Nations

Website:

General United Nations website: www.un.org

United Nations Global Marketplace: www.ungm.org

Business opportunities involving all types of goods and services are available.

The United Nations is made up of various entities and is extremely diverse. The United Nations is an organisation consisting of various entities including the Secretariat, the Funds and Programmes, and other specialist Agencies. Though they operate according to shared rules, each has its own procurement department, requirements and procedures. The United Nations operates in a decentralised manner, with 37 agencies.

The United Nations spent 18.8 billion USD on procurement in 2018 and 17.7 billion USD in 2017 (goods: 9.1 billion USD and services: 8.95 9.7 billion USD). Meanwhile, the procurement volume of the UN Secretariat was 3.07 billion USD, divided between just under 6000 suppliers in 2017.

Headquarters: New York, Geneva, Nairobi and Vienna. The United Nations has numerous agencies (programmes, funds and specialist institutions), located in different cities, some of which are in Europe (Copenhagen, Rome, etc.).

Objectives

The public procurement process takes between one month (simple calls for tenders) and approximately three months (complex calls for tenders, in particular those involving multiple contracts with subcontractors).

The entire process from publication on the UNGM website to awarding of a contract takes between 6 and 10 months.

The mission and work of the United Nations are guided by the goals and principles enshrined in its founding Charter. The goal of the UN is to respond to the many issues facing humanity in the 21st century, such as peace and security, climate change, sustainable development, human rights, disarmament, terrorism, humanitarian and health crises, equality between men and women, governance and food production, among others.

The United Nations has an annual procurement budget of around 18.78 billion dollars (2018) for goods and services. This sum increases slightly year on year.

It is used to deliver emergency aid, peacekeeping operations and development projects. The institutions also purchase the goods and services they need in order to operate.

Sectors

The sectors involved are numerous and varied: infrastructure, construction and civil engineering, transport, energy, IT, industry and agriculture, engineering, education, health, environment, cleantech, etc.

The categories of good and services required by the United Nations include: air transport, fuel, food and provisions/catering, IT, construction, transport and warehousing, travel, real estate, security and vehicles.

The United Nations increasingly relies on “turnkey” contracts for goods and services.

Information on business opportunities

United Nations Global Market Place: www.ungm.org This website is aimed at individuals and companies interested in doing business with the organisations that make up the United Nations. It is a platform for connecting United Nations buyers and the wider community of suppliers.

The UNGM offers information on business opportunities, an alert system for calls for tenders, contracts awarded and a knowledge centre.

The UNGM is a comprehensive portal for suppliers to 22 different Agencies (i.e. not every United Nations Agency), Funds and Programmes, as well as the UN Secretariat. Together, these entities account for 95% of the United Nations procurement budget. UN entities use the UNGM as a procurement tool when seeking suppliers, as well as publishing information on business opportunities.

You must register to access the UNGM site. This is obligatory, and without doing so you will not be able to respond to calls for tenders.

It is free to register on the UNGM site, and there are three registration levels:

- “basic”, requiring only a few basic details - for contracts worth up to 40,000 USD;
- “level 1”, requiring additional information and documents (e.g. articles of incorporation of the company) – for contracts worth up to 500,000 USD;
- “level 2”, requiring additional information and documents (e.g. letters of reference and financial statements for the last three years, to be updated each year).

Registrations are valid indefinitely.

An email alert service is available. There is a charge for this service (approx 250 USD/year). However, the information is also available free of charge on the UNGM website.

A “knowledge center” is available online, including the “UNGM Guide” among other documents: <https://www.ungm.org/Shared/KnowledgeCenter/Pages/Index>

Registering on the UNGM portal also lets you identify the companies that have won contracts and approach them about potential cooperation.

We recommend registering with the UNGM site as a first step to participating in calls for tenders concerning business opportunities available at the United Nations. Ideally, companies should familiarise themselves with background information on the United Nations before taking this step.

Contracts involving smaller sums of money (less than 40,000 USD) are not necessarily advertised. Beyond 40,000 USD, they must be advertised.

We recommend focussing on contracts for goods and services that your company is definitely able to deliver. It is important to select the right codes. The United Nations buyers who (pre)select the eligible companies will do so largely on the basis of the specific product and service codes corresponding to their needs.

It is best to concentrate on specific, limited fields of activity in which your company has strong proven experience.

It is also a good idea to be familiar with the key information, available under the “Knowledge Center” tab.

Companies should make sure they offer exactly what the United Nations is looking for - no more than is requested.

The United Nations is not always looking for the most sophisticated goods and services, but the most affordable. As such, the United Nations are not necessarily looking for the latest technology, which may impact upon procurement costs. Instead, they want the goods and services that fulfil the needs identified by the United Nations Agencies. It is also worth remembering that these goods and services will be used in the locations where the United Nations operates, which often present serious challenges (logistics, climate, security, infrastructure, etc.).

As United Nations contracts can involve very large sums of money, Belgian SMEs may wish to offer their goods and services as “subcontractors”, or in collaboration with larger companies.

The UNGM contains information on upcoming contracts.

Annual statistical reports, available online, list the companies who won contracts and their value.

<https://www.ungm.org/public/asr>

In addition to Agencies focused on specific issues, the United Nations also has a dedicated “procurement” agency. It is called the UNPD - United Nations Procurement Division, and its headquarters is in New York. <https://www.un.org/Depts/ptd/>

This website is devoted specifically to procurement. However, all of the Agencies have their own procurement needs and the largest procurement platform is the UNGM.

There is also a “UN Procurement” mobile application.

The United Nations Procurement Division (UNPD) is responsible for the headquarters in New York, Peacekeeping/Political Missions, Tribunals and Commissions, and for high value purchases made by United Nations bases in other countries. The UNPD purchasing budget is around 3 billion dollars.

Under the “Expression of Interest” tab, you will find a list of upcoming business opportunities, enabling companies to prepare their tender.

Each United Nations entity has its own procurement capacity. Check the website of the relevant entity.

For example, the UNDP (United Nations Development Projects) has a dedicated tool for its 5000+ development projects:

<https://open.undp.org/>

and for its procurement needs

<http://www.undp.org/content/undp/en/home/procurement.html>

A section devoted to United Nations projects:

UN Office for Project Services (UNOPS): <https://www.unops.org/business-opportunities>

The UNOPS provides services and technical advice and is responsible for the implementation of United Nations projects.

Development Business: <https://www.devbusiness.com>

This is an official United Nations website (with a paid section) for worldwide consultancy and export services opportunities. The notices of calls for tenders and contracts relate to the United Nations itself, as well as the Development Banks and even national governments.

The United Nations operates according to the following principles:

Procurement must be coherent with the needs and objectives determined by the United Nations. Contracts will be awarded to companies that fully meet the needs identified by the United Nations.

Impartiality, integrity and transparency.

Effective international competition.

Best value for money.

Procedure

The process and approximate duration of each step is outlined below:

Publication of the REOI on UNGM/UNDP, response in the form of an EOI (4 weeks), request for proposals (6 weeks), assessment (1 month), review of recommendations (1 month), award of contract and notification. The entire process takes between 6 months (in the best case scenario), to 8 to 10 months.

Publication methods can be formal (Request for Proposal - RFP) or informal (Request for Quotation - RFQ).

The procedure consists of several stages: a Request for Information or Request for Expression of Interest, followed by the publication of the call for tenders (RFP/ITB/RFQ), bidders conference, launch of the call for tenders, assessments (technical and commercial/financial), internal approval and review process, award of contract and notification, debriefing and potential protests.

Even if a company is registered with the UNGM, it must respond to the Request for Expressions of Interest.

Requests for Expressions of Interest for contracts worth over 40,000 USD are published on the UNDP and UNGM websites.

The different potential submission methods are RFP, ITB and RFQ.

The assessment process takes into account both technical and the financial aspects of the bid. These elements of the bid may be assessed by different experts, depending on the procedure defined by the United Nations.

The assessment process is conducted by technical specialists, as well as legal and financial specialists.

The procedure is broadly similar for every United Nations Agency, but there may be small differences and particularities.

First timers are unlikely to win a contract at the first attempt. To succeed, you must try several times, which is an ongoing learning process.

It is very important to understand (and meet) the requirements set out in the call for tenders. If in doubt, we recommend asking the named contacts for that specific call for tenders.

Useful information

On the websites of the United Nations and its agencies, on the specific UNGM site.

Mobile applications, including the “UN Procurement” app are also available.

At the request of a country or group of countries, the United Nations can offer “International Procurement Seminars” (IPS) for companies operating there. Export agencies including hub.brussels organised an IPS in Copenhagen in June 2018.

The EUPF (European Procurement Forum) www.eupf.org organises information sessions on calls for tenders in New York every April. United Nations Representatives speak at this event, providing information and tools for accessing the UN market. Each year, the EUPF also offers webinars on the subject of procurement, with guest speakers from the United Nations. These are free and offer a chance to get the latest information.

Our economic and commercial attaché in New York (Kathlijn Fruithof) and our economic and commercial attaché responsible for International Organisations Internationales (Olivier Costa) are well-informed and available to discuss the subject.

European Bank for Reconstruction and Development (EBRD)

Website: www.ebrd.com

Headquarters: London

Geographic scope of intervention:

36 countries in Central, Eastern and South-eastern Europe, Central Asia and the Mediterranean.

Context: the EBRD is not a European Union institution and should not be confused with the European Investment Bank (EIB), though it does collaborate with the latter.

The EBRD focuses on projects in countries whose economies are in transition.

Total EBRD investments in 2017 were worth €9.7 billion.

Main sectors of activity: Green Economic Transition, Infrastructure, Transport, Financial Institutions.

Opportunities relate to EBRD-funded projects in the regions in which it operates. However, there are also a small number of potential contracts for internal EBRD projects and services.

The website has a dedicated procurement section:

<http://ebrd.com/work-with-us/procurement.html>

This distinguishes between Corporate Procurement (internal) and Project Procurement (clients)

EBRD Client e-Procurement Portal (ECEPP) <https://ecepp.ebrd.com/>

This is a project management tool for clients of the Bank. It may therefore be of interest to companies wishing to offer their goods and services.

This link also offers a project search tool.

We encourage interested companies to register on the platform.

Export agencies organised a trip to the EBRD in 2018 in order to meet the Bank's sector heads. Another will take place in 2020.

North Atlantic Treaty Organization - NATO

Headquarters: Brussels

Website:

www.nato.int NATO Headquarters (NATO HQ)

www.nspa.nato.int

29 member states

NATO Business Portal:

<http://www.nato.int/cps/en/natohq/62249.htm>

The www.nato.int site has a dedicated "Business Opportunities" section.

Opportunities at NATO Headquarters

<https://nato.procurement.com/home>

NATO purchases shared military capacity for its members, office supplies, operational services, consumables, information and communications systems, and technology products.

NATO requires goods and services to support the operations of NATO headquarters, international NATO staff and NATO liaison officers in partner countries.

There is a NATO Agency specialising in information and communications: NATO Communications & Information Agency (NCI Agency)
<https://www.ncia.nato.int/Pages/homepage.aspx>

NATO Support and Procurement Agency (NSPA)

Website: www.nspa.nato.int

Headquarters: Capellen (Grand-Duchy of Luxembourg)

Activities: General services, logistical support (e.g. fuel, transport, construction, etc.), arms programmes, etc.

See the “Business with NSPA” tab. This has a tab concerning future opportunities, as well as current “Request for Proposals”.

The e-procurement tab provides information on procedures, registering as a supplier, current calls for tenders, future opportunities, contracts awarded, etc.

<http://www.nspa.nato.int/en/organization/procurement/procurement.htm>

We advise companies to register on the NSPA website. This enables them to learn about the latest business opportunities and be contacted directly by the NSPA for contracts with a value of up to €80,000.

We recommend registering with NATO, via the NATO HQ Procurement service and on the NSPA site, using the following links:

NATO HQ Procurement: nato.procureware.com/

NSPA: www.nspa.nato.int/en/organization/procurement/supplier.htm