



2019

C P A G
A N N U A L
R E P O R T



GENEVA-BASED UNITED
NATIONS ENTITIES AND OTHER
INTERNATIONAL ORGANIZATIONS

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The successful accomplishment of its activities over the past few years, motivates all Member Organizations of the Common Procurement Activities Group to continue working closely as a group to improve procurement activities and set out additional common goals.

The importance of sharing knowledge and information amongst the group was demonstrated by an increase of 17% from the number of responses to queries reported last year. At the same time, in 2019, the professionalization of procurement staff continued to increase, with 78 participants from CPAG participating to the CIPS training sessions, including two CPAG training organized in Geneva.

Based on the positive outcomes of knowledge sharing, this activity shall be further invigorated, through the involvement of all Members and the careful coordination of the Secretariat, in order to continue sharing experience and information on procurement activities and avoid the duplication of processes where possible.

In 2019, CPAG successfully achieved the targets and objectives projected by the Members, by achieving estimated Cost Efficiencies of CHF 41,362,174 from the 35 common contracts shared by CPAG Members. Throughout 2019, Member Organizations launched three joint tenders for a range of important commodities and identified four future tenders for 2020.

CPAG Members shall endeavour to remain a solid procurement group and cooperate to identify new joint tenders and increase the number of common contracts, with the overall objective of achieving best value for money.

Thank you to the CPAG Secretariat, Management Board and Member Organizations for their energy and commitment to ensure the operational functioning of the procurement network to remain a positive example of procurement collaboration in the UN System.

Alessandra Caratozzolo

Alessandra Caratozzolo
CPAG Chairperson during 2018-2019
World Trade Organization

Nancy Bourquin

Nancy Bourquin
CPAG Chairperson during 2019-2020,
United Nations Development Programme



“

CPAG continues to be a valued strategic partner to UNICEF, benefiting from well over 20 UN agencies and affiliated INGOs, with joint tenders, contract negotiations and aggregate spend. My first and immediate go-to partner for Goods, Services and Works, with a wealth of information shared freely amongst the agencies and a great sense of camaraderie between the Chief Procurement Officers. Economies of Scale! Economies of Process! Economies of Information!

Zimri Del Pino
Chief of Procurement, UNICEF

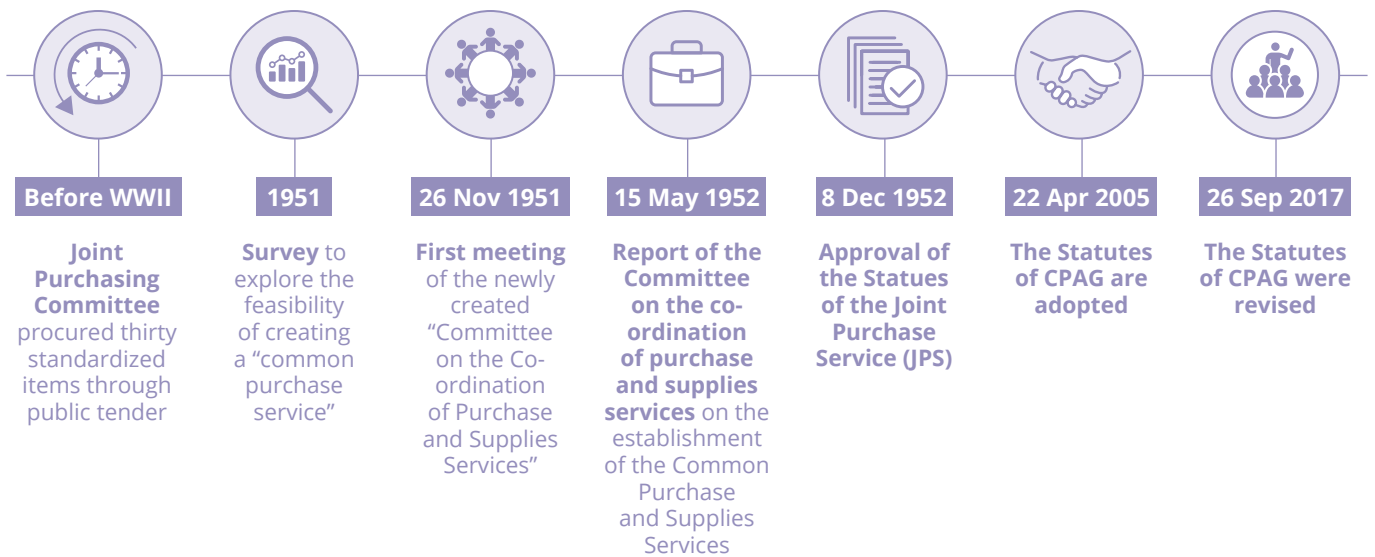
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CPAG at a Glance

The Common Procurement Activities Group (CPAG) is a successful example of a group-led procurement strategy based on the shared goals of pooling experience and research, exchanging best practices and collaborating on procurement projects. CPAG is a voluntary inter-agency procurement network composed of Geneva-based UN entities and international organizations.

CPAG was formally created on 15 May 1952. It was previously known as the Joint Purchase Service (JPS). This inter-agency is administered by the Statutes and Rules of Procedures adopted on 22 April 2005 and revised on 26 September 2017.

History of CPAG



- **Before World War II (WWII)**, the Joint Purchasing Committee (whose members were the ILO and the League of Nations) procured thirty standardized items through public tender. This is documented in Chapter I of the 1952 Committee on the Co-ordination of Purchase and Supplies Services' Report. According to the said report, after the WWII was over, the Joint Purchasing Committee re-opened its activities and WHO joined the Committee.
- **1951**. The executive heads of UNOG (at the time European Office of the UN), ILO, WHO, WMO and ITU decide to launch a "survey" to explore the feasibility of creating a "common purchase service" serving their respective organisations.

- **26 November 1951.** First meeting of the newly created “Committee on the Co-ordination of Purchase and Supplies Services”.
- **15 May 1952.** Report of the Committee on the co-ordination of purchase and supplies services on the establishment of the Common Purchase and Supplies Services for the International Organizations at Geneva. The report recommended the establishment of a “Joint Purchase Service” that was basically an improved version of the existing “Joint Purchasing Committee” (slightly larger scope etc.).
- **8 December 1952.** Approval of the Statues of the Joint Purchase Service (JPS) of the European Office of the United Nations and the Specialized Agencies in Geneva (ILO, WHO, ITU, WMO).
- **22 April 2005.** The Statutes of CPAG are adopted by the United Nations Office at Geneva and specialized agencies, funds and programmes The CPAG replaced the Joint Purchase Service (JPS).
- **26 September 2017.** The Statutes of CPAG were revised.

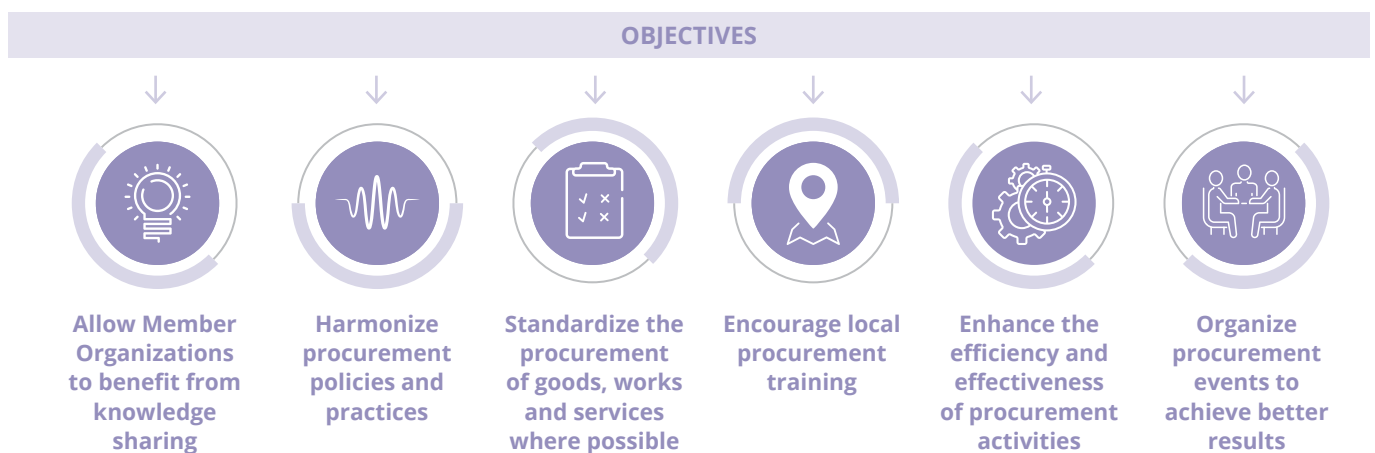
Objectives

CPAG is leading efforts towards the standardization of procurement policies, standards, procedures and training programs among the Geneva Based International Organizations with the objective of increasing the efficiency and effectiveness of UN Procurement activities.

The aim of the Group is to build more effective, coherent and better performing Business Practices and to lower the cost of commonly required goods and services for all its members due to volume purchase agreements.

The CPAG members continue to share experience in order to improve efficiency and effectiveness as well as to cut costs in procurement, in addition to working together on collaborative procurement projects. The members have noticed tangible results more specifically that over the past years there has been a lot of focus on cost-savings and the fact that improved efficiency in procurement leads to reinvestment into Organizations’ core programmes.

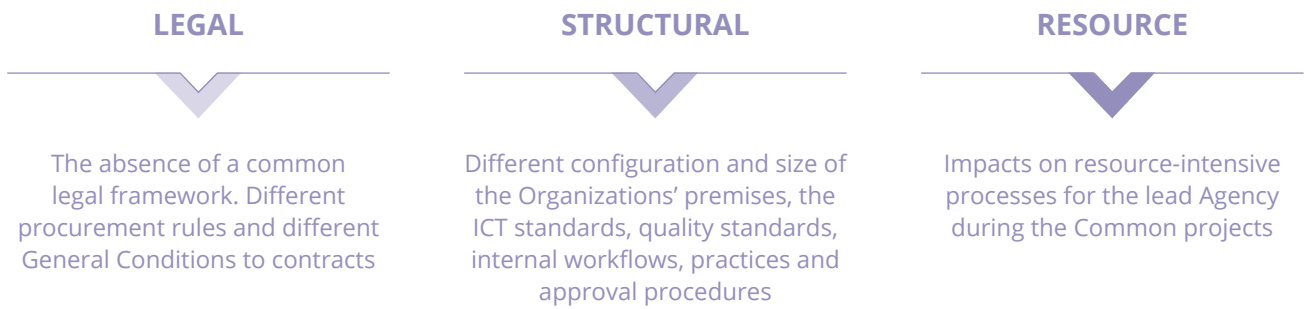
Objectives of CPAG



Challenges

Collaboration within the CPAG can be challenging as well. This may be seen as an obstacle to common procurement, however it is good to see them as opportunities for future collaboration. Hence, these challenges will be further addressed in the next years. At the same time, the past CPAG experience shows that not only harmonization of standards and procedures is required, but also better planning among all participating Organisations.

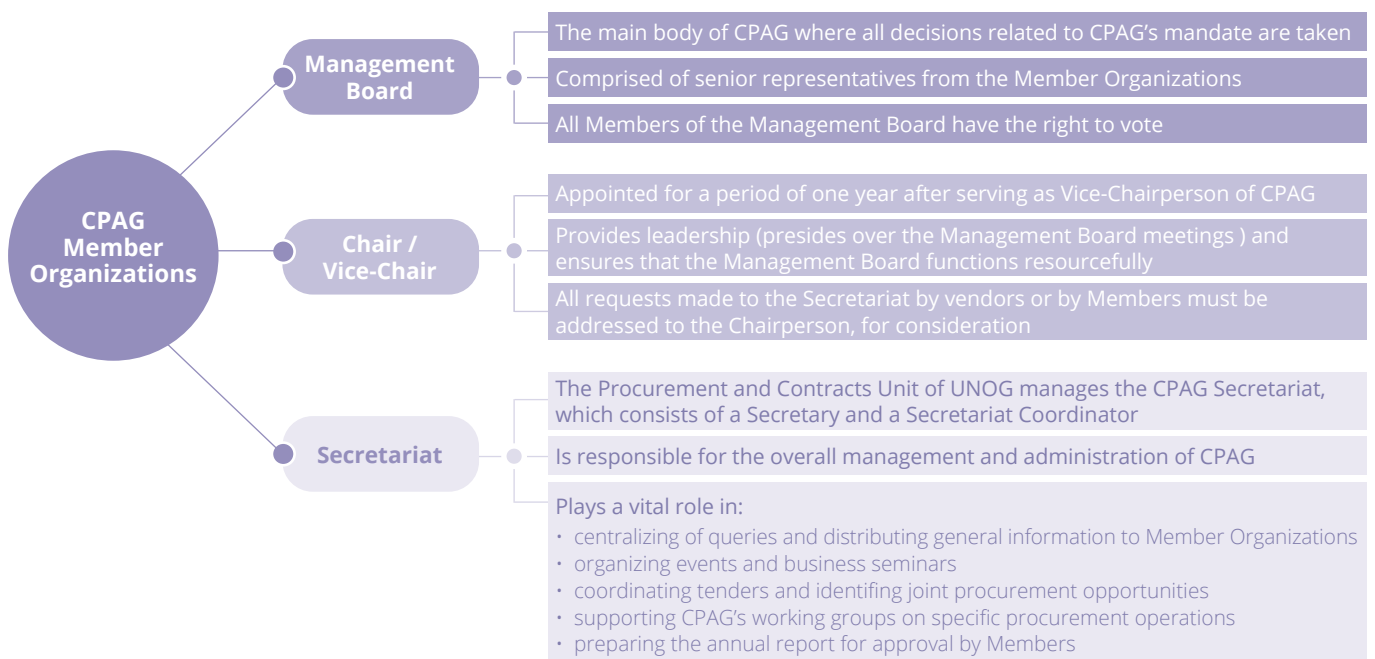
Challenges of CPAG



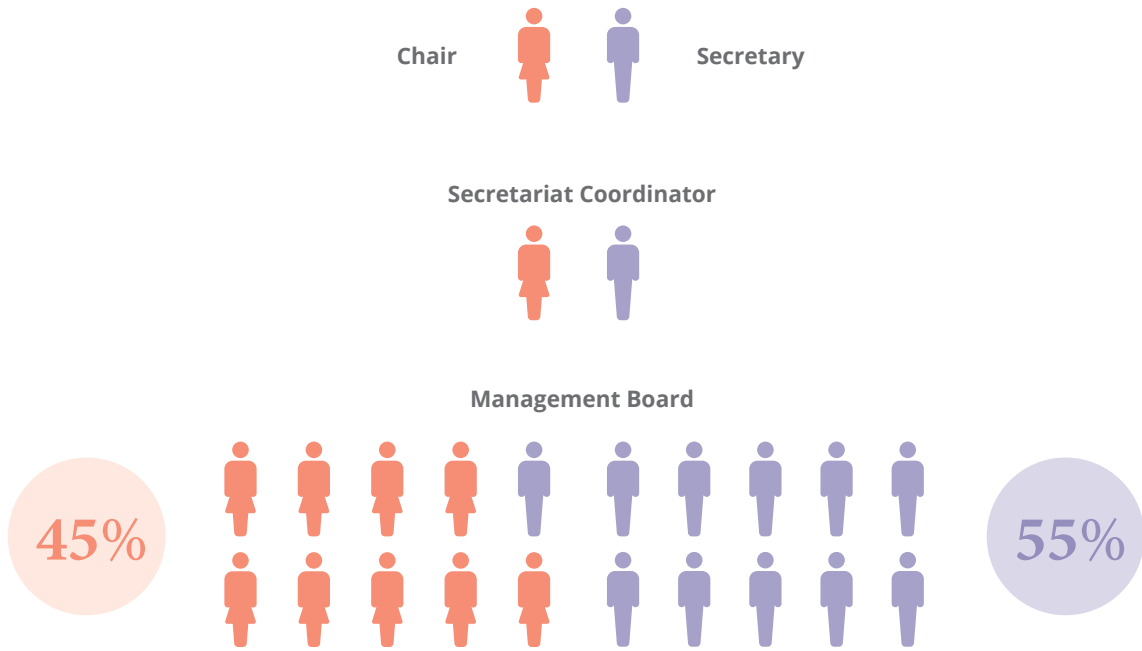
Structure

CPAG has a robust structure, consisting of a Management Board, a Chairperson and Vice-Chairperson and a Secretariat.

Structure of CPAG

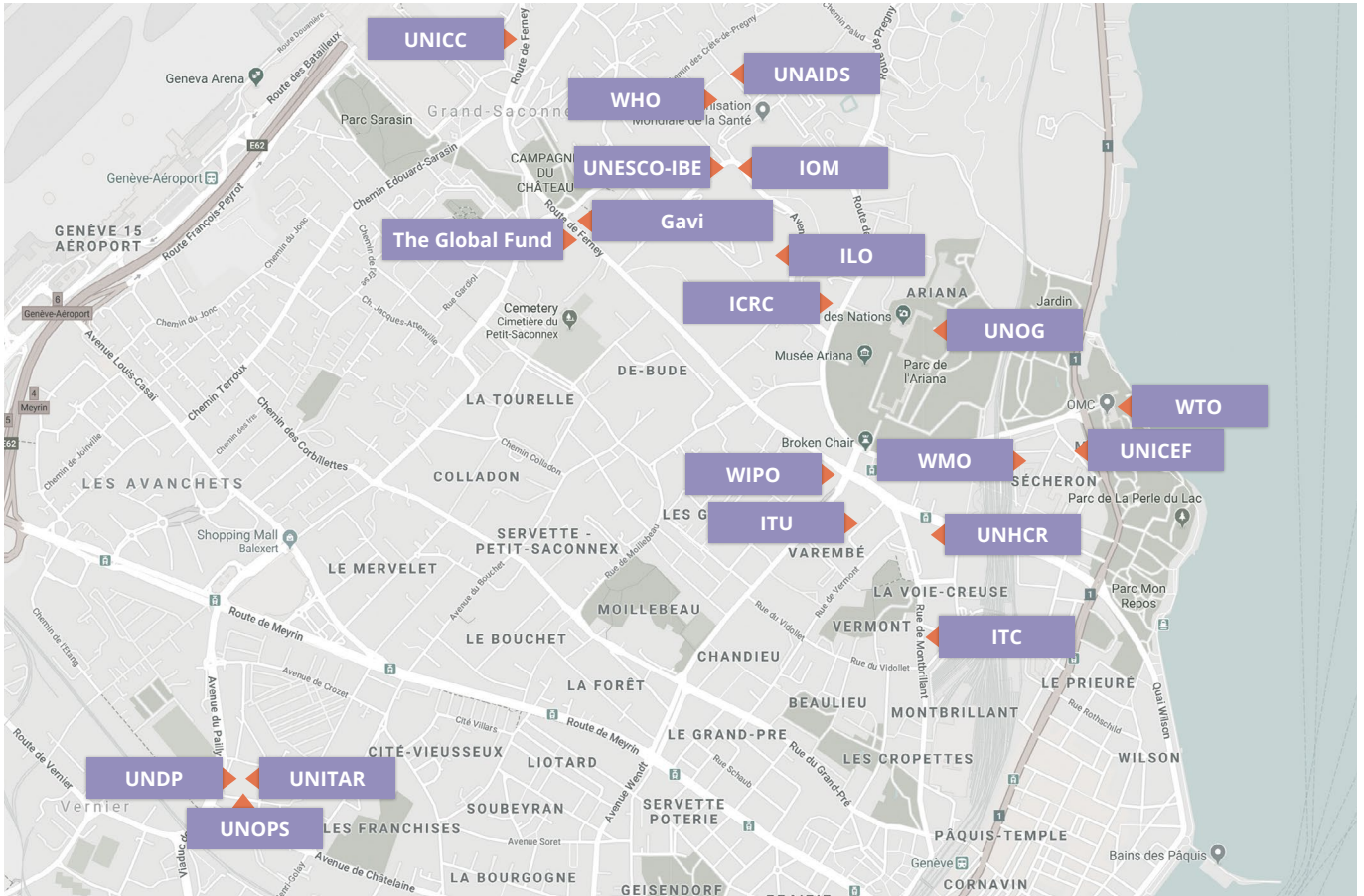


Distribution of CPAG per gender in 2019



CPAG Member Organizations

CPAG Member Organizations are UN entities and international organization based in Geneva who have agreed to work together as a group to, notably, share their knowledge and experiences, identify potential common procurement activities, as well as participate in joint tenders, events, meetings and working groups.

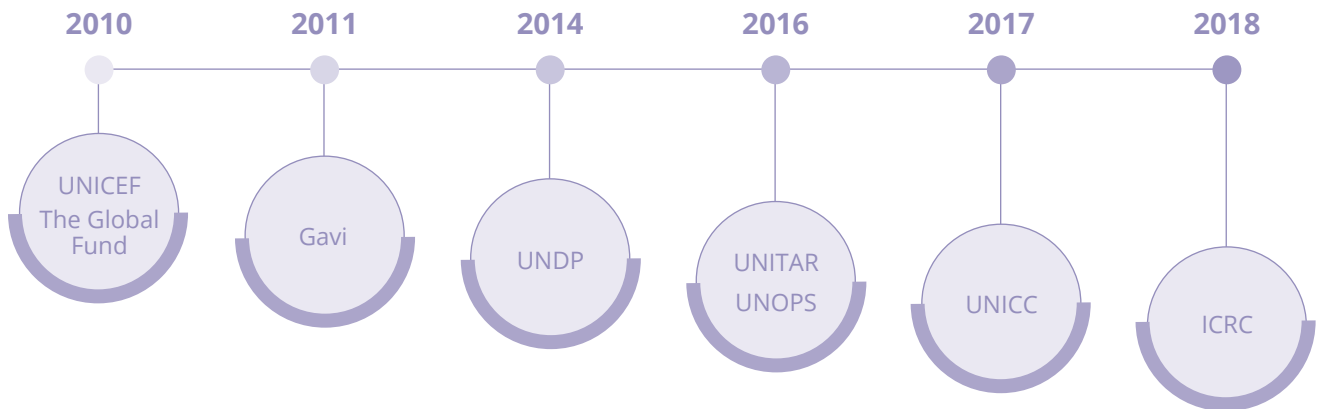


During the last 10 years, the CPAG has constantly increased in number, from 12 members in 2010 to 20 members in 2020. This was possible due to tangible results that CPAG achieved during its existence.

2019 CPAG MEMBERS



History of CPAG Membership



New Membership



CPAG's Management Board welcomes applicants from organizations and entities wanting to become Members of CPAG, with its duty to examine applications as per the CPAG Statute.

The following entities may submit requests to join CPAG:

- Existing or future specialized agencies connected with the UN, wherever their headquarters;
- International, intergovernmental or non-governmental organizations or activities financed from trust funds or special accounts, or any other entity in the interest of CPAG.

Membership Procedure



Submit application to the Management Board



Brief presentation by applicant at the next quarterly meeting



CPAG Management Board examines and votes on the application

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Governance

The Management Board is the main body of CPAG where all actions related to CPAG's mandate are undertaken. The Board makes decisions which are recorded, distributed and implemented by the Secretariat.

Functions of the Management Board

Approves policies and rules of procedure

Reports on Cost Efficiencies and approves the Annual Report

Approves the Chair and Vice Chairpersonship

Addresses all matters related to CPAG membership applications

Determines operating costs of CPAG

Provides procurement plans in order to identify opportunities for more creative joint procurement activities

Establishes advisory committees and working groups on specific procurement operations and determines their mandate and members

The Management Board meets at least every quarter of the year, including the regular management board session, as foreseen in the CPAG Statutes.

Together with the Secretariat, the Chairperson establishes the agenda for meetings, with inputs from Members. Likewise, the Chairperson makes sure that all Member Organizations are involved in discussions and decision-making during the quarterly meetings.

The Secretariat is responsible for preparing background documents for the Management Board meetings and implementing decisions and instructions.

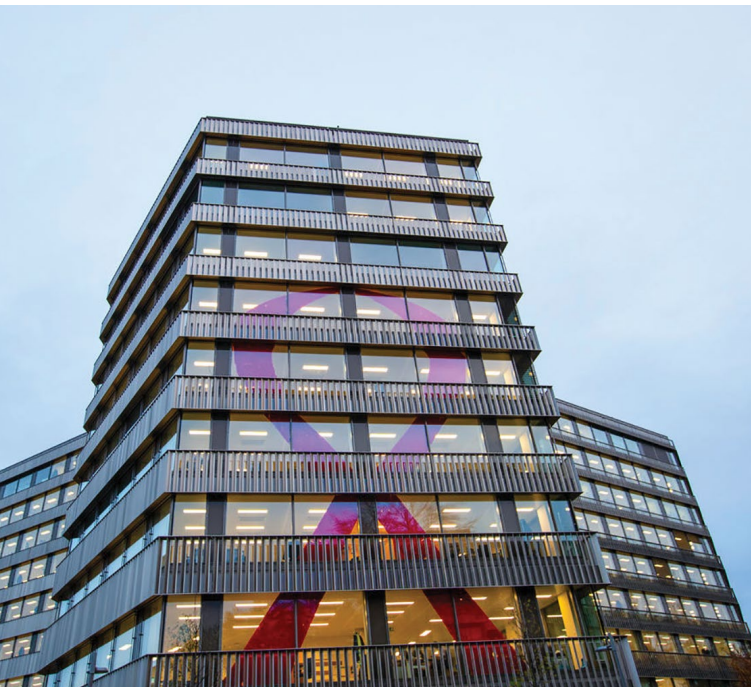


Such quarterly meetings not only provide an information update to Members but also provide an opportunity to share ideas in order for the group to make decisions, from operational issues to crucial contractual matters. Moreover, quarterly meetings assist the CPAG Secretariat in ensuring that the performance of the group is regularly assessed, by focusing on the priorities and establishing short and long-term goals.

Extraordinary sessions can also be set, upon request to the Chairperson by the CPAG Secretariat or Members.

Main Items Addressed During the 2019 Quarterly Meetings

Q1	03 April 2019	<ul style="list-style-type: none"> * Logo contest award * Approval of 2018 CPAG Annual Report including 2019 operational costs * Handover of Chair from WTO to UNDP and Vice-Chair from UNDP to UNHCR * Update on status of CPAG tenders and potential tenders
Q2	20 June 2019	<ul style="list-style-type: none"> * Update on status of CPAG tenders and potential tenders * Tender discussion on paper supply and mobile phone services
Q3	24 September 2019	<ul style="list-style-type: none"> * Update on status of CPAG tenders and potential tenders * UNDP Training * New CPAG membership (UNOG) * Working Group – Harmonized Procedures (WIPO)
Q4	10 December 2019	<ul style="list-style-type: none"> * Protocol to share Procurement documents within CPAG Members (WTO) * Update on status of CPAG tenders * Acquisition Planning for 2020 - potential tenders (new tool to be used) * 2020 Objectives (annual report, working group, events, etc.) * Duty Free Fuel Supplier - Fuel cards distribution



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Proposed Schedule for the 2020 Quarterly Meetings



Chairperson History and Rotation



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Following the approval by the Management Board of the Chairperson on 3 April 2019, UNDP's Representative was selected as Chair of the Management Board, with UNHCR as Vice-Chair, from the 2nd Quarterly meeting of 2019 until the 2nd Quarterly meeting of 2020, with both the Chair and the Vice-Chair remaining in office for one year.

At the 1st Quarterly Meeting of 2020, the Management Board will be asked to approve the handover of the Chairpersonship to the representative of UNHCR, with UNOPS as Vice-Chair, with effect from the 2nd Quarterly meeting of 2020 until the 2nd Quarterly meeting of 2021.

Rotation of Chairperson and Vice-Chairperson

	Chair	Vice-Chair
2010-2011	ITU	UNOG
2011-2012	UNOG	WHO
2012-2013	ILO	WHO
2013-2014	WHO	UNESCO
2014-2015	WMO	UNESCO
2015-2016	UNICEF	THE GLOBAL FUND
2016-2017	THE GLOBAL FUND	GAVI
2017-2018	ITC	WTO
2018-2019	WTO	UNDP
2019-2020	UNDP	UNHCR
2020-2021	UNHCR	UNOPS
2021-2022	UNOPS	IOM
2022-2023	IOM	UNICC
2023-2024	UNICC	ICRC

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CPAG is a valuable way for Gavi to share knowledge and collaborate on Procurement related activities in combining purchase volumes of its members, ensuring Value for Money is reached during agreements lifecycle.

Gavi is contributing to CPAG through different activities and is also making information available to the group on Supplier Management, Framework Agreements, Management Reporting and Benchmarking.

Romain Nicolas

Manager, Procurement, Finance and Operations, Gavi

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© GAVI

Operational Costs

Every year, each CPAG Member pays UNOG its portion of the annual operational costs of CPAG, in accordance with the amount fixed by the Management Board in the previous year. Further, on 1 December 2017, it was established that a minimum threshold of USD 2,500 would be charged as part of the Membership fee.

The operational costs include the salary cost of one staff along with administrative costs related to the post, which is divided proportionally amongst Members. The proportional component is established by obtaining each organizations number of non-temporary staff employed as of 31 December of the previous year.

The operational costs help ensure an effective allocation of resources as the CPAG Secretariat has a full-time resource dedicated to the administration of CPAG.

Costs for 2019

The total amount of operational costs for 2019 was **USD 175,900**, which includes:

- **USD 172,900** standard salary cost for a P-3 in 2019
- **USD 3,000** office expenses

CPAG Cost Breakdown 2019 (USD)

Member Organization	Staff per Member Organization	Percent (%) Member's Staff over Total Staff	Annual Fixed Membership Fee	Remaining Cost for Services	TOTAL Share per Organization
Gavi	262	2.1537%	\$2,500.00	\$2,711.53	\$5,211.53
ICRC	1,012	8.3189%	\$2,500.00	\$10,473.56	\$12,973.56
ILO	1,135	9.3300%	\$2,500.00	\$11,746.53	\$14,246.53
IOM	207	1.7016%	\$2,500.00	\$2,142.32	\$4,642.32
ITC	270	2.2195%	\$2,500.00	\$2,794.33	\$5,294.33
ITU	615	5.0555%	\$2,500.00	\$6,364.86	\$8,864.86
The Global Fund	696	5.7213%	\$2,500.00	\$7,203.16	\$9,703.16
UNAIDS	188	1.5454%	\$2,500.00	\$1,945.68	\$4,445.68
UNDP	76	0.6247%	\$2,500.00	\$786.55	\$3,286.55
UNESCO-IBE	10	0.0822%	\$2,500.00	\$103.49	\$2,603.49
UNHCR	727	5.9762%	\$2,500.00	\$7,523.99	\$10,023.99
UNICC	85	0.6987%	\$2,500.00	\$879.70	\$3,379.70
UNICEF	257	2.1126%	\$2,500.00	\$2,659.79	\$5,159.79
UNITAR	42	0.3453%	\$2,500.00	\$434.67	\$2,934.67
UNOG	2,909	23.9129%	\$2,500.00	\$30,106.30	\$32,606.30
UNOPS	119	0.9782%	\$2,500.00	\$1,231.57	\$3,731.57
WHO	1,525	12.5360%	\$2,500.00	\$15,782.78	\$18,282.78
WIPO	1,089	8.9519%	\$2,500.00	\$11,270.46	\$13,770.46
WMO	284	2.3346%	\$2,500.00	\$2,939.22	\$5,439.22
WTO	657	5.4007%	\$2,500.00	\$6,799.53	\$9,299.53
TOTAL	12,165	100,00%	\$50,000.00	\$125,900.00	\$175,900.00

Costs for 2020

Members will be called upon to accept the 2020 operational costs, at the 1st Quarterly Meeting of 2020. The foreseen amount will be **USD 187,932**, consisting of:

- **USD 180,704** standard salary cost for a P-3 in 2020
- **USD 7,228** office expenses (4% of standard salary costs)

CPAG Cost Breakdown 2020 (USD)

Member Organization	Staff per Member Organization	Percent (%) Member's Staff over Total Staff	Annual Fixed Membership Fee	Remaining Cost for Services	TOTAL Share per Organization
Gavi	268	2.1139%	\$2,500.00	\$2,915.74	\$5,415.74
ICRC	1,166	9.1970%	\$2,500.00	\$12,685.65	\$15,185.65
ILO	1,134	8.9446%	\$2,500.00	\$12,337.50	\$14,837.50
IOM	297	2.3426%	\$2,500.00	\$3,231.25	\$5,731.25
ITC	307	2.4215%	\$2,500.00	\$3,340.05	\$5,840.05
ITU	626	4.9377%	\$2,500.00	\$6,810.65	\$9,310.65
The Global Fund	758	5.9789%	\$2,500.00	\$8,246.76	\$10,746.76
UNAIDS	198	1.5618%	\$2,500.00	\$2,154.17	\$4,654.17
UNDP	85	0.6705%	\$2,500.00	\$924.77	\$3,424.77
UNESCO-IBE	10	0.0789%	\$2,500.00	\$108.80	\$2,608.80
UNHCR	787	6.2076%	\$2,500.00	\$8,562.27	\$11,062.27
UNICC	72	0.5679%	\$2,500.00	\$783.33	\$3,283.33
UNICEF	344	2.7134%	\$2,500.00	\$3,742.59	\$6,242.59
UNITAR	42	0.3313%	\$2,500.00	\$456.94	\$2,956.94
UNOG	2,936	23.1582%	\$2,500.00	\$31,942.61	\$34,442.61
UNOPS	106	0.8361%	\$2,500.00	\$1,153.24	\$3,653.24
WHO	1,531	12.0760%	\$2,500.00	\$16,656.72	\$19,156.72
WIPO	1,071	8.4477%	\$2,500.00	\$11,652.09	\$14,152.09
WMO	291	2.2953%	\$2,500.00	\$3,165.97	\$5,665.97
WTO	649	5.1191%	\$2,500.00	\$7,060.88	\$9,560.88
TOTAL	12,678	100,00%	\$50,000.00	\$137,932.00	\$187,932.00



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CPAG is a unique platform where the Geneva-based International organizations come together to share experiences and best practices in procurement. UNAIDS is appreciative of the collaboration achieved and continues to be an active member. CPAG plays an integral role in the promotion of procurement practices, the realisation of cost savings from joint activities, and the achievement of UNSG's mandate to enhance mutual collaboration.

Marie José Turimbali
UNAIDS

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Knowledge Sharing

CPAG has developed a professional atmosphere of cordial understanding, experience and knowledge sharing and excellent teamwork among Members. Knowledge sharing functions as a platform for the dissemination of information and sharing of experiences, to learn ways to undertake procurement activities more efficiently.

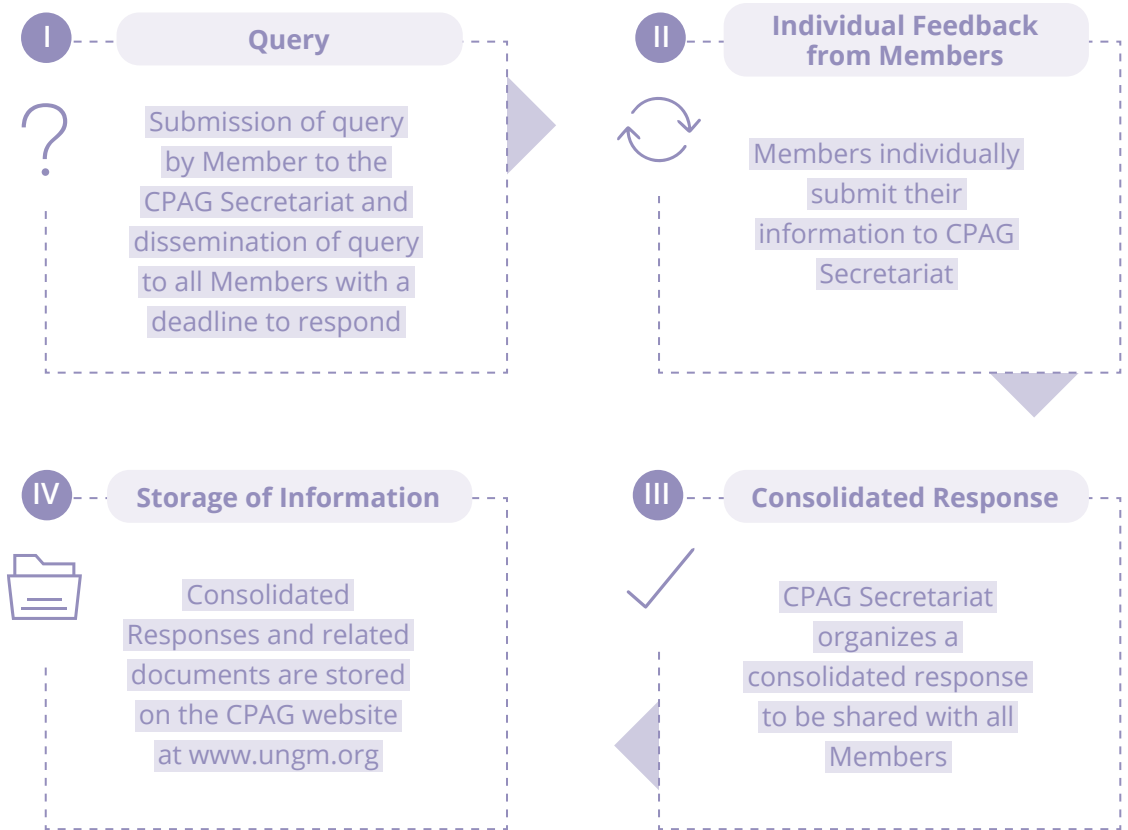
A standardized approach to information gathering and sharing was established by the CPAG and is used for several years. This ensures access to relevant information and documents for all CPAG Members. These requests for information usually focus on the following: existing LTAs and their terms, sharing Terms of References and/or Technical Specifications, market research results (sharing knowledge regarding potential suppliers is a crucial part of CPAG procurement activities), proposed LTAs/joint tenders, training opportunities.

The knowledge sharing mechanism brings numerous benefits to Member Organizations with a view to helping individual procurement offices become more efficient and effective:

- to enhance lists of vendors to be invited to tenders
- to receive clarifications on practices and on ground-breaking policies
- to find out about vendor performance
- to avoid the duplication of procurement procedures by identifying recent tenders or contracts

A common web-based workspace on the United Nations Global Marketplace at www.ungm.org is functioning for information sharing and document storage, so that the information is never lost as it is safely stored and accessible to the group at all times. Members regularly refer back to the CPAG website to consult previous responses, before initiating a new inquiry to the community.

Knowledge Sharing Process

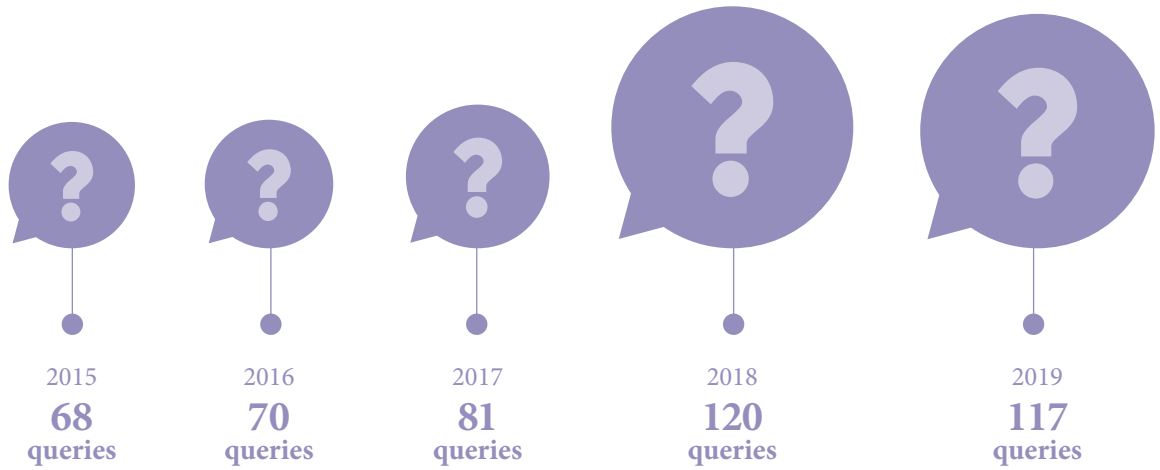


Wide communication across the Member Organizations, allows individual procurement offices to strengthen their procurement practice as a result of the influx of innovative and diverse ideas provided in the exchange of information. Given their diverse backgrounds and levels of experience, CPAG Members, have quickly become a community of knowledge where Members turn to each other for support and guidance.

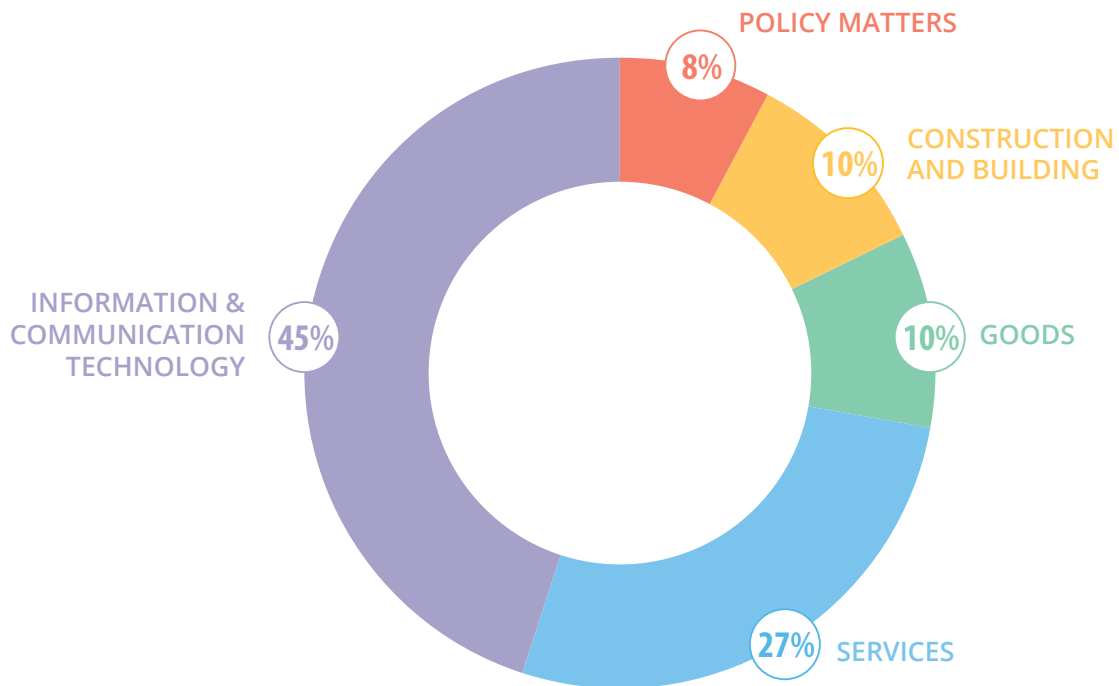


In 2019 the exchange of knowledge was at the same level as in 2018 with the dissemination of 117 queries, which generated 474 responses from Members, particularly for information and communication technology. It is noted an increase in CPAG Members responses of 17% in comparison with 2018. CPAG Members were more active in sharing information in 2019.

Number of queries per year



It is important to note that the majority of queries in 2019 were related to information and communication technology, representing 44% out of total queries submitted to the CPAG Secretariat. Additionally, the benefits derived by the knowledge sharing process is clearly evidenced by the significant increase in requests for information submitted by Members to the Secretariat since 2015.



INFORMATION & COMMUNICATION TECHNOLOGY

360 Feedback
 Acceleries
 Altmetric
 Animated video on procurement
 Apple Products
 Audio Visual with Interpretation Equipment
 Cisco & Network Infrastructure Support
 CISCO services
 Cloud based integrated HR information system (HRIS)
 Cloud services
 Commvault Data Protection Products
 Crew App
 CrowdCompass Licenses
 Customer Ticketing System
 Cyberark License
 Digital Preservation System for Library records
 Digital Printing Equipment
 eSignature
 eVoting System
 Fiber Optic
 Google Suite
 Graphic design, copywriting, motions
 Graphics animation, photography, design and editing services
 Ground Truth Solutions
 IBM Software
 ICOM
 Infini Conception SA
 IT Consultancy Contracts
 IT consumables
 IT Service Provider
 Learning Tree Training Provider
 Leasing of Multifunction Printers
 Liferay License
 Microsoft Dynamic CRM
 Microsoft resellers
 Office 365
 Operational Data Portal Enhancement
 Photo, Video and Professional Sound Equipment
 Recruitform Platform
 Remote Participation tool
 Robotic Animation
 RSA Tokens
 Ruby on Rails
 SAP
 Scanner
 Software Asset Management
 Swisscom Contingent Fund
 Telecom Accessories and Toolkits
 Typefi Systems Pty Ltd
 Videoconferencing Equipment and Installation
 VMware Horizon 7 VDI Licenses
 XML based single-source publishing

CONSTRUCTION AND BUILDING

Building Insurance Coverage for Political Violence/Terrorism
 Contract for Blast Glass Containment Film Glazing
 HVAC maintenance
 Kitchen Installations & Equipment's Maintenance
 LED lights
 Material Handling Services
 Multi-Technical Maintenance Contract
 Program Management or Technical Support Services
 Siemens
 Small building works
 Standing Lights

GOODS

Office Furniture
 Adjustable Desks
 Earthquake kits and PPE
 Emergency Trauma Bags
 Iveco trucks
 Recycled Paper
 Recycling Containers
 Solar Street Lights
 Supply of speedboats
 Video Studio Equipment
 Water purification tablets
 X-ray Machines

POLICY MATTERS

Asset Disposal Policy
 Benchmark cap of liabilities in contracts
 CoC Threshold
 Compensation for Consultants-IC
 Core Competency Framework
 French MoU Template
 Outsourcing Procurement
 Procurement Policy, Governance
 Review of existing travel clearance process

SERVICES

Consultancy services for business process analysis
 Cloud-Based SaaS Print Management Service
 Contractual Arrangements with UBS
 Crisis Management Framework
 Fundraising Data Analysis Services
 Transcription Service Provider
 Value cards
 Actuarial Services
 Aon Hewitt for Actuary Study
 Carpentry Services
 Consulting Services with Big 4 companies
 Due diligence on Packimpex
 Evaluation of Country Programmes
 Event Development Design Preparation and Facilitation
 Event Management Services
 External Recruitment Agency
 Garbage Collection Services
 Global Advertising Agencies
 Hotel les Nations
 Hotels and Conference Services in Geneva
 HPE Datacenter Care Services
 Inspection, Sampling, Testing & Quality Control
 Insurance broker
 Integrated Marketing Communication Agency
 Interpretation Services
 Labor Rates for Pakistan
 Medical Laboratory Analyses Services
 Photography Services
 Security Support Services
 Survey Services
 Training Services on Project Management
 Vacant Office Space

Training

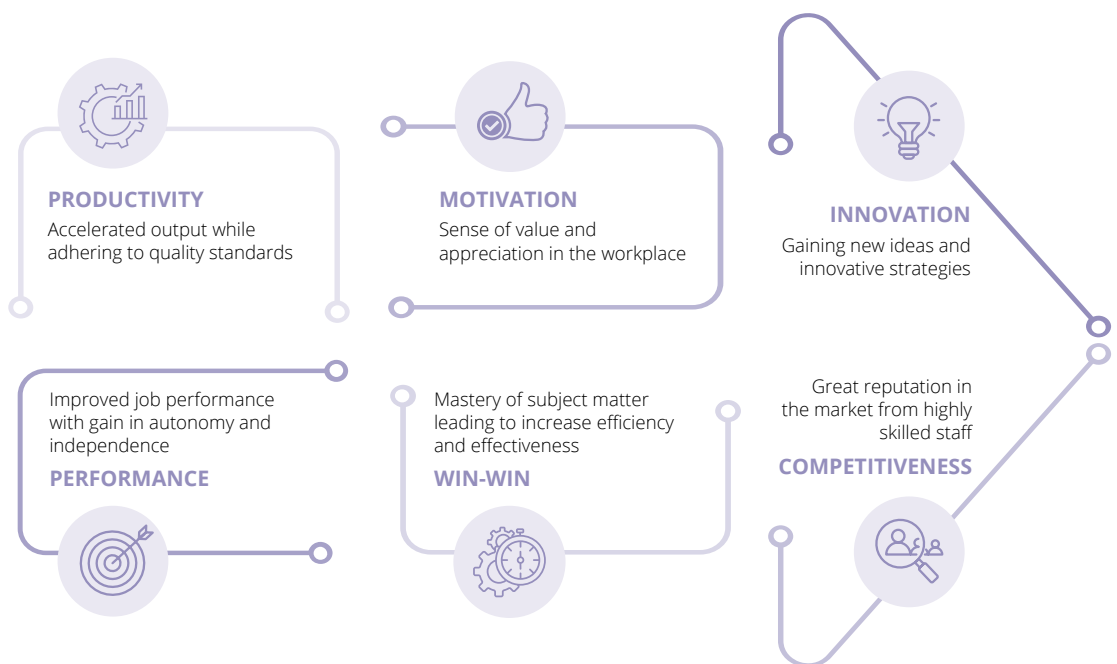


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Almost every CPAG Member adopted organizational strategies related to supply chain management training and the professionalization for procurement staff, which are essential to ensure procurement specialists have the needed skills, knowledge and integrity. The procurement policies address training and career management of public procurement practitioners and provide tools to make the procurement process more efficient (e.g. e-procurement tools, guidelines, templates).

Training courses have a multitude of benefits which expand procurement knowledge and enrich staff skills as well as increase productivity and motivation.

Benefits of Staff Training



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IBE-UNESCO strongly relies on the expertise, insights, efficiency and professionalism of CPAG in order to increase its procurement capability. Throughout its coordination work in the field of procurement activities, CPAG enables UN agencies to exchange best practices and generate mutual learning. IBE-UNESCO is convinced that joining forces with partners is key to success. IBE-UNESCO is very grateful to CPAG and its UN members for the great collaboration and support.

Cyrille Leroy
Administrative Unit, IBE-UNESCO

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For many years UNDP offers a variety of specialized procurement training courses focusing on transactional, tactical or strategic aspects of procurement. The UNDP procurement training and certification are addressed to staff from the UN system, non-governmental organisations, international development financing institutions and their borrowers, and governments. UNDP procurement certification courses are accredited by the Chartered Institute of Purchasing and Supply (CIPS), ensuring conformity to high quality procurement standards and the opportunity for the participants to take part in an international community of procurement professionals

Participation to CIPS training



In 2019, the professionalization of procurement staff continued to increase, with 78 participants from CPAG participating to the CIPS training sessions, including two CPAG training organized in Geneva.

Training Course	Dates	Location	Number of Participants
Introductory Certificate in Public Procurement - Level 2	15 - 18 January 2019	Geneva	19
	19 - 22 February 2019	Geneva	13
	21 - 24 May 2019	Copenhagen	6
	2 - 5 April 2019	Geneva	13
	17 - 20 September 2019	Rome	1
	29 October - 1 November 2019	Copenhagen	2
	10 - 13 December 2019	Istanbul	1
Advanced Certificate in Public Procurement - Level 3	29 April - 3 May 2019	Geneva	14
	13 - 17 May 2019	Rome	1
	17 - 21 June 2019	Copenhagen	1
	2 - 6 September 2019	Copenhagen	1
Diploma in Strategic Public Procurement - Level 4	30 September - 4 October 2019	Rome	1
	6 - 10 May 2019	Copenhagen	1
	23 - 27 September 2019	Copenhagen	4
TOTAL Participants: 78			

2019 Training Courses Hosted by CPAG in Geneva

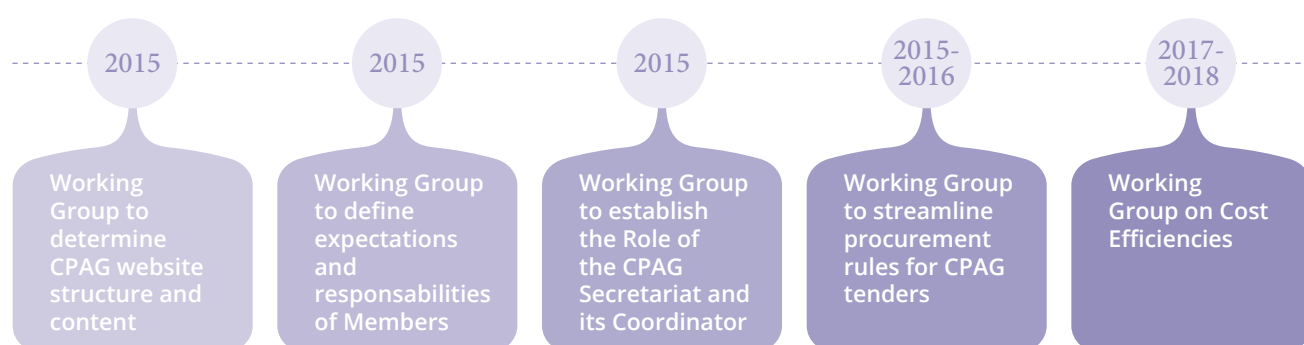


Working Groups

As established in the CPAG Statute, the Secretariat may call for the setting up of working groups on specific procurement operations.

In the last few years, working groups have proved to be an essential instrument for Members seeking an exceedingly efficient functioning of CPAG, such as to discuss crucial issues and harmonize procurement practices and knowledge.

Previous Working Groups



2019 Working Group on updating the Common Procurement Rules

In 2019, a working group was created, and chaired by WIPO, to update harmonized procedures for CPAG Members. It was established to update the Common Streamlined Procurement Rules for CPAG Tenders.

The results of the working group were presented and approved by all Members at the 3rd Quarterly Meeting in 2019. Members agreed to the following:

- Technical specifications – the lead agency shall organize the technical meetings with the requisitioners and procurement staff from each participating organization.
- Contract Review and Award – every effort shall be made to have the same outcome of the tender and participating organizations to agree with the recommendation of award done by the lead agency.
- Contract Finalization and Issuance – participating organizations have the option of piggybacking on the contract of the lead agency through an abbreviated contractual document referencing the lead agency's contract, or the option of preparing their respective contracts based on the results of the solicitation.
- Debriefing – it is very important to have debriefings when the tender is closed in order to obtain the feedback on the solicitation documents, market, proposals, etc., as well as lessons learnt to be considered at the next solicitation.
- Volume discount clause – an additional volume discount clause was agreed to be included in the solicitation documents and in the contracts, as well as clauses identifying the UN eligible entities and the possibility to share contracts with other UN entities.



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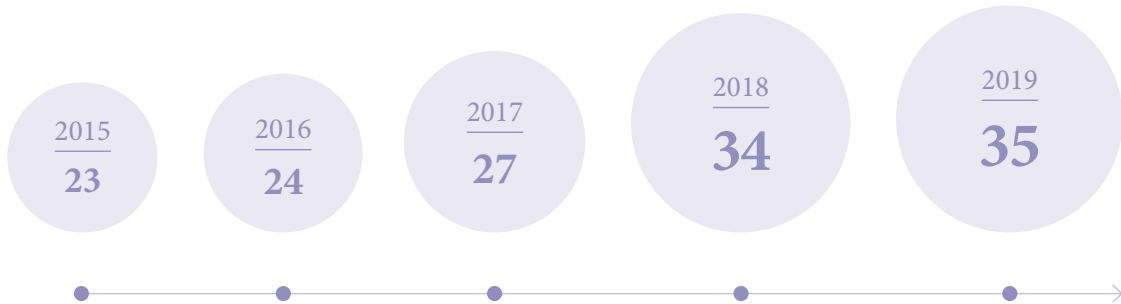
UNOPS is pleased to be a member of the CPAG organization. CPAG has provided an excellent platform and opportunity for joint collaboration on common procurement activities that benefits the wider UN community by aggregating procurement volumes to reduce the total costs of the transactions. In 2019, UNOPS Estimated Cost of Avoidance (ECA) report to CPAG included a total expenditure of \$1.3m sourced through CPAG collaborative procurement activities and the currently available long-term agreements. The collaborative efforts have resulted in savings and operational efficiencies at UNOPS. I wish the members all the best!

Abdul-Raqeab Yusufi
Procurement Senior Officer, UNOPS

”

Common Contracts

CPAG Members benefited from 35 contracts in 2019 which offered valuable terms and competitive rates, proving anew the constructive outcome and progressive approach of CPAG's joint efforts - see the annex for more information.





© WMO

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Being one of the smaller Agencies within the UN system, the WMO relies on the CPAG network to not only ascertain contracts that larger agencies have entered in to, but in addition it allows WMO to join tenders with other agencies thereby benefiting from volume scale discounts which it would not be able to obtain if it went to tender on it's own.

The CPAG network also allows agencies to gain and share market intelligence on suppliers. In addition, the CPAG network allows members to share 'Best Practices' on policy and procedures thereby allowing Geneva based Agencies to have consistent processes and procedures where practicable.

CPAG plays a critical role within the Procurement network.

Yavar Khan

Chief, Procurement, Contract Management Division, WMO

”

Joint Tenders

CPAG Members are committed to undertaking joint solicitations in the most productive manner in order to achieve best value for money.

The joint tenders are organized based on the approved Common Streamlined Procurement Rules for CPAG Tenders as of 24 September 2019.

Depending on the type of joint tender, technical meetings are organized by the lead agency to prepare the ToR/Specifications/Requirements as well as Evaluation Criteria. At least one requisitioner from each participating organization are present at such meetings, along with a procurement officer if desired or required by the organization's procedures. A timeline of the solicitation process is agreed upon at such meetings.

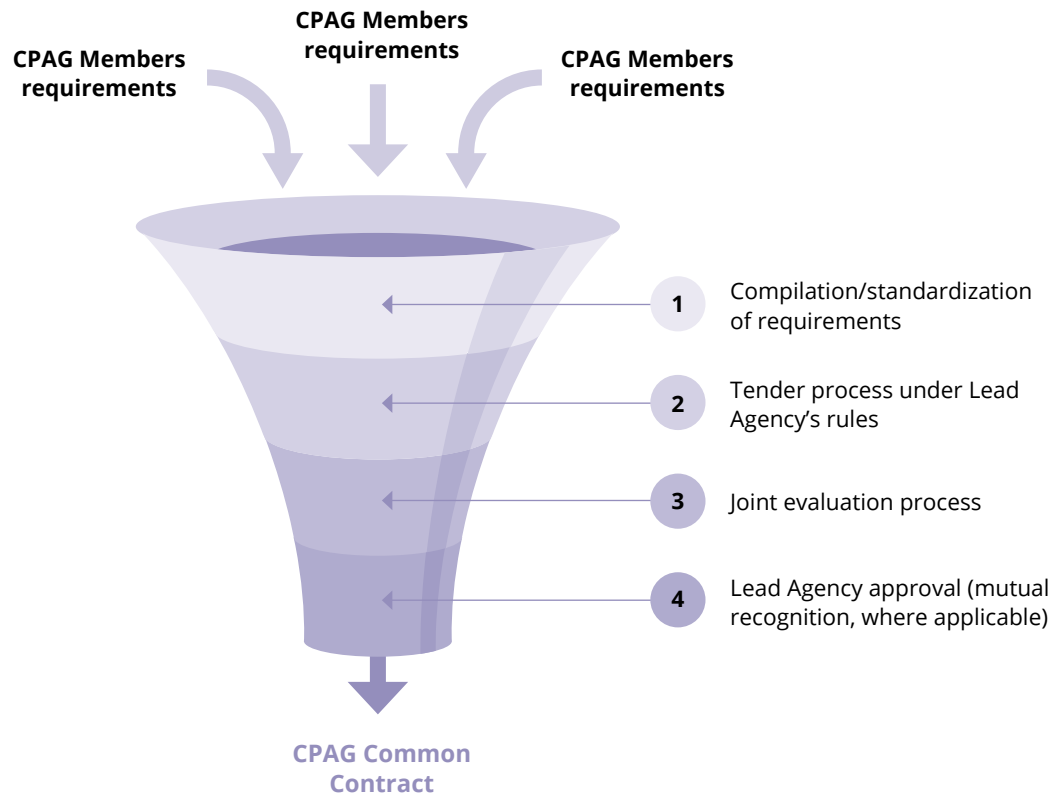
Preparation and issuance of solicitation documents is done by lead agency, as well as handling queries from suppliers by correspondence. A joint technical and commercial evaluation is done, where each participating organization has one vote in the evaluation team.

Contract preparation and issuance is the responsibility of each participating organization, unless otherwise agreed upon. Participating organizations have the option of piggybacking on the contract of the lead agency through an abbreviated contractual document referencing the lead agency's contract, or the option of preparing their respective contracts based on the results of the solicitation.



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How the process is organized



In 2019 three solicitations were undertaken by CPAG Members, some of them have already been awarded the contract, and others are carrying over into 2020.



Supply of Printing and Administrative Paper

Lead Organization	Participating Organizations	Awarded Vendor
UNOG	WIPO, WMO, UNICEF, WHO, UNAIDS, ILO, UNHCR, WTO	Lyreco Switzerland SA Antalis SA

In 2019, UNOG, as lead organization, with the participation of other eight participation organizations launched an Invitation to Bid for the supply of Printing and Administrative Paper.

The evaluation process took into consideration several criteria, such as compliance with technical and environmental requirements and an additional stage of testing of samples of the technically qualified vendors. At the same time, specific mandatory ecological criteria have been set in the solicitation package.

Two new contracts were awarded to Lyreco Switzerland SA and Antalis SA as the qualified bidders whose bids were the lowest cost substantially conforming bids.

The contracts started at the beginning of 2020 for a duration of one year, with an option to extend for four additional consecutive one-year periods, for a total of five years.



Emergency Hospitalizations, 24/7 Helpline and Access to Medical Networks

Lead Organization	Participating Organizations	Awarded Vendor
UNOG	ILO, WHO and UNHCR	Global Excel Management Henner SAS

UNOG launched a Request for Proposals (RFP) for the emergency hospitalization services, with ILO, WHO and UNHCR as participating organizations, on 29 January 2019. The closing date for submission of proposals was scheduled on 1 March 2019.

The scope of the RFP was divided in three lots:

1. The provision of emergency hospitalization services, including a 24/7 emergency helpline and the issuance of GoP's.
2. Access to a geographically and medically comprehensive, high quality, good value worldwide (excluding Europe and North America) network of medical providers ranging from GP's to specialists, to clinics to hospitals.
3. Access to an established cost containment/repricing network of medical providers in the USA.

The evaluation was made in two steps: a technical evaluation (weighted scoring) of the shortlist companies that passed the minimum technical criteria, and the financial evaluation for companies that passed the minimum threshold for the technical evaluation (65%). Further, the approval from the contract committee was sought and additional negotiations with vendors were undertaken.

The solicitation was finalized with recommendation to award contracts to: Global Excel Management for lot 1, Henner SAS or lot 2. Both contracts were signed at the beginning of 2020 for an initial period of three years with an option to extend for two additional consecutive one-year periods, for a total of five years. The contract for lot 3 is yet to be signed in 2020.



Courier Services

Lead Organization	Participating Organizations	Awarded Vendor
UNOG	ILO, ITC, UNICEF, UNHCR, IOM, WMO, WIPO, WHO, ITU	Contracts not awarded yet

On 19 November 2019, UNOG launched a Request for Proposals for the provision of national courier services for Geneva-based international organizations.

The requirements were grouped in three categories:

1. National courier services for shipments in Switzerland weighing more than 50 g
2. International courier services
3. Express Mail Service

The technical proposal was assigned a 60% weight, while the financial proposal was assigned 40%. Proposals were evaluated in two stages with the examination of technical proposals completed prior to any financial offer being opened and compared. Financial offers were to be opened only for bidder submissions that met or exceeded the minimum technical score during the evaluation of technical proposals.

To date, the combined evaluation report is under finalization, and it is expected that contracts will be signed in 2nd quarter of 2020 for an initial period of three years, with the possibility of yearly extension, for a maximum total duration of five years.

Future Tenders

At every quarterly meeting, CPAG Secretariat is reporting on the status of the joint tenders and is proposing new tenders identified based on Members' requests. Hence, the future potential tenders, where at least two CPAG Members can collaborate on a tender exercise, with one lead organization and at least one participating organization are discussed and approved by the Management Board.

The following were identified for tendering in 2020 as a joint collaboration:



Provision of Electricity

Leading Organization: WIPO

Participating Organizations: The Global Fund, ICRC, ILO, IOM, ITC, ITU, UNESCO-IBE, UNHCR, UNOG, WHO, WMO and WTO

During 2019 CPAG's 4th Quarterly, Members agreed that WIPO would lead a new tender process for the provision of electricity, excluding the distribution of electricity which is a monopoly in Switzerland. WIPO will organize several meetings to determine the best way forward for this tender, while considering the lessons learned of the previous tender conducted by WIPO in 2017. It is expected that the tender will be launched in the 1st Quarter of 2020.



Provision of Travel Management Services

Leading Organization: UNOG

Participating Organizations: Gavi, IBE-UNESCO, ILO, ITU, ITC, UNAIDS, The Global Fund, UNICEF, UNDP, UNOPS, WIPO, WMO

UNOG intends to launch a Request For Proposal to select an IATA registered Travel Agency to carry full air travel reservations, quotations, ticketing and related standard travel services for UNOG and other entities of the United Nations System in Geneva, for three (3) years commencing 1 May 2021 with an option to renew for two (2) additional two (2) year periods (i.e. 3 + 2 + 2 years). It is expected that the formal tender will be launched in the 2nd quarter of 2020.



Provision of IT Consumables

Leading Organization: ITU

Participating Organizations: UNOG, WMO, UNOPS

ITU will lead the tender for provision of IT consumables, with the participation of ILO, WHO and UNHCR. The tender will be launched in beginning of 2020 with the objective of having a contract in place 2nd quarter of 2020.



Provision of Office Supplies

Leading Organization: ITU

Participating Organizations: UNICEF, UNOG, ILO, WMO, UNHCR, ITC, UNAIDS

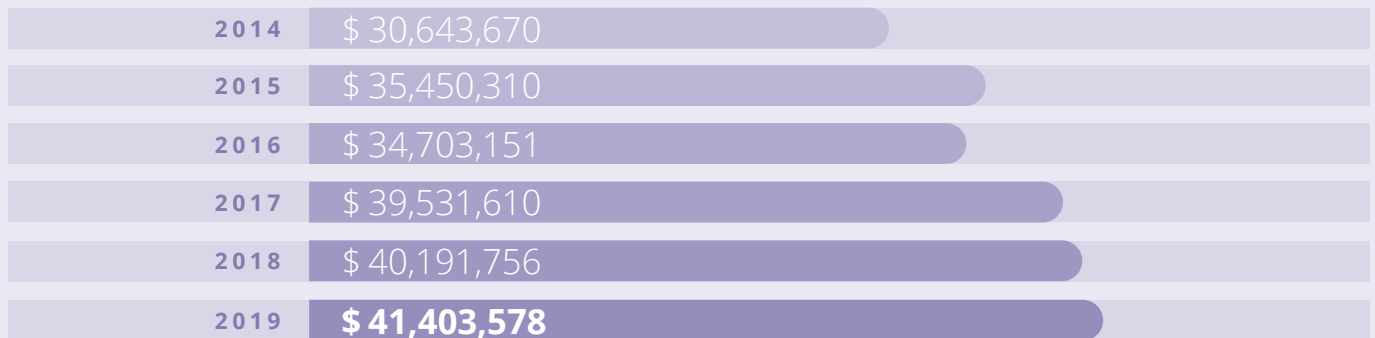
With the participation of UNICEF, UNOG, ILO, WMO, UNHCR, ITC and UNAIDS, ITU is aiming at having a new contract for the provision of office supplies to the Geneva-based UN organizations by the end of 2020.

Key Figures

In 2019, CPAG successfully achieved the targets and objectives projected by the Members, by achieving estimated Cost Efficiencies of **CHF 41,362,174** (equivalent to **USD 41,403,578** as of 30 December 2019 UN Operational Rate of Exchange), from the 35 common contracts shared by CPAG Members.

Total Cost Efficiencies 2014-2019 (USD)

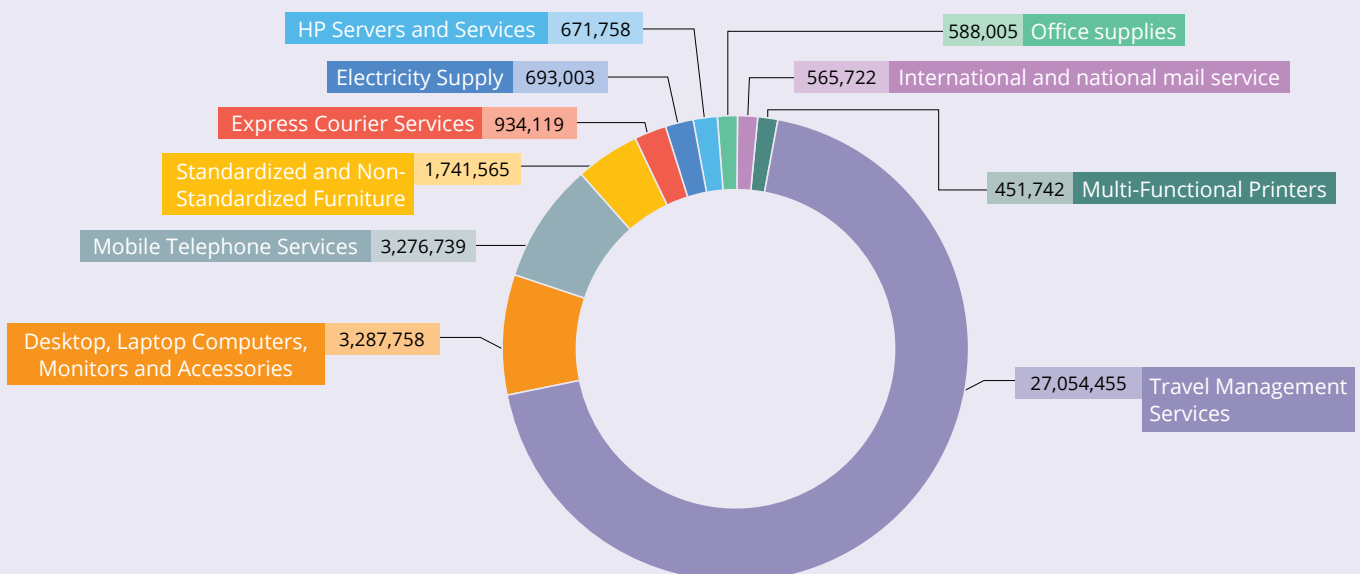
Cost Efficiencies figures are calculated based on the information provided by Member Organizations to the Secretariat.



It is evident from the rise in the Cost Efficiencies since 2014, that collaboration is the way forward to achieving efficiencies in procurement activities.

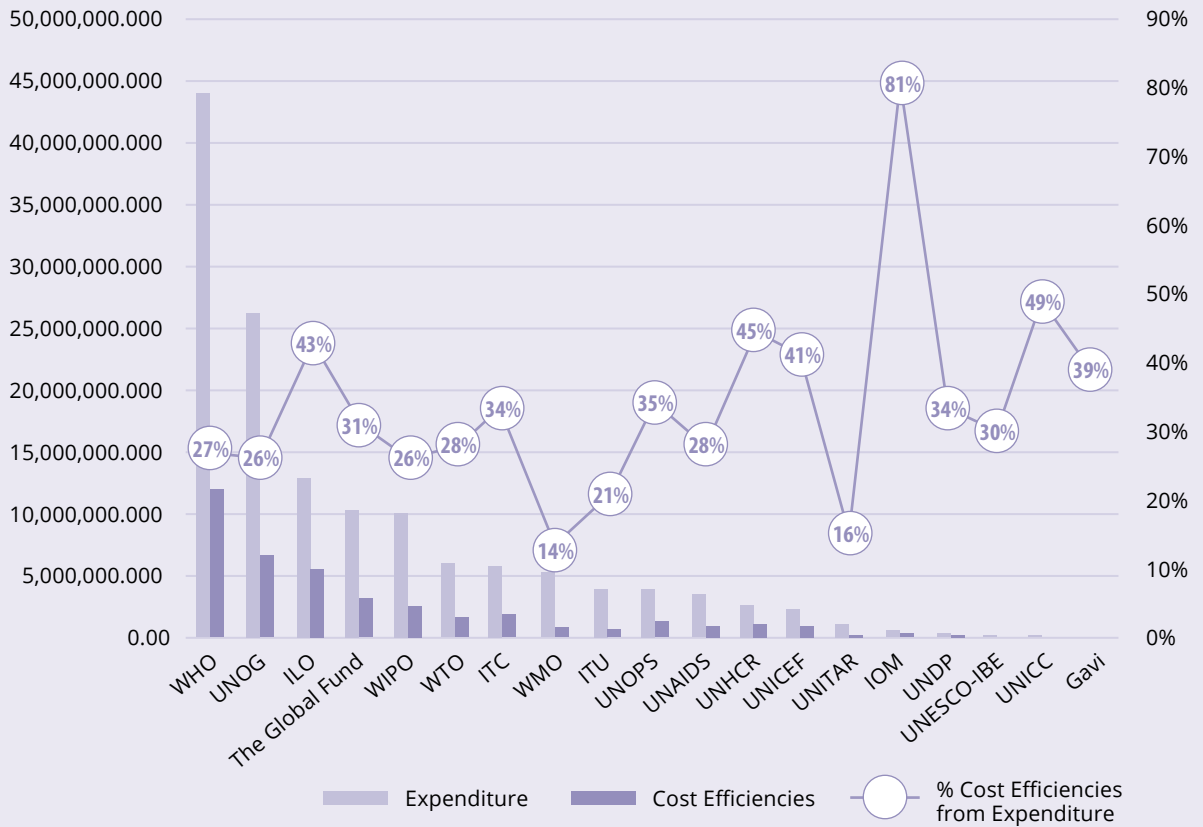
Top Ten Common Contracts Providing the Highest Cost Efficiencies in 2019

Contracts providing the highest Cost Efficiencies in 2019 were mainly for travel management services and visa processing, mobile phone services, and IT equipment. This occurred for a variety of reasons including high expenditure by Members, as well as high cost avoidance or reduction from the tender process.



Cost Efficiencies Achieved by Each Member Organization (CHF)

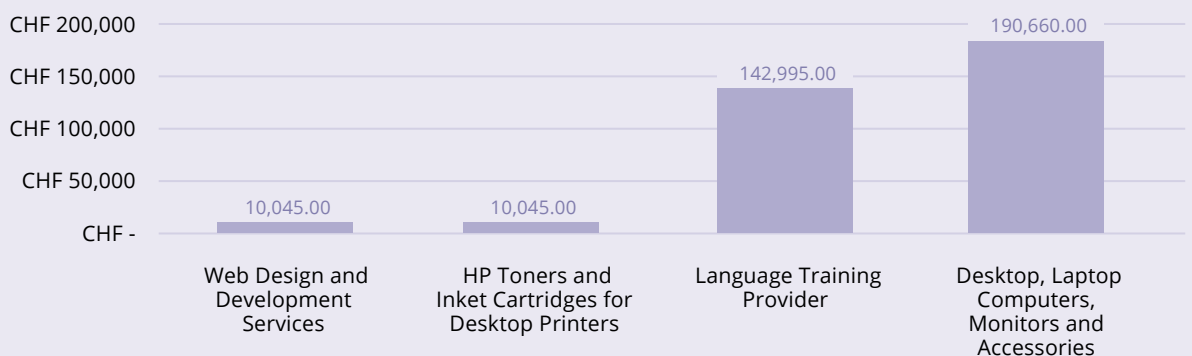
In 2019, the Cost Efficiencies achieved by each Member Organization through common contracts were significant for large and small Members, depending mainly on the needs and requirements of the Member. The below graph also demonstrates the percentage (%) of cost efficiencies in comparison to the expenditure by each Member in 2019.



Total Administrative Savings in 2019

As of 2018, administrative savings are being reported for all new joint tenders which were finalized throughout the year. The administrative savings are being calculated for all participating organizations which benefited from the tender undertaken by the lead organization, thus not requiring them to conduct the same tender and allowing to benefit from the results of the lead organization's award.

The below figure for 2019 does not include any piggybacking by Members in 2019 on contracts prior to 2018, as such reporting is not yet available.

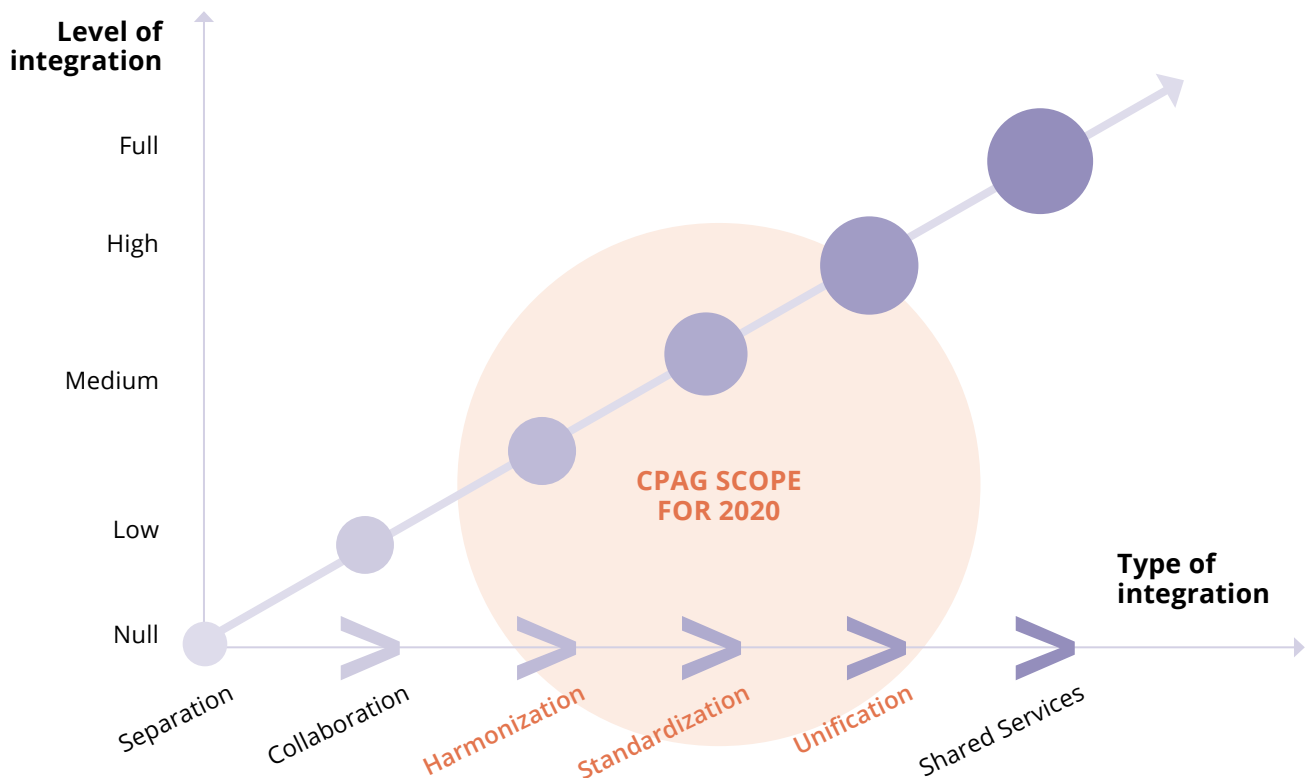


Way Forward

In 2020, CPAG Members will work closely as a group to further identify prospective joint solicitations that could benefit Members from ECA on administrative costs of having to conduct a separate tender, but also provide important ECA under the awarded contract to the Geneva based Member Organizations. The Secretariat will encourage Members to provide their individual procurement plans, to identify any potential to streamline requirements. Hence, in 2020 the CPAG Secretariat will focus on the following:

- Apply the **Mutual recognition principle as a standard**
- Monitor and encourage the **use of Volume discount** against CPAG common contracts
- **Rationalize planning and resources**
- Formalize areas of **harmonization** in line with best practices
- Establish **common/joint procurement as a standard** as opposed to exception
- Support **sustainable/green practices**

Moving forward in collaboration



Additionally, the CPAG Secretariat is committed to strengthen CPAG by encouraging a high level of information exchange, to relieve the workload of Member Organizations. It is committed to identifying areas that may require additional development, by calling for new working groups. It will also focus on identifying training courses of interest to Members and assist in having the training sessions carried out locally to save costs for individual travel. The Secretariat will also work to obtain feedback from Members on the performance of current vendors and encourage Members to notify the Secretariat in the event of any challenges.

The CPAG Secretariat is looking forward to enhancing the established reality and expanding areas of harmonization, cost sharing and cooperation. The ultimate goal is to produce high-quality procurement for the participating Organizations while leveraging on knowledge, market research and increased volumes to obtain the best conditions available on the market.



Annex

List of common contracts



1 - Travel Management and Visa Processing Services

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2013	UNOG	ILO, ITC, ITU, The Global Fund, UNAIDS, UNDP, UNESCO-IBE, UNHCR, UNICC UNICEF, UNITAR, UNOPS, WHO, WIPO, WMO, WTO	CWT	01 May 2014 to 30 April 2021	CHF 27,054,455

Following a Request for Proposals launched by UNOG in 2013 for travel management and visa processing services on behalf of CPAG, four vendors submitted proposals. The contract was awarded to Carlson Wagonlit Travel Beheermaatschappij BV (CWT), as CWT's proposal was the most responsive to the requirements set for in the solicitation documents. The contract was signed for an initial period of three years with two possible extensions of two years each.

The contract includes the possibility of three different booking options: Onsite processing; Offsite processing; and an Online Booking Tool (OBT).

Given that the contract allows for the combination of the booking options as well as changes to the configuration within a six months-notice, each CPAG Member defined its configuration independently. This condition allowed several CPAG Members to choose a hybrid configuration model and achieve further cost efficiencies.

Prior to determining if the second extension of the contract was feasible for CPAG, or if a new tender would provide an added benefit, Members embarked on negotiations with CWT on the terms and prices under the contract.

The negotiations started in November 2017 and were led by UNOG and WHO, based on a comparative analysis of the transaction fees: onsite and offsite transactions, OBT and visa processing fees. The outcome of the negotiations was positive and resulted in lower transactions fees which took effect on 1 May 2019, in exchange for UNOG extending the contract until April 2021. The contractor also agreed to replace the Global Distribution System with a newer model.

Cost efficiencies were achieved due to airline negotiated fares; travel agent negotiated fares; local fares not available on the Swiss market and travel agency expertise. This was mainly due to two factors: the hybrid service configuration, where services have been moved from onsite offices in Geneva to CWT offsite service centers in Warsaw, and the implementation and increase in use of the OBT.

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	2,984,155.00
ITC	1,666,236.00
ITU	546,776.00
The Global Fund	3,102,827.00
UNAIDS	694,174.00
UNDP	113,619.00
UNESCO-IBE	29,252.00
UNHCR	94,700.00
UNICC	71,672.00
UNICEF	510,989.00
UNITAR	142,754.00
UNOG	4,652,482.00
UNOPS	810,295.00
WHO	7,942,419.00
WIPO	1,769,811.00
WMO	535,774.00
WTO	1,386,520.00
Total Estimated Cost Efficiency	27,054,455.00

CPAG Members have also taken appropriate steps to combine their travel volumes through joint negotiations with airlines. By leveraging the volume of air ticket purchases, Geneva-based organizations negotiated special corporate fares, directly with airlines or with airline alliances. There are currently 25 corporate fare agreements signed with air carriers, while an increasing number of these agreements include not only discounts for routes to and from Geneva, but also special conditions for other routes and even some of the contract are Global agreement, which allow ticket issuance outside Switzerland.

In 2019, CWT reported an estimated Cost Efficiency of **CHF 27,054,455**, i.e. 26% of the total net air spend of CPAG Members.





2 - Electricity

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2017	WIPO	Gavi, ILO, IOM, ITC, ITU, The Global Fund, UNESCO-IBE, UNHCR, UNICEF, UNOG, WHO, WMO, WTO	Services Industriels de Genève	1 Jan 2018 to 31 Dec 2020	CHF 693,003

2019

Estimated Cost Efficiency for Electricity

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	36,513.42
IOM	11,276.40
ITC	10,406.07
ITU	54,114.00
The Global Fund	31,885.40
UNESCO-IBE	10,091.34
UNHCR	23,160.01
UNICEF	8,071.84
UNOG	194,232.57
WHO	132,749.82
WIPO	116,667.00
WMO	27,321.72
WTO	36,513.42
Total Estimated Cost Efficiency	693,003.01

In 2017, WIPO led the tender for the provision of electricity on behalf of participating organizations. CPAG Members agreed that the tender would be split into two phases: a Request for Expression of Interest (REOI) to technically pre-qualify the suppliers; and an Invitation to Bid for financial proposals.

In response to the REOI, six vendors submitted their technical proposal, of which four met the technical requirements and were invited to submit a commercial bid for the second phase of the tender. The financial proposals were compared and evaluated, and as result the contract was awarded to Services Industriels de Genève (SIG) for three years as SIG's bid was most responsive to the requirements set for in the solicitation documents and the lowest cost to UN.

The estimated Cost Efficiency reported in 2019 under the SIG contract was **CHF 693,003.01** by comparing the previous rates with the new rates and volumes.



3 - Diplomatic and Regular Pouch

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2016	UNOG	IOM, ITC, UNHCR, UNICEF, WHO	Jetivia SA	1 Jan 2017 to 31 Dec 2019	CHF 113,992

2019

Estimated Cost Efficiency for Diplomatic and Regular Pouch

Participating Organizations	Cost Red./Avoid. (CHF)
IOM	2,253.41
UNICEF	5,665.00
UNOG	69,867.78
WHO	36,205.87
Total Estimated Cost Efficiency	113,992.06

In 2016, UNOG launched a Request for Proposals as lead organization on behalf of CPAG. Four vendors submitted technical and commercial proposals. After a detailed evaluation of the proposals, the contract was awarded to Jetivia SA, for a period of three years with the possibility of two additional extension periods of up to one year each, as its proposal was the most responsive to the requirements set for in the solicitation documents.

To improve the efficiency and effectiveness of inter-agency collaboration under the contract for diplomatic and regular pouch services, UNOG centralized these services to act as a hub for international organizations in Geneva and the other 60 UN offices around the world.

The estimated Cost Efficiency reported under the Jetivia contract in 2019 was **CHF 113,992.06**.





4 - Express Mail

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2014	UNOG	Gavi, ILO, IOM, ITC, ITU, UNDP, UNESCO-IBE, UNHCR, UNICEF, UNITAR, UNOPS, WHO, WIPO, WMO	DHL Express Schweiz AG	1 Mar 2015 to 29 Feb 2019	CHF 934,119

2019

Estimated Cost Efficiency for Express Mail

Participating Organizations	Cost Red./Avoid. (CHF)
Gavi	8,333.33
ILO	22,206.00
IOM	77,575.43
ITC	25,796.67
ITU	27,740.20
UNESCO-IBE	4,996.67
UNHCR	268,181.45
UNICEF	5,773.83
UNITAR	13,454.00
UNOPS	6,391.80
UNOG	144,368.54
WHO	270,442.22
WIPO	34,666.67
WMO	24,192.67
Total Estimated Cost Efficiency	934,119.48

The express mail tender was part of a Request of Proposals launched for the provision of registered and international mail services in 2014, by UNOG on behalf of participating organizations. Five vendors submitted their technical and commercial proposals.

After a thorough evaluation of the proposals, the contract was awarded to DHL Express Schweiz, whose proposal, all factors considered, substantially conformed to the requirements set forth in the solicitation documents. The contract was awarded for three years with a possibility of extension for two additional periods of one-year each.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 934,119.48** based on a comparison between the current tariff with the tariffs in the previous contract.



5 - International Mail

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2014	UNOG	ILO, IOM, ITU, UNESCO-IBE, UNHCR, WHO, WIPO, WMO	Post CH AG	1 Feb 2015 to 31 Jan 2020	CHF 547,986

2019

Estimated Cost Efficiency for International Mail

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	49,986.00
IOM	3,363.66
ITU	16,906.18
UNESCO-IBE	184.71
UNHCR	846.95
UNOG	179,138.38
WHO	115,598.57
WIPO	163,104.00
WMO	18,857.14
Total Estimated Cost Efficiency	547,985.59

The increase in the use of email correspondence and fax transmissions has reduced the use of general postal services but has not entirely replaced the importance of international mail services. CPAG uses such services to send out and receive important notifications, signed contracts, written correspondence and small packages.

In 2014, UNOG launched a Request for Proposals for the provision of the international mail services on behalf of participating organizations. As a result, four vendors responded with their proposals. After evaluating the proposals against the solicitation documents, Post CH AG's proposal, all factors considered, substantially conformed to the requirements set forth in the solicitation documents. The contract was signed for three years with the possibility of extension for two further periods of one year each.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 547,985.59** based on a comparison between the current tariff with the tariffs under the previous contract.



6 - Registered Swiss Mail

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2014	UNOG	ILO, IOM, ITC, ITU, UNESCO-IBE, UNHCR, WHO, WIPO, WMO	Post CH AG	1 Jan 2015 to 31 Dec 2019	CHF 17,737

2019

Estimated Cost Efficiency for Registered Swiss Mail

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	8,580.00
IOM	327.02
ITC	1,176.79
ITU	170.58
UNESCO-IBE	11.42
UNHCR	223.30
UNOG	4,000.55
WHO	2,788.88
WMO	458.33
Total Estimated Cost Efficiency	17,736.87

The contract for said services was awarded to Post CH AG, as its proposal, all factors considered, substantially conformed to the requirements set forth in the solicitation documents. The contract was signed for a period of three years with two additional extensions of one year each.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 17,736.87** based on a comparison between the current tariff with the tariffs in the previous contract.



7 - Paper Supply

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2016	UNOG	ILO, ITC, ITU, UNICEF, WHO, WIPO, WMO	Antalis SA	19 Oct 2016 to 18 Oct 2019	CHF 223,968
		WIPO	Fischer Papier AG	13 Oct 2016 to 12 Oct 2019	
		ILO, IOM, ITC, ITU, The Global Fund, UNAIDS, UNICC, WHO	Papyrus (Inapa)	7 Oct 2016 to 6 Oct 2019	

In 2016, UNOG initiated an Invitation to Bid for the provision of paper, with the participation of multiple CPAG Members. A panel of eleven technical experts from ILO, ITU, UNICEF, UNOG, and WIPO reviewed and evaluated proposals submitted by six vendors.

2019 Estimated Cost Efficiency for Paper Supply

Participating Organizations	Cost Red./Avoid. (CHF)
Gavi	1,757.46
ILO	25,439.20
IOM	2,153.07
ITC	7,918.31
ITU	10,333.77
The Global Fund	2,800.98
UNAIDS	1,392.05
UNICEF	1,192.41
UNOG	102,397.26
WHO	29,753.50
WIPO	35,736.19
WMO	3,094.07
Total Estimated Cost Efficiency	223,968.27

As a result, three contracts were awarded to the qualified bidders Antalis SA, Fischer Papier AG, Papyrus (transferred from Inapa), whose bids substantially conformed to the requirements set forth in the solicitation documents and were evaluated to be the ones with the lowest cost to the UN.

The contracts were awarded for three years with an extension possibility of two additional periods of one year each.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 223,968.27**, calculated by comparing the revised price of the contract with the amount which had been estimated over a period of five years. It should be noted that due to environmental and market changes, prices under the contracts faced an increase in 2018.



8 - Fire Detection Maintenance and Equipment

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2014	UNOG	Gavi, ILO, ITC, ITU, UNAIDS, UNICEF, WHO	Siemens Suisse SA	1 Feb 2015 to 31 Jan 2020	CHF 165,906

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	36,666.00
IOM	7,611.65
ITC	695.99
ITU	1,180.87
UNICEF	11,228.26
UNOG	79,406.05
WHO	29,117.69
Total Estimated Cost Efficiency	165,906.51

In 2007, UNOG launched a Request for Proposals for fire detection, maintenance and equipment in partnership with ITU, ILO and UNICEF. After a thorough technical and commercial evaluation of the proposals, the contract was awarded to Siemens Suisse SA, as its proposal was the most responsive to the requirements set forth in the solicitation documents

In 2014, requirements changed and a new contract was implemented with Siemens for five years on the basis of standardization, as UNOG determined that the requirement should be standardized, considering that the integrity of fire detection maintenance should remain intact and any modification by different suppliers would be detrimental to the complete system. Siemens is also the designer, manufacturer and installer of the equipment.

In 2019, CPAG Members continued to benefit from the same terms and conditions offered under this contract, reporting an estimated Cost Efficiency of **CHF 165,906.51**.



9 - Language Training

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2018	ILO	ITU, WIPO, UNHCR	Bell SA	1 Sept 2019 to 31 Aug 2022	CHF 233,022

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	33,607.48
ITU	16,869.41
UNHCR	1,131.98
WIPO	38,418.23
<i>Administrative savings</i>	<i>142,995.00</i>
Total Estimated Cost Efficiency	233,022.10

In 2018, ILO launched a Request for Proposals to seek a highly qualified provider of customized language-training programs, including group and individual courses, for Geneva-based international organizations. The technical proposal was assigned a 65% weight, while the financial proposal was assigned 35%. Proposals were evaluated in two stages with the examination of technical proposals completed prior to any financial offer being opened and compared. Financial offers were to be opened only for bidder submissions that met or exceeded the minimum technical score during the evaluation of technical proposals.

Each technical proposal was evaluated on the basis of its responsiveness to the criteria. The evaluation report was submitted to the ILO contracts committee on 3 December 2018. As a result of the evaluation process and following successful negotiations, in 2019 a contract was awarded to Bell Switzerland SA for an initial period of three years, with the possibility of yearly extension, for a maximum total duration of five years.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 233,022.10**, including administrative savings.



10 - UN Outdoor Flags

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2016	UNOG	UNAIDS, WHO, WMO	Waelkens NV	11 Oct 2016 to 10 Oct 2019	CHF 75,192

2019

Estimated Cost Efficiency for UN Outdoor Flags

Participating Organizations	Cost Red./Avoid. (CHF)
UNOG	13,168.74
WMO	8,611.30
WHO	53,412.15
Total Estimated Cost Efficiency	75,192.19

Following a joint Invitation to Bid led by UNOG in 2016 for the supply and maintenance of flags for the UN and its Member States, five vendors submitted bids. A contract was awarded to Waelkens NV as it was the most qualified bidder whose bid substantially conformed to the requirements set forth in the solicitation documents and was evaluated to be the one with the lowest cost to the UN.

The contract with Waelkens NV was initially signed for three years with a possibility of extension for two additional periods of one year each.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 75,192.19** established by comparing current tariff with other technically compliant offers over a period of five years.



11 - Office Supplies

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2015	ITU	UNITAR, UNOG	Office Dépôts BS	16 Apr 2015 to 15 Apr 2019	CHF 588,005
		ILO, IOM, ITC, UNHCR, UNICEF, UNOPS, WHO, WIPO	Lyreco Switzerland SA	16 Apr 2016 to 28 Feb 2020	

In 2015, ITU launched an Invitation to Bid for office supplies on behalf of CPAG Members. After evaluating both technical and financial proposals, a split contract was awarded to Office Depot Business Solution France and Lyreco Switzerland SA, as their proposals were the most responsive to the requirements set forth in the solicitation documents.

2019

Estimated Cost Efficiency for Office Supplies

Participating Organizations	Cost Red./Avoid. (CHF)
Gavi	7,531.63
ILO	107,334.00
IOM	19,266.69
ITC	29,944.62
ITU	143,437.85
UNDP	4,016.46
UNESCO-IBE	1,102.15
UNHCR	9,186.60
UNICEF	19,440.56
UNITAR	3,120.88
UNOG	21,667.43
UNOPS	11,054.27
WHO	20,563.32
WMO	72,569.54
WIPO	117,769.09
Total Estimated Cost Efficiency	588,005.09

The Office Depot Contract was signed for one year with an extension of three additional periods of one year each, while the contract with Lyreco Switzerland SA was signed for three years.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 588,005.09** established by comparing contract prices with the next technically compliant offer.



12 - Office Chairs

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2014	UNOG	ITC, UNAIDS, UNICEF, WMO	Round Office SA	10 Nov 2014 to 9 Nov 2019	CHF 90,353

2019

Estimated Cost Efficiency for Office Chairs

Participating Organizations	Cost Red./Avoid. (CHF)
UNAIDS	2,073.13
UNICEF	436.09
UNOG	74,677.82
WMO	13,166.56
Total Estimated Cost Efficiency	90,353.60

Following a Request of Proposals launched by UNOG in 2014 for the procurement of office chairs, twelve vendors submitted their proposals. After the evaluation process was completed, a contract was signed with Round Office SA, as its proposal was the most responsive to the requirements set forth in the solicitation documents.

The contract was signed for three years with an extension possibility of one year each.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 90,353.60** as a result of discounts provided by the vendor.



13 - Vehicles for Field Operations

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2018	UNHCR	ILO, UNOG, WHO	Toyota Gibraltar Stockholdings Ltd	10 Oct 2018 to 13 May 2021	CHF 182,055

2019

Estimated Cost Efficiency for Vehicles for Field Operations

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	9,751.82
UNOG	29,563.96
WHO	142,740.19
Total Estimated Cost Efficiency	182,055.97

Following a Request for Proposals in 2018, UNHCR awarded a contract to Toyota Gibraltar Stockholdings Ltd (TGS) for the provision of Toyota vehicle for field operations, as the proposal was the most qualified bidder whose bid substantially conformed to the requirements set forth in the solicitation documents and was evaluated to be the one with the lowest cost to the UN. The contract is in place from 10 October 2018 to 13 May 2021.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 182,055.97**, established by comparing the new contract prices with previous prices.



14 - Subscriptions Journals and Periodicals

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2015	UNOG	ILO, ITC, WIPO	Ebsco Information Services	1 Jan 2016 to 31 Dec 2019	CHF 10,508

2019

Estimated Cost Efficiency for Subscription Journals and Periodicals

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	108.89
IOM	128.98
ITC	4,239.61
UNOG	3,415.62
WIPO	2,615.71
Total Estimated Cost Efficiency	10,508.81

In 2015, UNOG launched an Invitation to Bid to acquire subscriptions of journals, serials, and periodicals for the libraries, on behalf of participating organizations.

Three vendors submitted their bids and the contract was awarded to Ebsco Information Services, as the proposal was the most qualified bidder whose bid substantially conformed to the requirements set forth in the solicitation documents and was evaluated to be the one with the lowest cost to the UN.

The contract was signed for two years with three one-year renewal option. The estimated Cost Efficiency reported under this contract in 2019 was **CHF 10,508.81** calculated based on the discounted prices.



15 - Heating Oil

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2016	UNOG	WHO, WTO	Celsa-Charmettes SA	30 Nov 2016 to 29 Nov 2019	CHF 20,328

2019

Estimated Cost Efficiency for Heating Oil

Participating Organizations	Cost Red./Avoid. (CHF)
UNOG	104.58
WHO	19,632.77
WTO	590.84
Total Estimated Cost Efficiency	20,328.19

In 2016, UNOG awarded a contract to Celsa-Charmettes SA for the supply of heating oil, following an Invitation to Bid on behalf of participating organizations, as the vendors bid substantially conformed to the requirements in the solicitation documents and was evaluated to be the one with the lowest cost to the UN.

The contract was signed for three years with two one-year renewal options. The estimated Cost Efficiency reported under this contract in 2019 was **CHF 20,328.19** by comparing with prices paid under the previous contract, in addition to the vendor offering a discount conditional on annual volume.



16 - Mobile Phone Services

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2015	UNOG	ITC, UNESCO-IBE, UNHCR, WMO	Sunrise Communication AG	01 Aug 2016 - 31 Jul 2019	CHF 3,276,739
2013	ITC	ILO, IOM, UNAIDS, UNHCR, UNICC, UNDP, UNICEF, UNOPS, WHO, WIPO	Swisscom	01 May 2013 - 30 Apr 2019	

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	356,444.00
IOM	336,186.95
ITC	136,099.65
UNAIDS	187,137.47
UNDP	37,864.50
UNESCO-IBE	1,469.09
UNHCR	540,623.37
UNICEF	336,041.93
UNITAR	10,899.89
UNOG	309,826.42
UNOPS	467,554.71
WHO	404,869.11
WIPO	151,722.33
Total Estimated Cost Efficiency	3,276,739.42

In 2015, UNOG-led a Request for Proposals for the provision of mobile phone services on behalf of participating organization. Three vendors submitted their proposals. A contract for mobile phone services was awarded to Sunrise Communication SA for a period of two years with the option of three additional one-year extensions until 2021. The selected proposal, all factors considered, was the most responsive to the requirements set forth in the solicitation documents for several Members.

On the other hand, ITC awarded a contract to Swisscom for the provision of mobile phone services in 2013. This contract was signed for an initial period of 24 months, with the possibility of extension.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 3,276,739.42** by comparing the prices under the contracts with the other technically compliant offers.



17 - Multi-Functional Printers

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2017	UNOG	ILO, UNESCO-IBE, UNICEF, UNITAR, UNOPS, WIPO, WMO	Sharp Electronics (Schweiz) AG	1 Oct 2017 to 30 Sep 2020	CHF 451,742

In 2017, UNOG launched an Invitation to Bid for the provision of multi-functional printers. UNOG received four offers from vendors and a contract was awarded to Sharp Electronics (Schweiz) AG, whose offer, all factors considered, substantially conformed to the requirements set forth in the solicitation documents and was evaluated to be the lowest cost to the UN.

2019

Estimated Cost Efficiency for Multi-Functional Printers

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	63,602.00
UNESCO-IBE	1,792.79
UNICEF	12,320.78
UNITAR	7,443.35
UNOG	217,656.38
UNOPS	11,570.42
WIPO	111,478.84
WMO	25,877.55
Total Estimated Cost Efficiency	451,742.11

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 451,742.11** by comparing the contract prices with the other technically qualified offers.



18 - HP Servers and Maintenance

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2013	ILO	ITC, IOM, UNICEF, UNOG, WIPO	Hewlett Packard Suisse (SA)	4 Dec 2015 to 31 Dec 2019	CHF 671,758

2019

Estimated Cost Efficiency for HP Servers and Maintenance

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	378,134.49
IOM	4,378.16
ITC	135,453.07
UNICEF	30,914.16
UNOG	95,776.18
WIPO	27,102.00
Total Estimated Cost Efficiency	671,758.06

In 2013, ILO was the lead organization in the procurement process for HP servers and maintenance, that concluded with a contract awarded to Hewlett-Packard Suisse (SA) effective until 31 December 2017 with the possibility of extensions.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 671,758.06** established by comparing prices under the contract with market prices.



19 - Original Toner and Inkjet Cartridges

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2018	UNOG	ILO, UNAIDS, UNESCO-IBE, WMO, WIPO	Lyreco Switzerland SA	22 Aug 2018 to 21 Aug 2020	CHF 70,030

2019

Estimated Cost Efficiency for Original Toners and Inkjet Cartridges

Participating Organizations	Cost Red./Avoid. (CHF)
UNOG	44,337.09
WIPO	15,648.00
<i>Administrative savings</i>	<i>10,045.00</i>
Total Estimated Cost Efficiency	70,030.09

UNOG, as lead organization, launched a new Invitation to Bid for the requirements in 2018. The requirements included two lots: a provision of HP toners and inkjet cartridges and a provision of Epson toners. The new contract with Lyreco Switzerland SA started on 22 August 2018 for two years, with the option to extend for two additional consecutive one-year periods, for a total of four years.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 70,030.09** by comparing prices with the other technically qualified offers, and includes administrative savings of one organization who joint the contract in 2019.



20 - Rental of IT Equipment

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2018	WHO	ILO	Danoffice SA	1 Sep 2018 to 20 May 2020	CHF 20,302

2019

Estimated Cost Efficiency for Rental of IT Equipment

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	20,302.68
Total Estimated Cost Efficiency	20,302.68

Following a Request for Proposals launched by WHO in 2018, a contract was awarded to Danoffice SA for the supply and installation of IT equipment, required to support the meetings of governing bodies in 2018 and 2019. Danoffice SA's proposal was the selected proposal, all factors considered, most responsive to the requirements set forth in the solicitation documents. The vendor owns and has the capacity to stock large amounts of devices, as well as transport and deploy them in a timely manner, geographically close to Geneva.

The contract was awarded for a two-year period, with the possibility to extend for two additional years.

The total estimated Cost Efficiency reported under this contract in 2019 was **CHF 20,302.68** by comparing with other technically compliant offers, and includes administrative savings of one organization conducting the tender on behalf of others.



21 - Novell Licenses & Support

Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
UNOG	ILO, UNOPS, WIPO	ID Integrated Data SA	14 Aug 2017 to 31 Dec 2020	CHF 95,182

2019

Estimated Cost Efficiency for Novell Licenses & Support

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	26,639.33
WIPO	28,423.43
UNOPS	40,120.14
Total Estimated Cost Efficiency	95,182.90

CPAG Members are benefiting from the same terms and conditions under the contract with ID Integrated Data SA for the provision of Novell Licensing Agreement, support and maintenance.

The standardization of the Novell ZENworks Product Family was set out in a new contract established for a duration of two years.

Many entities throughout the Geneva duty station have also accepted and implemented the products of Novell Open Enterprise Server, NetWare Services and Zen. Although the Licensing Agreement contract itself is signed directly with Novell, entities work with a Fulfilment Agent to handle the invoicing process in the name of Novell. In the western part of Switzerland, the nominated reseller is ID Integrated Data SA, who has been handling UN orders under the Agreement since 2008.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 95,182.90** by comparing offered rates with catalogue prices.



22 - Desktop and Laptop Computers

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2018	ILO	UNAIDS, UNITAR, WHO, WIPO	Danoffice SA	12 Dec 2018 to 11 Dec 2020	CHF 3,287,758
		UNICEF	Planson International Corporation	12 Dec 2018 to 11 Dec 2020	

2019

Estimated Cost Efficiency for Desktop and Laptop Computers

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	607,904.22
UNITAR	10,577.52
UNICEF	25,219.75
WHO	2,389,591.56
UNAIDS	63,805.03
<i>Administrative savings</i>	<i>190,660.00</i>
Total Estimated Cost Efficiency	3,287,758.08

In June 2018, ILO launched a Request for Proposals, with WHO as participating organization, for the supply of desktop, laptop, monitor and computer accessories.

The tender was closed on 22 July 2018 and the offers were technically examined and submitted to ILO's contract committee in mid-October. Due to the large interest expressed by other UN organizations in piggybacking the results of this collaborative tender, ILO negotiated the inclusion of a volume discount rebates.

The tender resulted in the award of two competitive offers: one to Danoffice SA and another to Planson International Corporation. Both contracts were signed in December 2018 for a period of two years, expiring in December 2020.

In 2019, Members reported an estimated Cost Efficiency in the amount of **CHF 3,287,758.08** by comparing current prices to catalogue prices, and includes administrative savings as well.





23 - Supply and Delivery of Visibility Items

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2016	UNOG	UNOPS, UNICEF	Shanghai Koyo – Anp Import & Export Co., Ltd.	1 Jun 2017 to 31 May 2020	CHF 83,904

In 2016, following an Invitation to Bid launched by UNOG, 16 vendors from nine countries submitted their bids. A contract was awarded to Shanghai Koyo – Anp Import & Export Co., Ltd. for the supply and delivery of visibility items.

The contract was signed for a period of three years, with the possibility of two further extensions of up to one year each.

2019

Estimated Cost Efficiency for Supply and Delivery of Visibility Items

Participating Organizations	Cost Red./Avoid. (CHF)
UNOG	51,590.41
UNICEF	796.11
UNOPS	31,518.09
Total Estimated Cost Efficiency	83,904.61

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 83,904.61** by comparing prices under this contract with previous purchase order prices.



24 - Adobe Licenses and Products

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2018	UNOG	WMO, IAEA UNHCR	Adobe Systems Software Ireland Ltd.	24 Oct 2018 to 23 Oct 2019	CHF 414,477

In 2018, UNOG tasked itself to find a solution to synchronize Adobe license acquisition through a contract accessible to all CPAG Members.

Participating Organizations	Cost Red./Avoid. (CHF)
UNHCR	76,558.59
WMO	15,066.97
UNOG	322,852.06
Total Estimated Cost Efficiency	414,477.62

As lead organization, UNOG negotiated an Enterprise Term License Agreement (ETLA) for the provision of Adobe licenses and products. On 30 July 2018, the establishment of the ETLA was authorized and the contract was awarded to Adobe Systems Software Irelands Ltd.

The contract was signed for three years, with the provision of an annual purchase order issued for the requirement for each year. In 2019, the International Atomic Energy Agency (IAEA) a non CPAG member joined this contract, and its expenditures are included in UNOG's figures above.

The estimated Cost Efficiency reported under this contract in 2019 was CHF **414,477.62** by comparing current prices with the previous prices paid.



25 - Web Design and Development

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2018	UNOG	UNOG	Prezenz Sarl	23 Nov 2018 to 22 Nov 2019	CHF 184,987
		UNHCR	Datamatics Global Services Limited	07 Aug 2019 to 06 Aug 2020	

Participating Organizations	Cost Red./Avoid. (CHF)
UNHCR	156,444.46
UNOG	18,497.55
<i>Administrative savings</i>	10,045.00
Total Estimated Cost Efficiency	184,987.01

Following an Invitation to Bid launched by UNOG in 2018 for the provision of web design and development Services, twelve vendors submitted bids. A contract was signed by UNOG with Prezenz Sàrl as its proposal was most responsive to the requirements set forth in the solicitation documents and was evaluated to be the one with the lowest cost to the UN. At the same time, in 2019, UNHCR signed a contract with Datamatics Global services Ltd for its requirements. The contracts were signed for one year with the option of a one-year extension.

The estimated Cost Efficiency reported under these contracts in 2019 was **CHF 184,987.01** (including administrative costs) by comparing the prices with the other technically compliant offers.



26 - Standardized/ Non-Standardized Furniture

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2017	ILO	Gavi, ITU, The Global Fund, UNAIDS, UNICEF, UNOG, WHO, WIPO	NOS New Organization System SA	6 Oct 2017 to 15 Oct 2020	CHF 1,731,520

2019

Estimated Cost Efficiency for Standardized/Non-Standardized Furniture

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	868,548.00
ITU	17,916.95
The Global Fund	155,973.00
UNAIDS	14,393.38
UNICEF	6,689.51
UNOG	58,222.00
WHO	318,406.43
WMO	21,720.00
WTO	259,817.00
WIPO	9,834.00
Total Estimated Cost Efficiency	1,731,520.28

In 2017, ILO launched a Request for Proposals for the provision of office furniture for their Geneva headquarter. In the evaluation, the technical proposal was given a weight of 70% while a weight of 30% was attributed to prices. The contract was awarded to NOS New Organization System SA, as its proposal, all factors considered, was the most responsive to the requirements set forth in the solicitation documents. The contract with the vendor was signed for three years.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 1,731,520.28** by comparing with catalogue prices.



27 - Medical Evacuation and Repatriation

Tender Year	Lead Organization	Participating Organizations	Awarded Vendor	Contract Duration	Cost Efficiency
2017	UNOG	ILO, UNHCR	SOS Assistance SA	15 Mar 2018 to 14 Mar 2021	CHF 73,927

2019

Estimated Cost Efficiency for Medical Evacuation and Repatriation

Participating Organizations	Cost Red./Avoid. (CHF)
ILO	17,322.66
UNAIDS	759.78
UNHCR	37,096.09
UNOG	18,748.66
Total Estimated Cost Efficiency	73,927.19

UNOG launched a Request for Proposals in June 2017 for medical evacuation and repatriation services for staff members on official missions, to which four vendors responded. Following the completion of the technical evaluation, three proposals were found technically compliant and were commercially evaluated.

The contract was awarded to SOS Assistance SA, whose proposal was the most responsive to the requirements set forth in the solicitation documents. The contract is in place for an initial period of three years, with the option to extend for two one-year periods, until 2023.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 73,927.19** by considering the negotiated discounts with hospitals, doctors, air ambulances, and so forth.





28 - Chinese Translation Services

Tender Year	Lead Organization	Awarded Vendor	Contract Duration	Cost Efficiency
2016	UNOG	China Translation Corporation	20 Apr 2017 to 19 Apr 2020	CHF 49,211
		Amplexor Luxembourg SRL	24 Apr 2017 to 23 Apr 2020	

2019

Estimated Cost Efficiency for Chinese Translation Services

Participating Organizations	Cost Red./Avoid. (CHF)
UNAIDS	4,407.45
UNOG	44,804.29
Total Estimated Cost Efficiency	49,211.74

In 2016, UNOG led a Request for Proposals for translation, editing and related typing of UN documents into Chinese, incorporating the requirements of CPAG.

Following the technical evaluation of six proposals received, which consisted of a technical evaluation report and a written test, the tender resulted in a split award between two qualified bidders, whose proposals, all factors considered, were the most responsive to the requirements set forth in the solicitation documents. Awards went to Amplexor Luxembourg S.à.r.l., for the translation of English and French into Chinese; and China Translation Corporation for the provision of French, Spanish, and Russian into Chinese.

The contracts started in April 2017 for an initial three-year period with the possibility of two one-year extension, unless earlier terminated in accordance with the terms of the contracts.

The estimated Cost Efficiency reported under this contract in 2019 was **CHF 49,211.74** by comparing with the prices under the previous contract and the other technically compliant offers.





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