



2017

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

**COMMON PROCUREMENT
ACTIVITIES GROUP**

GENEVA-BASED UNITED NATIONS
ENTITIES AND OTHER INTERNATIONAL
ORGANIZATIONS



UNITED NATIONS

Table of Contents

3

Opening Remarks

4

CPAG at a Glance

8

Governance

13

Events

14

Knowledge Sharing

16

Training

17

Working Groups

18

Common Contracts

38

Joint Tenders

43

Future Tenders

44

Key Figures

46

Way Forward

47

Member Statements

Opening Remarks



CPAG is a procurement network that not only delivers results to 19 UN entities and international organizations, but achieves its goals thanks to the voluntary contributions and collaborative efforts of its Member Organizations.

In 2017, Members reported an overall Estimated Cost Avoidance (ECA) of CHF 38,661,915, an increase of 8.7% from the ECA data reported in 2016, supporting the intrinsic value of team work.

On over 81 occasions, Members reached out to the group through the Secretariat to obtain information related to procurement practices, tenders and contracts.

In addition, the use of common contracts increased to 27 with Members continuing to benefit from similar terms and conditions. Members also successfully conducted new tenders for the supply of electricity, multi-functional printers, medical evacuation and repatriation, shatter resistant film and Chinese translation services.

One particular 2017 highlight was the work undertaken by the working group on harmonizing ECA methodologies, established to ensure the accuracy and uniformity of the reported ECA data.

Furthermore, membership continued to expand with the UN International Computing Centre (UNICC), a leading provider of information technology and communications services within the UN System, joining CPAG at the end of the year.

The CPAG Secretariat is committed to ensure that this voluntary procurement network functions both efficiently and effectively and remains a positive inspiration to other collaborative networks in the UN System.

Thank you for your continued support, enthusiasm and dedication to this group.

A handwritten signature in blue ink, appearing to read 'Yann Kervinio'. The signature is fluid and cursive, with a horizontal line underneath.

Yann Kervinio
Secretary of CPAG
Chief, Procurement and Contracts Unit
United Nations Office at Geneva

CPAG at a Glance



CPAG is an inter-agency group created in 1952 by the Committee on the Coordination of Purchase and Supply Services of the United Nations Office and the Specialized Agencies at Geneva. Since then, it has developed in line with the CPAG Statutes and Rules of Procedures adopted on 22 April 2005 and most recently revised on 26 September 2017.

It represents an innovative and collaborative procurement network model that addresses the need to align procurement practices among 19 Geneva-based UN entities and international organizations.

In addition, CPAG identifies and conducts joint procurement activities to enable Members to be more efficient, operative and resourceful. At the same time, it secures favourable prices, consistent with technical standards.

Mission

Bearing in mind the constitutional, budgetary and administrative autonomy of each Member Organization, CPAG aspires to standardize procurement activities and centralize requirements through group purchasing, while respecting the varied policies and procedures of its Members.

CPAG enables Member Organizations to pool the results of their experience and research, share best practices and coordinate their procurement operations, with a view to:



Promoting the harmonization of procurement policies, standards, procedures and procurement training programmes



Supporting the standardization of goods, works and services



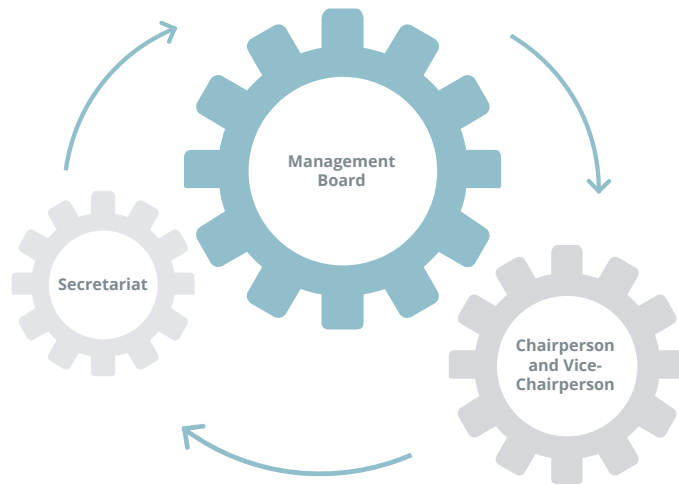
Enhancing the efficiency and effectiveness of procurement operations by enabling Member Organizations to benefit from the results of the procurement operations of other Members



Benefiting from economies of scale by pooling procurement requirements

Structure

One mechanism that helps make CPAG functional and well-managed is its structure, composed of a Management Board, a Secretariat, a Chairperson and a Vice-Chairperson.



Management Board

The Management Board is comprised of a Chairperson, a Vice-Chairperson and Senior Representatives of the Member Organizations.

The main functions of the Management Board are:



Address all matters related to CPAG membership applications



Approve policies and rules of procedure



Determine operating costs



Establish advisory committees and working groups on specific procurement operations and determine their mandate and members



Ensure continuous transparent communication in a tender prior to its launch



Agree on a date once or twice per year to provide respective procurement plans in order to identify opportunities for more creative joint procurement activities

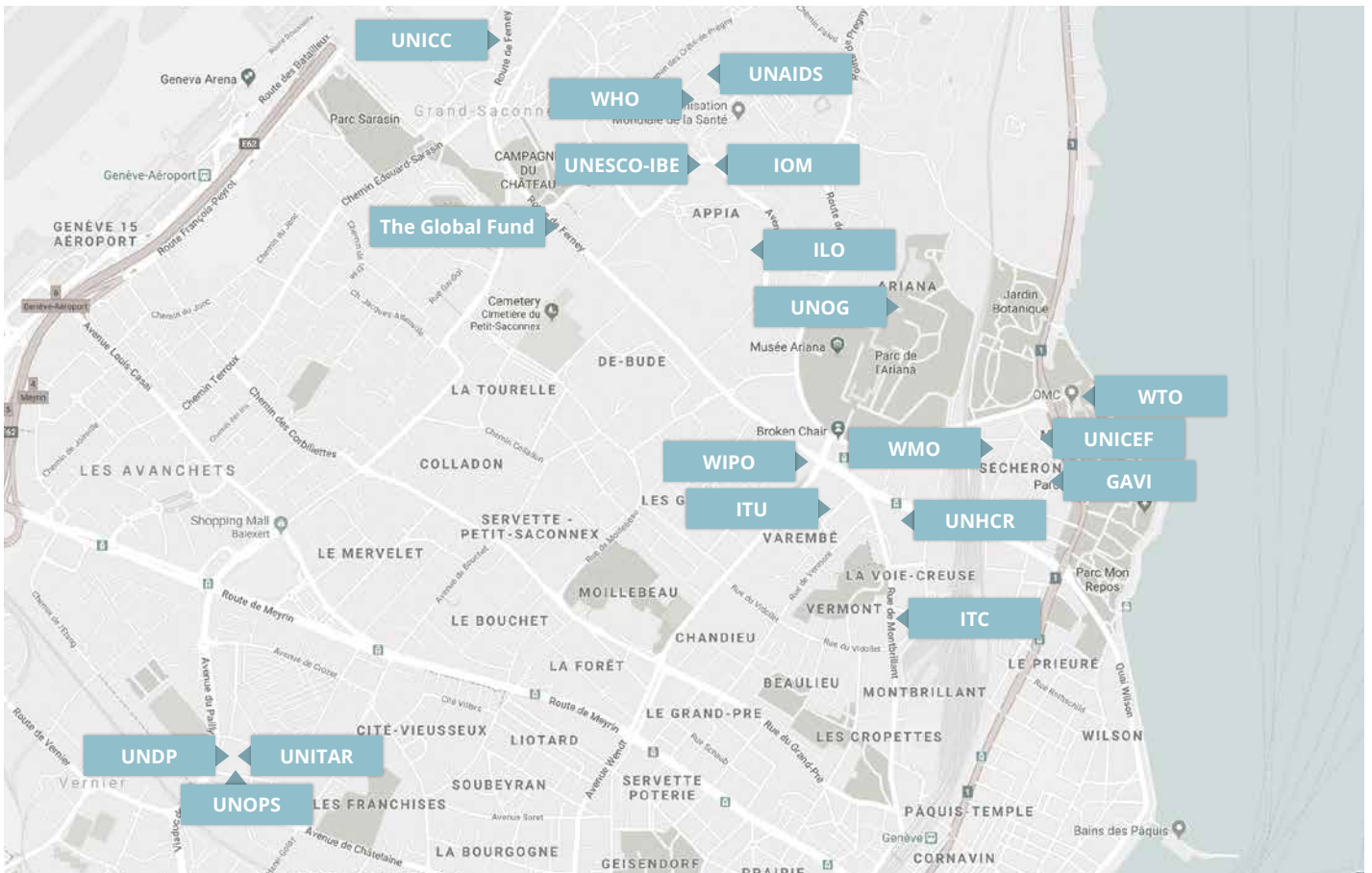


Report ECA information

Member Organizations

Member Organizations, which form the Management Board, continue to work as a dedicated team, using CPAG's organized structure to cater to their requirements and deliver results.

2017 CPAG Members were the following:





Our Newest Member



UNICC became the newest CPAG Member at the 4th Quarterly Meeting of 2017.

Secretariat

The CPAG Secretariat consists of a Secretary and a Secretariat Coordinator. It is represented by the Purchase and Transportation Section at UNOG, more specifically by the Procurement and Contracts Unit.

With a wide spectrum of responsibilities, the Secretariat is involved in preparing documents for Management Board meetings and directly responding to the Management Board's decisions and instructions. It has an active role in establishing working groups on specific procurement operations, such as the establishment of strict methodologies for ECA, and is committed to providing support as needed.

The Secretariat is further involved in planning, developing and coordinating all procurement aspects of CPAG solicitations related to the procurement of goods, works and services. It acts as a liaison for the exchange of information between CPAG Members on specific matters, and manages the CPAG website from a content management perspective, ensuring that it is frequently updated with information provided by Members. In addition, the Secretariat drafts and publishes the annual report.







Governance

Schedule

The Management Board meets for a regular session once per year and holds extraordinary sessions at the request of the Secretariat or Member Organizations, addressed to the Chairperson who convenes the meeting.

In addition, Quarterly Meetings are held every year to address matters of interest to Member Organizations and to provide a status update on all procurement matters, as well as to discuss important goals to accomplish in the following quarter. Such meeting sessions provide Members with an opportunity to raise questions and to clarify specific aspects regarding the procurement process. They also help the CPAG Secretariat to guide and manage the functioning of the group.

The schedule and highlights of the 2017 Quarterly Meetings were the following:

| | | | | | |
|--|---|--|-------------------------------------|--|--|
|  | 21 March 2017 1st Quarterly Meeting | Identification of potential tenders | CPAG website on UNGM | Status of 2016 ongoing tenders | Training courses to be undertaken in Geneva |
|  | 21 June 2017 2nd Quarterly Meeting | 2016 CPAG Annual Report approval, including 2017 Operational Costs | Potential CPAG and CIPS joint event | Status of CPAG tenders | Authorization to start negotiating fees under the travel management contract |
|  | 26 September 2017 3rd Quarterly Meeting | Working group on ECA Methodology update | Membership request from UNICC | Amendments to CPAG Statutes on observer status | Status of CPAG tenders |
|  | 12 December 2017 4th Quarterly Meeting | 2018 UNDP/CIPS Training Programme | Vice-Chair decision | Update on negotiation of fees under travel management contract | Status of CPAG joint tenders and potential tenders for 2018 |

The potential schedule for the 2018 Quarterly Meetings is the following:



Chairperson History and Rotation

Following the approval at the 2nd Quarterly Meeting of 2017, the representative of ITC acted as Chairperson of the Management Board for the 2017-2018 period.

At the 1st Quarterly Meeting of 2018, the Management Board will be requested to approve the handover of the chairpersonship from ITC to the representative of WTO for the 2018-2019 term, with the representative of UNDP as Vice-Chair, effective as of the 2nd Quarterly Meeting of 2018 until the 2nd Quarterly Meeting of 2019.

| | Chair | Vice-Chair |
|-----------|------------|------------|
| 2017-2018 | ITC | WTO |
| 2018-2019 | WTO | UNDP |
| 2019-2020 | UNDP | UNHCR |
| 2020-2021 | UNHCR | UNITAR |
| 2021-2022 | UNITAR | UNOPS |
| 2022-2023 | UNOPS | ITU |
| 2023-2024 | ITU | WIPO |
| 2024-2025 | WIPO | WHO |
| 2025-2026 | WHO | UNOG |
| 2026-2027 | UNOG | ILO |
| 2027-2028 | ILO | UNESCO-IBE |
| 2028-2029 | UNESCO-IBE | WMO |
| 2029-2030 | WMO | UNAIDS |
| 2030-2031 | UNAIDS | IOM |

ITU Headquarters



Operational Costs

In accordance with Article 17 of the CPAG Statutes, every year, each Member Organization pays the Financial Resources Management Section at UNOG its share of the annual operating costs, in line with the amounts fixed by the Management Board. Operational costs for CPAG are calculated by taking the annual salary of a Procurement Officer and proportionally dividing the amount amongst Members by the number of non-temporary staff at each Member Organization as of 31 December of the previous year. An amount of USD 2,500, introduced on 01 January 2017, is charged to each Member as a minimum threshold to be paid, before splitting the amount.

The operational costs are essential for the functioning of CPAG, notably to work effectively through reliable governance and meet the needs of Members by ensuring a strong Secretariat.

2017

Applying the above formula, the amount of operational costs for 2017 was USD 174,372, approved at the 2nd Quarterly Meeting of 2017, which includes:

- **USD 3,000** office expenses
- **USD 171,372** 12 months of annual standard salary cost in 2017

| Member Organization | Staff per Member Organization | Percentage (%) of Staff | Annual Fixed Membership Fee | Remaining Cost for Services | Total Share per Member Organization |
|---------------------|-------------------------------|-------------------------|-----------------------------|-----------------------------|-------------------------------------|
| Gavi | 265 | 2.3377% | \$2,500.00 | \$3,024.31 | \$5,524.31 |
| ILO | 1,149 | 10.1359% | \$2,500.00 | \$13,112.95 | \$15,612.95 |
| IOM | 212 | 1.8701% | \$2,500.00 | \$2,419.45 | \$4,919.45 |
| ITC | 297 | 2.6200% | \$2,500.00 | \$3,389.51 | \$5,889.51 |
| ITU | 705 | 6.2191% | \$2,500.00 | \$8,045.81 | \$10,545.81 |
| The Global Fund | 725 | 6.3956% | \$2,500.00 | \$8,274.06 | \$10,774.06 |
| UNAIDS | 205 | 1.8084% | \$2,500.00 | \$2,339.56 | \$4,839.56 |
| UNDP | 74 | 0.6528% | \$2,500.00 | \$844.52 | \$3,344.52 |
| UNESCO-IBE | 30 | 0.2646% | \$2,500.00 | \$342.37 | \$2,842.37 |
| UNHCR | 592 | 5.2223% | \$2,500.00 | \$6,756.19 | \$9,256.19 |
| UNICEF | 238 | 2.0995% | \$2,500.00 | \$2,716.17 | \$5,216.17 |
| UNITAR | 39 | 0.3440% | \$2,500.00 | \$445.09 | \$2,945.09 |
| UNOG | 2,875 | 25.3617% | \$2,500.00 | \$32,810.91 | \$35,310.91 |
| UNOPS | 86 | 0.7586% | \$2,500.00 | \$981.47 | \$3,481.47 |
| WHO | 1,826 | 16.1080% | \$2,500.00 | \$20,839.21 | \$23,339.21 |
| WIPO | 1,053 | 9.2890% | \$2,500.00 | \$12,017.35 | \$14,517.35 |
| WMO | 311 | 2.7435% | \$2,500.00 | \$3,549.28 | \$6,049.28 |
| WTO | 654 | 5.7692% | \$2,500.00 | \$7,463.77 | \$9,963.77 |
| Total | 11,336 | 100.00% | \$45,000.00 | \$129,372.00 | \$174,372.00 |



© UNHCR/Roger Arnold

2018

At the 1st Quarterly Meeting of 2018, Members will be requested to approve the 2018 proposed operational costs in the amount of USD 182,700. The cost is composed as follows:

- **USD 3,000** office expenses
- **USD 179,700** 12 months of annual standard salary cost in 2018

| Member Organization | Staff per Member Organization | Percentage (%) of Staff | Annual Fixed Membership Fee | Remaining Cost for Services | Total Provisional Share per Member Organization |
|---------------------|-------------------------------|-------------------------|-----------------------------|-----------------------------|---|
| Gavi | 278 | 2.3742% | \$2,500.00 | \$3,209.98 | \$5,709.98 |
| ILO | 1,138 | 9.7190% | \$2,500.00 | \$13,140.11 | \$15,640.11 |
| IOM | 246 | 2.1009% | \$2,500.00 | \$2,840.48 | \$5,340.48 |
| ITC | 385 | 3.2881% | \$2,500.00 | \$4,445.47 | \$6,945.47 |
| ITU | 667 | 5.6965% | \$2,500.00 | \$7,701.63 | \$10,201.63 |
| The Global Fund | 725 | 6.1918% | \$2,500.00 | \$8,371.34 | \$10,871.34 |
| UNAIDS | 205 | 1.7508% | \$2,500.00 | \$2,367.07 | \$4,867.07 |
| UNDP | 63 | 0.5380% | \$2,500.00 | \$727.44 | \$3,227.44 |
| UNESCO-IBE | 12 | 0.1025% | \$2,500.00 | \$138.56 | \$2,638.56 |
| UNHCR | 716 | 6.1150% | \$2,500.00 | \$8,267.42 | \$10,767.42 |
| UNICC | 81 | 0.6918% | \$2,500.00 | \$935.28 | \$3,435.28 |
| UNICEF | 282 | 2.4084% | \$2,500.00 | \$3,256.16 | \$5,756.16 |
| UNITAR | 44 | 0.3758% | \$2,500.00 | \$508.05 | \$3,008.05 |
| UNOG | 2,873 | 24.5367% | \$2,500.00 | \$33,173.59 | \$35,673.59 |
| UNOPS | 90 | 0.7686% | \$2,500.00 | \$1,039.20 | \$3,539.20 |
| WHO | 1,879 | 16.0475% | \$2,500.00 | \$21,696.20 | \$24,196.20 |
| WIPO | 1,059 | 9.0443% | \$2,500.00 | \$12,227.93 | \$14,727.93 |
| WMO | 311 | 2.6561% | \$2,500.00 | \$3,591.02 | \$6,091.02 |
| WTO | 655 | 5.5940% | \$2,500.00 | \$7,563.07 | \$10,063.07 |
| TOTAL | 11,709 | 100.00% | \$47,500.00 | \$135,200.00 | \$182,700.00 |

New Membership



CPAG is always delighted to receive the candidature of entities wishing to become a Member Organization. Their approval is determined by the Management Board in accordance with Articles 3 and 8(a) of the CPAG Statutes.

Entities that can submit requests for membership:

- 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



CPAG membership multiplies every year.



Events



CPAG is progressively looking into various events which give Member Organizations the opportunity to come together and discuss procurement practices.

4-6 October, Montreal 22nd session of the HLCM Procurement Network

- UNOG and ILO presented the 2016 CPAG Annual Report
- Participants were informed on CPAG's achievements and priority work

Joint Vendor Seminars

- UNOG, WHO and WIPO have discussed the possibility of planning vendor sessions in 2018
- This will encourage the information sharing between vendors and organizations
- One-on-one sessions will take place following presentations

2017



2018



30 January, Geneva CPAG/CIPS Procurement Event

- More than 120 people from both private and public sectors to attend
- The event is intended to address various procurement practices and challenges in both sectors
- Active exchanges to take place on procurement experiences and knowledge regarding the evolution of procurement

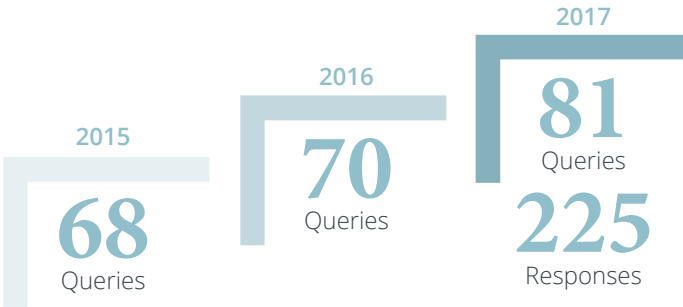
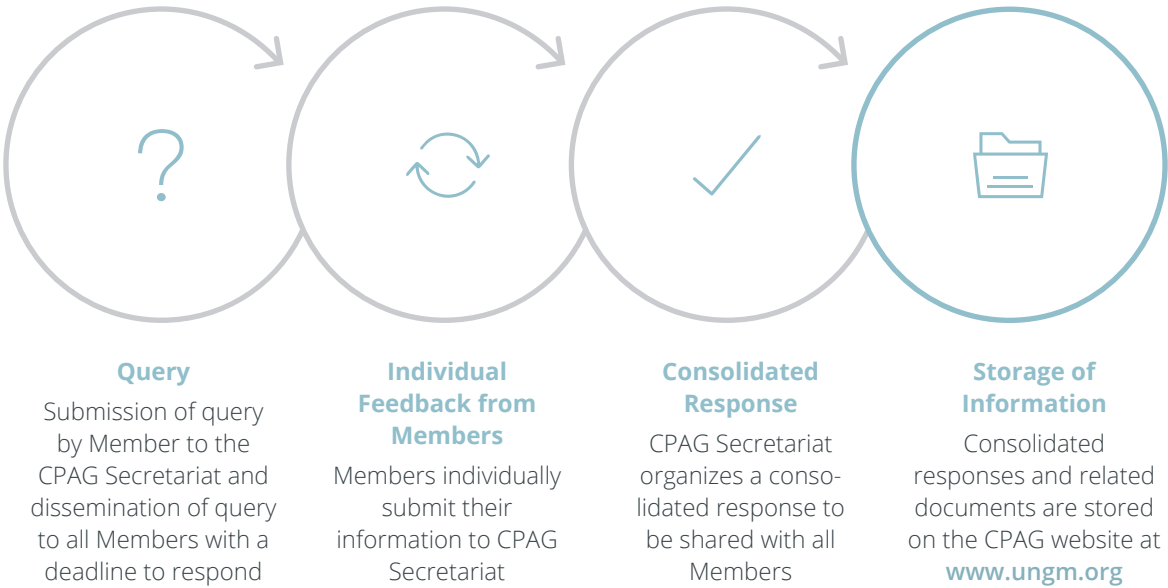
Another CPAG and CIPS joint event is currently under discussion to take place at the end of 2018

Knowledge Sharing

Functioning as a platform for the exchange of information, experiences and insights related to procurement, knowledge sharing remains one of the most important tasks of CPAG. The knowledge sharing process includes submitting queries and obtaining feedback from fellow Members, through the CPAG Secretariat.

Consolidated responses can serve a variety of purposes such as enriching potential vendor lists, as well as receiving clarifications on policies, all contributing to the efficiency of individual procurement offices. Members can also use the service to reach out to other Members about joint tenders or sharing contracts.

The Process



In 2017, CPAG exchanged knowledge on a variety of subject matters, by sharing contracts, terms of reference, internal practices, therefore helping Members acquire information as well as jumpstart procurement actions. Over 80 requests for information were made, soliciting over 225 responses from Member Organizations, which resulted in a similar amount of consolidated responses submitted for the benefit of the whole group.

2017 Topics

Goods

Ballistic Plates
Boutique Items
Drones
Helmets
Natural Gas
Push-to-talk Phones
Shatter Resistant Film
Anti-Shatter Window Film
Open Space Office Furniture
Standard Office Furniture
Water Fountains

Construction and Building

Carpeting
Dividers
Homeware and Furniture for Sale
Installation of Glass Partitions
Locksmith
Maintenance of Green Areas
Masonry/Stonework
Materials of Glass Partitions
Painting
Turnstiles
Surface Coatings
Parquet Floors

Information & Communication Technology

Acquisition of Software Licenses
Audio Installation for Conferences
Audio Facilities and IT Equipment
Desktop Computers
Dynamic Application Security Testing System
Static Application Security Testing System
IT Research and Advisory Services
IT Solution Architectural Services for Legacy System Analysis
Outsourced Data Center Services
Physical Tape Library
Printing Electronics
Proofreading and Editorial Software
Software Partnerships for Professional Services
Video Facilities and IT Equipment
Video Installation for Conferences
Multi-Functional Printers
Mobile Devices

Policy Matters

Advanced Contract Management
Chartered Institute of Procurement Committee on Contracts
Generic Evaluation Criteria
Grant vs Procurement Processes
Financial Disclosure Program
Legal Status in Switzerland
Procurement Manual
Purchase Order Format
Risk Management in Contracting for Construction

Services

Advertising Services
Branding Strategies
Business Analysis
Cafeteria Services
Catering Services
Cleaning Services
Conference Room Rental
Employment Agency
Floral Services
Freight Forwarding Services
Gym Fitness Center
Health Insurance Providers
Hotels with Meeting Rooms
Hotels in Geneva
Insurance Broker
Insurance for Interns
Legal Services
Managed Public Key Infrastructure Services
Multilingual Interactive Remote Participation
Negotiated Rates for Hotels
Partnership & Efficiency Workstream
Personality and Career Assessments
Psychometric Assessments
Report Writing and Graphic Design
Translation Services
Travel Risk Management Solutions
Video Production Services
UN Conference Facilities in Geneva

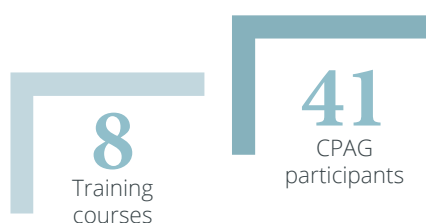
Training

Since 2009, UNDP and the Chartered Institute of Procurement and Supply (CIPS) have collaborated every year to provide procurement-related training to the UN System. The training courses are delivered by UNDP and specifically address roles, policies and procedures of UN and public procurement. In 2017, CPAG also organized with the International Training Centre in Turin, Italy, a workshop on Advanced Contract Management for Works which took place in Geneva.

In 2017, 41 CPAG staff participated in a total of 8 training courses held all over Europe, to acquire additional qualifications in procurement.

| | Dates | Location | Number of Participants |
|--|-------------------|----------|------------------------|
| Introductory Certificate in Public Procurement - Level 2 | 15 - 19 May | Rome | 2 |
| | 03 - 06 October | Paris | 2 |
| | 05 - 08 December | Istanbul | 2 |
| Advanced Certificate in Public Procurement - Level 3 | 18 - 22 September | Geneva | 7 |
| Diploma in Strategic Public Procurement - Level 4 | 08 - 12 May | Geneva | 6 |
| | 23 - 27 October | Rome | 2 |
| Supply Chain Management in Humanitarian Organizations | 21 - 23 March | Vienna | 2 |
| Advanced Contract Management for Works | 26 - 28 September | Geneva | 16 |
| Understanding Legal Aspects Relating to the Performance of Contracts | | Online | 1 |
| Understanding Approaches to Manage Contracts | | Online | 1 |

TOTAL Participants: 41



At the 4th Quarterly Meeting of 2017, CPAG Members expressed their concern over the lack of CIPS training courses offered by UNDP in Geneva in 2018. However, thanks to the consolidated requirements of Members submitted by the CPAG Secretariat to UNDP, CPAG successfully managed to obtain three additional training sessions to be hosted by CPAG Members in Geneva in 2018.

**19-20
September
2018**

ITC
«Anti-Corruption
and Ethics in
Procurement»

**24-25
October
2018**

ILO
«Logistics and
INCOTERMS 2010»

**26-30
November
2018**

WMO
«Diploma in
Strategic Public
Procurement»

Working Groups



In the last few years, working groups have proven to be an indispensable tool for the dynamic and effective functioning of CPAG, when discussions are needed to harmonize and put to use CPAG's knowledge. Both short-term and long-term working groups are set up under the coordination of the CPAG Secretariat.

The purpose and outcome of the most recent working groups are as follows:

2015

Working Group to Determine CPAG Website Structure and Content

Implemented a CPAG website hosted on UNGM
CPAG Secretariat manages the website

Working Group to Define Expectations and Responsibilities of Members

CPAG Statutes revised to include an article on Members' obligations
Members have a clear understanding of their role within CPAG

Working Group on Establishing the Role of CPAG Secretariat and its Coordinator

Established clear terms of reference included in the updated CPAG Statutes
Coordination ensured by Secretariat while tenders are carried out by buyers

2015-2016

Working Group to Streamline Procurement Rules for CPAG Tenders

Established common streamlined procedures for reference

Prepared templates:

- Source Selection Plan
- Letter of Regret

2017-2018

Working Group to Establish ECA Methodology to be applied to all contracts, allowing for uniformity in the reporting of accurate ECA data by Members

At the 2nd Quarterly Meeting on 21 June 2017, it was decided that a working group was needed to establish clear guidelines on methodology used in the reporting of annual ECA data, under the chairpersonship of WIPO.

Members have since met on six occasions to brainstorm on the way forward. Cost efficiencies were extensively explored thanks to research conducted by the working group.

The working group is expected to provide a recommendation to the CPAG Management Board by the 3rd Quarter of 2018.

Common Contracts



In 2017, CPAG Members benefited from dozens of contracts which offer valuable terms and conditions, proving anew the constructive outcome and forward-looking approach of their joint efforts.



Travel Management and Visa Processing Services

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|---|----------------|------------------------------|-------------------|
| 2013 | UNOG | ILO, ITC, ITU, The Global Fund, UNAIDS, UNDP, UNESCO-IBE, UNHCR, UNICEF, UNITAR, UNOG, UNOPS, WHO, WIPO, WMO, WTO | CWT | 01 May 2014 to 30 April 2019 | CHF 26,215,762.09 |

Following a request for proposals in 2013, UNOG, as Leading Organization, awarded a contract to Carlson Wagonlit Travel Beheermaatschappij BV (CWT) to handle all travel management and visa processing services. The contract was signed for an initial period of three years, from 01 May 2014 to 30 April 2017, with possible extensions of two additional periods of two years each until 2021.

The contract includes the possibility to use three different booking options:

1. Onsite processing
2. Offsite processing
3. Online booking tool

In addition, the contract allows for the combination of the booking options as well as changes to the configuration within a six months-notice, whereby each CPAG Member can define its configuration independently. This condition has allowed several CPAG Members to choose a hybrid configuration model and achieve further ECA.

In 2017, CWT provided ECA for Members which amounted to CHF 26,215,762.09, a figure that represents 23.7% of the total net air spend of CPAG Members, and a 42.7% increase from the 2016 ECA.

While part of the ECA was achieved due to airline negotiated fares; travel agent negotiated fares; local fares not available on the Swiss market; and travel agency expertise, the increase vis-à-vis 2016 is mostly due to two factors: the hybrid service configuration, where services have been moved from onsite offices in Geneva to CWT offsite service centres in Warsaw, Poland, and the implementation and increase in use of the online booking tool.



There are also several benefits of joint negotiations with airline carriers. CPAG Members have taken appropriate steps to combine their travel volumes and negotiate preferential airfares with airlines. By leveraging the volume of air ticket purchases, Geneva-based organizations negotiated special corporate fares, directly with airlines or with airline alliances. In 2017, the combined air travel volume of all Organizations in Geneva was CHF 110,832,014.

There are currently 23 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.

Additional substantial savings were also generated through the negotiation of flexible ticket conditions, such as waivers for standard ticket restrictions related to refunds and changes. However, the financial savings and flexibility obtained would not be possible without the purchasing power achieved through joint negotiations.

A paramount requirement remains the flexibility of the corporate fares with new booking classes being added into the scope of negotiations, which allows Members to benefit from even more attractive fares, as long as all or the majority of CPAG Members have the same travel management contractor.

Furthermore, as travel expenses are one of the largest budget components of the UN System after staff costs, in 2017, CPAG jointly agreed to enter into negotiation with CWT, illustrating once more the excellent collaboration and best value for money CPAG Members are trying to obtain for their travel management services.

2017

ECA for Travel Management and Visa Processing Services (CHF)

| Participating Organizations | % Amongst Members | ECA |
|-----------------------------|-------------------|----------------------|
| ILO | 5.81 | 1,524,282.20 |
| ITC | 1.31 | 344,099.25 |
| ITU | 2.53 | 663,027.44 |
| The Global Fund | 11.65 | 3,054,822.12 |
| UNAIDS | 1.78 | 465,394.86 |
| UNDP | 0.33 | 87,039.19 |
| UNESCO-IBE | 0.06 | 15,220.68 |
| UNHCR | 10.97 | 2,874,587.95 |
| UNICEF | 3.46 | 906,489.12 |
| UNITAR | 0.19 | 50,715.66 |
| UNOG | 10.62 | 2,784,458.18 |
| UNOPS | 1.24 | 324,811.19 |
| WHO | 24.47 | 6,416,281.37 |
| WIPO | 18.93 | 4,963,305.39 |
| WMO | 1.65 | 431,586.55 |
| WTO | 5.00 | 1,309,640.94 |
| TOTAL | 100.00 | 26,215,762.09 |

WMO meteorologist in action



Electricity

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|---|--------------------|-------------------------------------|------------------|
| 2014 | WIPO | ILO, IOM, ITC, ITU, UNESCO-IBE, UNHCR, UNICEF, UNOG, WHO (UNAIDS), WIPO, WMO, WTO | Romande Energie SA | 01 January 2015 to 31 December 2017 | CHF 1,479,181.03 |

Following a new approach designed to attract proposals based on more direct access to the European Energy Exchange AG, on 27 March 2014, WIPO, in coordination with ITC and ITU, launched a tender for the supply of electricity to ensure that a contract was in place by 01 January 2015. The offer submitted by Romande Energie, 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. A contract was awarded for a three-year period until 31 December 2017. While electricity supply in Switzerland is subject to market competition, its distribution is under the monopoly of Services Industriels de Genève.

In terms of ECA methodology for the supply of electricity, a comparison was made between the amount paid under the previous contract and the amount Members pay for a similar quantity of consumption under the new contract.

In 2017, the total ECA for the supply of electricity was reported at CHF 1,479,181.03.

2017

ECA for the Supply of Electricity (CHF)

| Participating Organizations | ECA |
|-----------------------------|---------------------|
| ILO | 240,948.61 |
| IOM | 24,643.93 |
| ITC | 25,022.39 |
| ITU | 119,496.35 |
| UNESCO-IBE | 2,115.95 |
| UNHCR | 47,395.22 |
| UNICEF | 16,264.32 |
| UNOG | 384,560.99 |
| WHO (UNAIDS) | 266,445.78 |
| WIPO | 223,755.55 |
| WMO | 45,573.11 |
| WTO | 82,958.83 |
| TOTAL | 1,479,181.03 |



Diplomatic and Regular Pouch

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|----------------|---------------------------------|---------------|
| 2011 | UNOG | IOM, UNHCR, UNICEF, UNOG | Jetivia SA | 01 May 2011 to 18 February 2017 | CHF 21,648.64 |

In 2011, following a request for proposals launched by UNOG, Jetivia SA was awarded a contract for the provision of diplomatic and regular pouch services, until 18 February 2017. To reduce administrative and logistical costs, and to improve efficiency and effectiveness of inter-agency collaboration, UNOG centralized diplomatic and regular pouch services, acting as a hub for international organizations in Geneva and the other 60 UN offices around the world.

ECA was reported by identifying the ECA on the minimum charges to be incurred if the UN had gone through a standard airline company for such services.

The total ECA under this contract until 18 February 2017 was CHF 21,648.64.

2017

ECA for Diplomatic and Regular Pouch (CHF)

| Participating Organizations | ECA |
|-----------------------------|------------------|
| IOM | 194.17 |
| UNHCR | 2,238.13 |
| UNICEF | 1,101.90 |
| UNOG | 18,114.44 |
| TOTAL | 21,648.64 |

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|----------------|-------------------------------------|----------------|
| 2016 | UNOG | UNHCR, UNICEF, UNOG | Jetivia SA | 01 January 2017 to 31 December 2019 | CHF 128,726.76 |

Following a request for proposals initiated by UNOG in 2016, four vendors provided proposals for diplomatic and regular pouch services. All factors considered, the contract was awarded to the most qualified proposer, whose proposal was considered to be the most responsive to the requirements set forth in the solicitation documents.

As such, starting 01 January 2017, Jetivia SA was awarded a contract for the provision of diplomatic and regular pouch services for three years, with the possibility of two supplementary extensions of one year each, until 31 December 2021.

2017

ECA for Diplomatic and Regular Pouch (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| UNHCR | 13,428.75 |
| UNICEF | 6,611.38 |
| UNOG | 108,686.63 |
| TOTAL | 128,726.76 |



Express Mail

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|--|------------------------|-----------------------------------|----------------|
| 2014 | UNOG | Gavi, ILO, IOM, UNDP, UNESCO-IBE, UNHCR, UNICEF, UNITAR, UNOG, UNOPS, WHO, WIPO, WMO | DHL Express Schweiz AG | 01 March 2015 to 28 February 2018 | CHF 745,716.24 |

The tender for express mail was part of a request for proposals for registered and international mail services in 2014. The contract was awarded to DHL Express Schweiz AG, as it offered the most responsive proposal to the requirements set forth in the solicitation documents. The contract is for three years, with the possibility of two further extensions of one year each, until 28 February 2020.

Throughout 2017, Participating Organizations have continued to benefit from the terms and conditions of this contract, reporting a total ECA of CHF 745,716.24 as a result of comparing contract prices with standard mail tariffs.

2017

ECA for Express Mail (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| Gavi | 7,121.00 |
| ILO | 36,487.46 |
| IOM | 33,358.18 |
| UNDP | 3,034.31 |
| UNESCO-IBE | 2,445.00 |
| UNHCR | 250,434.71 |
| UNICEF | 6,524.20 |
| UNITAR | 11,000.00 |
| UNOG | 207,641.98 |
| UNOPS | 7,305.33 |
| WHO | 152,091.52 |
| WIPO | 27,315.00 |
| WMO | 957.55 |
| TOTAL | 745,716.24 |



International Mail

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|--|----------------|-------------------------------------|----------------|
| 2014 | UNOG | ILO, IOM, ITU, UNHCR, UNOG, WHO, WIPO, WMO | Post CH AG | 01 February 2015 to 31 January 2019 | CHF 760,270.20 |

Following a request for proposals issued in 2014, which also included registered Swiss and express mail services, a contract was awarded to Post CH AG for international mail services. The vendor's offer, all factors considered, was the most responsive to the requirements set forth in the solicitation documents. The contract was signed for a duration of three years, with the possibility of two additional periods of one year each, until 31 January 2020. Currently, one further extension remains available.

The reported ECA under the contract in 2017 reached CHF 760,270.20 when compared with standard mail tariffs.

2017

ECA for International Mail (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| ILO | 104,916.92 |
| IOM | 3,494.14 |
| ITU | 41,820.00 |
| UNHCR | 4,690.67 |
| UNOG | 270,861.02 |
| WHO | 125,060.74 |
| WIPO | 184,651.00 |
| WMO | 24,775.71 |
| TOTAL | 760,270.20 |





Registered Swiss Mail

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|--|----------------|-------------------------------------|---------------|
| 2014 | UNOG | Gavi, ILO, IOM, ITU, UNHCR, UNOG, WHO, WMO | Post CH AG | 01 January 2015 to 31 December 2018 | CHF 21,931.41 |

Registered Swiss mail services were included in the tender for international and express mail services launched in 2014. Following the request for proposals, Post CH AG was awarded a contract for said services.

The ECA under the registered Swiss mail contract was estimated at CHF 21,931.41 when compared with basic standard mail tariffs.

2017

ECA Registered Swiss Mail (CHF)

| Participating Organizations | ECA |
|-----------------------------|------------------|
| Gavi | 3,455.00 |
| ILO | 4,870.04 |
| IOM | 664.00 |
| ITU | 852.50 |
| UNHCR | 322.71 |
| UNOG | 5,575.54 |
| WHO | 4,108.29 |
| WMO | 2,083.33 |
| TOTAL | 21,931.41 |



Paper Supply

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendors | Contract Durations | ECA |
|-------------|----------------------|---|--|--|----------------|
| 2016 | UNOG | Gavi, ILO, IOM, ITC, ITU, The Global Fund, UNAIDS, UNICEF, UNOG, WHO, WIPO, WMO | Inapa Suisse SA (Papyrus) Fischer Papier AG Antalis SA | 07 October 2016 to 06 October 2019 13 October 2016 to 12 October 2019 19 October 2016 to 18 October 2019 | CHF 187,163.00 |

Following an invitation to bid launched by UNOG, a panel of eleven experts from ILO, IOM, ITU, UNAIDS, UNICEF, UNOG and WIPO reviewed the technical offers of six vendors.

Four offers were technically compliant and a split contract award was made to three vendors who met the requirements set forth in the solicitation documents and were evaluated to be the lowest cost to the UN: Inapa Suisse SA (since taken over by Papyrus Schweiz AG), Fischer Papier AG and Antalis SA. The contracts were signed for three years with the possibility of extension for a maximum of two additional periods of one year each until 2021.

Comparing the original estimated value of the contracts for five years by the total of the three commercial offers from the awarded vendors, an ECA of CHF 187,163.00 was achieved in 2017 for all three contracts.

2017

ECA for the Supply of Paper (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| Gavi | 1,758.57 |
| ILO | 29,568.80 |
| IOM | 2,840.92 |
| ITC | 5,143.84 |
| ITU | 11,313.68 |
| The Global Fund | 3,752.62 |
| UNAIDS | 2,822.09 |
| UNICEF | 1,527.04 |
| UNOG | 32,139.15 |
| WHO | 13,268.58 |
| WIPO | 79,400.00 |
| WMO | 3,627.71 |
| TOTAL | 187,163.00 |



Fire Detection Maintenance and Equipment

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|-------------------|-------------------------------------|----------------|
| 2014 | UNOG | ILO, ITU, UNICEF, UNOG | Siemens Suisse SA | 01 February 2015 to 31 January 2020 | CHF 414,192.34 |

Following a request for proposals in 2007, the contract for fire detection system maintenance and additional equipment was awarded to Siemens Suisse SA, whose proposal was the most responsive to the requirements set forth in the solicitation documents. As the goods and services were standardized, a contract was signed for a period of five years until 2020, unless earlier terminated in accordance with the terms of the contract.

In 2017, CPAG Members continued to benefit from the same terms and conditions offered under this contract, reporting an ECA of CHF 414,192.34.

2017

ECA for Fire Detection Maintenance and Equipment (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| ILO | 108,787.04 |
| ITU | 14,028.49 |
| UNICEF | 20,139.35 |
| UNOG | 271,237.46 |
| TOTAL | 414,192.34 |



Language Training

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|----------------|--------------------------------|----------------|
| 2011 | ILO | Gavi, ILO, ITU, WIPO | Bell SA | 01 June 2011 to 31 August 2018 | CHF 112,134.03 |

In 2011, ILO initiated the joint tender for language training services and, pursuant to it, Bell SA was awarded the contract for a period of three years, which was subsequently extended until 31 August 2018.

By calculating negotiated rates versus previous rates, CPAG Members reported ECA of CHF 112,134.03 in 2017.

2017

ECA for Language Training (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| Gavi | 8,306.00 |
| ILO | 63,957.83 |
| ITU | 11,755.20 |
| WIPO | 28,115.00 |
| TOTAL | 112,134.03 |



UN Outdoor Flags

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|----------------|------------------------------------|---------------|
| 2016 | UNOG | UNOG, WHO | Waelkens NV | 11 October 2016 to 10 October 2019 | CHF 48,438.10 |



ILO Headquarters

Following a joint invitation to bid led by UNOG for the supply and maintenance of flags for the UN and its Member States, a contract was awarded to Waelkens NV, as its bid substantially conformed to the requirements set forth in the solicitation documents and was evaluated to be the lowest cost to the UN. The contract was awarded for a period of three years from contract signature, with the possibility of two additional periods of one year each until 2021.

In 2017, the reported ECA was CHF 48,438.10, by comparing the awarded offer with the next technically compliant offer over a period of five years.

2017

ECA for UN Outdoor Flags (CHF)

| Participating Organizations | ECA |
|-----------------------------|------------------|
| UNOG | 48,438.10 |
| TOTAL | 48,438.10 |



Driving Services

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendors | Contract Duration |
|-------------|----------------------|-----------------------------|--------------------------------|--------------------------------------|
| 2015 | UNOG | UNDP, UNICEF, UNOG | Sixt Rent-a-Car SA | 31 March 2016 to 30 March 2018 |
| | | | Leaders Limousine Sarl | 12 February 2016 to 31 December 2017 |
| | | | GMC Limousines & Services Sarl | 12 February 2016 to 31 December 2017 |
| | | | Gulf Services | 04 February 2016 to 30 April 2018 |

Following a UNOG-led tender in 2015, five companies were awarded contracts for driving services, one of which expired prior to 2017.

The solicitation's objective was to award contracts to multiple vendors, two of which would be able to provide drivers without vehicles to ensure an increased likelihood of availability of vehicles or personnel when needed at short notice. Vehicles with drivers or drivers only were selected based on the lowest cost vendor who had vehicle or driver availability.

Other than one contract awarded for a period of two years, contracts were awarded for a duration of one year with the possibility of one extension of one year each.

ECA was not reported under these contracts as they are used on an ad-hoc basis.



Office Supplies

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendors | Contract Durations | ECA |
|-------------|----------------------|---|---|---|----------------|
| 2015 | ITU | Gavi, ILO, IOM, ITC, ITU, UNAIDS, UNESCO-IBE, UNICEF, UNITAR, UNOG, UNOPS, WHO, WMO | Office Dépôts BS Lyreco Switzerland SA | 16 April 2016 to 15 April 2018 16 April 2016 to 28 February 2020 | CHF 290,765.30 |

In 2015, ITU led an invitation to bid for office supplies which concluded with a split award between Lyreco Switzerland SA and Office Dépôt BS. Contract duration included the possibility of three extensions of one year each for Office Dépôt BS and one extension of two years for Lyreco Switzerland SA.

Based on the information provided by Members, ECA was reported under both contracts. Under the Office Dépôt BS contract, the ECA was reported by comparing contract prices with the next technically compliant offer, while under the Lyreco Switzerland SA contract, the ECA was identified by comparing with catalogue prices.

Between 01 January and 31 December 2017, CPAG Members achieved an ECA amounting to CHF 290,765.30 for both contracts.

2017

ECA for Office Supplies (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| Gavi | 19,578.00 |
| ILO | 91,112.52 |
| IOM | 9,539.32 |
| ITC | 30,154.15 |
| ITU | 28,200.78 |
| UNAIDS | 1,330.69 |
| UNESCO-IBE | 452.00 |
| UNICEF | 16,634.40 |
| UNITAR | 1,754.94 |
| UNOG | 22,049.23 |
| UNOPS | 20,838.46 |
| WHO | 17,033.73 |
| WMO | 32,087.08 |
| TOTAL | 290,765.30 |



Office Chairs

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|--------------------------------|-----------------|--------------------------------------|----------------|
| 2014 | UNOG | ITC, UNICEF, UNDP, UNOG, UNOPS | Round Office SA | 10 November 2014 to 09 November 2018 | CHF 360,936.68 |

Following a request for proposals led by UNOG in 2014, a contract was awarded to Round Office SA for the supply of office chairs. The contract was awarded for a period of three years with the possibility of two extensions of one year each until 2020. Currently, there is one more extension available.

The estimated ECA for 2017 was identified by comparing with catalogue prices, amounting to CHF 360,936.68.

2017

ECA for Office Chairs (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| ITC | 9,725.14 |
| UNICEF | 11,497.50 |
| UNDP | 2,406.43 |
| UNOG | 332,133.48 |
| UNOPS | 5,174.13 |
| TOTAL | 360,936.68 |



Vehicles for Field Operations

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|------------------------------------|------------------------------------|---------------|
| 2015 | UNHCR | ILO, UNOG | Toyota Gibraltar Stockholdings Ltd | 18 January 2016 to 17 January 2018 | CHF 60,568.31 |

In 2017, Members have benefited from similar terms under the contract awarded to Toyota Gibraltar Stockholdings Ltd (TGS) for the provision of Toyota vehicle models. The contract was signed for an initial period of one year, with the possibility of an additional one-year period, currently underway.

TGS agreed to apply a discount of 3.5% discount on all types of vehicles ordered regardless of the number of vehicles, which amounted to CHF 60,568.31 in reported ECA in 2017.

2017

ECA for Vehicles for Field Operations (CHF)

| Participating Organizations | ECA |
|-----------------------------|------------------|
| ILO | 11,882.44 |
| UNOG | 48,685.87 |
| TOTAL | 60,568.31 |



Subscriptions Journals and Periodicals

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|----------------------------|-------------------------------------|--------------|
| 2015 | UNOG | ITC, UNOG, WIPO | Ebsco Information Services | 01 January 2016 to 31 December 2018 | CHF 7,419.21 |

In 2015, UNOG launched a joint invitation to bid for subscription journals and periodicals for the library. A contract was awarded to Ebsco Information Services, as the vendor's bid substantially conformed to the requirements set forth in the solicitation documents and was evaluated to be the lowest cost to the UN. The contract was signed for an initial two-year period, with the possibility of three one-year renewal options.

In 2017, Members reported an ECA of CHF 7,419.21.

2017

ECA for Subscriptions Journals and Periodicals (CHF)

| Participating Organizations | ECA |
|-----------------------------|-----------------|
| ITC | 3,281.94 |
| UNOG | 969.27 |
| WIPO | 3,168.00 |
| TOTAL | 7,419.21 |



Heating Oil

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|---------------------|--------------------------------------|---------------|
| 2016 | UNOG | UNOG, WHO, WTO | Celsa-Charmettes SA | 30 November 2016 to 29 November 2019 | CHF 21,814.65 |



In 2016, UNOG awarded a contract to Celsa-Charmettes SA for the supply of heating oil. The 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 a period of three years, with the possibility of two extensions of one year each until 2021.

In 2017, ECA of CHF 21,814.65 was reported under the contract by comparing with prices paid under the previous contract, in addition to the vendor offering a discount conditional to the annual volume.

2017

ECA for Heating Oil (CHF)

| Participating Organizations | ECA |
|-----------------------------|------------------|
| UNOG | 7,093.98 |
| WHO | 14,344.52 |
| WTO | 376.15 |
| TOTAL | 21,814.65 |



Mobile Phone Services

| Tender Years | Leading Organizations | Participating Organizations | Awarded Vendors | Contract Durations | ECA |
|--------------|-----------------------|--|--------------------------|--------------------------------|------------------|
| 2015 | UNOG | Gavi, ILO, IOM, ITC, UNAIDS, UNDP, UNICEF, UNITAR, UNOG, UNOPS, WHO, WIPO, WMO | Sunrise Communication AG | 01 August 2016 to 31 July 2018 | CHF 3,282,374.47 |
| 2013 | ITC | | Swisscom | 01 February 2014 - present | |

Following a UNOG-led procurement process, 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 some of the Members. Furthermore, ITC awarded a contract to Swisscom for the provision of mobile phone services. This contract was signed for an initial period of 24 months, with the possibility of extension.

In 2017, a total ECA of CHF 3,282,374.47 was calculated for mobile phone services.



2017

ECA for Mobile Phone Services (CHF)

| Participating Organizations | ECA |
|-----------------------------|---------------------|
| Gavi | 245,503.00 |
| ILO | 354,938.02 |
| IOM | 139,011.59 |
| ITC | 107,128.98 |
| UNAIDS | 184,191.63 |
| UNDP | 51,080.90 |
| UNICEF | 133,694.21 |
| UNITAR | 7,855.84 |
| UNOG | 544,050.96 |
| UNOPS | 250,073.07 |
| WHO | 1,146,150.56 |
| WIPO | 100,000.00 |
| WMO | 18,695.71 |
| TOTAL | 3,282,374.47 |



Multi-Functional Printers

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|---|--------------------------------|-------------------------------------|------------------|
| 2011 | UNOG | ILO, UNESCO-IBE, UNICEF, UNITAR, UNOG, UNOPS, WIPO, WMO | Sharp Electronics (Schweiz) AG | 01 October 2012 to 26 November 2017 | CHF 3,364,038.28 |

Following a request for proposals in 2011, a contract for multi-functional printers was awarded to Sharp Electronics (Schweiz) AG for a period of three years with the possibility of two one-year extensions until 2017.

Under this contract, Members reported an ECA off catalogue prices that added up to CHF 3,364,038.28 in 2017.

2017

ECA for Multi-Functional Printers (CHF)

| Participating Organizations | ECA |
|-----------------------------|---------------------|
| ILO | 1,161,481.69 |
| UNESCO-IBE | 18,588.00 |
| UNICEF | 211,607.55 |
| UNITAR | 70,296.30 |
| UNOG | 1,437,913.44 |
| UNOPS | 148,689.91 |
| WIPO | 100,000.00 |
| WMO | 215,461.39 |
| TOTAL | 3,364,038.28 |

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration |
|-------------|----------------------|------------------------------|--------------------------------|--------------------------------------|
| 2017 | UNOG | ILO, UNICEF, UNOG, WIPO, WMO | Sharp Electronics (Schweiz) AG | 01 October 2017 to 30 September 2020 |

In May 2017, UNOG launched an invitation to bid for the provision of multi-functional printers with the deadline of 07 July 2017. 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. ECA under this contract will be reported in 2018.



HP Servers and Maintenance

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|------------------------------|-----------------------------|--------------------------------------|----------------|
| 2013 | ILO | ILO, ITC, UNICEF, UNOG, WIPO | Hewlett Packard Suisse (SA) | 01 December 2013 to 31 December 2017 | CHF 809,406.61 |

In 2013, ILO was the Leading 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.

Alongside the Leading Organization, other Members also enjoyed the terms and conditions of this contract in 2017, highlighting an ECA of CHF 809,406.61 by comparing contract prices with market prices.

2017

ECA for HP Servers and Maintenance (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| ILO | 437,588.69 |
| ITC | 167,023.14 |
| UNICEF | 12,687.02 |
| UNOG | 160,001.76 |
| WIPO | 32,106.00 |
| TOTAL | 809,406.61 |



Original Toner and Inkjet Cartridges

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|-----------------------|---------------------------------|---------------|
| 2015 | UNOG | UNDP, UNICEF, UNOG | Lyreco Switzerland SA | 20 January 2016 to 19 July 2018 | CHF 30,339.59 |

In September 2015, an invitation to bid was launched in order to award a contract for the provision of original toners and inkjet cartridges. A contract was awarded to Lyreco Switzerland SA, as its offer was considered to be the most responsive to the requirements set forth in the solicitation documents. The contract was signed for a period of two years from the effective date until 19 July 2018, including extensions.

The ECA was calculated by comparing current contract prices with the average of the other technically compliant offers, adding up to CHF 30,339.59 in 2017.

2017

ECA for Original Toner and Inkjet Cartridges (CHF)

| Participating Organizations | ECA |
|-----------------------------|------------------|
| UNDP | 1,018.56 |
| UNICEF | 730.98 |
| UNOG | 28,590.05 |
| TOTAL | 30,339.59 |



Rental of IT Equipment

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-------------------------------------|----------------|-------------------------------------|----------------|
| 2015 | WHO | ILO, UNESCO-IBE, UNITAR, UNOPS, WHO | Danoffice SA | 01 January 2016 to 31 December 2017 | CHF 132,925.55 |

Following a request for proposals launched by WHO in 2015, a contract was awarded to Danoffice SA for the supply and installation of IT equipment, required to support the meetings of governing bodies in 2016 and 2017, as the selected proposal received the best score for the two-year period. The vendor owns and has the capacity to stock large amounts of devices, as well as transport and deploy them in a timely manner and geographically close to Geneva.

By comparing with the next most competitive offer, an ECA of CHF 132,925.55 was established for 2017.

2017

ECA for Rental of IT Equipment (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| ILO | 117,079.13 |
| UNESCO-IBE | 622.00 |
| UNITAR | 2,172.41 |
| UNOPS | 5,483.42 |
| WHO | 7,568.59 |
| TOTAL | 132,925.55 |



Novell Licenses & Support

| Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|----------------------|-----------------------------|-----------------------|-------------------------------------|---------------|
| UNOG | ILO, UNOG | ID Integrated Data SA | 07 January 2016 to 31 December 2018 | CHF 47,808.50 |

Members benefit 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 set out in a new contract was established from 07 January 2016 to 31 December 2018.



Many entities throughout the Geneva duty stations have also accepted and implemented the products of Novell Open Enterprise Server, NetWare Services and Zen. Although the Licensing Agreement itself is signed directly with Novell, entities work with a Fulfillment 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.

An ECA amounting to CHF 47,808.50 was calculated by comparing offered rates with catalogue prices.

2017

ECA for Novell Licensing & Support (CHF)

| Participating Organizations | ECA |
|-----------------------------|------------------|
| ILO | 40,161.57 |
| UNOG | 7,646.93 |
| TOTAL | 47,808.50 |



Shatter Resistant Film

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|-----------------|-------------------------------------|--------------|
| 2017 | ITU | ITU, WIPO | Filmtek Limited | 06 October 2017 to 19 December 2017 | CHF 7,354.00 |

In 2017, ITU published a solicitation for the provision and installation of shatter resistant film, with the participation of WIPO. ITU and WIPO carried out their own evaluation separately, however both organizations decided to award a contract to Filmtek Limited, who submitted the technically compliant and lowest cost bid. A contract was awarded until 19 December 2017.

ECA is established by comparing the awarded contract prices with the average of the other technically compliant offers, in addition to a 3.5% discount.

In 2017, the reported ECA under this contract totalled CHF 7,354.00.

2017

ECA for Shatter Resistant Film (CHF)

| Participating Organizations | ECA |
|-----------------------------|-----------------|
| ITU | 7,354.00 |
| TOTAL | 7,354.00 |



Provision of Ballistic Vests and Helmets

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration |
|-------------|----------------------|-----------------------------|-----------------------|-------------------------------|
| 2016 | UNICEF | UNICEF, UNOG | J.&D. Wilkie, Limited | 8 August 2016 to 23 June 2018 |

UNICEF's Long Term Agreement for the provision of ballistic vests and helmets was awarded to J.&D. Wilkie, Limited. The tender was competitively undertaken after a prequalification exercise. The Agreement is valid until 23 June 2018.

The ECA methodology used for this Agreement was established by comparing the awarded contract prices with the average of the other technical compliant offers. ECA under this contract will be reported in 2018.



Supply and Delivery of Visibility Items

| Tender Year | Leading Organization | Participating Organizations | Awarded Vendor | Contract Duration | ECA |
|-------------|----------------------|-----------------------------|---|-----------------------------|----------------|
| 2016 | UNOG | UNHCR, UNOG, UNOPS | Shanghai Koyo – Anp Import & Export Co., Ltd. | 01 June 2017 to 31 May 2020 | CHF 111,000.80 |

Following an invitation to bid launched by UNOG in November 2016, 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.

It must be noted that there was no previous contract in place for the said services, and thus Members reported ECA by comparing prices under this contract with previous purchase order prices. The total ECA for the supply and delivery of visibility items in 2017 was CHF 111,000.80.

2017

ECA for Supply and Delivery of Visibility Items (CHF)

| Participating Organizations | ECA |
|-----------------------------|-------------------|
| UNHCR | 16,910.26 |
| UNOG | 49,826.67 |
| UNOPS | 44,263.87 |
| TOTAL | 111,000.80 |

Joint Tenders



In 2017, CPAG Members initiated several tenders, some of which have already led to contract awards, while others are on-going.



Electricity

| Leading Organization | Participating Organizations | Awarded Vendor |
|----------------------|---|--------------------------------|
| WIPO | ILO, IOM, ITC, ITU, UNESCO-IBE, UNHCR, UNICEF, UNOG, WHO (UNAIDS), WIPO, WMO, WTO | Services Industriels de Genève |

With the electricity supply contract with Romande Energie due to expire on 31 December 2017, WIPO, in coordination with UNOG and ITC, launched an invitation to bid for the supply of electricity. The distribution of electricity remains under the monopoly of Services Industriels de Genève (SIG).

CPAG Members agreed that the tender would be split in two phases: (i) Request for Expression of Interest (REOI), used to technically pre-qualify the suppliers; and (ii) commercial bid submission.

The REOI closed on 15 March 2017, with six companies submitting a technical offer, of which four companies prequalified and were subsequently invited to submit a commercial bid, with a deadline for submission of 19 June 2017. The opening and award took place at WIPO, with Participating Organizations present. The contract was awarded to SIG, 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 a period of three years from 01 January 2018 to 31 December 2020.

The established ECA methodology will be identified by comparing the previous contract prices with prices under the new contract.



Medical Evacuation and Repatriation

| Leading Organization | Participating Organizations | Awarded Vendor |
|----------------------|-----------------------------|-------------------|
| UNOG | UNHCR, UNOG | SOS Assistance SA |

UNOG, as Leading Organization, with the participation of UNHCR, launched a tender for medical evacuation and repatriation services for the UN Secretariat staff members on official missions.

A REOI was published on 23 November 2016 with a closing date of 14 December 2016. In addition to the responses received after the publishing of the REOI, UNOG undertook extensive market research to identify additional suitable vendors for the required service. This was made to ensure that the number of invitees was in accordance with the thresholds stipulated in the UN Procurement Manual and to maximize effective international competition.

A request for proposals was issued on 13 June 2017, with a closing date of 08 September 2017, resulting in four vendors responding. Following the completion of the technical evaluation in October 2017, three proposals were found technically compliant and were commercially evaluated.

The contract was awarded to SOS Assistance SA, whose proposal, all factors considered, 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, between 15 March 2018 to 14 March 2021, with the option to extend for two one-year periods until 14 March 2023.

The established ECA methodology will be based on the vendor's negotiated discounts with hospitals, doctors, air ambulances, and so forth, reported at the end of each year.





Multi-Functional Printers

| Leading Organization | Participating Organizations | Awarded Vendor |
|----------------------|------------------------------|--------------------------------|
| UNOG | ILO, UNICEF, UNOG, WIPO, WMO | Sharp Electronics (Schweiz) AG |

In May 2017, UNOG launched an invitation to bid for the provision of multi-functional printers with the deadline of 07 July 2017. Four bids were received, of which three were deemed technically compliant and were commercially evaluated.

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. The contract was signed from 01 October 2017 for a period of three years until 30 September 2020, with the possibility of two additional extension periods of up to one year each.

The established ECA methodology will compare the previous contract prices with those under the new contract.



© UNHCR/Roger Arnold



Shatter Resistant Film

| Leading Organization | Participating Organizations | Awarded Vendor |
|----------------------|-----------------------------|----------------|
| ITU | ITU, WIPO | Filmtek Ltd |

In May 2017, ITU, in its role of Leading Organization, with the participation of WIPO, launched an invitation to bid for the provision and installation of shatter resistant film.

Bidders were informed that they would have the opportunity to submit either a bid for ITU's requirements only, a bid for WIPO's requirements only, or two bids for both requirements. In case of submission of two bids, they would be evaluated separately. As such, each Organization could award the contract to a different bidder. Bidders were requested to indicate the applicable volume discount in their bids, should the two contracts be awarded to the same bidder.

Within the bid closing date, six vendors submitted bids and following the commercial evaluation, a contract was awarded to Filmtek Ltd, 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 entered into force on 06 October 2017 with the expiration date of 19 December 2017.

The established ECA will be identified by comparing the awarded contract price with the average of the other technically compliant offers, and adding the 3.5% discount offered by Filmtek Ltd.

The Global Fund's future Headquarters





Chinese Translation Services

| Leading Organization | Participating Organizations | Awarded Vendors |
|----------------------|-----------------------------|---|
| UNOG | UNOG, WMO | Amplexor Luxembourg S.à.r.l. China Translation Corporation |

A request for proposals was led by UNOG in 2016 for translation, editing and related typing of UN documents into Chinese, incorporating the requirements and volumes of WMO as Participating Organization.

Following the technical evaluation of the 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. Amplexor Luxembourg S.à.r.l., for the translation of English and French into Chinese; and China Translation Corporation for the translation of French, Spanish and Russian into Chinese.

The contracts started on 24 April 2017 and 20 April 2017 respectively, for an initial three-year period with the possibility of two one-year extensions, unless earlier terminated in accordance with the terms of the contracts.



Standardized/ Non-Standardized Furniture

| Leading Organization | Awarded Vendor |
|----------------------|--------------------------------|
| ILO | NOS New Organisation System SA |

In 2017, ILO led a tender for the supply, installation and maintenance of office furniture for their Geneva based headquarters. After a competitive bidding process, a Long Term Agreement was signed with NOS New Organisation System SA from 16 October 2017 to 15 October 2020.

The Agreement was made available to all CPAG Members, with five Members expressing interest in benefiting from ILO's Agreement.

An ECA methodology is being established.

Future Tenders

At every Quaterly Meeting, CPAG Members work together to identify new joint tenders to be launched and the Organization that will lead the process.

The following tenders are expected to be undertaken by CPAG Members in 2018:



Rental of IT Equipment



WHO launched a new tender for the rental of IT equipment in the 1st Quarter of 2018 to have a contract in place at the earliest in 2018.



Language Training



Considering that the contract for the provision of language training is due to expire in August 2019, ILO intends to launch a tender for these services in the 2nd Quarter of 2018.



Original Toners and Inkjet Cartridges



UNOG is currently developing the solicitation documents to launch a tender for the provision of original toners and inkjet cartridges. The procurement process is expected to be initiated by the 2nd Quarter of 2018, to ensure that a contract is in place by July 2018.



Desktop and Laptop Computers



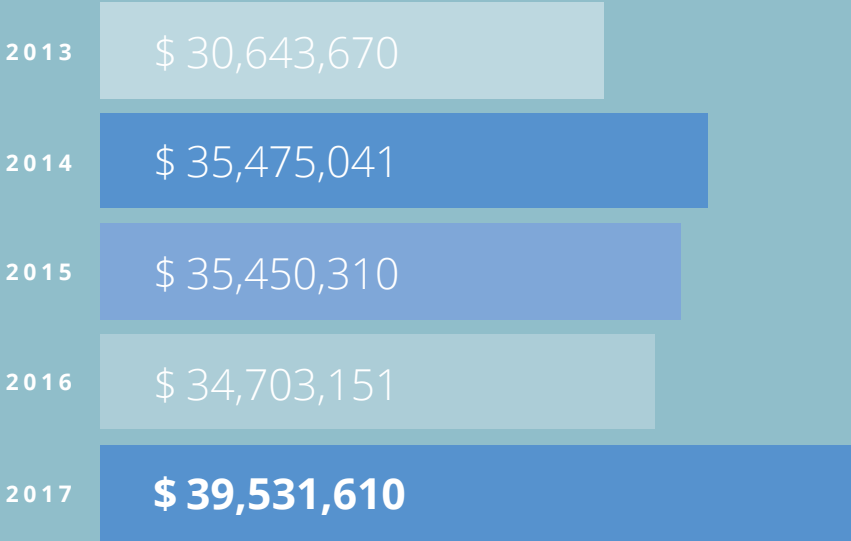
ILO will be conducting a tender for the purchase of desktop and laptop computers. A tender is expected to be launched in the 2nd Quarter of 2018 to have a contract in place by the end of the year.

Key Figures

In 2017, CPAG delivered on targets and objectives projected by the Members achieving a total ECA of USD 39,531,610, resulting from the 27 common contracts shared by CPAG Members.

Total ECA 2013-2017 (USD Millions)

The ECA statistics are based on information that Members provided to the CPAG Secretariat. The overall figures never fail to demonstrate that collaboration is the way forward, with ECA data on the rise since 2013.

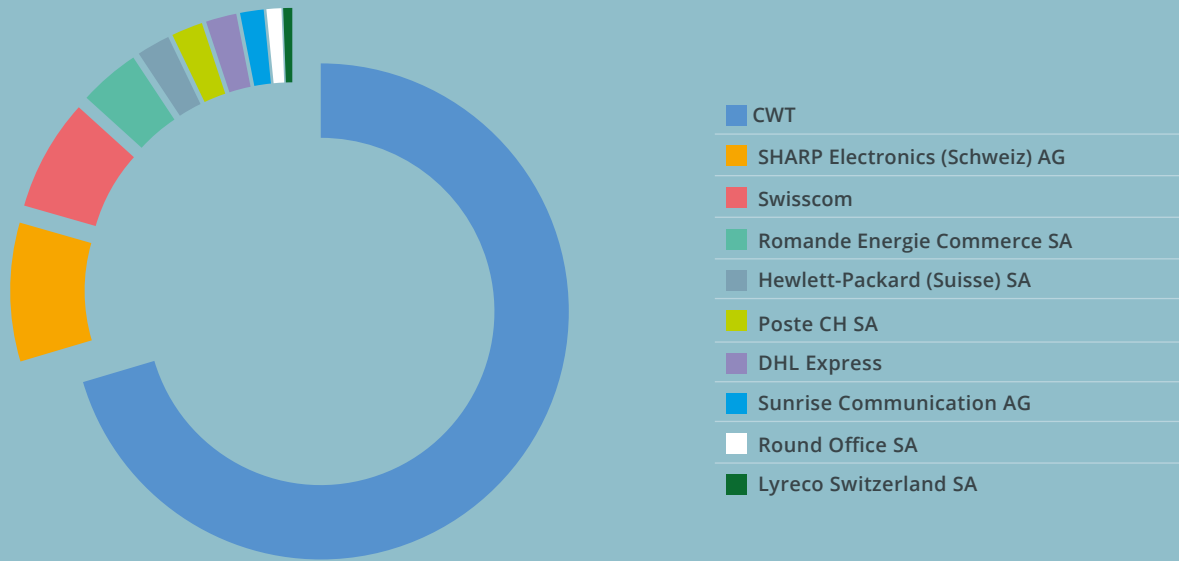


© UNHCR/Roger Arnold



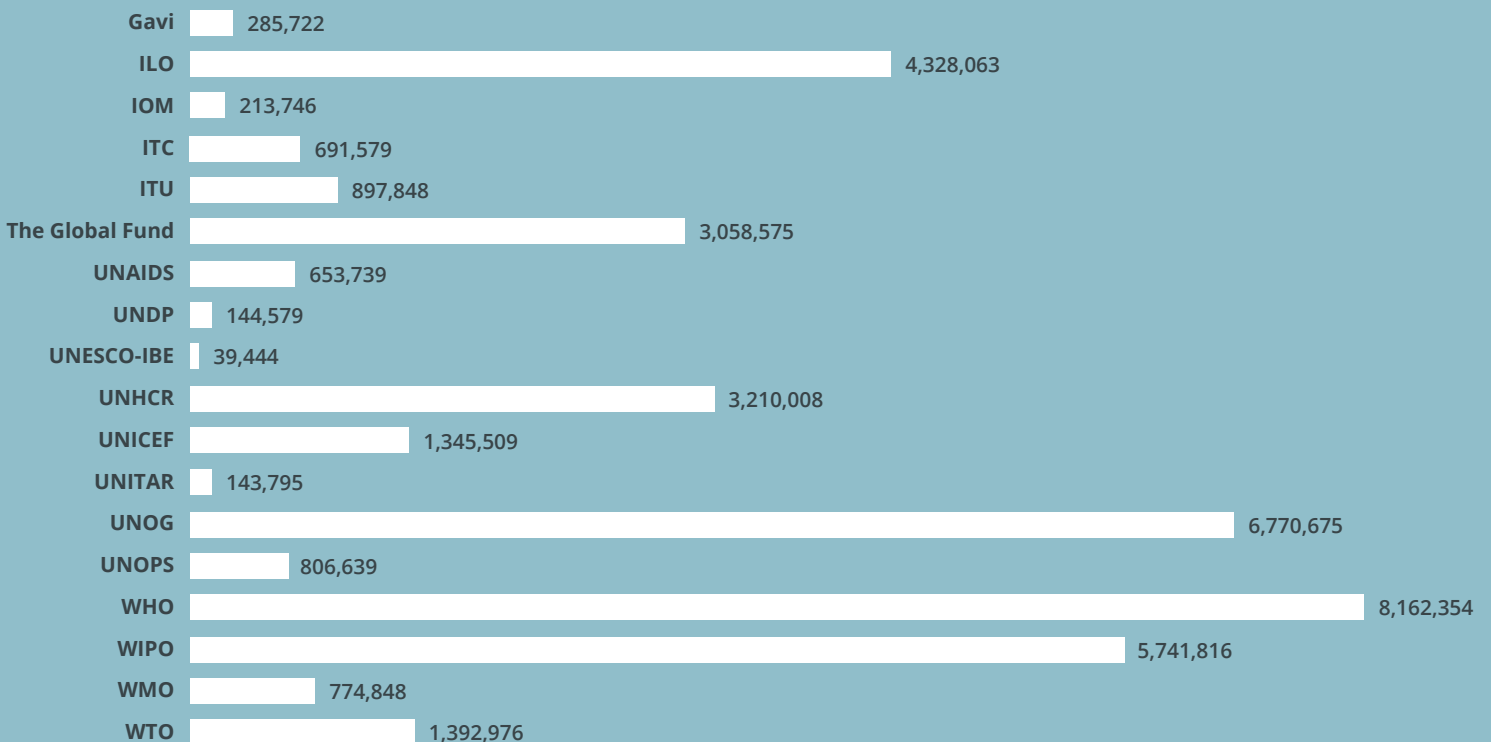
Common Contracts Providing the Highest ECA Figures

The below common contracts provided the highest ECA figures in 2017.



ECA by Member Organization (CHF)

In 2017, every CPAG Member reported important ECA data, as a result of the common contracts. The ECA figure comparison largely depends on the size and requirements of Members.



Way Forward

To continue its important work, CPAG plans to identify new joint solicitations to be undertaken and increase the amount of common contracts. CPAG Secretariat shall also endeavour to identify more ECA data from piggyback contracts to properly capture all the benefits of being a part of CPAG.

A high level of information sharing between Members will continue to be encouraged. The importance of Members communicating their needs, questions and concerns, thereby addressing the requirements of their procurement offices effectively, cannot be overemphasized.

CPAG's current working group will focus on identifying standardized methodologies to calculate ECA figures and enhance harmonization in the reporting of ECA data by Members. CPAG will also examine the inclusion of administrative ECA data of conducting one tender, rather than multiple separate tenders. As part of its ongoing mission, CPAG is further committed to address new areas that may require development.

Relevant training courses will continue to be identified, with a focus on having such courses carried out locally and hosted by CPAG Members, starting with ILO, ITC and WMO volunteering to host training courses in 2018. Members will also try to organize joint business seminars focused on the UN procurement process, as well as events in collaboration with the private sector in order to explore new, innovative procurement practices.



Member Statements

CPAG prides itself on finding ways to address Members' expectations and helping them achieve their goals. Hear what our Members have to say about CPAG:

“It was a pleasure chairing CPAG for one year thanks to the support of the CPAG Secretariat. ITC has always benefited from CPAG common tendering, since it can leverage more advantageous prices gained from volume discounts. We enjoy the experience of sharing good practices with experienced professional Members, reinforcing the spirit of working as one while keeping a flexible common sense approach to specific needs. CPAG is an excellent example of teamwork among the UN Family.”

Sophie HECHT DE ALWIS

CPAG Chairperson & Chief of Central Support Services, ITC

“UNDP is a relatively young CPAG Member as it joined the group in 2014. It has been a great experience and UNDP has really appreciated to be part of such an active and professional team. The goal of working together in Geneva with the different UN offices is a great asset and the exchange among all Members is very important. Giving the possibility to the small UNDP Liaison Office to participate is a great honour and asset. The hard work done to find the best cost effective solutions in so many different matters is important as well as the knowledge sharing. The learning management done by the CPAG Secretariat is also very efficient and valued.”

Nancy BOURQUIN

Finance and Procurement Associate, UNDP Liaison Office

“CPAG represents joint procurement experiences and best practices of the agencies based in Geneva and being part of it gives a unique opportunity to tap into that experience. It also facilitates the cooperation among agencies with the aim of achieving savings by leveraging the volumes of commonly procured goods and services. Being a Member of CPAG is of strategic importance to ITU”.

Elisabeth ECKERSTROM

Head of Procurement Division, ITU

“Being a CPAG Member provides real benefits for IOM. Cost savings and increased purchasing power are the primary advantages. CPAG membership also provides an incredible source of ideas which can be shared for the benefit of each organization. IOM would like to recognize the work done by CPAG to promote and improve the accessibility of information and best procurement practices and would like to compliment the proactive role of CPAG's Secretariat. IOM is proud to be part of CPAG.”

Anne DELAUNAY

Head of Common Services, IOM

“CPAG is all about success: *“Coming together is a beginning, staying together is progress, working together is success”*. Success achieved through working together, collaboratively, strategically, developing a collaborative thinking and working approach that delivers the fullest possible range of benefits to make the procurement function increasingly efficient, innovative and commercially influential. Joining CPAG is a rewarding experience for UNITAR. We would like to commend the CPAG Secretariat for their leadership and express our appreciation to all Members for sharing their knowledge, which experience and contribute to the success of the group.”

Marina VASILESCU

Head of Procurement, UNITAR

“CPAG is the perfect illustration of a state of the art, pragmatic and efficient collaborative procurement mechanism. The key to its long lasting success are the experience and enthusiasm of its Members, their capacity to think outside the box and, last but not least, the crucial support of a tenacious Secretariat. CPAG is a real asset for WHO procurement and a very rewarding experience.”

François JORDA

Senior Procurement Officer, WHO



Contact

Sarah Colacci

Secretariat Coordinator, CPAG

Palais des Nations

1211, Geneva 10, Switzerland

sarah.colacci@un.org

+41 022 917 35 78