

[CPAG ANNUAL REPORT] 2016



COMMON PROCUREMENT ACTIVITIES GROUP
GENEVA-BASED UNITED NATIONS ENTITIES AND OTHER
INTERNATIONAL ORGANIZATIONS



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Foreword

In 2016, the Common Procurement Activities Group (CPAG) delivered Estimated Cost Avoidance (ECA) in the total amount of CHF 35,570,730, as reported by CPAG's 18 Member Organizations.

2016 revealed a solid increase in joint activities by the inter-agency procurement network, demonstrating that CPAG's Management Board continues to function effectively through strong governance, crucial to its long-term success.

CPAG Members identified new tenders to issue as a collaborative group, notably for UN outdoor flags, mobile phone services, office supplies, paper and heating oil. Meanwhile, joint tenders for Chinese translation and diplomatic pouch services will be finalized in 2017. Members also identified the following major anticipated tenders for the upcoming year: multi-function printers; medical evacuation and repatriation; and, electricity supply.

On over 70 occasions, Members volunteered useful information to the group, from sharing active contracts and terms of reference, providing professional input on procurement practices, to putting forward experiences with respect to vendor performance.

Further, procurement training sessions amongst CPAG Member Organizations increased from 2015 with at least 40 Geneva-based staff attending training sessions in Copenhagen, Geneva and Rome. Other developments include, CPAG's website, implemented in 2015 and hosted on the United Nations Global Marketplace (UNGM), which met Members' expectations in terms of functionality, storage space and ease of use. Members also finalized a long term working group to streamline the procurement process for CPAG tenders.

CPAG was also pleased to welcome two new Members to the group:

- UN Office for Project Services (UNOPS): recognized as the operational arm of the UN, by supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world; and
- UN Institute for Training and Research (UNITAR): known as the training arm of the UN System, with the mandate to enhance the effectiveness of the UN through diplomatic training, and to increase the impact of national actions through public awareness-raising, education and training of public policy officials.

On behalf of the Secretariat, I would like to thank our valued Members for their strong commitment towards the success of this collaborative procurement group.



Yann Kervinio

Secretary of CPAG
Chief, Procurement and Contracts Unit
UN Office at Geneva

ABOUT CPAG



BACKGROUND

CPAG is a long-standing procurement network committed to leading efforts to join and harmonize practices amongst the 18 Geneva-based UN entities and international organizations with the intention of increasing the efficiency of its procurement activities, through the consolidation of requirements, joint solicitations, regular knowledge sharing, and so forth.

The inter-agency group was established on 15 May 1952 following the conclusions of the Committee on the Coordination of Purchase and Supply Services of the UN Office and Specialized Agencies at Geneva. It is governed by its Statutes and Rules of Procedure adopted on 22 April 2005, and revised on 01 October 2015.



MISSION

With due regard for the constitutional, budgetary and administrative autonomy of each Member Organization, CPAG endeavours to standardize procurement activities and centralize requirements, by purchasing as a collaborative group, while bearing in mind the diverse policies and practices amongst Member Organizations.

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

- Promoting the standardization of procurement policies, standards, procedures and procurement training programmes;
- Promoting 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 Member Organizations; and
- Benefiting from economy of scales by pooling procurement requirements.





COMPOSITION

Management Board

The Management Board is currently composed of 18 Geneva-based UN entities and international organizations.

It is further comprised of a Chairperson, Vice-Chairperson and up to two representatives of each Member Organization.

The main functions of the Management Board are:

- Examine and approve applications for CPAG membership;
- Determine operating costs;
- Establish advisory committees and working groups on specific procurement operations;
- Lay down and approve the policy and rules of procedures to be followed by CPAG;
- Ensure continuous transparent communication as to their participation in a tender prior to the launch of the tender;
- Agree on a date once or twice per year to provide their respective procurement plans in order to identify opportunities for more creative joint procurement activities; and
- Report ECA information.



Secretariat

The Purchase and Transportation Section at UNOG acts as Secretariat of CPAG, and is managed by the Procurement and Contracts Unit. It consists of a Secretary and Secretariat Coordinator.

Amongst its responsibilities, the Secretariat prepares the agenda and minutes for Management Board meetings, and is responsible to the Management Board for acting on decisions and instructions. It also calls for the establishment of working groups on specific procurement operations, and supports them, as needed.

Amongst many other things, the Secretariat is involved in the planning, developing and coordinating all procurement aspects of CPAG solicitations of significant complexity related to the procurement of goods and services. In addition, the Secretariat prepares the CPAG annual report with incorporated ECA information. It acts as a liaison for the exchange of information between CPAG Members on specific matters. It also maintains the CPAG website from a content management position, and ensures that it is regularly updated with information provided by Members.

Chairperson and Vice-Chairperson

The Chairpersonship and Vice-Chairpersonship of the CPAG Management Board is held for one year, effective 01 June until 31 May of the following year, by rotation of one representative of each Member Organization, in the order previously established by the Secretariat and approved by the Management Board. Upon termination of the one-year tenure, the Vice-Chair is automatically appointed to Chairperson.





List of Member Organizations in 2016

Member Organization	Acronym	Mission Statement
Gavi, the Vaccine Alliance	Gavi	Saving children’s lives and protecting people’s health by increasing equitable use of vaccines in lower-income countries.
UN Educational, Scientific and Cultural Organization -International Bureau of Education	UNESCO-IBE	To provide support and promote innovative solutions to the challenges faced by ministries of education and governments in the complex task of improving equity, quality, relevance and effectiveness of curriculum, teaching, learning and assessment processes and outcomes.
International Labour Organization	ILO	Promotes social justice and internationally recognized human and labour rights, pursuing its founding mission that social justice is essential to universal and lasting peace.
International Organization for Migration	IOM	Dedicated to promoting humane and orderly migration for the benefit of all by providing services and advice to governments and migrants.
International Telecommunication Union	ITU	Committed to connecting all the world’s people, wherever they live and whatever their means. Protects and supports everyone’s fundamental right to communicate.
International Trade Centre	ITC	Fosters inclusive and sustainable economic development, and contributes to achieving the UN Global Goals for Sustainable Development. It works towards creating ‘trade impact for good’.
Joint United Nations Programme on HIV/AIDS	UNAIDS	An innovative partnership that leads and inspires the world in achieving universal access to HIV prevention, treatment, care and support.
The Global Fund to Fight AIDS, Tuberculosis and Malaria	Global Fund	A 21st-century partnership organization designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics.
United Nations Children’s Fund	UNICEF	Advocates for the protection of children’s rights, to help meet their basic needs and to expand their opportunities to reach their full potential.
United Nations Development Programme	UNDP	Works on helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion.
United Nations High Commissioner for Refugees	UNHCR	Leads and coordinates international action for the world-wide protection of refugees and the resolution of refugee problems.
United Nations Institute for Training and Research	UNITAR	Enhances the effectiveness of the UN through diplomatic training, and increases the impact of national actions through public awareness-raising, education and training of public policy officials.
United Nations Office at Geneva	UNOG	By providing key infrastructure and support, contributes significantly to efforts to maintain international peace and security, to advance disarmament, to protect and promote human rights, to eradicate poverty, to implement sustainable development practices and to provide fast, effective humanitarian relief in emergencies.
United Nations Office for Project Services	UNOPS	An operational arm of the UN, supports the successful implementation of its partners’ peacebuilding, humanitarian and development projects around the world.
World Health Organization	WHO	Works side by side with governments and other partners to ensure the highest attainable level of health for all people.
World Intellectual Property Organization	WIPO	Leads the development of a balanced and effective international intellectual property system that enables innovation and creativity for the benefit of all.
World Meteorological Organization	WMO	Provides world leadership and expertise in international cooperation in the delivery and use of high-quality, authoritative weather, climate, hydrological and related environmental services by its Members, for the improvement of the well-being of societies of all nations.
World Trade Organization	WTO	The only global international organization dealing with the rules of trade between nations. At its heart are the WTO agreements, negotiated and signed by the bulk of the world’s trading nations and ratified in their parliaments. The goal is to ensure that trade flows as smoothly, predictably and freely as possible.

Governance

Schedule

In principle, the Management Board meets when convened by its Chairperson, and at least once every quarter, which includes a regular session per year.

Members can also meet for extraordinary sessions, at the request of the Secretariat or any Member Organization, addressed to the Chairperson.

In 2016, quarterly meetings took place on the following dates:

- 31 March 2016
- 02 July 2016
- 15 December 2016

The projected schedule of quarterly meetings in 2017 is:

- 21 March 2017
- 21 June 2017
- 06 September 2017
- 12 December 2017

New Membership

2016 brought a surge in requests by Geneva-based international organizations to join CPAG, with both UNOPS and UNITAR joining as Members, effective 01 January 2016.

CPAG welcomes the following entities to submit their candidature to become Member of CPAG:

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

Chairperson History and Rotation

The Management Board in its 2nd Quarterly Meeting of 2016, approved the appointment of Gavi as Chairperson.

At its 2nd Quarterly Meeting of 2017, the Management Board will be requested to approve the appointment of the representative of ITC as Chair and the representative of WTO as Vice-Chair from 21 June 2017 until the 2nd Quarterly meeting the following June.

Chairpersonship by Year

Year	Chair	Vice-Chair
2030-2031	UNESCO-IBE	WMO
2029-2030	ILO	UNESCO-IBE
2028-2029	UNOG	ILO
2027-2028	WHO	UNOG
2026-2027	WIPO	WHO
2025-2026	ITU	WIPO
2024-2025	UNOPS	ITU
2023-2024	UNITAR	UNOPS
2022-2023	UNDP	UNITAR
2021-2022	UNHCR	UNDP
2020-2021	IOM	UNHCR
2019-2020	UNAIDS	IOM
2018-2019	WTO	UNAIDS
2017-2018	ITC	WTO
2016-2017	Gavi	Global Fund
2015-2016	UNICEF	Global Fund



OPERATIONAL COSTS

Every year, each Member Organization pays the Financial Resources Management Section at UNOG, its share of the annual operating costs, in accordance with the proportions fixed by the Management Board. These costs include expenditures related to salaries and administrative costs, and are apportioned to a Member on the basis of their relative staffing strengths as published yearly by the Chief Executives Board for Coordination, or otherwise as provided by Members.

The Management Board decided at the 2nd Quarterly Meeting of 2016 to implement an annual fixed fee in the amount of USD 2,500 effective as of 01 January 2017, with the balance apportioned amongst Members according to the number of staff in their Geneva-based organization holding at least a fixed term contract. The total cost to run CPAG in no way increases as a result of the mentioned fixed fee.

Costs for 2016

The total operational cost for 2016 in the amount of USD 182,300 was approved by Members at its 2nd Quarterly Meeting of 2016 on 12 July 2016. The operational cost reflects the common costs of the CPAG Secretariat composed as follows:

- USD 3,000 office expenses;
- 12 months of the annual standard salary cost of a P-3 in 2016, USD 179,300.

More specifically, the 2016 operational cost attributed to CPAG Members was calculated by identifying the salary of a Procurement Officer at the P-3 level (in 2016), responsible for the role of Secretariat Coordinator, and proportionally splitting the amount amongst Members according to the number of staff in their organization holding at least a fixed term contract as of 31 December 2015, once the annual fixed fee in the amount of USD 2,500 is subtracted.

Member Organization	Staff per Member Organization	Percent (%) Member's Staff over Total Staff	Annual Fixed Membership Fee	Remaining Cost for Services	Total Provisional Share per Organization
Gavi	233	2.12%	2,500.00	2,913.83	5,413.83
GlobalFund	685	6.24%	2,500.00	8,566.40	11,066.40
ILO	1,162	10.58%	2,500.00	14,531.61	17,031.61
IOM	198	1.80%	2,500.00	2,476.13	4,976.13
ITC	265	2.41%	2,500.00	3,314.01	5,814.01
ITU	712	6.49%	2,500.00	8,904.05	11,404.05
UNAIDS	227	2.07%	2,500.00	2,838.79	5,338.79
UNDP	62	0.56%	2,500.00	775.35	3,275.35
UNESCO-IBE	17	0.15%	2,500.00	212.60	2,712.60
UNHCR	685	6.24%	2,500.00	8,566.40	11,066.40
UNICEF	272	2.48%	2,500.00	3,401.55	5,901.55
UNITAR	38	0.35%	2,500.00	475.22	2,975.22
UNOG	2,871	26.15%	2,500.00	35,903.84	38,403.84
UNOPS	68	0.62%	2,500.00	850.39	3,350.39
WHO	1,508	13.74%	2,500.00	18,858.58	21,358.58
WIPO	1,040	9.47%	2,500.00	13,005.92	15,505.92
WMO	291	2.65%	2,500.00	3,639.16	6,139.16
WTO	645	5.87%	2,500.00	8,066.17	10,566.17
TOTAL	10,979	100.00%	\$45,000.00	\$137,300.00	\$182,300.00

Costs for 2017

At its 2nd Quarterly Meeting of 2017 on 21 June 2017, the Secretariat will propose the total operational cost for 2017 in the amount of USD 174,372:

1. USD 3,000 office expenses;
2. 12 months of the annual standard salary cost of a P-3 in 2017, USD 171,372.

Alike 2016, the 2017 operational cost attributed to CPAG Members is calculated by identifying the salary of a Procurement Officer at the P-3 level (in 2017), and then proportionally splitting the amount amongst Members according to the number of staff in their organization holding at least a fixed term contract as of 31 December 2016, once the annual fixed fee in the amount of USD 2,500 is subtracted.



Member Organization	Staff per Member Organization	Percent (%) Member's Staff over Total Staff	Annual Fixed Membership Fee	Remaining Cost for Services	Total Provisional Share per Organization
Gavi	265	2.34%	2,500.00	3,024.31	5,524.31
GlobalFund	725	6.40%	2,500.00	8,274.06	10,774.06
ILO	1,149	10.14%	2,500.00	13,112.95	15,612.95
IOM	212	1.87%	2,500.00	2,419.45	4,919.45
ITC	297	2.62%	2,500.00	3,389.51	5,889.51
ITU	705	6.22%	2,500.00	8,045.81	10,545.81
UNAIDS	205	1.81%	2,500.00	2,339.56	4,839.56
UNDP	74	0.65%	2,500.00	844.52	3,344.52
UNESCO-IBE	30	0.26%	2,500.00	342.37	2,842.37
UNHCR	592	5.22%	2,500.00	6,756.19	9,256.19
UNICEF	238	2.10%	2,500.00	2,716.17	5,216.17
UNITAR	39	0.34%	2,500.00	445.09	2,945.09
UNOG	2,875	25.36%	2,500.00	32,810.91	35,310.91
UNOPS	86	0.76%	2,500.00	981.47	3,481.47
WHO	1,826	16.11%	2,500.00	20,839.21	23,339.21
WIPO	1,053	9.29%	2,500.00	12,017.35	14,517.35
WMO	311	2.74%	2,500.00	3,549.28	6,049.28
WTO	654	5.77%	2,500.00	7,463.77	9,963.77
TOTAL	11,336	100.00%	\$45,000.00	\$129,372.00	\$174,372.00

KNOWLEDGE Sharing

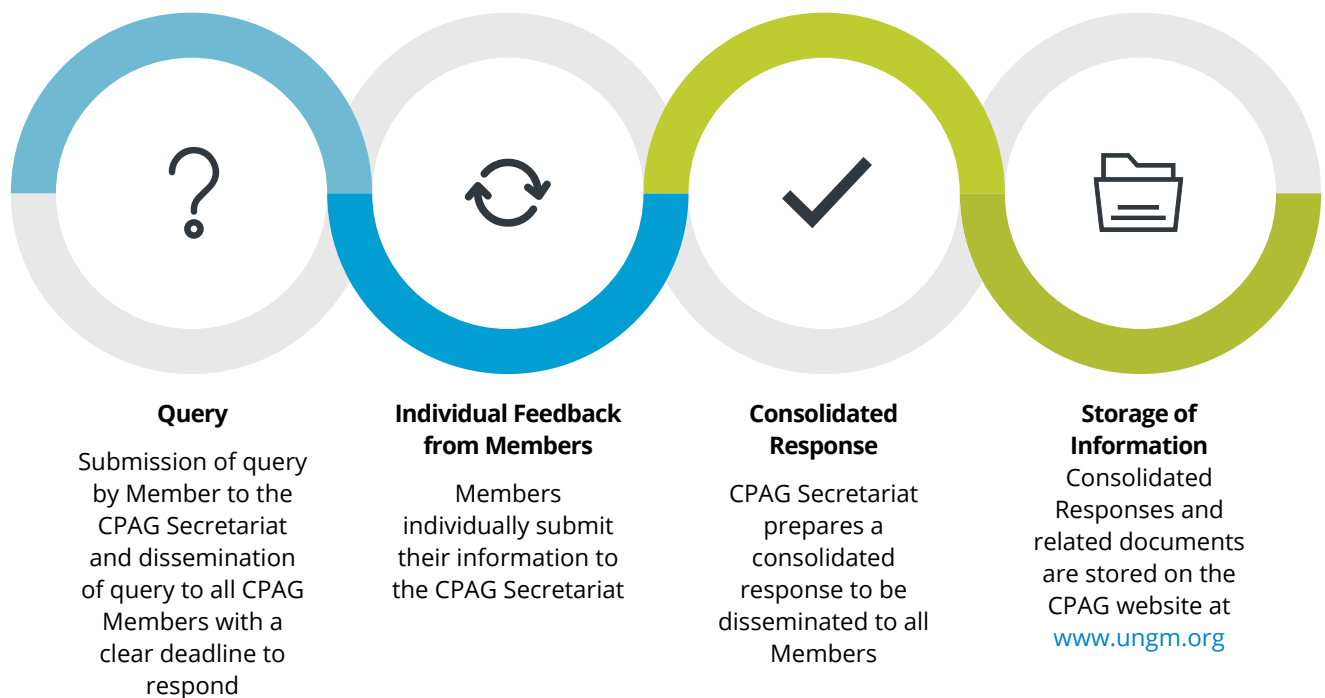
Knowledge sharing remains a large part of the foundation of CPAG.

2016 was another productive year for knowledge sharing, with over 70 requests for information shared by Member Organizations, along with an equivalent amount of consolidated responses subsequently submitted for information to the group.

Amongst other uses, Members use this information to enrich their lists of invited vendors to a solicitation, obtain feedback on vendor performance, exchange on policies and practices, review terms of reference recently established by a fellow Member, as well as use another Member’s contract and identify the need for a joint tender.

Knowledge Sharing is further used amongst this procurement network to inform Members of training sessions and to circulate vacancies.

PROCESS



Below is the list of topics of interest of CPAG Members in 2016:

T O P I C S	
Advance payment procedure for removal expenses	IT support services
Anti-plagiarism software	Kiosk performance review
Armoury	Learning management system and talent suites
Audio-visual services	Leases
Audit, consulting, tax and advisory services	Library systems
Bicycle shelters	Localisation of user documentation
Biometric smartcard badges	Logistics company
Bulletproof sentry boxes and guardhouses	Mail services
Business and employment oriented social networking	Moving services
Car manufacture	Multinational technology company,
Catalogue and online distributor of electronics	Photocopier services
Category managers	Portuguese translation services
Catering services	Printing services
Customisable entrance security,gates	Procurement positions and hierarchy
Cyber security products	Professional services,for products, services, software, and devices
Design and deliver end-user training	Provision of services towards design and workplace organization
Desktops and laptops	Receipt of bids
Dictation without typing	Roads and parking surface and masonry
Digitalization services	Secure proxy force point web essence
Diplomatic services	Security systems
District heating network	Skills-enhancement training
E-book file format	Software for financial arrangement
Electrical engineering services	Staff satisfaction survey
Engineering services for building security systems	Training service provider
Envelops with logo	Translation of conference documents
E-tendering portal	Translation services specialised in engineering
External recruitment agencies	Travel assistance and or medical evacuation
Facilitation of workshops and soft skills programs	Vaccines and medication
Facility supplies and services	Valuation of property
File storage and sharing	Video production
French language course	Voice over internet protocol
Global insurance	Web design
Independent expert for electricity	Webinar
Insurance belongings	X-ray machines

Training

In 2016, CPAG staff attended the following procurement-related training courses offered by the Chartered Institute of Procurement and Supply (CIPS) in partnership with UNDP to organizations based in Geneva, through the coordination of the CPAG Secretariat:

TRAINING COURSES

	UNDP / CIPS	UNDP / CIPS	UNDP / CIPS	UNDP / CIPS	UNDP/CSRM	UNDP/CICC	
	Introductory Certificate in Public Procurement / CIPS Level 2	Advanced Certificate in Public / CIPS Level 3	Diploma in Strategic Public Procurement / CIPS Level 4		Contract & Supplier Relations Management	Contracting & Management of Individual Contractors	
	Principles of effective public procurement, the generic procurement process and the role of corporate and transactional procurement.	Advanced procurement planning processes, communication and negotiations skills required by those involved in advanced level procurement, and advanced contract management skills necessary for contract development, bid evaluation and contract administration.	Strategy development activities, strategic negotiation skills, and a systematic development of capacities to manage strategic supply, services, and consultancy contracts required at strategic level procurement.		Appropriate use of, various supplier relationship styles, taking account of legal, ethical and relational issues.	Procurement policies, principles and procedures that govern the hiring/ recruitment and management of Individual Consultants/ Contracts and Consultancy Firms in UNDP.	
Dates	13 to 16 September	11 to 15 April	24 to 28 October	13 to 17 June	19 to 23 September	02 to 04 February	08 to 10 November
Location	Geneva	Geneva	Copenhagen	Copenhagen	Rome	Geneva	Copenhagen
Number of participants by Organization	10	13	1	3	1	9	3
TOTAL PARTICIPANTS: 40							

Training attendance showed an increase of over 60% from last year's reported attendance.

Figures include trainings in nearby European countries, as staff based in Geneva employed by CPAG Member Organizations attended the training sessions and workshops.

WORKING Groups

At CPAG's 2nd Quarterly Meeting of 2015 held on 16 April 2015, CPAG Members unanimously decided to establish four working groups to continue increasing the effectiveness of CPAG. Member Organizations participated under the coordination of the CPAG Secretariat.

Three of the four working groups were concluded in 2015, while the long-term group made its recommendation in 2016, unanimously approved by CPAG Members on 12 July 2016 at its 2nd Quarterly Meeting.



OUTCOME OF 2015 **SHORT-TERM WORKING GROUPS**

The outcomes and long term results of the short-term working groups proved operational on all fronts.

Working Group 1

Implemented a CPAG website hosted on UNGM, a site already familiar by UN procurement staff, and made accessible on an exceptional basis to organizations outside the UN, yet also part of CPAG.

The site is regularly updated with contracts, templates, annual reports, and more. The site serves especially well when the Secretariat is required to share heavy documents such as tender documents and contracts. Members may also refer back to the website at any time for specific document, without having to consult the Secretariat.

The administration of the site is managed by the Secretariat.

Working Group 2

Revised the role of the CPAG Secretariat and its Coordinator, establishing clear Terms of Reference which were included in the revised CPAG Statutes of 01 October 2015. CPAG Members have expressed satisfaction with a change from the previous terms of reference, whereby the coordination component of the Secretariat is now carried out by the Secretariat Coordinator while tenders are carried out by other CPAG buyers. This major change is set for a trial period of two years, on the condition that the Coordinator brief the buyers on the functioning of CPAG.

Working Group 3

Focused on the responsibilities of CPAG Members, and recommended that the CPAG Statute of 22 April 2005 be revised to include an article on the various obligations

of Members, addressing their participation in tenders, ECA information, procurement plans, and so forth.

Members are clear on their role within CPAG as well as aware of their obligations towards the group to provide timely responses and accurate information.



OUTCOME OF 2015-2016 **LONG-TERM WORKING GROUP**

Working Group 4

Throughout 2015 and 2016, the working group met on seven occasions to address the procurement processes of Member Organizations and to discuss approaches to streamline and harmonize procedures efficiently, while respecting rules of all Member Organizations.

Draft recommendations on streamlined rules and procedures were presented by the working group chairperson at the 4th Quarterly Meeting of 2015 and 1st Quarterly Meeting of 2016, at which time suggestions were made by Members and subsequently incorporated in the draft reference document. The working group worked hard to identify common ground amongst the many Members for each part of the solicitation process, selecting one common way to embark on the procurement activity, until the administration of the contract. In addition to the streamlined rules, the working group prepared two templates for the group: a Source Selection Plan and a Letter of Regret.

Working Group 4 concluded on 19 May 2016 and its work was presented at the 2nd Quarterly Meeting of 2016 on 12 July 2016. It received unanimous praise and approval by CPAG Members.

Since then, the streamlined rules are regularly referred back to for guidance when conducting a joint solicitation.

COMMON Contracts



In 2016, CPAG Members benefited from terms and conditions, as well as similar prices, under the following contracts:



TRAVEL MANAGEMENT AND VISA PROCESSING SERVICES

Tender Year: 2013

Leading Organization: UNOG

Awarded Vendor:

Carlson Wagonlit Travel Beheermaatschappij BV (CWT)

Original Contract Duration:

01 May 2014 to 30 April 2019

ECA: CHF 18,370,000

2016 ECA for Travel Management and Visa Processing Services (CHF)

Participating Organization	% Amongst Members	ECA
Global Fund	13.80	2,535,060
ILO	6.70	1,230,790
ITC	2.00	367,400
ITU	2.60	477,620
UNAIDS	1.60	293,920
UNDP	0.40	73,480
UNHCR	10.70	1,965,590
UNITAR	0.40	73,480
UNOG	9.90	1,818,630
UNOPS	1.30	238,810
WHO	24.40	4,482,280
WIPO	20.80	3,820,960
WMO	1.40	257,180
WTO	4.00	734,800
TOTAL	100	18,370,000

Following a request for proposals in 2013 for travel management and visa processing services led by UNOG, with Participating Organizations Global Fund, ILO, ITC, ITU, UNAIDS, UNDP, UNESCO-IBE, UNHCR, UNOG, WHO, WIPO, WMO and WTO, a contract was awarded to CWT 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 from 01 May 2017 to 30 April 2019, and from 01 May 2019 to 30 April 2021, unless earlier terminated in accordance with the terms of this Contract.

When calculating the ECA for travel management and visa processing services, it is challenging to provide figures, due to the number of travel agencies adopting integrated online booking systems. The measured ECA is achieved through:

- UN negotiated fares;
- Travel agent negotiated fares;
- Local fares not available on the Swiss market; and
- Travel agency expertise, i.e. creative ticketing.

For tickets purchased through an offline process, the ECA reflects the difference between the UN corporate fares used, and the most attractive equivalent public fares for the same routing and same class of accommodation. For bookings made through an online booking tool, the figure represents the value of the corporate discounts related to the fare applied.

The bulk of the ECA is generated by the agreement with the three major European carriers and the carriers from the Middle East Gulf area. While agreements with smaller carriers have also proven to be highly beneficial for certain destinations.

There are presently 23 corporate fare agreements signed with air carriers, including both route based deals for travel out of Geneva as well as discount-based fares for other destinations. While the flexibility of the corporate fares remains an important requirement, Members have been able to include in the scope of negotiations new booking classes, which give access to even more attractive fares. It should also be observed that the efficiency of the negotiation process can only be guaranteed if all or the majority of CPAG Members have the same travel management contractor. In addition to discounted corporate fares, CPAG also negotiated flexible fare conditions, which are an important source of ECA for the Participating Organizations. Another important development was the conclusion of the first agreement with a major low cost carrier.

The total ECA avoidance achieved in 2016 as a result of joint airline negotiations, is approximately CHF 18,370,000. This figure represents 17-18% of the total net air spend of Participating Organizations.



ELECTRICITY

Tender Year: 2014

Leading Organization: WIPO

Awarded Vendor: Romande Energie SA

Contract Duration:

01 January 2015 to 31 December 2017

ECA: CHF 1,866,351

2016 ECA for the Supply of Electricity (CHF)

Participating Organization	ECA
ILO	275,128.63
IOM	26,751.05
ITC	29,795.34
ITU	141,460.73
UNESCO-IBE	2,681.33
UNHCR	60,882.75
UNICEF	20,446.17
UNOG	456,370.35
WHO (UNAIDS)	350,183.60
WIPO	365,806.57
WMO	43,815.99
WTO	93,028.46
TOTAL	1,866,350.97

On 27 March 2014, in coordination with ITC and ITU, WIPO launched a tender for the supply of electricity to ensure a contract be in place by 01 January 2015.

It was a new pioneering approach aimed at obtaining proposals based on more direct access to the European Energy Exchange AG (EEE), i.e. Germany's energy exchange, the leading energy exchange in Central Europe. Swiss electricity prices are traded in the EEE exchange spot market.

The electricity consumption for each Participating Organization was based on the courbe de charges for every 15 minutes of use, required to factor in the different prices applicable during the various seasons and time of day.

Participating Organizations attended the opening ceremony, and compiled the evaluation sheet which incorporated the annual courbe de charges, as well as identified the lowest proposal and awarded the contract for the supply of electricity to Romande Energie SA, for a three-year period.

The ECA methodology calculation is based on comparing the amount paid in 2013 under the previous contract, with the amount Members paid for a similar quantity of consumption under the new contract with Romande Energie SA.

It should be noted that the local distribution of electricity remains the monopoly of Services Industriels de Genève regardless of the results of the CPAG tender. The ECA does not include the cost for the local distribution of the electricity or the maintenance of the power plants installations for which SIG remains the contractor.

The 2016 total ECA for the supply of electricity is estimated at CHF 1,866,351.



DIPLOMATIC POUCH

Tender Year: 2011

Leading Organization: UNOG

Awarded Vendor: Jetivia SA

Contract Duration: 01 May 2011 to 18 February 2017

ECA: CHF 242,374

2016 ECA for Diplomatic Pouch (CHF)

Participating Organization	Reported ECA
ITU	517.75
UNAIDS	480.25
UNHCR	38,522.00
UNICEF	15,438.25
UNOG	187,415.25
TOTAL	242,373.50

Diplomatic pouch services are centralized at UNOG in order to reduce administrative and logistical costs, as well as improve the efficiency and effectiveness of inter-agency collaboration. UNOG services international organizations in Geneva as well as sixty UN offices around the world.

In 2011, CPAG awarded the contract for the provision of diplomatic pouch services to Jetivia SA. CPAG Members report an ECA under this contract, by identifying the ECA on the minimum charges to be incurred if the UN would have gone through a standard airline company for such services.

In 2016, Members reported a total ECA of CHF 242,374, noting that UNOG's figure includes the ECA of Members other than those listed in the table.



EXPRESS MAIL

Tender Year: 2014

Leading Organization: UNOG

Awarded Vendor: DHL Express Schweiz AG

Original Contract Duration: 03 January 2015 to 28 February 2018

ECA: CHF 783,433

2016 ECA for Express Mail (CHF)

Participating Organization	Reported ECA
Gavi	9,373.65
ILO	17,458.37
IOM	63,631.69
ITU	12,258.05
UNICEF	6,213.52
UNDP	961.37
UNHCR	107,161.53
UNITAR	7,486.69
UNOG	241,118.26
UNOPS	1,825.25
WHO	282,605.51
WIPO	19,130.47
WMO	14,208.61
TOTAL	783,432.97

The tender for express mail was part of the request for proposals for international mail services in 2014. The new contract was awarded to DHL Express Schweiz AG whose proposal, all factors considered, was the most responsive to the requirements set forth in the solicitation documents.

In 2016, Members reported a total ECA of CHF 783,433, as a result of comparing prices with standard mail tariffs, noting that UNOG's figure includes the ECA of Members other than those listed in the table.



INTERNATIONAL MAIL

Tender Year: 2014

Leading Organization: UNOG

Awarded Vendor: Post CH AG

Original Contract Duration: 02 January 2015 to 31 January 2018

ECA: CHF 714,538

2016 ECA for International Mail (CHF)

Participating Organization	Reported ECA
ILO	86,826.43
IOM	4,219.29
ITU	36,145.71
UNHCR	2,010.00
UNOG	219,534.86
WHO	169,077.00
WIPO	177,770.37
WMO	18,954.43
TOTAL	714,538.08

With the expiration of the contract for the dispatch of international mail and registered Swiss mail on 31 January 2015, a request for proposals was issued in 2014, which also included express mail.

Following the conclusion of the tender, the contract for international mail services was awarded to Post CH AG whose offer, all factors considered, was the most responsive to the requirements set forth in the solicitation documents.

In 2016, Members reported ECA of CHF 714,538 from the basic standard mail tariffs, noting that several CPAG Members using the international mail service are billed through UNOG.



REGISTERED SWISS MAIL

Tender Year: 2014

Leading Organization: UNOG

Awarded Vendor: Post CH AG

Original Contract Duration: 01 January 2015 to 31 December 2017

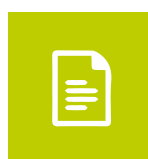
ECA: CHF 19,265

2016 ECA for Registered Swiss Mail (CHF)

Participating Organization	Reported ECA
Gavi	4,155.00
ILO	1,587.00
IOM	325.92
ITU	322.92
UNHCR	199.21
UNOG	7,804.32
WHO	1,250.63
WIPO	3,507.54
WMO	112.88
TOTAL	19,265.41

As part of the same request for proposals for international and express mail services, a separate contract was awarded to Post CH AG for registered Swiss mail.

ECA under the registered Swiss mail contract are CHF19,265 from the basic standard mail tariffs.



PAPER

Leading Organization: UNOG

Awarded Vendors and Original Contract Durations:

1. Inapa Suisse SA: 07 October 2016 to 06 October 2019
2. Fischer Papier AG: 13 October 2016 to 12 October 2019
3. Antalis SA: 19 October 2016 to 18 October 2019

Total ECA: CHF 216,098

2016 ECA for Paper (CHF)

Participating Organization	Reported ECA
Gavi	1,964.51
Global Fund	4,609.26
ILO	12,758.20
IOM	3,318.30
ITC	6,700.20
ITU	6,861.77
UNHCR	6,467.98
UNICEF	1,454.32
UNITAR	186.48
UNOG	103,172.30
WHO	39,164.69
WIPO	21,990.00
WMO	7,450.42
TOTAL	216,098.41

With the expiration of the paper supply contracts on 31 August 2016, UNOG launched an invitation to bid in 2015. A panel of eleven experts from ILO, IOM, ITU, UNAIDS, UNICEF, UNOG and WIPO collaborated to finalize the technical evaluation, by meeting on several occasions to review the evaluation.

Six vendors submitted offers, four of which were technically compliant. Members agreed on a split award to three vendors who met the requirements, in order to take into account the competitive prices offered for each type of paper.

Three contracts were awarded to Inapa Suisse SA, Fischer Papier AG and Antalis SA whose bids substantially conformed to the requirements set forth in the solicitation documents and were evaluated to be the lowest cost to the UN. The contracts were signed for three years, with the possibility of extension for a maximum of two additional periods of one year each.

CPAG identified ECA by comparing the original estimated value of the contracts for five years by the total of the three commercial offers from the awarded vendors, allowing for a total ECA of CHF 216,098. Although a more conservative percentage, the same methodology was applied to the purchases made in 2016, prior to the commencement of the contract, to align with the current contracts. Other Members of CPAG are also benefiting from the same terms and conditions agreed under the contracts.



OFFICE SUPPLIES

Tender Year: 2015

Leading Organization: ITU

Awarded Vendors and Original Contract Durations:

1. Office Dépôts BS: 16 April 2016 to 15 April 2018
2. Lyreco Switzerland SA: 16 April 2016 to 15 April 2018

ECA: CHF 371,631

2016 ECA for Office Supplies (CHF)

Participating Organization	Reported ECA
Gavi	10,075.49
ILO	62,217.31
IOM	3,700.00
ITC	19,285.90
ITU	12,273.53
UNAIDS	681.23
UNDP	3,929.29
UNESCO-IBE	723.22
UNHCR	1,208.96
UNICEF	15,842.29
UNITAR	4,354.17
UNOG	57,894.32
WHO	169,166.63
WMO	10,278.43
TOTAL	371,630.77

Considering that the CPAG contract for office supplies with Office Dépôt BS was due to expire on 16 April 2016, ITU launched an invitation to bid for office supplies, on behalf of ILO, ITC, UNAIDS, UNICEF, UNOG and WHO.

The technical evaluation was shared with CPAG Members for review, prior to submission to their respective review committees.

The tender resulted in a split award between Lyreco Switzerland SA and Office Dépôt BS. Contracts were signed for one year from the date of signature with the possibility of three extensions of one year each.

Members purchasing items under the Office Dépôt BS contract reported an ECA in comparison to the next technically compliant offer, and Members under the Lyreco Switzerland SA contract reported ECA by comparing with catalogue prices. Although a more conservative percentage, the same percentage was applied to the previous contract for the months leading up to the new contracts, to align with the current ECA methodologies. Other Members are also benefitting from the rates provided under these contracts.

The total ECA reported by Members for both contracts in 2016 is CHF 371,631.



UN OUTDOOR FLAGS

Tender Year: 2016

Leading Organization: UNOG

Awarded Vendor: Waelkens NV

Original Contract Duration: 11 October 2016 to 10 October 2019

ECA Reported: CHF 87,368

2016 ECA for UN Outdoor Flags (CHF)

Participating Organization	Reported ECA
UNOG	12,248.13
WHO	75,119.57
TOTAL	87,367.70

In 2016, UNOG, as Leading Organization, and WMO, as Participating Organization, joined to undertake the joint tender for the supply and maintenance of flags for the UN and its Member Countries.

Following an expression of interest, vendors were invited to participate in an invitation to bid. Five vendors submitted bids. The contract was awarded to Waelkens NV, 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 awarded for a period of three years from contract signature with the possibility two extensions of one year each.

ECA is established by comparing the awarded offer with the next technically compliant offer over a period of five years, adding up to CHF 87,368 in 2016. WMO did not purchase any flags in 2016, however WHO benefitted from the terms and conditions of the contract.



FIRE DETECTION MAINTENANCE AND EQUIPMENT

Tender Year: 2014

Leading Organization: UNOG

Awarded Vendor: Siemens Suisse SA

Original Contract Duration: 01 February 2015 to 31 January 2020

ECA Reported: CHF 413,016

2016 ECA for Fire Detection Maintenance and Equipment (CHF)

Participating Organization	Reported ECA
ILO	95,262.30
ITU	27,491.80
UNHCR	18,540.98
UNICEF	19,180.33
UNOG	252,540.98
TOTAL	413,016.39

CPAG Members are benefiting from the same terms and conditions of a contract concluded by UNOG with Siemens Suisse SA for a period of five years, until 31 January 2020. This contract was awarded based on standardization following a request for proposals in 2007.

For fire detection, CPAG Members have benefited from an ECA of CHF 413,016 for the year 2016, as the vendor's offer was the most responsive to the requirements in the solicitation documents.



LANGUAGE TRAINING

Tender Year: 2011

Leading Organization: ILO

Awarded Vendor: Bell SA

Original Contract Duration: 01 June 2011 to 31 August 2018

ECA: CHF 72,512

2016 ECA for Language Training (CHF)

Participating Organization	Reported ECA
Gavi	14,160.71
ILO	6,656.29
ITU	15,693.88
WIPO	36,001.00
TOTAL	72,511.88

Further to a joint tender for language training services launched by ILO, Participating Organizations awarded

the contract to Bell SA for the provision of language training services for a period of three years, which was subsequently extended until 31 August 2018.

Based on the information provided, CPAG Members achieved a reported ECA by calculating negotiated rates versus previous rates applied, amounting to CHF 72,512 in 2016.



DRIVING SERVICES

Tender Year: 2015

Leading Organization: UNOG

Awarded Vendors and Original Contract Durations:

1. Sixt Rent-a-Car SA: 31 March 2016 to 30 March 2018
2. Rainbow Limousines SA: 14 March 2016 to 31 December 2016
3. Leaders Limousine Sarl: 12 February 2016 to 31 December 2017
4. GMC Limousines & Services Sarl: 12 February 2016 to 31 December 2017
5. Gulf Services: 04 February 2016 to 31 December 2017

In 2015-2016, UNOG-led a tender, with Participating Organizations UNDP and UNICEF, for driving services. The objective of this solicitation was to award contracts to multiple vendors, two of which would be able to provide drivers without vehicles, to ensure that there is 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 a vehicle or driver availability.

Five contracts were awarded for a duration of one year with the possibility of two extensions of one year each. ECA were not reported in 2016, as the contracts are used on ad-hoc basis.



OFFICE CHAIRS

Tender Year: 2014

Leading Organization: UNOG

Awarded Vendor: Round Office SA

Original Contract Duration: 10 November 2014 to 09 November 2018

ECA Reported: CHF 88,487

2016 ECA for Office Chairs (CHF)

Participating Organization	Reported ECA
Global Fund	203
UNICEF	10,950
UNDP	6,698
UNOG	28,680
UNOPS	41,956
TOTAL	88,487

Following a request for proposals in 2014, a contract was awarded to Round Office SA for a period of three years with the possibility of a two year extension. Other CPAG Members have piggybacked off the UNOG contract to benefit from the same terms and conditions.

ECA is identified by comparing with catalogue prices depending on the item, amounting to CHF 88,487 in 2016.

**VEHICLES FOR FIELD OPERATIONS**

Tender Year: 2015

Leading Organization: UNHCR

Awarded Vendor: Toyota Gibraltar Stockholdings Ltd (TGS)

Contract Duration: 18 January 2016 to 17 January 2018

ECA Reported: CHF 129,752

2016 ECA for Vehicles for Field Operations (CHF)

Participating Organization	Reported ECA
ILO	1,014.21
UNHCR	1,895.43
UNOG	40,877.16
WHO	85,965.37
TOTAL	129,752.16

ILO, UNOG and WHO are benefiting from UNHCR's contract with TGS for the provision of a large number of models of Toyota vehicles.

TGS agreed to apply a discount of 3.5% on all types of vehicles ordered by UN agencies regardless of the number of vehicles, adding up to ECA of CHF 129,752 in 2016.

**SUBSCRIPTIONS JOURNALS AND PERIODICALS**

Tender Year: 2015

Leading Organization: UNOG

Awarded Vendor: Ebsco Information Services

Original Contract Duration: 01 January 2016 to 31 December 2017

ECA: CHF 15,365

2016 ECA for Subscription Journals and Periodicals (CHF)

Participating Organization	Reported ECA
ITC	4,588.09
UNESCO-IBE	401.98
UNOG	5,046.44
WIPO	5,329.00
TOTAL	15,365.52

Following a joint invitation to bid for subscription journals and periodicals for the library launched in 2015 by UNOG, with the participation of ILO, ITC and WIPO, 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 has the possibility of two extensions of one year each. ECA is set alike the previous contract with the same vendor, with a total reported ECA of CHF 15,365 in 2016.

**HEATING OIL**

Tender Year: 2016

Leading Organization: UNOG

Awarded Vendor: Celsa-Charmettes SA

Original Contract Duration: 30 November 2016 until 29 November 2019

ECA: CHF 34,597

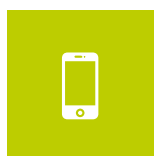
2016 ECA for Heating Oil (CHF)

Participating Organization	Reported ECA
UNOG	2,628.47
WHO	31,044.89
WTO	923.35
TOTAL	34,596.71

With the expiration of the current contract for heating oil in 2016, UNOG led an invitation to bid on 05 August 2016, with the participation of ITC, WHO and WTO.

A contract was awarded to Celsa-Charmettes SA 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 on 30 November 2016 for a period of three years, with the possibility of two extensions of one year each.

In addition to the vendor offering a clear discount of 3% depending on the annual volume, Members achieved a reported ECA under the new contract, providing ECA of CHF 34,597 in 2016.



MOBILE PHONE SERVICES

Tender Year: 2012

Leading Organization: UNOG

Awarded Vendors:

1. Sunrise Communication AG
2. Swisscom

ECA: CHF 4,560,592

2016 ECA for Mobile Phone Services (CHF)

Participating Organization	Reported ECA
Gavi	136,211.00
ILO	163,726.00
IOM	100,000.00
ITC	46,648.71
UNAIDS	130,169.00
UNDP	12,347.00
UNHCR	1,383,808.57
UNICEF	127,327.82
UNOG	422,650.88
UNOPS	20,142.86
WHO	1,870,000.00
WIPO	113,000.00
WMO	34,560.00
TOTAL	4,560,591.83

With the expiration of the mobile phone services contract, which involved a split amongst Swisscom and Sunrise Communication AG, in the 2nd Quarter of 2016, UNOG launched a request for proposals in 2015 for the provision of mobile phone services, with the participation of Global Fund, IOM, ITC, ITU, UNDP, UNICEF and WMO. The offers received were made available to all CPAG Members for their individual evaluation based on their own structure, consumption and use.

The contract was awarded to Sunrise Communications AG, the most qualified proposer whose proposal, all factors considered, was the most responsive to the requirements set forth in the solicitation documents. The contract was awarded for an initial two year period from 01 August 2016 to 31 July 2018, with the option of three additional extensions of one year each.

Under the Sunrise Communication AG contract expiring on 31 July 2016, ECA was identified by comparing with the expenditure for subscriptions and call costs under the previous contract in 2011. The purchase of devices was not included in this comparison due to the variability and fluctuations of the purchases from one year to the next. While under the Swisscom contract, ECA is compared with the previous contract.

Under the newly awarded contract with Sunrise Communications AG, ECA was identified by comparing with the next technically compliant offer over a period of five years.

The total ECA for mobile phone service in 2016 is CHF 4,560,592.



OFFICE COMPUTERS

Tender Year: 2010

Leading Organization: UNOG

Awarded Vendor: Danoffice SA

Original Contract Duration: 23 May 2011 to 22 May 2016

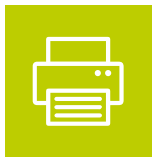
ECA: CHF 758,993

2016 ECA for Office Computers (CHF)

Participating Organization	Reported ECA
ILO	639,521.95
UNESCO-IBE	8,349.89
UNITAR	33,385.43
UNOG	77,735.61
TOTAL	758,992.88

In April 2011, a contract was awarded to Danoffice SA for the provision of office computers, as well as related accessories and warranties, for a total period of five years.

The contract expired in May 2016, however Members still managed to report ECA off catalogue prices, totalling CHF 758,993.



MULTI-FUNCTIONAL PRINTING

Tender Year: 2012

Leading Organization: UNOG

Awarded Vendor: Sharp Electronics (Schweiz) AG

Original Contract Duration: 01 October 2012 to 30 September 2017

ECA: CHF 3,525,155

2016 ECA for Multi-Function Printing (CHF)

Participating Organization	Reported ECA
ILO	1,463,314
UNDP	2,069
UNESCO-IBE	15,931
UNICEF	201,531
UNITAR	72,260
UNOG	1,423,313
UNOPS	24,131
WIPO	100,000
WMO	222,602
TOTAL	3,525,154.78

Following a request for proposals in 2009, a contract was awarded to Sharp Electronics (Schweiz) AG for a period of three years with the possibility of two one year extensions.

Other CPAG Members have piggybacked off UNOG's contract to benefit from the same terms and conditions.

In 2016, reported ECA off catalogue prices add up to CHF 3,525,155.



HP SERVERS AND MAINTENANCE

Tender Year: 2013

Leading Organization: ILO

Awarded Vendor: Hewlett Packard Suisse (SA)

Original Contract Duration: 01 December 2013 to 31 December 2017

ECA: CHF 2,850,830

2016 ECA for HP Servers and Maintenance (CHF)

Participating Organization	Reported ECA
ILO	360,875.59
UNHCR	2,402,946.00
UNICEF	12,082.88
UNOG	53,051.26
WIPO	21,874.00
TOTAL	2,850,829.72

ILO entered into a contract with Hewlett-Packard Suisse (SA) effective from 01 December 2013 to 31 December 2014, extended until 31 December 2017 for HP servers and maintenance.

Several Members are currently benefitting from the terms of the contract, notably from the ECA off market prices, amounting to CHF 2,850,830.



ORIGINAL HP TONER

Tender Year: 2015

Leading Organization: UNOG

Awarded Vendor: Lyreco Switzerland SA

Original Contract Duration: 20 January 2016 to 19 January 2018

ECA: CHF 265,436

2016 ECA for Original HP Toner (CHF)

Participating Organization	Reported ECA
ILO	258.14
ITC	159.33
ITU	18,180.32
UNDP	1,983.43
UNICEF	696.17
UNHCR	24,426.75
UNOG	218,673.11
WMO	1,058.49
TOTAL	265,435.72

Following an invitation to bid launched in September 2015, a contract was awarded to Lyreco Switzerland SA for a period of two years from the effective date of 20 January 2016. Other CPAG Members are benefitting from the same terms and conditions as the UNOG contract.

In 2016, reported ECA by comparing prices under this contract with the average of the other offers submitted, adding up to CHF 265,436.



RENTAL OF IT EQUIPMENT

Tender Year: 2015

Leading Organization: WHO

Awarded Vendor: Danoffice SA

Original Contract Duration: 01 January 2016 to 31 December 2017

ECA: CHF 15,478

2016 ECA for Rental of IT Equipment (CHF)

Participating Organization	Reported ECA
ILO	10,728.44
WHO	4,750.00
TOTAL	15,478.44

Under the lead of WHO, a request for proposals was launched in 2015 for the supply and installation of rental equipment for WHO and ILO required to support the meetings of governing bodies in 2016 and 2017.

The request was very specific as potential vendors required the capacity to own and stock large amounts of devices, as well as transport and deploy them in a timely manner and geographically close to Geneva.

Danoffice SA received the best score for the two year period. ECA are established in comparison with the next most competitive offer, totalling CHF 15,478 in 2016.

**NOVELL LICENSES & SUPPORT**

Leading Organization: UNOG

Awarded Vendor: ID Integrated Data SA

Original Contract Duration: 07 January 2016 to 31 December 2018

ECA: CHF 179,517

2016 ECA for Novell Licenses & Support (CHF)

Participating Organization	Reported ECA
ILO	72,964.64
UNHCR	25,166.40
UNOG	81,385.83
TOTAL	179,516.87

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

Novell Open Enterprise Server, NetWare Services and Zen are products that have also been accepted and implemented by numerous entities throughout the Geneva duty station. 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 based in Geneva, who has been handling UN orders under the Agreement since 2008.

In 2016, ECA was calculated off catalogue prices, amounting to CHF 179,517.



JOINT Tenders

A CPAG solicitation or tender shall, at a minimum, include requirements of more than one CPAG Member and it shall be under the coordination of the CPAG Secretariat.

Member Organizations interested in participating in a procurement operation initiated by another Member Organization, known as the “Leading Organization”, shall inform the Secretariat of their interest. The modes of operation may be, for example: the Leading Organization completes on its own the procurement operation and advises the Secretariat that other Member Organizations may benefit from the results. Or a working group is established, comprised of a Leading Organization and other interested Member Organizations, also “Participating Organizations”.

The Leading Organization shall collect data on volumes, requirements etc. from the Participating Organizations in order to include the necessary information in the tender documents. Leading and Participating Organizations shall determine the modalities for the tender, evaluation and selection processes, as well as any other relevant procedure.

Member Organizations may also wish to act as Observers in a working group, in which case they shall not be considered Participating Organization and shall not be required to provide data to be included in the tender documents. Once the procurement operation has been finalized, Observers may benefit from the result of the tender, in which case it is expected that their procurement volumes, if applicable, be pooled with the other organizations in the following bidding exercise to benefit from higher economies of scale.

In 2016, the following joint tenders were conducted by CPAG Members:



UN OUTDOOR FLAGS

Leading Organization: UNOG
Participating Organization: UNOG and WMO
Awarded Vendor: Waelkens NV

In 2016, UNOG in its role of Leading Organization, and WMO as Participating Organization, joined together to undertake an invitation to bid for the supply and maintenance of flags for the UN and its member countries.

Following an expression of interest, 52 vendors were invited to participate in the invitation to bid. Five vendors submitted bids, two of which were technically compliant.

The contract was awarded to Waelkens NV 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 11 October 2016 with the possibility two extensions of one year each.



MOBILE PHONE SERVICES

Leading Organization: UNOG
Participating Organizations: Global Fund, IOM, ITC, ITU, UNDP, UNICEF, UNOG and WMO
Awarded Vendor: Sunrise Communications SA

Following a request for proposals launched in 2015 for mobile phone services, with UNOG as Leading Organization and Global Fund, IOM, ITC, ITU, UNDP, UNICEF and WMO as Participating Organizations, a contract was awarded to Sunrise Communications SA.

The contract was awarded to the most qualified proposer whose proposal, all factors considered, was the most responsive to the requirements set forth in the solicitation documents. The contract was awarded for an initial two year period from 01 August 2016 to 31 July 2018, with the option of three additional extensions of one year each.



OFFICE SUPPLIES

Leading Organization: ITU
Participating Organizations: ILO, ITC, ITU, UNAIDS, UNICEF, UNOG and WHO.

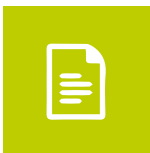
Awarded Vendors:

1. Lyreco Switzerland SA
2. Office Dépôt Business Solutions



In 2015, an invitation to bid was launched by ITU as Leading Organization, with ILO, ITU, UNAIDS, UNICEF, UNOG and WHO as Participating Organizations.

The tender resulted in a split award between two qualified bidders 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 organizations: Lyreco Switzerland SA and Office Dépôt Business Solutions. The contracts were signed on 23 March and 15 April 2016, respectively, with the possibility of three extensions of one year each.



PAPER

Leading Organization: UNOG

Participating Organizations: ILO, IOM, ITU, UNAIDS, UNICEF, UNOG, WIPO and WMO

Awarded Vendors:

1. Antalis SA
2. Fisher Papier AG
3. Inapa Suisse SA

With the expiration of the current contract for paper with Fisher Papier AG and Inapa Suisse SA in 2016, UNOG led an invitation to bid for paper supply, with Participating Organizations ILO, IOM, ITU, UNAIDS, UNICEF, UNOG, WIPO and WMO. Members worked together to finalize the technical evaluation, meeting on several occasions to review the evaluation.

Contracts were awarded to the three most qualified bidders (Antalis SA, Fisher Papier AG and Inapa Suisse SA) 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 for a period of three years, with the possibility of extension of two additional periods of up to one year each.



HEATING OIL

Leading Organization: UNOG

Participating Organizations: ITC, UNOG, WHO and WTO

Awarded Vendor: Celsa-Charmettes SA

With the expiration of the current contract in 2016, UNOG led an invitation to bid for the joint procurement exercise for heating oil issued on 05 August 2016, with the participation of ITC, WHO and WTO. Two offers were considered technically compliant.

The contract was awarded to Celsa-Charmettes SA 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 on 30 November 2016 for a period of three years, with the possibility of two extensions of one year each.



Ozone observations at the GAW Global station Lauder, WMO

ONGOING Tenders

The following tenders were initiated by CPAG Members in 2016 and remain underway:



CHINESE TRANSLATION SERVICES

Leading Organization: UNOG
Participating Organizations: UNOG and WMO

UNOG is currently leading a request for proposals for translation, editing and related typing of UN documents into Chinese, incorporating the requirements and volumes of WMO.

The request for proposals was launched in June 2016, and UNOG received six proposals. The technical component of the tender was split in two stages: the completion of the technical evaluation report and a written test by the proposers. The results of the written test were provided in December 2016.

The contract is expected to be awarded in the 1st Quarter of 2017 for an initial period of three years, with the possibility of two one year renewal options.



DIPLOMATIC POUCH SERVICES

Leading Organization: UNOG
Participating Organizations: All Members

Members agreed to carry out a joint tender for diplomatic pouch services, led by UNOG to replace the current contracts due to expire on 31 December 2016.

The request for proposals was launched on 27 July 2016, whereby 25 vendors were invited. Four vendors provided proposals.

The contract will be awarded for a period of three years, with the possibility of two extensions of one year each, to the most qualified proposers whose proposals, all factors considered, were the most responsive to the requirements set forth in the solicitation documents.



FUTURE Activities

Aside from the above-mentioned Ongoing Tenders which commenced in 2016 but are still underway, Members have already identified the following joint tenders to be launched in 2017:



ELECTRICITY

Leading Organization: WIPO

Participating Organizations: ILO, IOM, ITC, ITU, UNESCO-IBE, UNHCR, UNICEF, UNOG, WHO (UNAIDS), WIPO, WMO and WTO

During CPAG's 4th Quarterly meeting held on 15 December 2016, Members agreed that WIPO would lead the new tender process for the provision of electricity, excluding the distribution of electricity which is a monopoly in Switzerland.

The solicitation method is an invitation to bid, which incorporates the volumes of Participating Organizations. Members met on several occasions to determine the best way forward for this tender, while taking into account the success of the previous tender conducted by WIPO in 2014.

Members agreed that the tender will be split in two phases:

- First phase: expression of interest, to be used to technically pre-qualify the vendors. The vendors are requested to complete a questionnaire and provide the information substantiating the minimum technical requirements;
- Second phase: submission of commercial bid, which focuses entirely on price and is to be issued strictly to the pre-qualified vendors from the previous phase.

The tender will be launched in the 1st Quarter of 2017. The contract is expected to be for a duration of three years from 01 January 2018 to 31 December 2020.



MULTI-FUNCTION PRINTERS

Leading Organization: UNOG

Participating Organizations: ILO, UNICEF, UNOG, WIPO and WMO

Considering that the current contract for multi-function printing services is due to expire on 30 September 2017, during the 1st Quarter of 2017, UNOG will prepare an invitation to bid for said services, with the participation of ILO, UNICEF, WIPO and WMO.

The invitation to bid is expected to be launched in the 2nd Quarter of 2017 in time for the replacement of the current contract.



MEDICAL EVACUATION AND REPATRIATION

Leading Organization: UNOG

Participating Organizations: UNHCR and UNOG

A request for proposals for medical evacuation and repatriation led by UNOG, with participating organization UNHCR is expected to be issued in the 2nd Quarter of 2017.

A contract should be in place by the end of 2017.

2016 in numbers

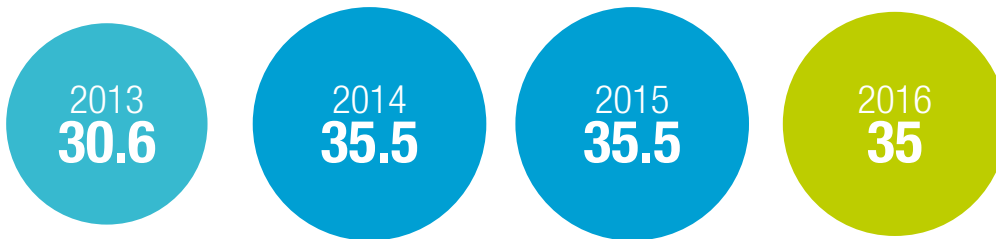
ECA statistics depend primarily on the reporting of information by CPAG Members, which is then crosschecked with data received from vendors.

Identifying ECA data can be as simple as identifying the discount given by vendors depending on the estimated purchases of Members. It can also be a comparison between the prices offered by the awarded vendor and the market, the previous contract, other technically compliant offers, or even the estimated amount of the tender.

The increase in 2016 further comes as a result of an increase in the number of new contracts used to report ECA, as well as including ECA data from Members who were not part of the initial tender, however have since benefitted from similar terms and conditions, as well as prices.

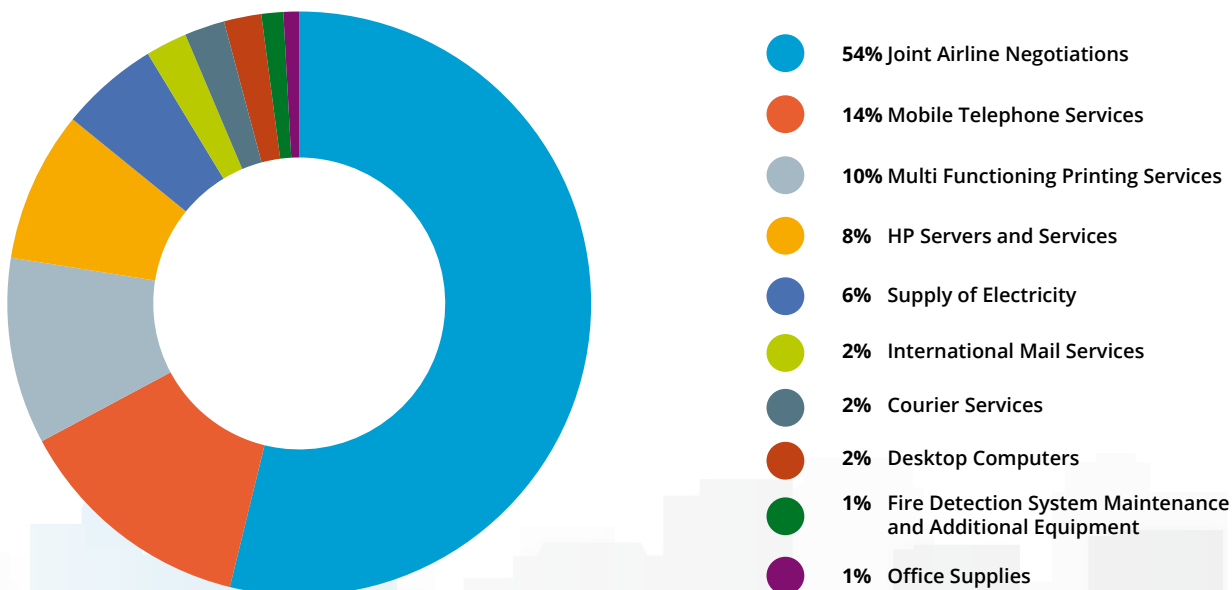
TOTAL ECA 2013-2016 (USD MILLIONS)

The below figures demonstrates that the total reported ECA is consistent, bearing in mind the increase in membership, joint solicitations and increased sharing of contracts.



TOP TEN CONTRACTS PROVIDING THE HIGHEST ECA FIGURES

Below are the top ten contracts providing the highest ECA figures. The contract for travel management and joint airline negotiations is providing 54% of the ECA, while the contracts for mobile phone services and multi-function printing services are also providing great savings for Members with a combined 24% of the total reported ECA.

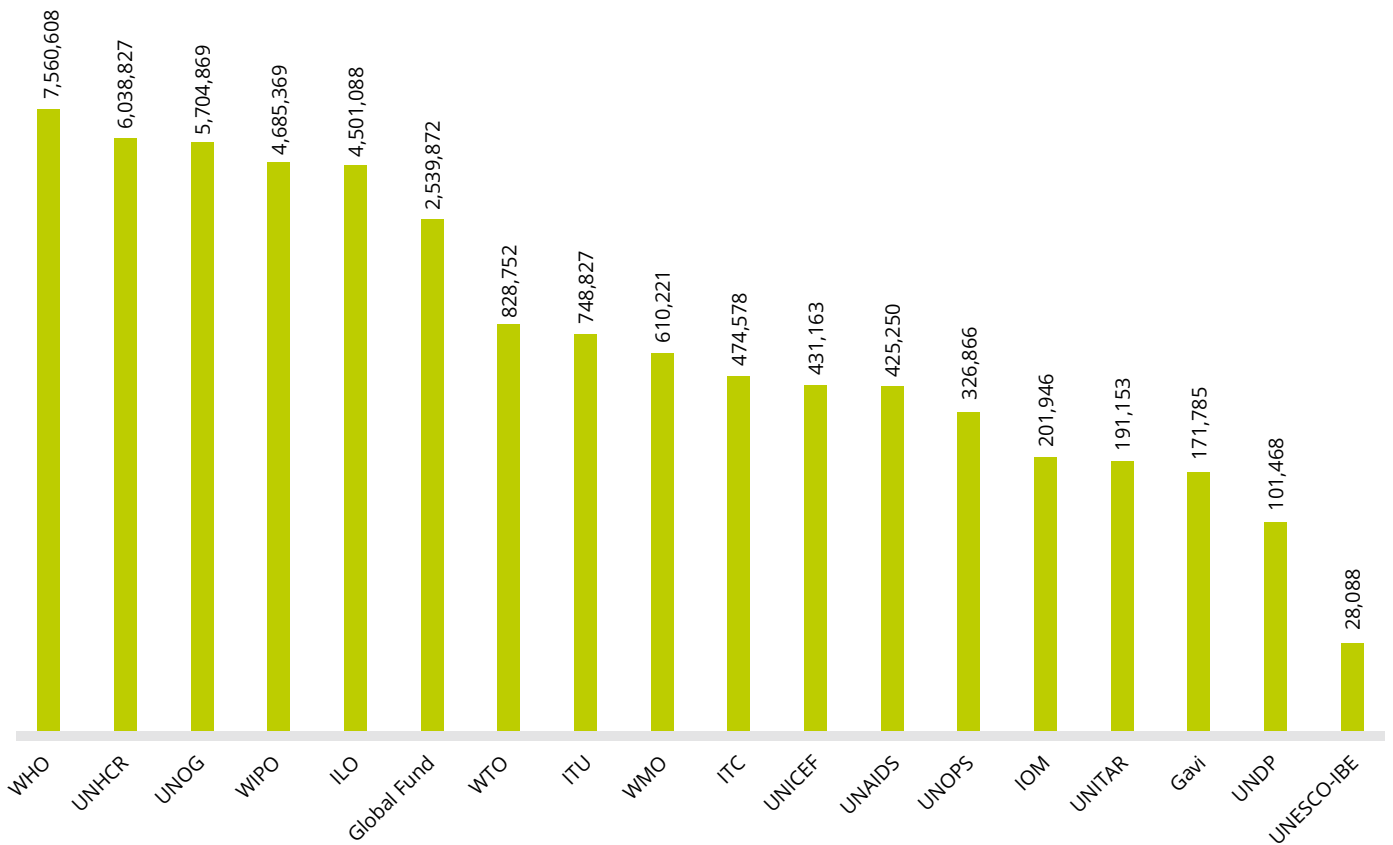


ECA BY MEMBER ORGANIZATION

The 2016 ECA figure comparison by Member Organization is largely determined by the size of the organization.

The reported ECA by Member demonstrates that all CPAG Members are benefiting from economies of scale as a result of joint activities. In addition, Members benefit from the reduction in respective administrative costs from not having to conduct a separate solicitation within their Organization.

Reported ECA by Member in 2016 (CHF)



PRIORITY Areas

Next year, 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 twice during the year, to identify any potential to streamline requirements.

CPAG Secretariat looks forward to working with Member Organizations to identify standardised methodologies to calculate the ECA figures. It will further strengthen CPAG by encouraging a high level of information exchange, to relieve the workload of fellow 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.



MEMBER Statements

Member Organizations provide an abundance of knowledge to the procurement network as a result of their diverse background and experience. Enjoy reading statements by Member Organizations regarding their experience with CPAG:

“ Since Gavi Alliance joined in 2010, we have been faithful partners learning about the UN partner’s procurement practices. We are always impressed with the partners’ high level of professionalism, commitment and enthusiasm about the matters addressed during the meetings and about our procurement profession. Attending and contributing to CPAG forums is always rewarding for a small and young organization such as ours. Gavi was proud to chair CPAG meetings in 2016.”

Calin Constantin Schiau
2016 CPAG Chairperson and Head of Procurement and Operations, Gavi

“ UNESCO-IBE is a long-standing member of CPAG. It is more than an institutional framework, it is the concrete example of teamwork of the United Nations family in Geneva. Thanks to its spirit and to its negotiating strength, CPAG not only offers Members the best rates, and contributes to substantial reduction in costs, but also provides expertise and experience. UNESCO-IBE is pleased to be part of CPAG and will continue to make its modest contribution.”

Mohammed Bouassami
Administrative Officer, UNESCO-IBE

“ An absolute rewarding experience. CPAG Members’ has a great approach to enhance collaboration and harmonization by using a positive attitude while seeking to break down barriers. It was a pleasure for me to join CPAG in 2016 to work together with other procurement leaders in the UN system to exchange experiences, ideas, best practices in collaboration, and eventually recommend solutions to issues, through brainstorming over the best way forward. The benefits experienced from this collaboration have been significant which gives UNOPS a greater leverage in the market and greater provider-loyalty with the power of ONE UN voice, further access to resources and ideas from others working in the same environment, as well as sharing of the procurement burdens. I am definitely proud to be part of CPAG.”

Rula Abu Nimreh
Procurement Advisor, UNOPS

“ CPAG is a resourceful community of knowledgeable, dedicated and passionate procurement professionals all working towards one goal: to provide Best Value for Money for their Organization through standardization and joint procurement efforts. Through knowledge sharing, capacity building, pooling our resources and purchasing power, and creating economies of scale, we maximize the funds entrusted in us, both from Member States and private Individuals Institutions, and support the mandate of our agencies, locally and around the world. UNICEF is a proud member of CPAG.”

Zimri Del Pino
Chief, Procurement, Private Fundraising and Partnerships Division, UNICEF

“ CPAG plays a very strategic and critical role in relation to procurement within the UN family organizations based in Geneva. It allows smaller organizations to leverage on pricing gained from volume discounts. In addition, by using contracts issued by other organizations, it allows procurement staff to concentrate on technical purchases that are relevant to individual funds and programs. The CPAG forum allows for the exchange of ideas within the procurement community, while enhancing transparency. For WMO, CPAG plays an important role within our procurement environment. ”

Yavar Khan
Chief, Procurement, Contract Management and Travel Services Division, WMO

“ UNOG is very proud to be continuing to collaborate through CPAG to facilitate better and more efficient cost effective solutions while still achieving strong results. As the activities conducted during the reporting period demonstrate, the Members are more committed than ever to act as One UN to accomplish their respective missions.”

Stephen Farrell
Chief, Purchase and Transportation Section, UNOG

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