



Doing business with the World Intellectual Property Organization

The World Intellectual Property Organization (WIPO) procured over 130 million Swiss francs of goods and services in 2010 from vendors or suppliers from around the globe. Procurement at WIPO is the responsibility of the Procurement and Travel Division (PTD). Employing best practices in procurement in the United Nations system, and well-defined sourcing strategies intended to help the organization achieve its overall objectives, PTD ensures that the procurement professional and his/her client, the WIPO program manager, makes correct decisions. The major emphasis is to achieve the best value for money through a transparent procurement process. Information on current international procurement activities, particularly open international tenders (Request for Proposals or RFP) and calls for Expression of Interest (EOI) can be obtained by visiting WIPO's web page on Procurement Notices, which is accessible at < <https://ungm.in-tend.co.uk/wipo/> > and by selecting the option "Current Tenders". PTD acquires goods and services on the basis of a formal contract award procedure following a competitive procurement process. Methods of solicitation may be formal or informal, based on the WIPO Financial Regulations and Rules and the WIPO Procurement and Purchase General Principles, Framework and Procedures. Open international solicitations are advertised on the WIPO procurement website and the website of the United Nations Global Marketplace (UNGM) and, as required, in newspapers of wide circulation and international industry bulletins. Notices of these advertisements are also sent to all eligible suppliers registered with in WIPO. Depending on the value of the commercial transactions involved, solicitations may be formal or informal:

- (a) For purchases estimated not to exceed Sfr 20,000, direct purchase is possible;
- (b) For purchases estimated to exceed Sfr 20,000 but less than Sfr 50,000, purchase shall be made on the basis of an informal Request for Quotation (RFQ);
- (c) For purchases estimated to exceed Sfr 50,000 but less than Sfr 100,000, tenders are directly invited either through a formal limited tender procedure; and
- (d) For purchase requests exceeding Sfr 100,000 per year, formal open international tender procedures apply, including approval of the selected offer by the WIPO Contracts Review Committee.

Vendor Registration

- (a) **Registration with the WIPO e-tendering system**
- (b) **Registration with the United Nations Global MarketPlace (UNGM)**

Registration with the WIPO e-tendering system:

Prospective suppliers are invited to register in the WIPO e-tendering system at the following address: <https://ungm.in-tend.co.uk/wipo/> and selecting the option "New User Registration". Each registered company will receive and/or will have access to WIPO's market surveys, RFQs, ITBs, RFPs, notices of award of contracts, and other information that is directly relevant to its current business portfolio. It is a web-based on-line e-tendering system with secure access using a bona fide USER NAME and PASSWORD assigned to each eligible company and is available, free of charge, in both English and French. Once registered, vendors can securely update their registration information anytime and are advised to change their PASSWORD

regularly. Part of the registration procedure is the identification of the kinds of goods or services that the company is actively selling or providing, using a standardized classification list provided by the system.

- WIPO e-tendering system Usage Policy and Legal Disclaimers:

The WIPO e-tendering system is an electronic e-tendering system that incorporates a database that allows any company that wishes to do business with WIPO as a vendor or supplier of goods and/or services to register its name and business with WIPO. Said database may be used by WIPO as a sourcing list. Registration with WIPO does not constitute in any way pre-clearance or pre-qualification to participate in any WIPO procurement activity. On a best-effort basis, WIPO will try to ensure that registered vendors will be informed of WIPO's procurement activities that are relevant to their respective business areas. However, WIPO cannot be held responsible for any failure to contact registered vendors. The WIPO e-tendering system is an electronic internet based system of information that is continuously evolving and it is, therefore, subject to changes or modifications from time to time. WIPO reserves the right to change and update this site and the information posted on the site at any time without notice to the registered companies. It is the responsibility of the registered companies to regularly consult the WIPO e-Tendering System for any changes which may be made to the information found therein. WIPO is not responsible for any fee or cost that a potential vendor may incur as a result of registering at this site.

Registration with the UNGM

Companies should consider registering with the United Nations Global Marketplace (UNGM), of which WIPO is an active member and user. It is an important procurement tool to alert suppliers for competitive bidding in the rest of the UN system. Although WIPO is an active member and user of the UNGM, registration under WIPO's e-tendering system does not automatically result in pre-registration under the UNGM. Until further notice, it is necessary to follow two completely separate registration procedures for WIPO's e-tendering system and for the UNGM. Companies who are interested in registering under UNGM may do so by accessing the UNGM website at <www.ungm.org>.

The merge of the WIPO e-Tendering System within the UNGM is planned for the first semester of 2012. Once completed the double registration system described above will no longer be required: interested suppliers will be able to register only once for all purposes.

Types of goods and services normally procured by WIPO

- Banking services
- Cleaning services
- General building maintenance and services
- General consulting services
- Information technology
- Insurance services
- Cleaning services
- Mail services
- Medals and awards
- Medical equipment/supplies
- Office furniture and supplies
- Printing, publication, books and periodicals
- Catering equipment/services
- Security services
- Telecommunications equipment and services
- Training services
- Translation services
- Travel agency services
- Miscellaneous purchases

Doing business with WIPO

Tips for doing business with WIPO

- Register your company with WIPO's e-Tendering System.
- Consider registering your company with the UN Global Marketplace.
- Check procurement notices regularly on WIPO's procurement and UNGM websites.
- Keep information about your company and its products and/or services updated in both WIPO e-Tendering System and UNGM vendor database.
- Meet the specifications in the call for tenders.
- Strictly comply with the bid closing deadlines.
- Keep bidding, even if you do not succeed on the first try.