

PROCUREMENT STATISTICS

2004



SUPPLY MANAGEMENT SERVICE

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Nairobi

Regional Office Kinshasa

Branch Office Accra

Regional Office, Beijing

Branch Office Pretoria

The United Nations High Commissioner for Refugees provides protection and assistance to the world's refugees. Based in Geneva, Switzerland, UNHCR was created by the United Nations General Assembly and began work in 1951 aiding more than one million European refugees. At the start of the year 2004, some 17.1 million people were of concern to UNHCR. The majority is in need of material assistance to survive or to rebuild their lives. UNHCR complements its protection role and the promotion of durable solutions with the provision of such assistance. Today, the organisation is one of the world's principal humanitarian agencies. Its Headquarters are in Geneva and there are some 252 field offices in some 116 countries.

Refugees are people who have fled or cannot return to their country, because of conflict or a well-founded fear of persecution on account of their race, religion, nationality, political opinion, or membership in a particular social group. In addition to refugees, the General Assembly can request UNHCR to provide protection and assistance to other categories of persons who, although they do not fulfil the refugee definition, find themselves in similar situations. UNHCR has participated in more than 30 operations to help the internally displaced since the 1970s including, recently, Timor, Kosovo and Afghanistan and many parts of Africa.

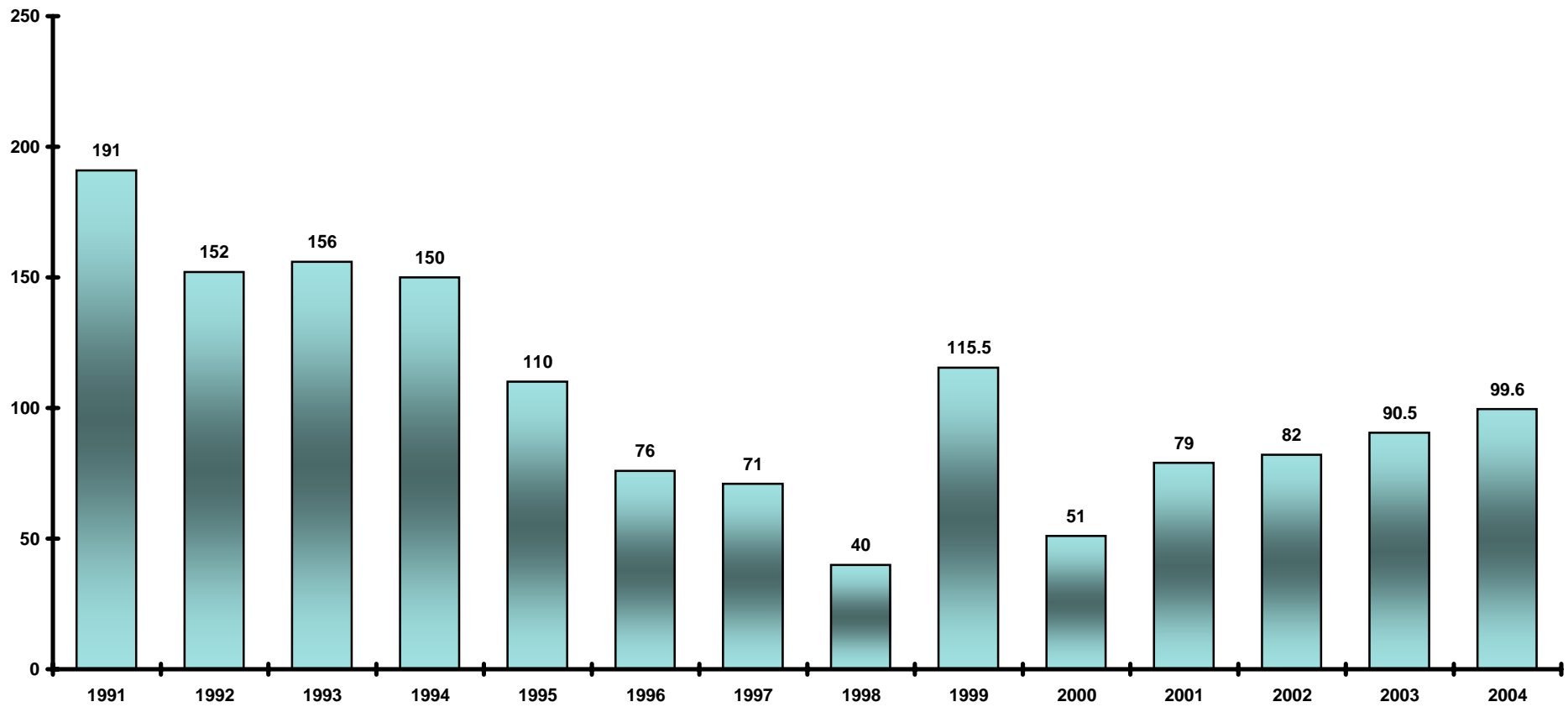
The Supply Management Service in Geneva is responsible for international procurement of goods and services and monitoring of procurement by field offices and implementing partners. Regional supply units are established on an *ad hoc* basis to serve major programmes. Supply units are now operating in several regions around the world. All UNHCR field offices are authorised to undertake local or regional procurement. Implementing partners, such as governmental, non-governmental and other UN agencies, also make purchases on behalf of UNHCR.

The Supply Management Service follows competitive bidding procedures in line with the Financial Rules and Regulations of the United Nations. Appropriate quality, rapid delivery of goods and local servicing and spare parts are emphasised. Single purchase orders of US\$ 20,000 at Headquarters and US\$ 5,000 in field locations are subject to formal bidding, unless precluded by exceptional factors. For purchases below these amounts, purchasing staff is required to compare at least three offers. Irrespective of the value of the requirement, offers are most frequently invited by fax/e-mail from a shortlist established from registered vendors. Purchase orders of US\$ 100,000 or more are subject to approval by the Committee on Contracts in Geneva or, where established, at the field office. Contracts are generally adjudicated on the basis of the lowest acceptable offer meeting the evaluation criteria stated in the bid document.

In order to rationalise the procurement process and shorten delivery lead times, UNHCR has established two principal strategic tools: the Central Emergency Stockpile and long term call-off agreements called "Frame agreements". Both arrangements focus on the most frequently purchased relief items and other important goods and services. The stockpile, maintained in Copenhagen and consisting of high priority goods such as blankets, plastic sheets and vehicles, permits UNHCR to respond rapidly during the initial phase of any emergency. The frame agreements that UNHCR has concluded with a number of suppliers assure the availability at fixed prices and stable quality of an increasingly wide range of products. The main characteristics of the frame agreements are that they guarantee no minimum or maximum quantities, they are non-exclusive, allowing UNHCR to obtain the same items elsewhere when required and they are generally valid for one to two years and renewable. Currently, UNHCR has concluded agreements for the following items: blankets; kitchen sets; multipurpose plastic rolls, plastic sheets; generators; ballistic equipment; refugee registration materials; collapsible jerry cans; computer and telecommunications equipment, some office equipment; essential drugs and medical supplies and office stationery and materials. UNHCR also uses standing offers for light vehicles and motorcycles concluded by the Inter-Agency Procurement Services Office on behalf of the UN system. In addition, frame agreements have been established for professional services, such as transport and forwarding; inspection and information technology services. A number of these agreements, which are available on our web site, www.unhcr.org/supply, have been retendered in 2003. Frame agreements and their duration will be published on UNHCR's internet site. It is the practice of the Supply Management Service to extend competition to as wide a geographical range as possible. The Supply Management Service maintains a computerised roster of over 1,500 suppliers from some 70 countries. The roster is linked to an item database containing detailed specifications of the products for which each vendor is registered. A supplier who wants to apply for registration should contact UNHCR directly (email hqsf00@unhcr.org). The registration form is also available on UNHCR's internet site. UNHCR is also part of the United Nations Global Market Place (UNGM) based in Copenhagen, which acts as a one-window registration office for thirteen United Nations Organisations. UNHCR encourages new suppliers of products or services of current interest to submit their application for registration to the UNGM office at the following address: www.ungm.org. Suppliers based in countries where UNHCR maintains a Supply Unit may also consider registering with this office in the region.

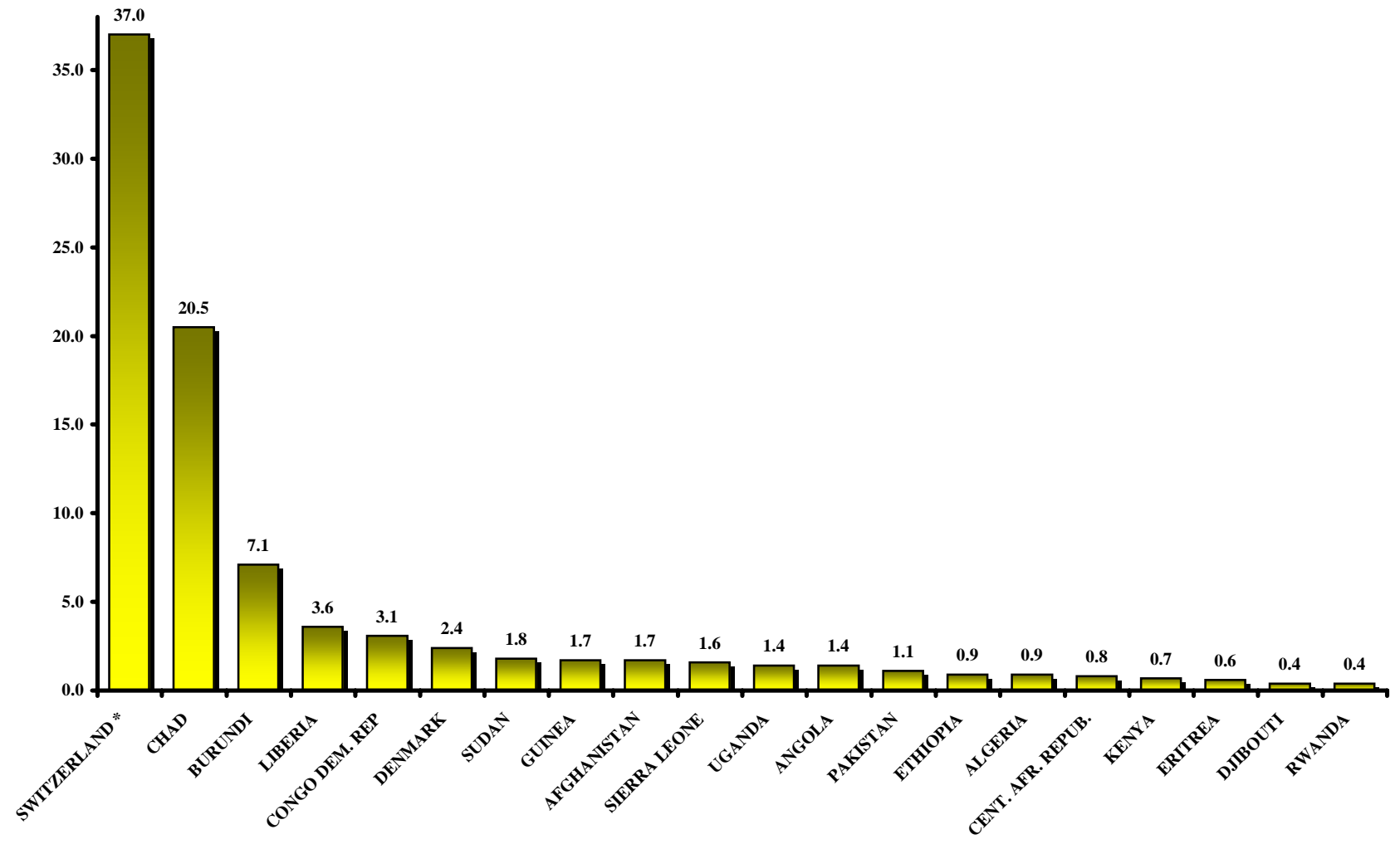
**ANNUAL PROCUREMENT STATISTICS
SUPPLY MANAGEMENT SERVICE, HQ, GENEVA**

MILLION US\$



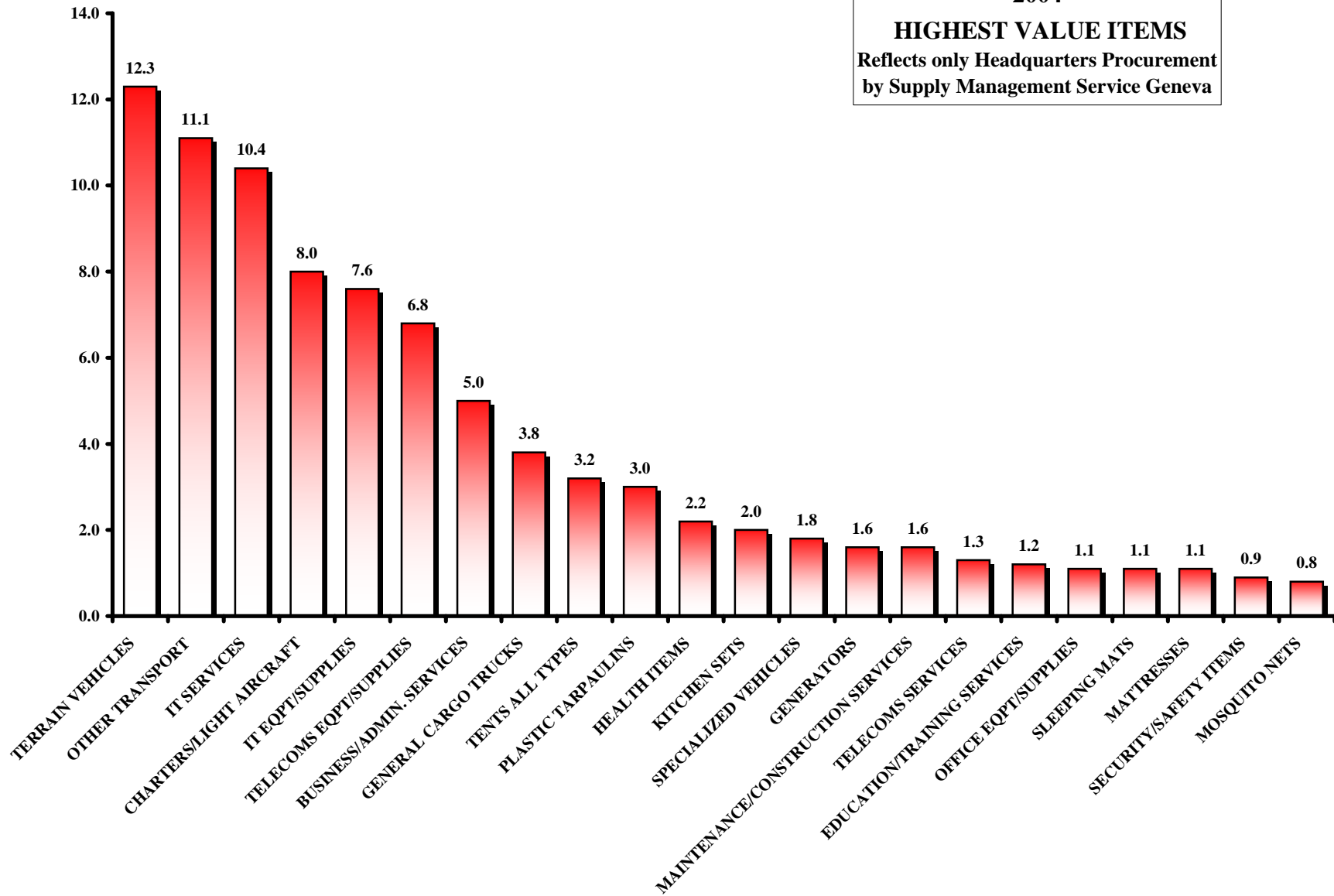
2004
PROCUREMENT BY COUNTRY OF DESTINATION

MILLION USD

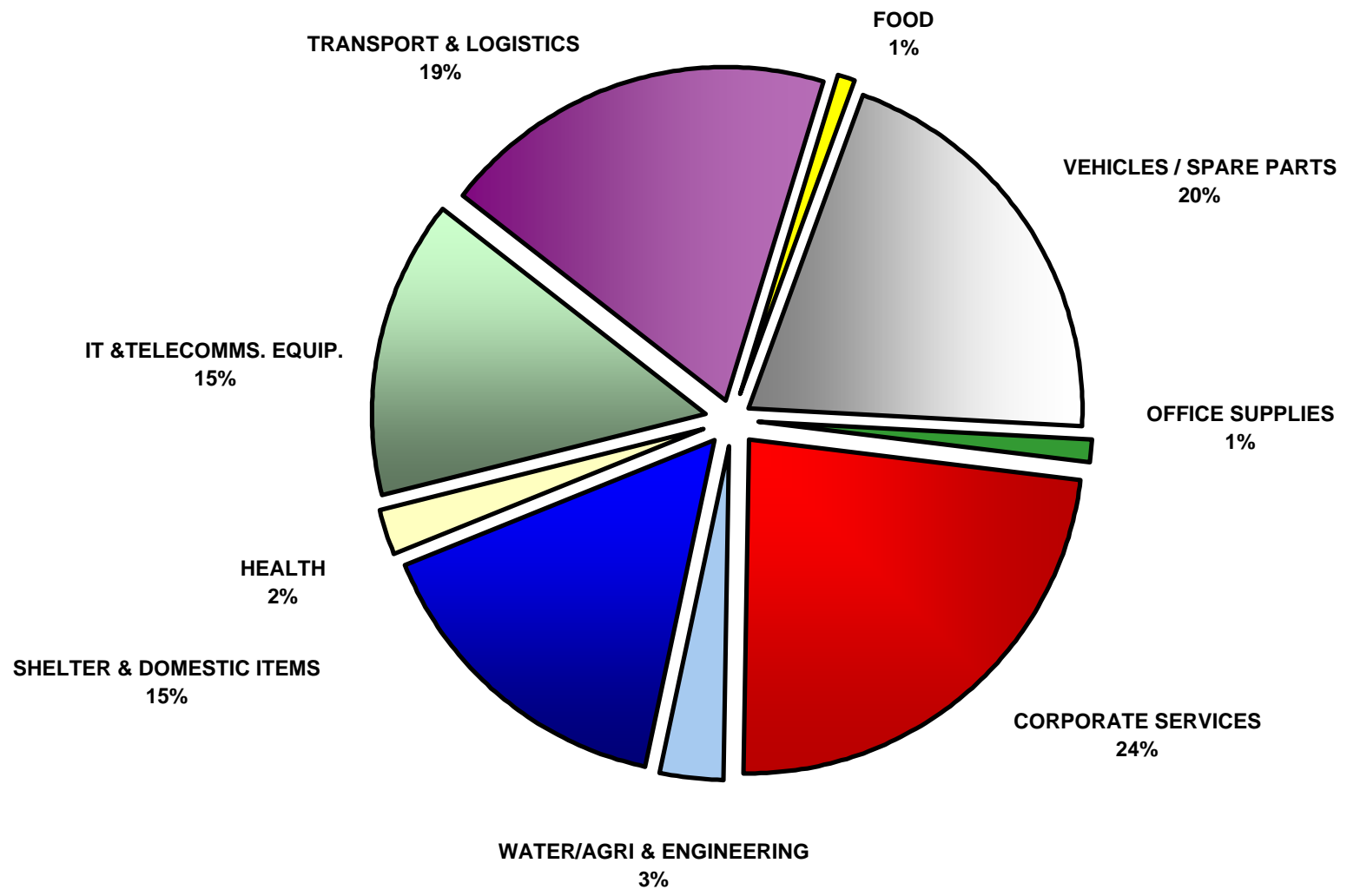


MILLION USD

2004
HIGHEST VALUE ITEMS
Reflects only Headquarters Procurement
by Supply Management Service Geneva

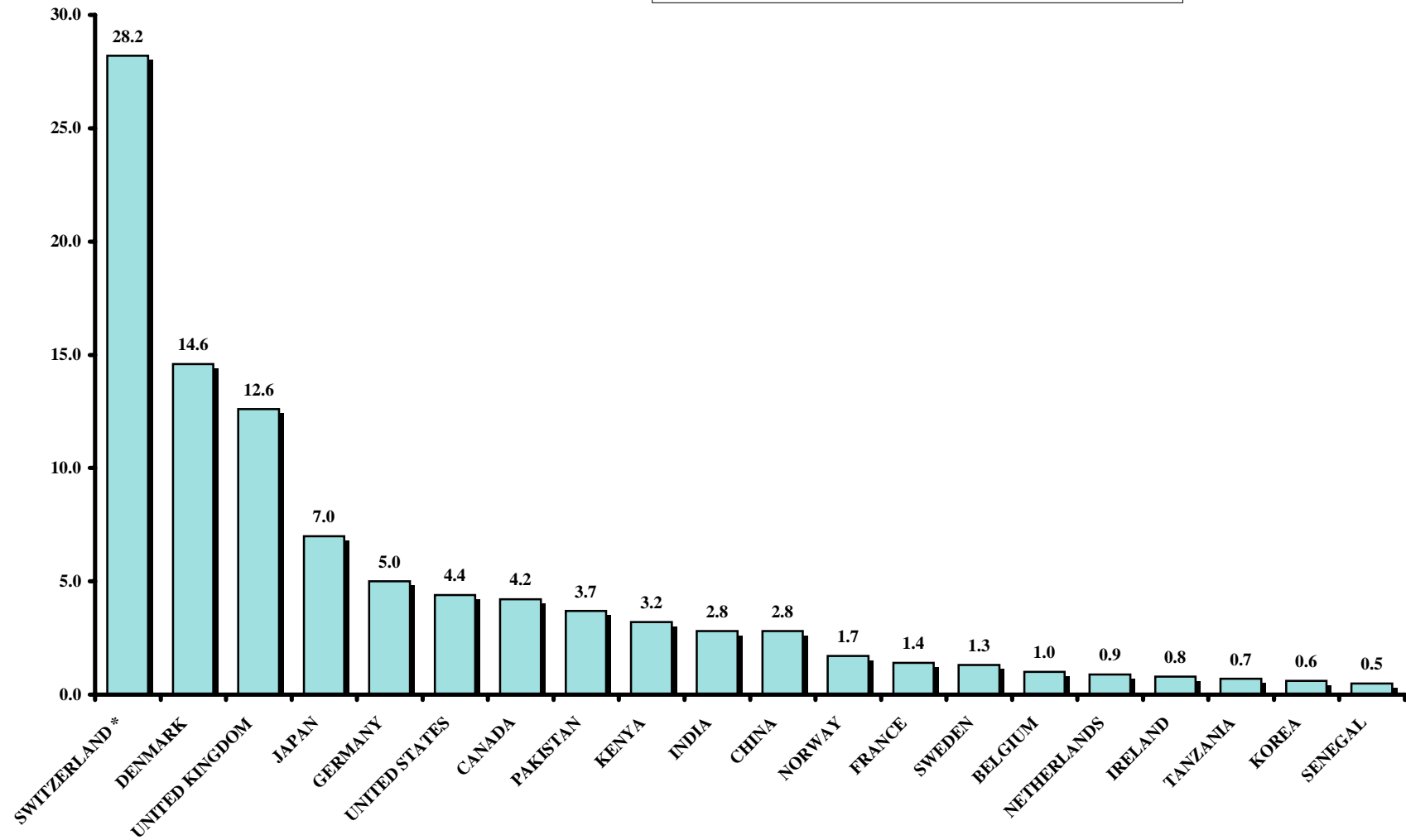


2004 HQ PROCUREMENT BY COMMODITY GROUPS



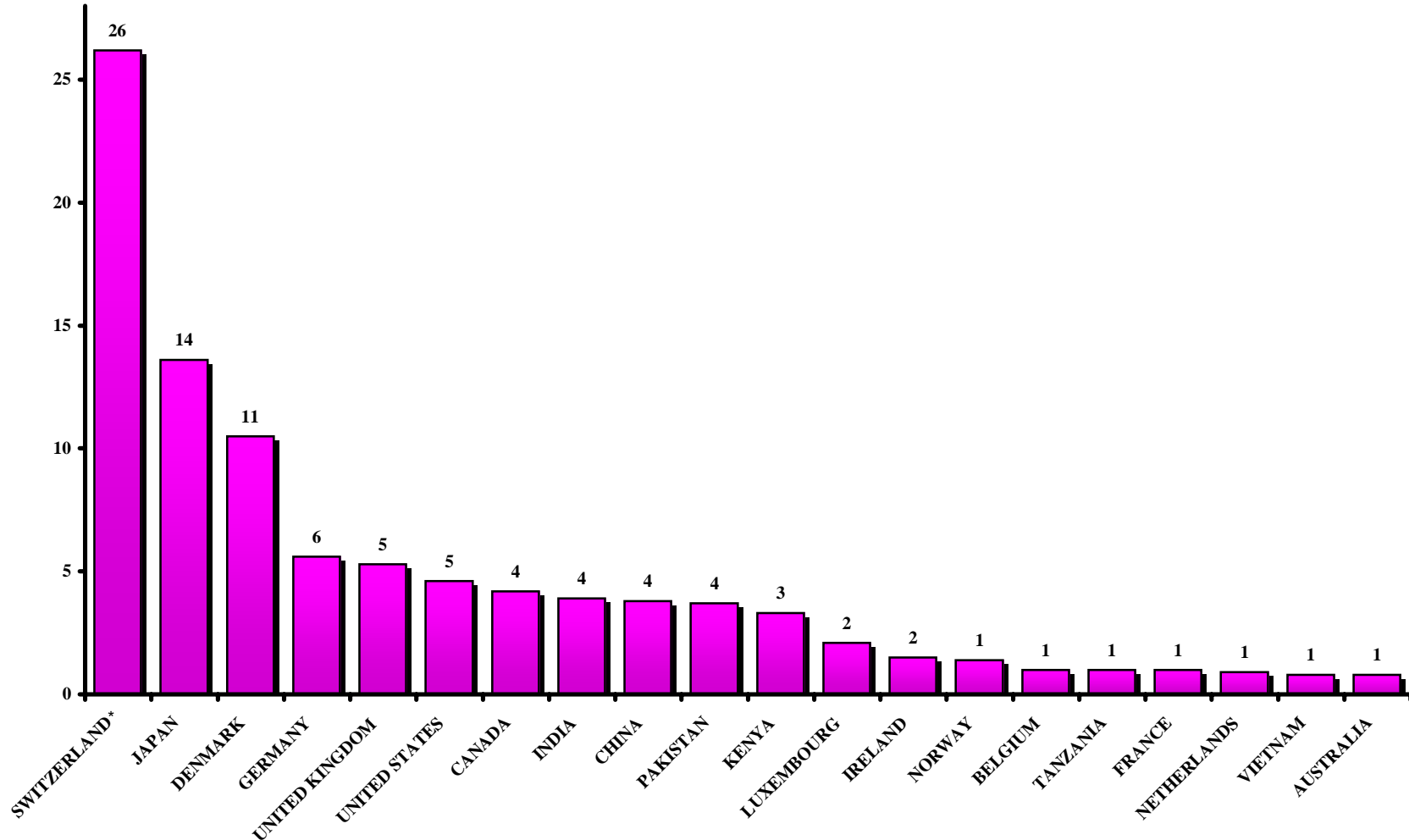
MILLIONS US\$

**2004
PROCUREMENT BY VENDOR COUNTRY**



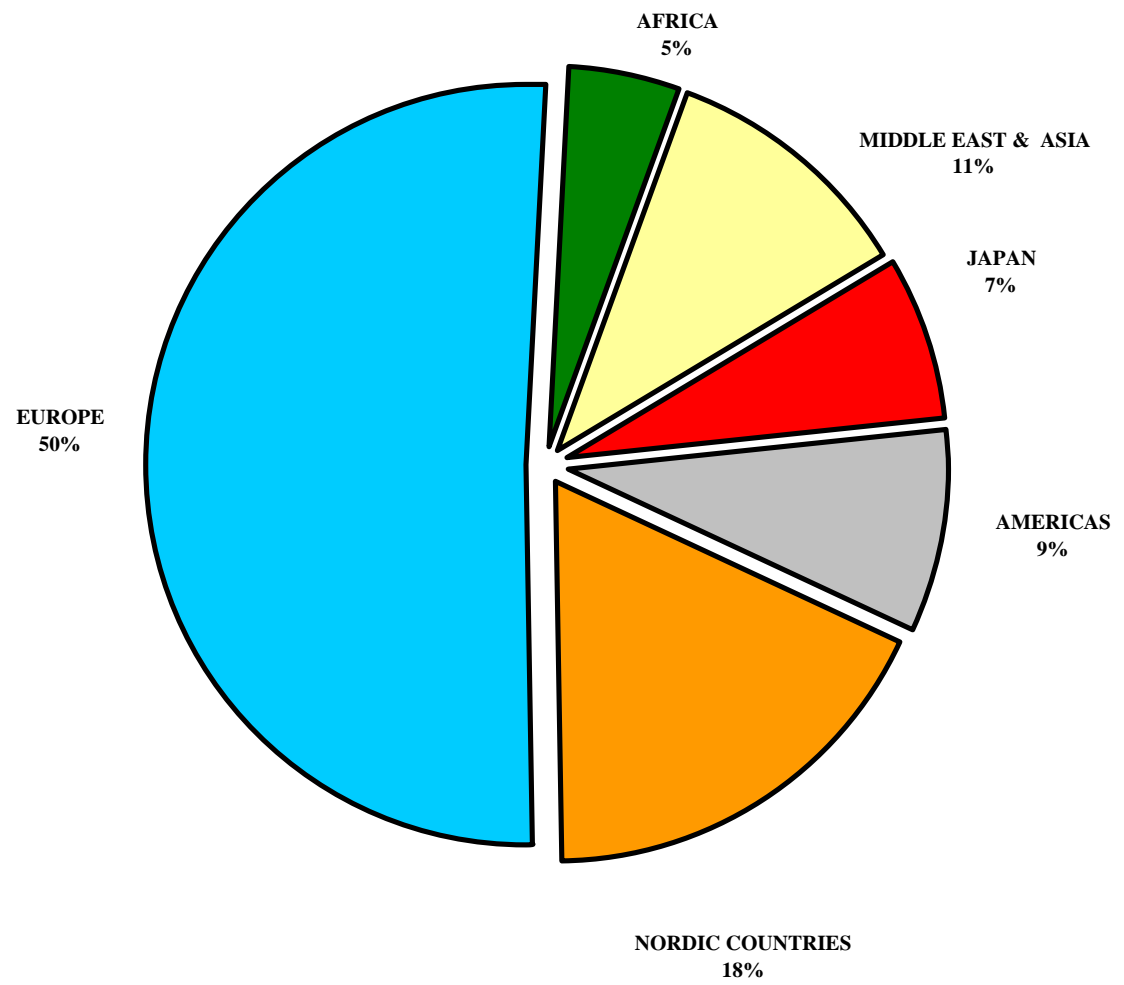
2004
PROCUREMENT BY COUNTRY OF ORIGIN OF GOODS

MILLION USD



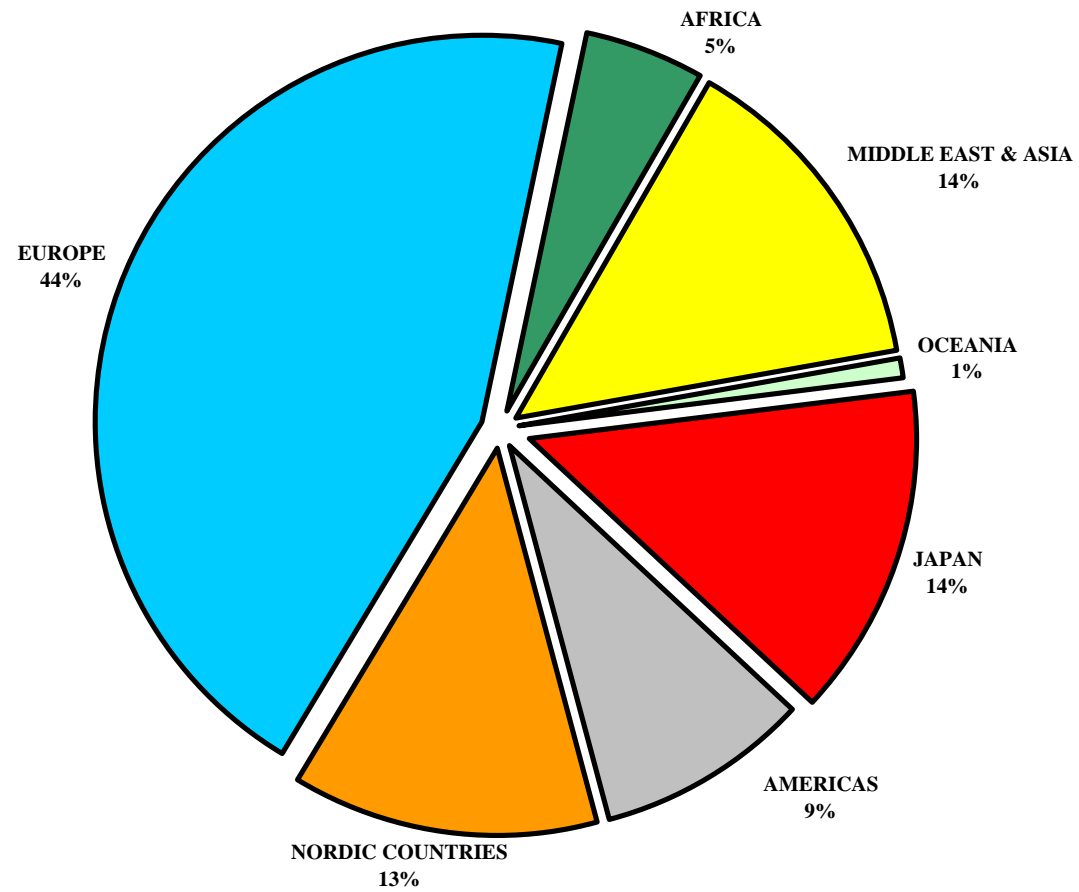
* Includes rental of buildings, rental of telephone lines and IT Services (ICC)

**2004
PROCUREMENT BY REGION OF VENDORS**



Nordic Countries:
Denmark, Finland, Norway, Sweden
Europe:
Other European countries

2004
PROCUREMENT BY REGION OF ORIGIN OF GOODS



Nordic countries:
Denmark, Finland, Norway, Sweden

Europe:
Other European countries

**2004 COMMODITY/COUNTRY DISTRIBUTION
BY VENDOR COUNTRY IN US\$**

| COUNTRY/ COMMODITY | NBR OF ORDERS | VEHICLES/ SPARE PARTS | TELECOM & COMPUT. SUPPLIES | CORPOR. SERVICES | SHELTER/ DOMEST. EDUC. ITEMS | TRANSPORTS & LOGISTICS | OFFICE EQUIP./ SUPPLIES | WATER/ AGRI/ ENGIN. | HEALTH | FOOD | TOTAL |
|-----------------------|---------------------|-----------------------------|----------------------------------|---------------------|---------------------------------------|---------------------------|-------------------------------|---------------------------|------------------|----------------|-------------------|
| ALBANIA | 1 | | | 5000 | | | | | | | 5,000 |
| BELGIUM | 12 | | | 131,139 | 7,023 | 828,207 | 62,412 | | | | 1,028,781 |
| BULGARIA | 1 | | | | 25,403 | | | | | | 25,403 |
| CAMEROON | 1 | | | 27,304 | | | | | | | 27,304 |
| CANADA | 8 | | | 4,194,605 | | | | | | | 4,194,605 |
| CHINA | 30 | | | | 2,531,650 | 5,950 | | 17,400 | | 248,850 | 2,803,850 |
| CONGO (RDC) | 3 | | | 166,350 | | | | | | | 166,350 |
| CROATIA | 1 | | | | 4,120 | 628 | | | | | 4,748 |
| DENMARK* | 524 | 915,303 | 2,062,897 | 9,312,433 | 752,395 | | 40,394 | 229,733 | 1,272,460 | | 14,585,615 |
| FINLAND | 6 | | 71,731 | | | 2,036 | 43,446 | | | | 117,213 |
| FRANCE | 61 | 418,683 | 9,153 | 307,787 | 7,978 | 74,154 | 88,131 | | 117,180 | 364,569 | 1,387,635 |
| GERMANY | 65 | 3,060,915 | 306,696 | 50,431 | 134,144 | 41,431 | | 1,445,356 | | | 5,038,973 |
| GHANA | 4 | | | 980 | | 50,124 | | | | | 51,104 |
| INDIA | 40 | | | | 2,635,440 | 810 | | 47,400 | 148,293 | | 2,831,943 |
| IRAN | 1 | | | 150,000 | | | | | | | 150,000 |
| IRELAND | 4 | | 5,795 | 826,503 | | 183 | | | | | 832,481 |
| ITALY | 12 | | | 375,975 | | 2 | | | | | 375,977 |
| JAPAN | 103 | 6,899,675 | | | | 52,555 | 36,288 | | | | 6,988,518 |
| KENYA | 27 | | | | 2,027,578 | 1,207,881 | | | | | 3,235,459 |
| KOREA | 8 | | | | 623,034 | | | | | | 623,034 |
| LEBANON | 6 | | 281,269 | | | | | | | | 281,269 |
| NETHERLANDS | 115 | 70,214 | 59,399 | 104,732 | 84,512 | 46,497 | 16,237 | 59,791 | 474,497 | 18,150 | 934,029 |
| NORWAY | 19 | | | 13,565 | 1,148,996 | 569,956 | | | | | 1,732,517 |
| OMAN | 3 | 85,694 | | | | 14,050 | | | | | 99,744 |
| PAKISTAN | 22 | | | | 3,671,169 | 5,800 | | | | | 3,676,969 |
| POLAND | 1 | | | | | | | 3,448 | | | 3,448 |
| PORTUGAL | 2 | | | 3,316 | | 9,577 | | | | 156,231 | 169,124 |
| ROMANIA | 2 | | | 70,972 | | | | | | | 70,972 |
| SENEGAL | 3 | | | | 361,611 | 171,783 | | | | | 533,394 |
| SIERRA LEONE | 1 | | | 63,250 | | | | | | | 63,250 |
| SINGAPORE | 1 | | | 11,600 | | | | | | | 11,600 |
| SLOVENIA | 2 | | | | 4,468 | 956 | | | | | 5,424 |
| SOUTH AFRICA | 5 | | | | | 2,605 | | | 24,750 | | 27,355 |
| SPAIN | 3 | | | 50,678 | | | | | | | 50,678 |
| SWEDEN | 27 | 1,028,582 | 1,064 | 51,504 | 25,200 | 45,215 | 99,047 | 29,980 | 736 | | 1,281,328 |
| SWITZERLAND | 483 | 45,279 | 8,323,220 | 15,021,222 | 248,707 | 2,616,826 | 736,737 | 1,037,701 | 128,054 | | 28,157,745 |
| TANZANIA | 11 | | | | 586,713 | 92,231 | | | | | 678,944 |
| THAILAND | 5 | | | | 132,129 | 5,928 | | | | | 138,057 |
| TURKEY | 6 | | | | 17,748 | 106,001 | | 6,286 | | | 130,035 |
| U.A. E. | 4 | | | | 42,500 | 20,104 | | | | | 62,604 |
| U. KINGDOM | 106 | 7,648,175 | 1,539,863 | 746,138 | 105,960 | 2,271,020 | 4,000 | 252,125 | 9,491 | | 12,576,772 |
| USA | 81 | | 2,017,535 | 684,709 | 73,386 | 1,625,755 | 3,825 | | 7,690 | | 4,412,900 |
| TOTAL | 1820 | 20,172,519 | 14,678,622 | 32,365,193 | 15,251,864 | 9,868,264 | 1,130,517 | 3,129,220 | 2,183,151 | 787,800 | 99,572,149 |

* Includes Freight orders under Global Frame Agreement (GFA) for transport of purchase orders of goods

MAJOR VENDORS TO UNHCR IN 2004

| | Vendor | Total order value | Vendor Country | No. of Orders | Main Commodity |
|----|--------------------------------------|-------------------|--------------------------|---------------|---|
| 1 | KUEHNE & NAGEL A/S* | 7,634,500.14 | Denmark | 389 | Various Transports & Forwarding Services |
| 2 | TOYOTA GIBRALTAR STOCKHOLDINGS LTD | 7,354,461.27 | United Kingdom | 37 | Vehicles, spare parts |
| 3 | TOYOTA MOTOR CORPORATION | 6,646,548.25 | Japan | 93 | Vehicles |
| 4 | HEWLETT-PACKARD (SUISSE) SA | 4,718,004.94 | Switzerland | 38 | IT Equipment |
| 5 | SIERRA SYSTEMS GROUP INC | 3,852,000.00 | Canada | 2 | Software Engineering Services |
| 6 | NATIONAL TENT HOUSE | 3,327,228.96 | Pakistan | 16 | Tents, cloth for sanitary napkins |
| 7 | BOSS PRO-TEC | 3,101,076.09 | Germany | 20 | Trucks, buses, spare parts |
| 8 | ASB-AIR PANALPINA GROUP | 2,540,198.00 | Switzerland | 3 | Air charters Services |
| 9 | QINGDAO GYOHA EN TECH CO. LTD. | 2,401,851.82 | China (Pe. Rep. of) | 27 | Plastic tarpaulins, multipurpose rolls |
| 10 | UNOPS | 2,195,594.00 | Switzerland | 6 | IT & Professional Services |
| 11 | FIPOI | 1,939,881.45 | Switzerland | 4 | Rental of building Services |
| 12 | AIR SERV INTERNATIONAL | 1,600,000.00 | United States of America | 6 | Air charters Services |
| 13 | CODAN (UK) LTD. | 1,597,105.62 | United Kingdom | 12 | Telecommunications equipment |
| 14 | DANIMEX COMMUNICATION | 1,548,622.79 | Denmark | 33 | Telecommunications equipment |
| 15 | WHO - ICC | 1,459,723.00 | Switzerland | 4 | Information Technology Services |
| 16 | MISSIONPHARMA A/S | 1,320,459.83 | Denmark | 22 | Medicines & Medical Supplies |
| 17 | DANZAS SA / DHL FREIGHT | 1,245,850.00 | Denmark | 4 | Air charters Services |
| 18 | SPG | 1,186,323.43 | Switzerland | 6 | Rental of building Services |
| 19 | IBM (SUISSE) | 1,061,692.61 | Switzerland | 18 | IT Equipment |
| 20 | CHAPMAN FREEBORN AIRCHARTERING LTD | 1,057,350.00 | United Kingdom | 3 | Air charters Services |
| 21 | SPINNERS & SPINNERS LTD | 1,056,349.44 | Kenya | 8 | Blankets |
| 22 | PARKASH WOOLEN INDUSTRIES | 996,600.00 | India | 9 | Blankets |
| 23 | KALUWORKS LTD. | 972,400.00 | Kenya | 5 | Kitchen sets |
| 24 | WORLD HEALTH ORGANISATION | 944,876.00 | Switzerland | 3 | Joint Medical Services |
| 25 | CATERPILLAR S.A.R.L. | 914,569.28 | Switzerland | 12 | Generators & spare parts |
| 26 | BUKKEHAVE LTD. | 889,574.96 | Denmark | 10 | Armoured vehicles, Hand tools, Tyres |
| 27 | TORCOM SARL | 851,534.48 | Switzerland | 41 | Telecommunications equipment |
| 28 | COASTAIR CHARTERING BVBA | 826,000.00 | Belgium | 1 | Air charters Services |
| 29 | VESTERGAARD FRANDSEN GROUP | 808,130.00 | Denmark | 4 | Mosquito nets |
| 30 | ROFI INDUSTRIES A/S | 796,224.54 | Norway | 9 | Frag. Blanket kits, bullet proof vests, helmets |
| 31 | VANDANA LOGISTICS | 772,886.24 | India | 8 | Kitchen Sets, Buckets 20 L, |
| 32 | PEOPLESOFT (SWITZERLAND) AG | 762,026.34 | Switzerland | 7 | Software maintenance, training, consultancies |
| 33 | POLIMOON GMBH | 750,278.80 | Germany | 12 | Jerrycans semi-collapsible 10 L |
| 34 | SRSA | 741,209.56 | Sweden | 1 | Trucks |
| 35 | MOTORENFABRIK HATZ GMBH & CO. KG | 695,076.84 | Germany | 9 | Generators & spare parts |
| 36 | TRADE FACTORS OVERSEAS LIMITED | 683,775.18 | United Kingdom | 3 | Armoured vehicles, Spare parts |
| 37 | AFRIPLASTI LIMITED | 678,943.65 | Tanzania | 11 | Sleeping mats synthetic |
| 38 | BIO-ID TECHNOLOGIES SA | 634,300.00 | Switzerland | 2 | Iris Recognition Technology Services |
| 39 | PUYOUNG IND CO. LTD | 623,034.00 | Korea | 8 | Plastic tarpaulins, multipurpose rolls |
| 40 | TELRAD CONNEGY INC. | 562,935.60 | United States of America | 10 | Telecommunications equipment |
| 41 | ANACOM INC. | 547,538.75 | United States of America | 6 | Telecommunications equipment |
| 42 | DOORS COMPUTER S.A. | 539,156.23 | Switzerland | 21 | IT Equipment |
| 43 | A/S AIRCONTACT | 534,261.00 | Norway | 3 | Air charters Services |
| 44 | SOSENA | 533,393.60 | Senegal | 3 | Sleeping mats synthetic |
| 45 | SWISSCOM FIXNET AG | 523,782.59 | Switzerland | 6 | Telephone lines rental services |
| 46 | AIR CHARTER SERVICE LTD | 516,977.00 | United Kingdom | 3 | Air charters Services |
| 47 | DESERT LOCUST CONTROL ORGANIZATION | 510,000.00 | Kenya | 4 | Air charters Services |
| 48 | COMTECH EF DATA CORP | 506,869.00 | United States of America | 7 | Telecommunications equipment |
| 49 | INTERNATIONAL DISPENSARY ASSOCIATION | 489,356.22 | Netherlands | 10 | Medicines & Medical Supplies |
| 50 | DHANI WOOLLEN MILLS | 471,225.00 | India | 7 | Blankets |
| 51 | SIG | 468,864.04 | Switzerland | 2 | Electricity Services |
| 52 | NOVELL IRELAND SOFTWARE LIMITED | 407,128.40 | Ireland | 1 | Software/Equipment maintenance Services |
| 53 | NUTRISET SA | 392,305.39 | France | 10 | Dried Skimmed Milk, Therapeutic Food |
| 54 | MICROSOFT IRELAND OPERATIONS LTD | 389,265.53 | Ireland | 1 | Software Maintenance Services |
| 55 | RESOURCE GROUP INTERNATIONAL | 385,336.67 | Switzerland | 3 | IT Programmers Services |

* Including Freight arrangements covered by UNHCR Global Freight Agreement (GFA)