

Welcome to the

**UNGM**

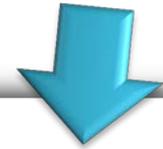
Portal

Please enter by using the following link:

<https://www.ungm.org/>



To start the registration process, please click on any of these two options.



Welcome to the UNGM



If you are a **Contractor or Company**, please use the registration type “**Companies**”. [Do not use the option Individual Consultant.](#)

## Account registration

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Press release

Please select the type of registration by clicking on the relevant box below.

**Individual consultant** registration is suited for individuals who are interested in limited duration contracts associated with projects, where specific skills and experience are required.

**Company** registrations are relevant for licensed businesses which can provide relevant products and services to United Nations Organizations.

**UN Organization** registrations are limited to United Nations staff and requires a valid and active UN email address.

The vendor will also be requested to read the **Supplier Code of Conduct (SCC)** and be informed that in order to be able to register as a potential vendor to the UN, the SCC must be accepted.

Links to the guides which will contain detailed information will also be provided.

Individual consultant

**DO NO USE FOR PAHO**

Companies



United Nations  
Organizations and  
International  
Organizations

# Company registration

## UN Supplier Code of Conduct



Please download and read the [UN Supplier Code of Conduct](#).

To register your interest in doing business with the United Nations, you are required to read and accept the [UN Supplier Code of Conduct](#).

### Company registration

\* denotes required field

#### Basic company details

Company Name \*

License Number \*

Country \*

Escriba el nombre del país o ter

#### Name of Company Director

First Name \*

Last Name \*



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UN Supplier Code of Conduct Rev.05 – September 2013

## UN SUPPLIER CODE OF CONDUCT

**United Nations Charter:** The values enshrined in the United Nations (UN) Charter, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the UN<sup>1</sup> are expected to adhere.

**Global Compact:** The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The UN strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact's principles into the operations of the UN. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and obtaining more information on the ten principles, can visit the Global Compact website at [www.unglobalcompact.org](http://www.unglobalcompact.org).

**International Labour Conventions and Recommendations:** The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite UN specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based.

# Basic Registration is the one required by PAHO

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UNITED NATIONS  
GLOBAL MARKETPLACE

## UNGM Registration Process

### Information required for each level of registration

Most UN organizations require vendors to register at Basic level only. Some UN organizations may require vendors to provide documentation and additional information in lieu of qualifying the vendor for registration at Level 1 or 2. The level of registration and accompanying requirements are determined by the monetary value of potential contracts. The system is intuitive and will automatically only allow vendors to register for Level 1 and 2 with UN organizations which make use of these additional qualification levels.



#### Basic registration requirements

1. General information (name of company, licence number, address, telephone, details of contact persons, etc.).
2. Information on countries in which you do business.
3. Classification of your goods and services.

#### Level 1 requirements

4. Criteria 1-3 above.
5. Certificate of incorporation or equivalent document verifying legal status/capacity.
6. Details and email addresses of at least three independent, non-affiliated references whom you have done business with.
7. Names of owner(s) and principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interests, if applicable). The names of intermediaries, agents and/or consultants, (if any) used in relation to United Nations contracts or bids/proposals.

#### Level 2 requirements

8. Criteria 1-7 above.
9. Reference letters from three independent, non-affiliated clients/companies, you have done business with.
10. Financial documents (audited/certified financial statements or equivalent) for the last three years.

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## Company registration

\* denotes required field

### Basic company details

Company Name \*

License Number \*

Country \*

### Name of Company Director

First Name \*

Last Name \*

### User account creation

The contact data in previous step and the user are the same.

First Name \*

Last Name \*

Please fill out accordingly, click the box and **“Register”**.



Email address \*

Password \*

Confirm password \*

### How did you hear about UNGM

Source \*

We have read and accept the [UN Supplier Code of Conduct](#)

Register



## Activate your account

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Your account has not been activated yet. You can activate it by clicking on the link provided in an email with the subject 'UNGM Account Activation - Welcome to the UNGM'. If you are not able to find this email, you can resend it from the Email icon on the top bar of this page, once you have logged in. The email has been sent to [sarmientoc@paho.org](mailto:sarmientoc@paho.org).



If you have not received the email or misplaced it, you can resend it to yourself. A copy of the email will be available in the Inbox of your account. You can access it by clicking on the Email icon in the top banner of your screen. You can log in with your email address and password. If you cannot remember your password, please click on the Forgotten Password button when logging in.

If you need assistance, please use the Help? button.

From: UNGM <no-reply@ungm.org>  
To: Sarmiento, Ms. Carolina (WDC)  
Cc:  
Subject: UNGM Account Activation - Welcome to the UNGM

Sent: Tue 8/19/2014 4:05

Welcome to UNGM.

Your UNGM user name is [sarmientoc@paho.org](mailto:sarmientoc@paho.org) and your UNGM number is 302629.

To activate your account, please **click once** on the link below.

<https://wwwtest3.ungm.org/Account/Account/Activate?c=43850815-2304-4bba-81f2-c8d549100e3a> or copy the link into a web browser. This link will remain active until you have activated your account.

If you cannot find this email later, please remember that you can still log into your newly created account using your email address and password. You can resend this activation link to yourself from the Email Icon on the top banner of the page.

#### **Tender Alert Service**

- Once you have activated your account, you are able to subscribe to the Tender Alert Service.
- Subscribing to the Tender Alert Service will allow you to receive notification of **relevant** tender notices **directly by email**. No need to daily search through long lists of tender notices.
- You do not have to complete the registration process, to make use of this service.

#### **Help**

At any stage during the registration process or when using <https://wwwtest3.ungm.org/>, you are able to get assistance by using the **Help** button in the right-hand bottom of the webpage. We will assist your as soon as we can and try to respond to all queries within 48 hours.

With best regards

Your UNGM Team

*PS: If clicking on the link does not take you to the correct webpage, check the version of your Internet Explorer browser. If you are using a version older than IE8, please update your browser to the latest version. You may also want to use another browser, such as Google Chrome or Firefox.*



# Account Activation

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✓ Congratulations! Your account has now been activated.

 You have successfully created your personal login to your company's UNGM account.  
[Click here](#) to complete your Basic registration.



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### Account details

Email address \*

Password \*

Remember me?

[Forgotten password?](#)

Log in



If you do not yet have an account, you can [Register here](#).

**CLICK HERE TO COMPLETE YOUR REGISTRATION YOU WILL NOT BE ACTIVE WITH PAHO UNTIL YOU COMPLETE IT**



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Please provide all the required information to complete your registration.

20%

All information has been provided.
  More information is required in this section.
 \* required field

- General** >
- Address >
- Countries/area >
- Contacts >
- Declaration >
- Coding >

UN Organizations (23)

### General company information

Company name \*

Trade name/DBA

Company type \*

Fax country code

Parent company

Fax number

License number \*

Website



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Your vendor registration has been submitted.

An overview of the statuses of your registrations with the respective UN organizations can be found under the [Dashboard](#) in the left column.

✓ Some UN organizations may require Level 1 or 2 registration. The level of registration is related to the potential value of a contracts.

You can also submit Level 1 registrations. For more details click on [Level 1](#) here.

Remember to subscribe to the **Tender Alert Service** and receive relevant notices that matches your company's products and services directly in your inbox. This service only costs USD250 per year. To subscribe click [here](#).

■ All information has been provided. ■ More information is required in this section. + required field

- General >
- Address >
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- Declaration >
- Coding >
- UN Organizations (25)

Company address information

House number	<input type="text"/>
Address line 1 *	<input type="text" value="525 23RD ST NW"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
City/town *	<input type="text" value="Washington"/>
Country/area *	<input type="text" value="United States of America"/>
Postal code	<input type="text" value="20037"/>

P.O. Box address (optional)

P.O. Box number	<input type="text"/>
P.O. Box postal code	<input type="text"/>
City/town for P.O.Box	<input type="text"/>
Country/area	<input type="text" value="Type a country/area name"/>

Save



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All information has been provided. More information is required in this section. \* required field

General > Address > **Countries/area** > Contacts > Declaration > Coding > UN Organizations (25)

National / International

Select **National** if you prefer to do business only in your country.  
Select **International** if you are also interested in doing business outside the borders of the country in which your company is registered. Remember to include your own country in the list.

National  International

Country/area of business

Please select and list the countries in which your company is able to supply goods and services to UN organizations.

Afghanistan

Remove

Albania

Remove

**If your company does business internationally, please select International and include any country in which you can operate or ship to.  
If your company only operates locally, please select local and add your country.**



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 ■ More information is required in this section.
 \* required field

- General >
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Contact persons

Name	Email address	Job title	Country/area	
Carolina Sarmiento Nava	carolina12199110@gmail.com	Procurement Assistant II	United States of America	COMPLETE

Invited contacts

You can invite users to join your vendor registration from here.

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All information has been provided. More information is required in this section. \* required field

General > Address > Countries/area > Contacts > **Declaration >** Coding > UN Organizations (25)

### Declaration of eligibility



This declaration is a formal and explicit statement on behalf of your company. Please review the following seven (7) statements and select the most appropriate option.

- CAROLINA Company TEST** is not a company or associated with a company or individual prohibited from being engaged in procurement by any of the Organizations within the United Nations system and the World Bank Group.
- CAROLINA Company TEST** is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
- CAROLINA Company TEST** is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.
- CAROLINA Company TEST** has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- CAROLINA Company TEST** does not have any legal proceedings against or disputes with a UN entity.
- CAROLINA Company TEST** undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with any of the Organizations within the United Nations system and the World Bank Group, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Organization(s) within the United Nations system and the World Bank Group.
- In the case that the situation of **CAROLINA Company TEST** changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, **CAROLINA Company TEST** shall immediately inform the United Nations Global Marketplace thereof. **CAROLINA Company TEST** understands that non-compliance with this requirement will automatically render **CAROLINA Company TEST** ineligible.

Select an option

- To the best of my knowledge, the entity that I represent, i.e. **CAROLINA Company TEST** meets all seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change.
- No, the entity that I represent, i.e. **CAROLINA Company TEST** does **not** meet all seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why **CAROLINA Company TEST** does not meet specific criteria).
- I can neither confirm nor declare that the entity that I represent, i.e. **CAROLINA Company TEST**, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that **CAROLINA Company TEST** needs to provide the information later. (Please provide explanation below).

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You can also submit Level 1 registrations. For more details click on [Level 1](#) here.

Remember to subscribe to the **Tender Alert Service** and receive relevant notices that matches your company's products and services directly in your Inbox. This service only costs USD250 per year. To subscribe click [here](#).

All information has been provided.  More information is required in this section. \* required field

General > Address > Countries/area > Contacts > Declaration > **Coding >** UN Organizations (25)

UNGM uses an subset of the United Nations Standard Products and Services Code (UNSPSC®) for the classification of products and services. The codes available for selection represent the majority of the products and/or services bought by UN organizations. Select the codes which best describe the products and/or services your company can provide. A list with your selected codes are shown below on the left. You can change your codes at any time.

**?** If you are not able to find the codes for your products and/or services, it is possible that the UN organizations do not normally buy these products and/or services. You are welcome to contact us using the **Help?** button at the top of this page. When doing so, please provide detailed information on the products and/or services you were not able to select for registration.

For more information on UNSPSC codes in general and viewing the entire codeset, please visit [www.unspsc.org](http://www.unspsc.org)

Selected codes (4) [Remove all codes](#) UNSPSC selector

43211500 - Computers <a href="#">View</a>	
43231513 - Office suite software <a href="#">View</a>	
44120000 - Office supplies <a href="#">View</a>	
90110000 - Hotels and lodging and meeting facilities <a href="#">View</a>	

Search:

- E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals ▼
- 51000000 - Drugs and Pharmaceutical Products ▼
- 51200000 - Immunomodulating drugs ▼
- 51201600 - Vaccines and antigens and toxoids

**Please search for the commodity category (ies) that apply to your company. The system will cross check with all participating UN agencies profile and recommend potential additional suitors.**

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All information has been provided.  More information is required in this section. \* required field

General > Address > Countries/area > Contacts > Declaration > Coding > UN Organizations (25)

UN organizations matching your profile

 You have already submitted your registration to all UN organizations matching your profile.

UN organizations submitted to

 You have submitted your registration to the following UN organizations.  
 You may withdraw your submission at any time by deselecting an organization.

African Development Bank Group (AFDB)

Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)

International Telecommunication Union (ITU)

Office of the United Nations High Commissioner for Human Rights (OHCHR)

Organization for the Prohibition of Chemical Weapons (OPCW)

The Pan American Health Organization (PAHO)

United Nations Procurement Division (UN Secretariat)

Joint United Nations Programme on HIV/AIDS (UNAIDS)

United Nations Development Programme (UNDP)

# Basic Registration

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Your registration is now complete and ready for submission. Please review the organizations that your company has automatically been matched with based on the information provided. Please check that all your information is correct before submitting it for review by the organizations. Pay special attention to the codes you have selected, your company name and the email addresses of contact persons.

By submitting this registration you declare that all information provided in this application and in documents submitted is true and correct.

You will not be able to change any information once the review process has started. If you need to make changes before your submission has been reviewed and evaluated by the selected organizations, please use the Help? button to get in touch with us for assistance.

[Submit registration](#)

Are you sure you want to submit your registration?

**You have already submitted your registration.**

Please note that your registration will be reviewed based on the information you have provided.

By submitting this registration you declare that all information provided in this application and in documents submitted is true and correct.

**You have submitted your registration and you may withdraw it.**

You will not be able to change this information once an organization has started the review process.

- African Development Bank
- Preparatory Commission for the Great Inland Waterways for Africa
- Food and Agriculture Organization of the United Nations
- International Atomic Energy Agency (IAEA)

Yes, please submit my registration.

No, please save my changes. I will submit later.

# Basic Registration



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All information has been provided.
  More information is required in this section.
  \* required field

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### UN organizations matching your profile

**i** You have already submitted your registration to all UN organizations matching your profile.

### UN organizations submitted to

**i** You have submitted your registration to the following UN organizations.  
 You may withdraw your submission at any time by deselecting an organization.

- African Development Bank Group (AFDB)
- Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)
- Food and Agriculture Organization of the United Nations (FAO)
- International Atomic Energy Agency (IAEA)

**Missed opportunities? Want us to email you when a relevant tender notice is uploaded?**  
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Title:

Description:

Reference:

Published between:  and

Deadline between:  and

UN Organization:  x

Beneficiary Country/Area:  e

UNSPSC Codes: [Select UNSPSC](#)

Type:

Not set  Request for EQI  Request for proposal  Request for quotation  Invitation to bid

Request for pre-qualification  Request for information  Grant support-call for proposal

 Click Expression of Interest button to view notice in Intend

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
	<a href="#">In-Tend 04 - 07/10/2014 - Quick Quote Template</a>	30-Oct-2014 10:11	25-Oct-2014	IFAD	Request for proposal	UN5cGA-J	United Kingdom
	<a href="#">in 22Oct2014</a>	31-Oct-2014 00:00	22-Oct-2014	IAD	Request for EQI	IAD - 00000213	United Kingdom
	<a href="#">Test notice for FAHO from webservice - 1</a>	31-Oct-2014 10:41	21-Oct-2014	FAHO	Invitation to bid	ref paha ws -1	Multiple destinations
	<a href="#">Test For GetMailForCreatingCallFromTheNotice</a>	31-Oct-2014 11:04	20-Oct-2014	UNOPS	Request for EQI	RA_2010_01	India
	<a href="#">Travaux de Réhabilitation par mécanisation des axes routiers dans les Terres Gensera et Kungu RD/CZ</a>	28-Nov-2014 17:23	31-Mar-2014	UNOPS	Request for proposal	ADN N° 0077040/UNOPS/PARRSA/1/007/2014	Multiple destinations
	<a href="#">Webservice notice test IT</a>	28-May-2015 18:20	13-Mar-2014	UNOPS	Invitation to bid	WEB-Test-IT	Multiple destinations

**TENDER NOTICES is for OPEN TENDERS - At this stage, your registration is complete and you may now search for business opportunities throughout the UNGM network.**

My Tenders

- Home
- About UNGM
- Registration process
- Code of conduct
- Terms & Conditions
- Tender notices
- Contract awards
- Knowledge centre
- UNSPSC
- FAQs
- Video Guides
- Scam Alert
- Vendor**
  - Dashboard
  - Settings
  - Registration
  - Vendor documents
  - > My tenders
    - PAHO
  - Tender Alert Service
  - UNSPSC changes

Title

Description

Reference

Published between  and 03-Sep-2015

Deadline between 03-Sep-2015 and

[Clear All](#)

 No notices were found matching these criteria.

**MY TENDERS is for CLOSED TENDERS.**

**If you were invited to participate in a close tender by any of the UN Organizations you registered with, all contacts registered under your Vendor will receive an e-mail notification. You will need to log in, go to Opportunities, My Tenders and click PAHO or other UN Organization as indicated in the screen.**



Home Messages Tenders Contracts UNGM Help Logout

Search

My Tenders  
**Show all..**

Filter

Customer  
All

Involvement  
All

1st Line Antitubercular drugs for Paraguay

Status

Description

2016 PRO/SF/BID 16-05- BRAZIL / LOPINAVIR / RITONAVIR

Status

Description

View Details

To search for a particular tender, click **Show all..** And then, in the search option type the reference number or tender title. Then, click on  to access the tender.



Your return has not yet been sent

Tender ITB Documents Correspondence History

## DG ITB IT Equipment

Title :	DG ITB IT Equipment
Reference :	DG001
Description :	Example ITB
Contact :	Damian Gillott
Date documents can be requested until :	05 October 2014
Process :	Non-OJEU
Directive :	Services
Procedure :	Request for Proposal

**Please explore every tab. You will be able to submit your proposals in the second tab.**

- **FOR ANY ISSUES RELATED TO UNGM ACCOUNT MANAGEMENT, PLEASE CONTACT UNGM BY USING THE HELP BUTTON LOCATED ON THE UPPER RIGHT HAND CORNER OF ANY UNGM SCREEN**
- **FOR ANY ISSUES RELATED TO TENDER RELATED QUESTIONS, PLEASE CONTACT THE PAHO BUYER VIA THE CORRESPONDENCE MODULE**
- **FOR ANY ISSUES RELATED TO TENDER MANAGEMENT AND OTHER SYSTEM ISSUES, PLEASE CONTACT PAHO AT THE FOLLOWING ADDRESS [PRO.SYSTEMS@PAHO.ORG](mailto:PRO.SYSTEMS@PAHO.ORG) INCLUDING THE NATURE OF THE ISSUE AND TENDER REFERENCE**

**THANK YOU**