



SHAPING
OUR
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TOGETHER



HOW TO DO BUSINESS WITH THE UN PROCUREMENT BUSINESS SEMINAR

Thursday, 26 November 2020

United Nations Global Service Centre Brindisi, Italy

Virtual half-day event **HOW TO DO BUSINESS WITH THE UN - Procurement Business Seminar** aimed at informing current and potential UN suppliers on how to successfully do business **with the United Nations**.

Other UN entities have been invited to participate and share their requirements during the event.

Commodities which are most relevant to UNGSC operational requirements are:

GOODS:

- Communications Equipment
- Computers
- Office Equipment
- Tools
- Packaging Equipment and Materials
- Spares and Consumables
- Vehicle Spare Parts
- Electrical Equipment and Generators
- Replenishment of the Strategic Deployment Stock (SDS)

SERVICES:

- Construction works
- Professional and technical consultancies
- Freight Forwarding & Transportation
- Trainings and Programs (Technical/Professional, Certifications and Soft skills)
- General Maintenance of the premises
- Maintenance Repair Overhaul (buildings, systems, equipment)
- Telecommunications: telephone, Internet, leased lines

The full list of goods and services is available in the 'business service catalogues' on the UNGSC website, online at www.ungsc.org

This virtual event will include a set of presentations and optional online practical sessions (on the United Nations Global Marketplace Vendor Registration Portal for new suppliers, and one to one meeting upon request).

To participate in this virtual event, Vendors must express their interest and provide the email address of the person participating in the event as the company representative. Instructions on how to access the event will be provided to participants one week before the virtual event date to allow set-up.

If you wish to express your interest in participating in the event mentioned above, please fill in and return the attached Registration Form to ungscprocurementseminar2020@un.org the earliest possible and no later than 17 November 2020.

The Registration Form is also available on the UNGSC website at the following address:
<https://www.ungsc.org/Advertising>.

Companies will be notified and will receive the event Agenda no later than Monday, 23 November 2020.

For any additional information, please call **+39 0831 05 6623** UNGSC Procurement Unit.



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Dear UNGSC,

This is to confirm that we express our interest in participating in the half-day virtual event [HOW TO DO BUSINESS WITH THE UN - Procurement Business Seminar*](#) which will be held on **26 November 2020** via WebVC platform.

Company name	
Name of the attendee/s	
UNGM number (if already registered)	
E-mail address	
Website	
Telephone/Mobile No.	
Goods/Services provided	
Signature	

**Please select the optional sessions you wish to attend:*

Session 1. (Mandatory) Presentation on UNGM Vendor Registration, UN Procurement Procedures and the correct way to submit offers.

Session 2. (Optional) Practical session on UNGM Vendor Registration - for vendors not yet registered in UNGM.

Session 3. (Optional) 10 minutes individual meeting with Procurement staff.

Please email the form, duly filled in, no later than **17 November 2020** to:
ungscprocurementseminar2020@un.org