

2021

C P A G
A N N U A L
R E P O R T



GENEVA-BASED UNITED
NATIONS ENTITIES AND OTHER
INTERNATIONAL ORGANIZATIONS

Table of Contents

3

Opening Remarks

4

CPAG at a Glance

10

Governance

16

Knowledge Sharing

19

Capacity Building

21

Working Groups

23

Common Contracts

24

Joint Tenders

26

Future Tenders

27

Way Forward

28

Key Figures

30

Person of the Year

32

Annexes



© Adobe stock

Opening Remarks

As a result of active and efficient contributions from all Member Organizations of the Common Procurement Activities Group (CPAG), despite another challenging year with COVID-19, CPAG had a productive 2021 as a great procurement network in various aspects.

One of the main CPAG activities for knowledge sharing amongst the group was demonstrated by a significant increase of 14% in number of queries, from 167 to 191 queries. With an average of approximately 16 queries per month, the Members actively exchanged information and shared experiences, contracts, best practices and policies under the CPAG umbrella.

In 2021, Members reported an overall Estimated Cost Efficiencies (ECE) of CHF 16,145,285.44 from 28 CPAG common contracts. Throughout 2021, three joint tenders were launched for the provision of electricity, provision of office supplies and provision of UN flags and accessories.

One highlight for the Working Group for harmonized workflow for CPAG tender: an updated guiding document was prepared by the WG and presented in CPAG fourth quarterly meeting in 2021 to ensure consistency and uniformity in all CPAG tenders. It will not only serve as a user manual for the buyers managing joint tenders, but also a clear guidance for all participating agencies on each step of a CPAG joint tender.

Thank you to all CPAG Member Organizations and the CPAG Secretariat for their energy, enthusiasm and commitment to this important network in 2021.

We wish to continue to cooperate in more and more areas, maximize the benefits of CPAG for every participant and remain a positive example of procurement collaboration in the UN family.

Abdul Raqeeb Yusufi
CPAG Chairperson during 2020-2021
United Nations Office for Project Services

Donatella Castellucci
CPAG Chairperson during 2021-2022
World Intellectual Property Organization

CPAG at a Glance



© IOM

The Common Procurement Activities Group (CPAG) is a voluntary inter-agency procurement network composed of Geneva-based UN entities and international organizations dedicated to enriching a range of procurement activities through their experience, knowledge and practice of procurement.

CPAG was created on 15 May 1952. It was previously known as the Committee on the Coordination of Purchase and Supply Services of the United Nations Office and Specialized Agencies at Geneva. This inter-agency group is administered by the Statutes and Rules of Procedures adopted on 22 April 2005 and most recently revised on 26 September 2017.

CPAG History

Before WWII	1951	26 Nov 1951	15 May 1952	8 Dec 1952	22 Apr 2005	26 Sep 2017
Joint Purchasing Committee procured thirty standardized items through public tender	Survey to explore the feasibility of creating a “common purchase service”	First meeting of the newly created “Committee on the Co-ordination of Purchase and Supplies Services”	Report of the Committee on the co-ordination of purchase and supplies services on the establishment of the Common Purchase and Supplies Services	Approval of the Statutes of the Joint Purchase Service (JPS)	The Statutes of CPAG were adopted	The Statutes of CPAG were revised

“

UNHCR involvement with CPAG is key to the successful management of our Procurement Operations for our Headquarter in Geneva and beyond. The efficiency gained, the savings achieved, as well as the unique learning opportunities from all the other members are critical for the accomplishment of UNHCR Procurement Function's strategic objectives.

Fabrizio BERTORA

Chief, HQ Procurement

Supply Management Service, UNHCR

”

- **Before World War II (WWII)**, the Joint Purchasing Committee (whose members were the ILO and the League of Nations) procured thirty standardized items through public tender. This is documented in Chapter I of the 1952 Committee on the Co-ordination of Purchase and Supplies Services' Report. According to the said report, after the WWII was over, the Joint Purchasing Committee re-opened its activities and WHO joined the Committee.
- **1951**. The executive heads of UNOG (at the time European Office of the UN), ILO, WHO, WMO and ITU decided to launch a “survey” to explore the feasibility of creating a “common purchase service” serving their respective organisations.

- **26 November 1951.** First meeting of the newly created “Committee on the Co-ordination of Purchase and Supplies Services” was held.
- **15 May 1952.** Report of the Committee on the co-ordination of purchase and supplies services on the establishment of the Common Purchase and Supplies Services for the International Organizations at Geneva was published. The report recommended the establishment of a “Joint Purchase Service” that was basically an improved version of the existing “Joint Purchasing Committee” (slightly larger scope etc.).
- **8 December 1952.** The Statutes of the Joint Purchase Service (JPS) of the European Office of the United Nations and the Specialized Agencies in Geneva (ILO, WHO, ITU, WMO) was approved.
- **22 April 2005.** The Statutes of CPAG were adopted by the United Nations Office at Geneva and specialized agencies, funds and programmes. The CPAG replaced the Joint Purchase Service (JPS).
- **26 September 2017.** The Statutes of CPAG were revised.

Objectives

CPAG aspires to standardize procurement activities and centralize requirements through group purchasing while respecting the varied policies, procedures and the constitutional, budgetary and administrative autonomy of each Member Organization. CPAG enables Member Organizations to pool the results of their experience and research, share best practices and coordinate their procurement operations, with a view to:

- Promoting the harmonization of procurement policies and procedures
- Standardizing the procurement of goods, works and services where possible
- Enhancing the efficiency and effectiveness of procurement operations by enabling Member Organizations to benefit from the results of the procurement operations of other Members
- Benefiting from economies of scale by pooling procurement requirements



© UNICEF

“

It is with great pride to be part of the unified CPAG with our common objective of serving the UN family for the procurement of deliverables using best practices to meaningfully impact as many people as possible and particularly contribute to the most vulnerable groups in need around the world through the passion, inspiration, and expertise of UN Procurement team members.

CPAG has created excellent opportunities for networking and knowledge-sharing among procurement experts to explore the options available not only for the purchases but also for understanding of the procurement practices and methods applied by the sister agencies to help develop and adopt the best procurement guidelines.

Kay Pan AUNG LATT

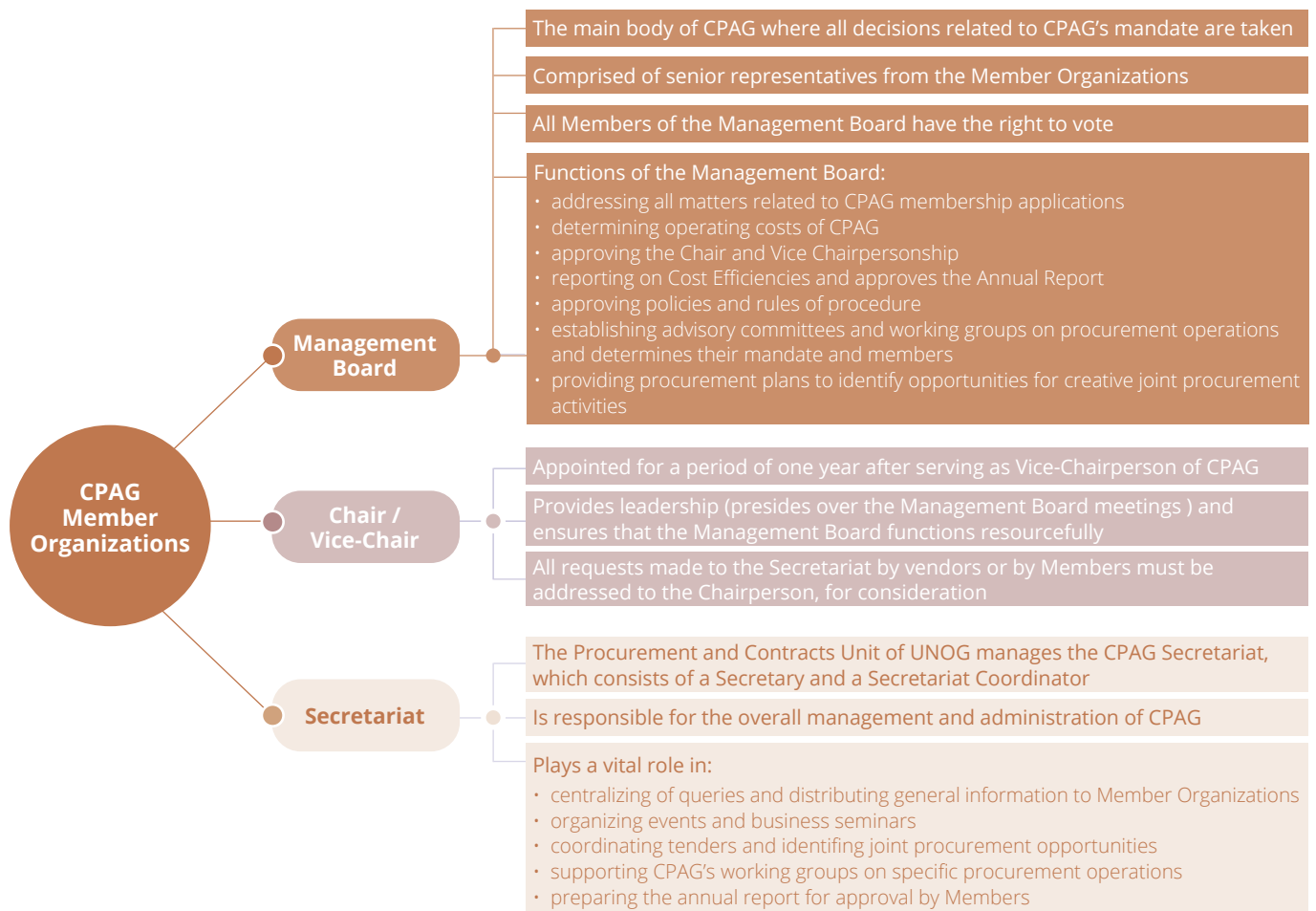
Associate Procurement Officer, UNICC

”

Structure

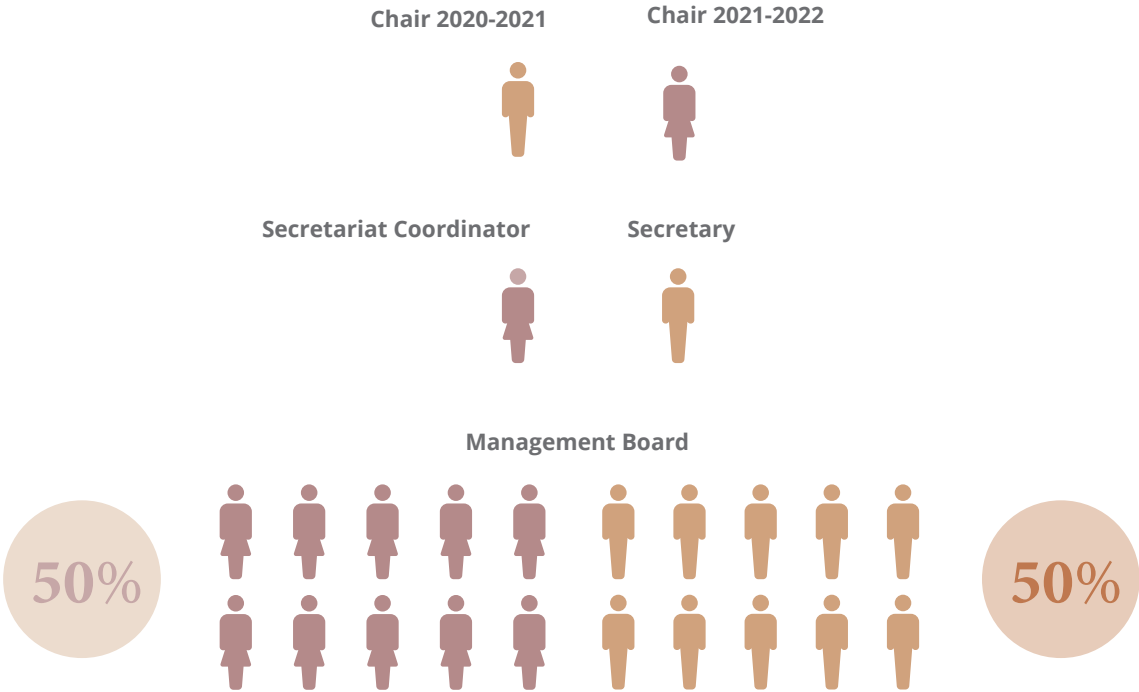
One mechanism that helps make CPAG functional and well-managed is its structure, which consists of a Management Board, a Secretariat, a Chairperson and a Vice-Chairperson with clear roles, and responsibilities.

Structure of CPAG



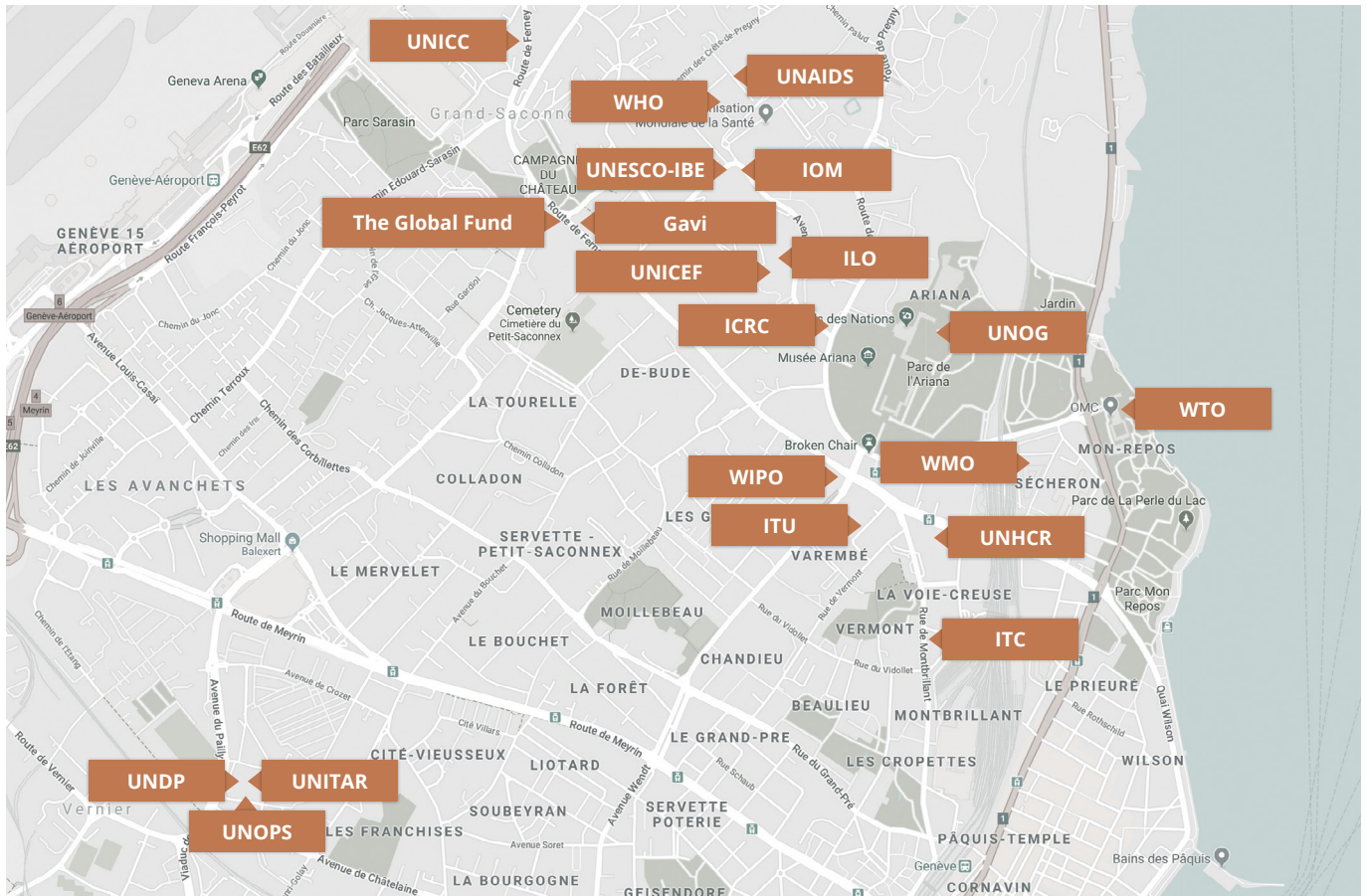
Distribution of CPAG per gender in 2021

In 2021, CPAG achieved gender parity within its management bodies, by attaining a 50/50 distribution between female and male members in the Management Board, the Chair and the Secretariat.



CPAG Member Organizations

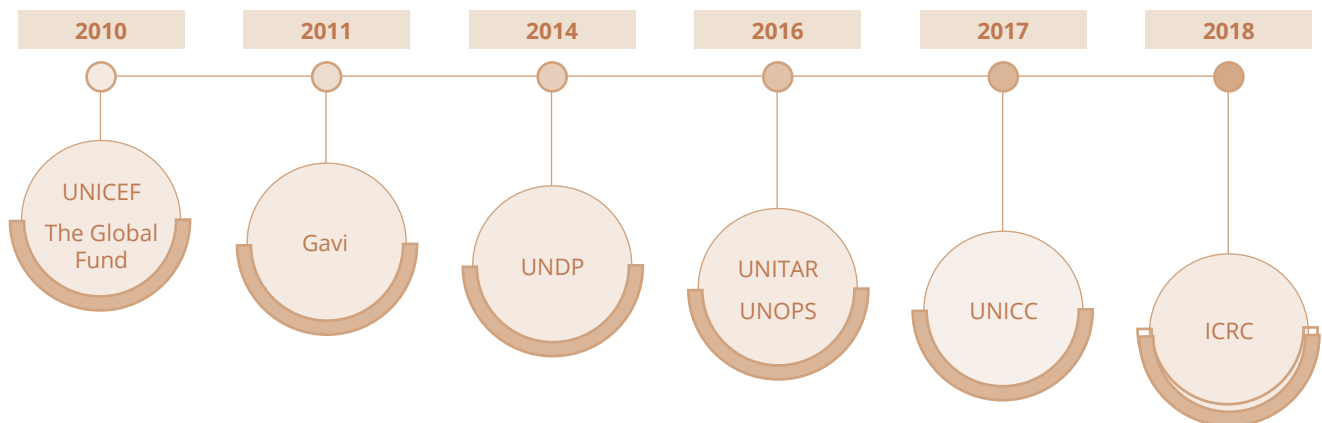
CPAG Member Organizations are UN entities and international organizations based in Geneva who have agreed to work together as a group to, notably, share their knowledge and experiences, identify potential common procurement activities, as well as participate in joint tenders, events, meetings and working groups.



2021 CPAG MEMBERS



History of CPAG Membership



New Membership

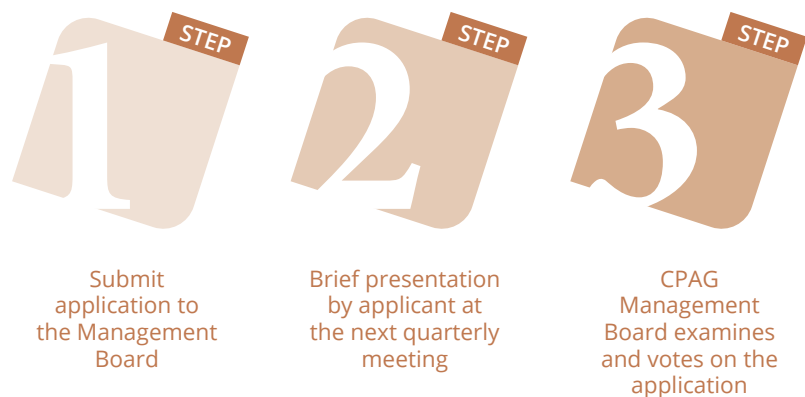
CPAG's Management Board will examine membership applications from organizations and entities. CPAG is always pleased to receive such requests and encourages every interested organization to explore this possibility and assess the benefits and added value that CPAG membership can bring to them.

The following entities may submit requests to join CPAG:

- Existing or future specialized agencies connected with the UN, regardless of headquarters location;
- International, intergovernmental or non-governmental organizations, activities financed from trust funds or special accounts, or any other entities in the interest of CPAG.

The CPAG membership account has been constantly increasing in the last 10 years, from 12 in 2010 to 20 in 2021.

Membership Application Procedure



Governance

The Management Board is the main body of CPAG where all actions related to CPAG's mandate are undertaken. The Board makes decisions which are recorded, distributed and implemented by the Secretariat.

Functions of the Management Board

The Management Board meet at least every quarter of the year, including the regular management board session, as foreseen in the CPAG Statutes.

Quarterly meetings are an especially crucial opportunity to:

- Keep Members updated on current procurement procedures
- Plan and discuss key goals to achieve in the upcoming quarter
- Address issues of common interest to Member Organizations
- Discuss specific aspects of procurement activities and policies



© Adobestock

Such quarterly gatherings not only provide an information update to Members but also provide an opportunity to share ideas for the group to make decisions, from operational issues to crucial contractual matters. Moreover, quarterly meetings assist the CPAG Secretariat in ensuring that the performance of the group is regularly assessed, by focusing on the top-priority projects and establishing short and long-term goals.

Together with the Secretariat, the Chairperson establishes the agenda for meetings, with inputs from Members. The Chairperson ensures that all Member Organizations are involved in discussions and decision-making during the quarterly meetings.

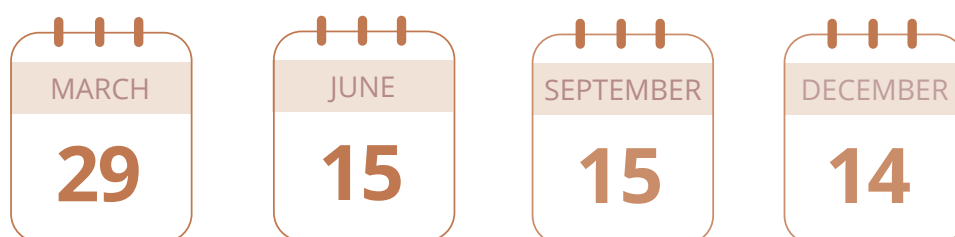
The Secretariat is responsible for preparing background documents for the Management Board meetings and implementing decisions and instructions.

These quarterly meetings are used to communicate critical information so that strategic decisions can be made and to provide an opportunity to develop solid short-term and long-term goals. Additionally, quarterly meetings assist the CPAG Secretariat in assessing results and realigning goals in order to maximize performance.

Main Items Addressed During the 2021 Quarterly Meetings

Q1	14 April 2021	<ul style="list-style-type: none"> * New CPAG membership * Update on status of CPAG tenders * Cost repartition of the consultancy services for the electricity tender * Approval of 2020 CPAG Annual Report and 2021 operational costs
Q2	21 June 2021	<ul style="list-style-type: none"> * Update on status of CPAG tenders * Farewell to Mr. Giorgio Fraternali
Q3	23 September 2021	<ul style="list-style-type: none"> * Update on status of CPAG tenders * Swissmedic CPAG common action * Proposal for establishing a joint contract database (UNOG) * Swisscom negotiation * Cooperation with UN offices outside of Geneva * Establishing a new Working Group
Q4	14 December 2021	<ul style="list-style-type: none"> * Chairperson Rotation * Update on status of CPAG tenders * Presentation of the Working Group on Harmonized Procurement Flow for CPAG Tenders (led by WIPO) * Follow up on previous discussions and activities to be completed: clauses to be circulated, table of CPAG contracts, UNGM update. * CPAG French Translation : Groupe des activités communes d'achat (CPAG)

Proposed Schedule for the 2022 Quarterly Meetings



© WIPO



Chairperson History and Rotation

Following the Management Board's approval of the Chairperson on 21 October 2020, the 2020-2021 chairpersonship was to be handed over from UNDP to UNOPS, with UNHCR as Vice-Chair, as of the 4th Quarterly Meeting of 2020 until the 4th Quarterly Meeting of 2021. According to the rotation list in the previous annual report, the Chair organization shall be UNHCR for the next term 2021/2022. UNHCR not being able to take over the chairpersonship, the organizations next in line were contacted. Due to internal reasons, IOM, UNICC, ICRC, UNAIDS could not undertake the chairpersonship.

At the 4th Quarterly Meeting of 2021, the Management Board approved the handover of the Chairpersonship from UNOPS to the representative of WIPO, with effect from the 4th Quarterly meeting of 2021 until the 3rd Quarterly meeting of 2022. In the ad hoc meeting after Q1 2022, ITU confirmed taking the Vice Chairpersonship. The future rotation list with all the 20 CPAG members is presented on page 13.

Rotation History of Chairperson and Vice-Chairperson

	Chair	Vice-Chair
2010-2011	ITU	UNOG
2011-2012	UNOG	WHO
2012-2013	ILO	WHO
2013-2014	WHO	UNESCO
2014-2015	WMO	UNESCO
2015-2016	UNICEF	THE GLOBAL FUND
2016-2017	THE GLOBAL FUND	GAVI
2017-2018	ITC	WTO
2018-2019	WTO	UNDP
2019-2020	UNDP	UNHCR
2020-2021	UNOPS	UNHCR



© Adobestock

“

CPAG provides the ICRC with a unique opportunity to join a collaborative procurement network, where member organisations share market information, best practices, terms of references and benchmark. Such cooperation brings financial benefits but also efficiency in the sourcing to contract process.

Romain FOURNIER

Head of Indirect Procurement, ICRC

”

Future Rotation of Chairperson and Vice-Chairperson

	Chair	Vice-Chair
2021-2022	WIPO	ITU
2022-2023	ITU	UNOG
2023-2024	UNOG	ILO
2024-2025	ILO	WHO
2025-2026	WHO	UNESCO
2026-2027	UNESCO	WMO
2027-2028	WMO	UNICEF
2028-2029	UNICEF	THE GLOBAL FUND
2029-2030	THE GLOBAL FUND	GAVI
2030-2031	GAVI	ITC
2031-2032	ITC	WTO
2032-2033	WTO	UNDP
2033-2034	UNDP	UNHCR
2034-2035	UNHCR	UNOPS
2035-2036	UNOPS	IOM
2036-2037	IOM	UNICC
2037-2038	UNICC	ICRC
2038-2039	ICRC	UNAIDS
2039-2040	UNAIDS	UNITAR
2040-2041	UNITAR	WIPO
2041-2042	WIPO	ITU

Operational Costs

Every year, each Member pays the Secretariat (UNOG) its portion of the annual operational costs of CPAG, in accordance with the amount fixed by the Management Board in the previous year. On 1 December 2017, it was further established that a minimum threshold of USD 2,500 would be charged as part of the Membership fee.

The operational costs include the salary cost of one staff along with administrative costs related to the post, which is divided proportionally amongst Members. The proportional component is established by obtaining each organizations number of non-temporary staff employed as of 31 December of the previous year.

The operational costs help ensure an effective allocation of resources as the CPAG Secretariat has a full-time resource dedicated to the administration of CPAG.

Costs for 2021

The total amount of operational costs for 2021 was **USD 204,980**, which includes:

- **USD 197,168** standard salary cost for a P-3 in 2021
- **USD 7,228** office expenses

CPAG Cost Breakdown 2021 (USD)

Member Organization	Staff per Member Organization	Percent (%) Member's Staff over Total Staff	Annual Fixed Membership Fee	Remaining Cost for Services	TOTAL Share per Organization
Gavi	258	2.0423%	\$2,500.00	\$3,165.11	\$5,665.11
ICRC	1,230	9.7364%	\$2,500.00	\$15,089.48	\$17,589.48
ILO	1,162	9.1981%	\$2,500.00	\$14,255.26	\$16,755.26
IOM	359	2.8418%	\$2,500.00	\$4,404.17	\$6,904.17
ITC	339	2.6834%	\$2,500.00	\$4,158.81	\$6,658.81
ITU	634	5.0186%	\$2,500.00	\$7,777.83	\$10,277.83
The Global Fund	774	6.1268%	\$2,500.00	\$9,495.33	\$11,995.33
UNAIDS	208	1.6465%	\$2,500.00	\$2,551.72	\$5,051.72
UNDP	43	0.3404%	\$2,500.00	\$527.52	\$3,027.52
UNESCO-IBE	10	0.0792%	\$2,500.00	\$122.68	\$2,622.68
UNHCR	770	6.0951%	\$2,500.00	\$9,446.26	\$11,946.26
UNICC	64	0.5066%	\$2,500.00	\$785.14	\$3,285.14
UNICEF	294	2.3272%	\$2,500.00	\$3,606.75	\$6,106.75
UNITAR	46	0.3641%	\$2,500.00	\$564.32	\$3,064.32
UNOG	2,738	21.6734%	\$2,500.00	\$33,589.43	\$36,089.43
UNOPS	129	1.0211%	\$2,500.00	\$1,582.56	\$4,082.56
WHO	1,570	12.4278%	\$2,500.00	\$19,260.56	\$21,760.56
WIPO	1,092	8.6440%	\$2,500.00	\$13,396.51	\$15,896.51
WMO	255	2.0185%	\$2,500.00	\$3,128.31	\$5,628.31
WTO	658	5.2086%	\$2,500.00	\$8,072.26	\$10,572.26
TOTAL	12,633	100,00%	\$50,000.00	\$154,980.00	\$204,980.00



“

CPAG provides information dissemination on market intelligence and «Procurement Best Practices» between agencies.

CPAG Membership has been particularly critical during the past 12 months when dealing with the COVID pandemic. It has allowed Agencies to share information and knowledge in relation to how best to manage the pandemic from a procurement perspective, to access and share supplier data bases and requirements, thereby reducing duplication of work and effort.

Alessandra CARATOZZOLO

Chief, Procurement Section

Administration and General Services Division, WTO

”

Costs for 2022

Members will be called upon to acknowledge the 2022 operational costs, at the 1st Quarterly Meeting of 2022. The foreseen amount will be USD 210,577, consisting of:

- **USD 201,974** standard salary cost for a P-3 in 2022
- **USD 8,603** office expenses

CPAG Cost Breakdown 2022 (USD)

Member Organization	Staff per Member Organization	Percent (%) Member's Staff over Total Staff	Annual Fixed Membership Fee	Remaining Cost for Services	TOTAL Share per Organization
Gavi	315	2.4815%	\$2,500.00	\$3,984.70	\$6,484.70
ICRC	1,261	9.9338%	\$2,500.00	\$15,951.44	\$18,451.44
ILO	1,165	9.1776%	\$2,500.00	\$14,737.06	\$17,237.06
IOM	386	3.0408%	\$2,500.00	\$4,882.84	\$7,382.84
ITC	353	2.7808%	\$2,500.00	\$4,465.39	\$6,965.39
ITU	648	5.1048%	\$2,500.00	\$8,197.09	\$10,697.09
The Global Fund	739	5.8216%	\$2,500.00	\$9,348.23	\$11,848.23
UNAIDS	190	1.4968%	\$2,500.00	\$2,403.47	\$4,903.47
UNDP	43	0.3387%	\$2,500.00	\$543.94	\$3,043.94
UNESCO-IBE	10	0.0788%	\$2,500.00	\$126.50	\$2,626.50
UNHCR	631	4.9709%	\$2,500.00	\$7,982.05	\$10,482.05
UNICC	59	0.4648%	\$2,500.00	\$746.34	\$3,246.34
UNICEF	365	2.8754%	\$2,500.00	\$4,617.19	\$7,117.19
UNITAR	47	0.3703%	\$2,500.00	\$594.54	\$3,094.54
UNOG	2,738	21.5692%	\$2,500.00	\$34,635.25	\$37,135.25
UNOPS	121	0.9532%	\$2,500.00	\$1,530.63	\$4,030.63
WHO	1,668	13.1401%	\$2,500.00	\$21,099.92	\$23,599.92
WIPO	1,053	8.2953%	\$2,500.00	\$13,320.28	\$15,820.28
WMO	275	2.1664%	\$2,500.00	\$3,478.70	\$5,978.70
WTO	627	4.9393%	\$2,500.00	\$7,931.45	\$10,431.45
TOTAL	12,694	100.00%	\$50,000.00	\$160,577.00	\$210,577.00

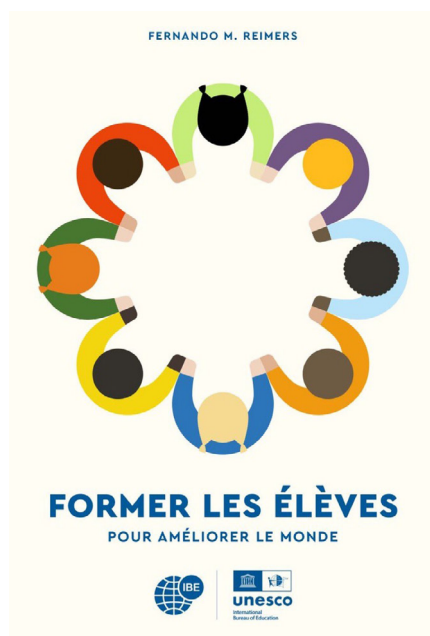
Knowledge Sharing

Knowledge sharing is a valuable component of CPAG's activities. It functions as a platform for the dissemination of information and sharing of existing contracts, policies and experiences, to learn ways to undertake procurement activities more efficiently.

The knowledge sharing mechanism brings numerous benefits to Member Organizations with a view to helping individual procurement offices become more efficient and effective:

- to enhance lists of vendors to be invited to tenders
- to receive clarifications on practices and on ground-breaking policies
- to find out about vendor performance
- to avoid the duplication of procurement procedures by identifying recent tenders or contracts

Knowledge Sharing Process



© UNESCO-IBE

1. Query

Submission of query by Member to the CPAG Secretariat and circulation of the request to all CPAG Members with a deadline to reply.

2. Individual Feedback from Members

Members individually provide their information and solutions to the CPAG Secretariat.

3. Consolidated Response

CPAG Secretariat formulates a consolidated response to be shared with all Members. In 2021, CPAG Secretariat established a list of colleagues that would only receive the consolidated responses, e.g. senior management, colleagues who do not work on daily basis for responding to the queries but still would like to keep up with what was circulated within CPAG.

4. Storage of Information

Consolidated responses are stored on the CPAG website on UNGM.



© UNITAR

“

Not only is the CPAG platform beneficial to each member Organization in terms of financial savings, but it has proven to be strategic in strengthening the UN Organizations' buyer's position vis-à-vis the global market. Aligning common needs makes us more attractive to the suppliers community. We are creating more value and less waste of resources and time by avoiding duplication of processes, consolidating our experiences, sharing technological innovations, and building sustainable buyer-supplier relationships.

Gerald KRETZ

Procurement Officer, ILO

”



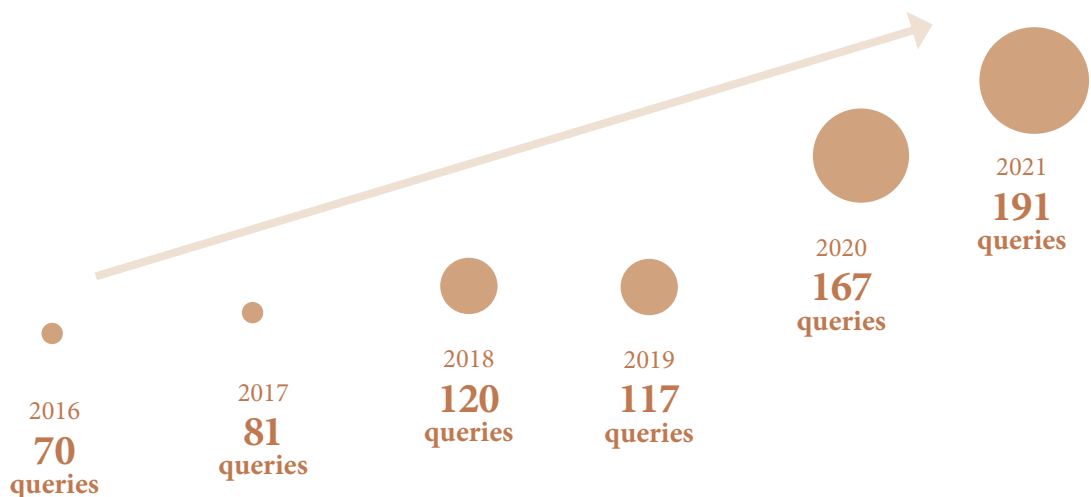
© Adobestock



In 2021 the exchange of knowledge was at the highest level since 2016, with the dissemination of 191 queries, which generated 678 responses from Members.

The number of queries increased by 14% compared with 2020. CPAG Members became more and more active in sharing information in 2021.

Number of queries per year

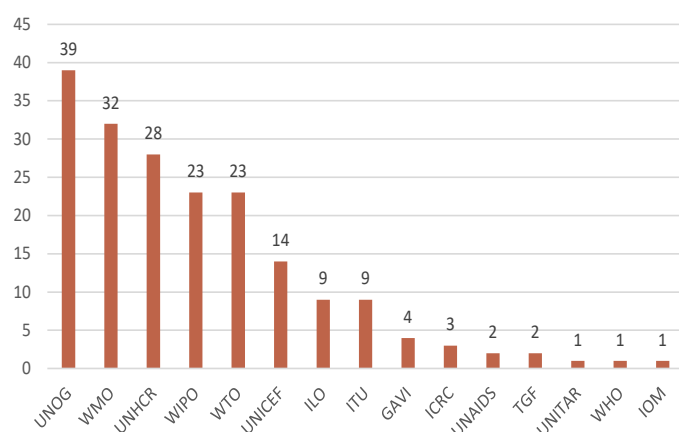


The benefits derived by the knowledge sharing process is clearly evidenced by the significant increase in requests for information submitted by Members to the Secretariat since 2016.

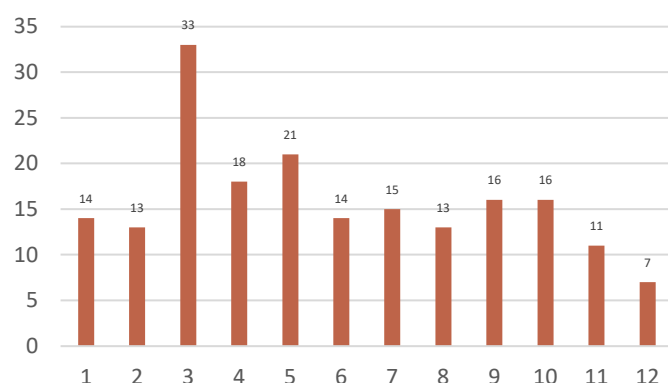
In 2021, out of the 191 queries, 39 were raised by UNOG, following by 32 queries from WMO and 28 queries from UNHCR. WIPO and WTO both had 23 requests circulated within CPAG. More details can be found in the below chart Number of Queries Raised in 2021 per Organization.

This year, the CPAG Secretariat also calculated the number of queries raised in each month. As noticed from the below chart Number of Queries Raised in 2021 per Month, in March 2021, the query number reached its peak and remained at a high level in April and May. In summer, the number of queries started to decrease. In September, it rose again and dropped in November and December during the holiday season in winter.

Number of Queries Raised in 2021 per Organization



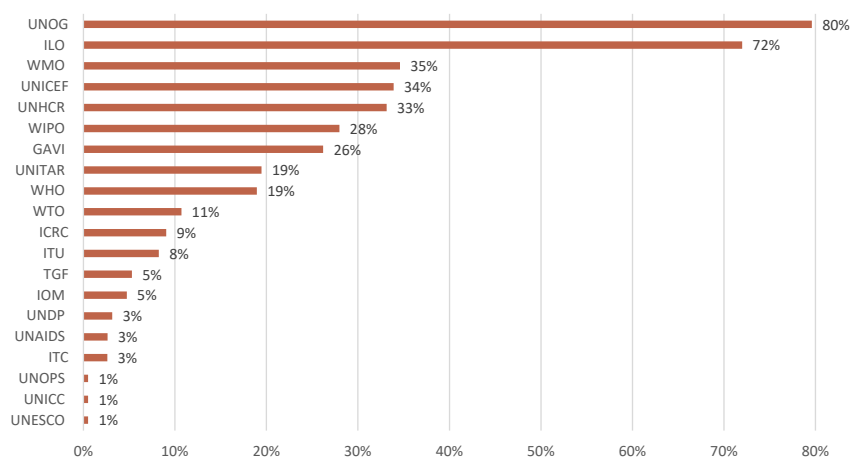
Number of Queries Raised in 2021 per Month



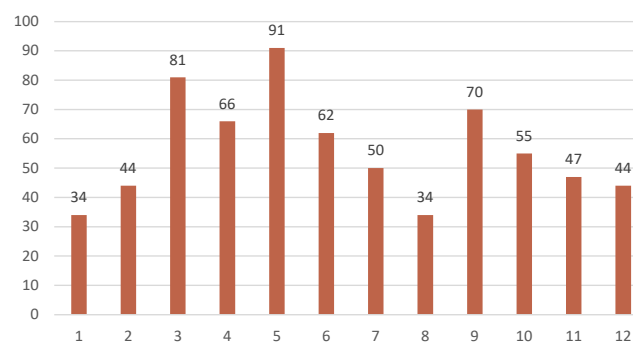
The CPAG Secretariat calculated the response rate of each member organization [*Number of response provided/(Total query for CPAG – number of queries raised)]. UNOG responded to 80% of the queries they received, and ILO provided answers to 72% of the questions. WMO, UNICEF and UNHCR were the next three, who also participated actively and responded to 35%, 34% and 33% of the queries. The response rate was also relatively high for WIPO and GAVI, standing at 28% and 26%. UNITAR and WHO replied to 19% of the CPAG queries. Sincere gratitude to all the colleagues who supported this query/response mechanism of CPAG and diligently provided useful information to all the Members.

In the below chart for responses provided in each month in 2021, it is noticed that the number of responses reached to the highest point in May. In March, April and May, following the largest number of queries raised in these three months, colleagues provided numerous responses. In summer, the number dropped from June to August. However, the response number jumped to 70 in September and gradually decreased till December.

Response Rate in 2021 per Organization



Number of Responses Provided in 2021 per Month





© UNICEF

“CPAG is a good initiative offering valuable resources to UN agencies. The benefits for its members are net savings in cost and efficiencies, which are generated by participating in joint tender processes and accessing a broad pool of Long Term Agreements, among others. Ultimately CPAG is a platform for procurement practitioners to share and exchange their knowledge and experiences, and an excellent example of how the agencies come together as One UN.

Pattana JINDAPRANEKUL

Procurement Associate, UNICEF

”

Capacity building

Procurement training has a multitude of benefits which including expanding procurement knowledge, enriching staff skills as well as increasing productivity and motivation.

UNDP has offered procurement training and certifications accredited by the Chartered Institute of Purchasing and Supply (CIPS) to the UN system for many years, ensuring conformity to high quality procurement standards and the opportunity for the participants to take part in an international community of procurement professionals.

Due to Covid-19 pandemic, the CIPS training in 2021 was held online.

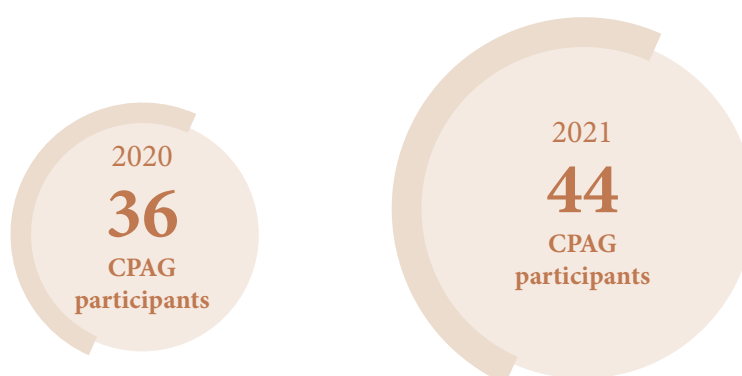
Benefits of Staff Training





© WHO

Participation to CIPS training



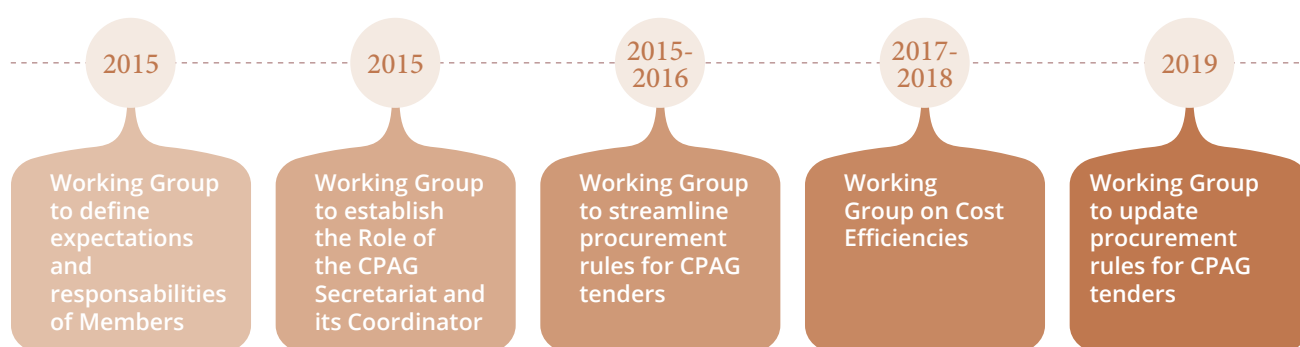
In 2021, the professionalization of procurement staff started to increase, with 44 participants from CPAG participating in the CIPS training sessions.

Training Course	Dates	Number of Participants
Introductory Certificate in Public Procurement - Level 2	2 - 5 Feb 2021	2
	16 - 19 Feb 2021	20
	16 - 19 Mar 2021	2
	6 - 9 April 2021	2
	11 - 14 Oct 2021	2
	22 - 25 Nov 2021	1
	29 Nov - 2 Dec 2021	1
	7 - 10 Dec 2021	2
Advanced Certificate in Public Procurement - Level 3	8 - 12 & 15 - 19 Nov	6
Diploma in Strategic Public Procurement - Level 4	8 - 12 Mar 2021	1
	4 - 8 Oct 2021	3
	29 Nov - 3 Dec 2021	2
TOTAL Participants: 44		

Working Groups

CPAG working groups has proved to be an effective tool for CPAG members to contribute their valuable experience and enthusiasm to CPAG common concerns in various topics.

Previous Working Groups



2021 Working Group on updating the Harmonized Procurement Flow for CPAG Tenders

In 2021, the working group chaired by WIPO on updating the Harmonized Procurement Flow for CPAG Tenders presented the outcome at the CPAG fourth quarterly Management Board Meeting. The updated workflow was reviewed and approved by all the members.

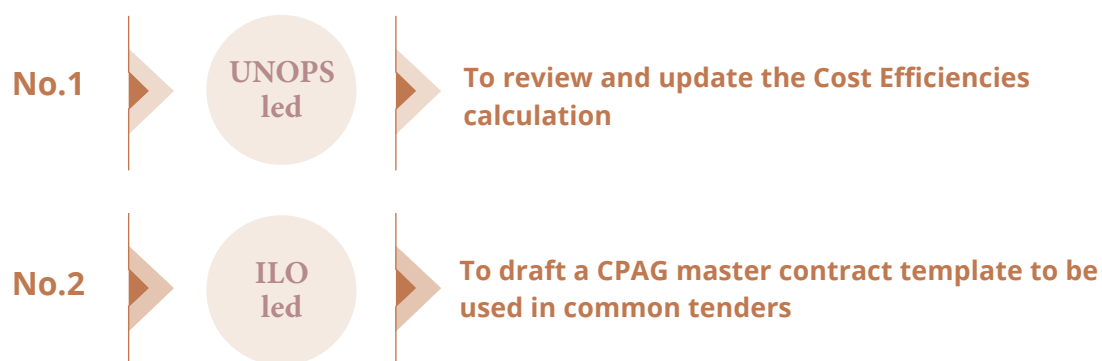
The key points are summarized below:

- Participating agencies confirm understanding that the lead agency will carry out the tender process according to its own procurement rules and thresholds.
- Once a process is approved, members should refrain to going back on closed milestone.
- The draft contract should be reviewed/cleared by the participating agencies prior to the launch of the tender.
- Once the draft contract has been approved by the agencies, all agencies should use the same contract and no further changes should be allowed/re-discussed (at the contract signature phase), unless changes are needed following negotiation with the supplier (already agreed with the participating agencies).
- Participating agencies must ensure the content of the solicitation documents, responses from bidders and the communication from the lead agency remain confidential.
- The submission to the Contract Review Committee, if foreseen, will be under the responsibility of the Lead Agency as well as the final award (participating Agencies can refer to the obtained Contract Review Committee's recommendation or take

action as per their procurement rules).

- In case of common award, the lead agency should be responsible for sending the letters of regret as soon as the contract is signed by both parties.
- In case of multiple awards, the lead agency should discuss with the participating agencies on the way to proceed. In case some agencies are experiencing delays in award finalization, the lead agency must communicate to the bidders the result of its own award and other finalized awards, indicating the determination has not been made yet by certain entities.
- Members experiencing performance issues should report to the CPAG Secretariat.

Ongoing Working Groups



© WHO

“

TGF is an active member of CPAG and enjoys the benefits alongside other CPAG members of leveraging our joint spending and influence with certain suppliers.

CPAG provides a network of procurement contacts across the Geneva NGO landscape that is a useful conduit through which to debate common procurement challenges and opportunities.

Alan TAYLOR

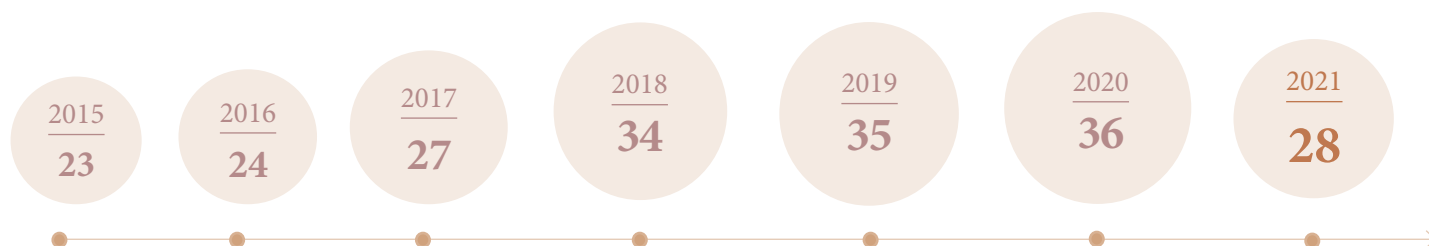
Manager, Category Management
Sourcing Department
The Global Fund

”

Common Contracts

In 2021, CPAG Members benefited from **28** common contracts which offered valuable terms and competitive rates for all participating agencies.

This year, the list was updated and only the contracts resulted from CPAG joint tenders were kept. Contracts that were piggybacked by other members after the bidding exercise was completed were no longer included in the list for common contracts. However, the administrative savings from those piggybacked contracts were captured and more details can be found in the chapter Key Figures.



© WHO

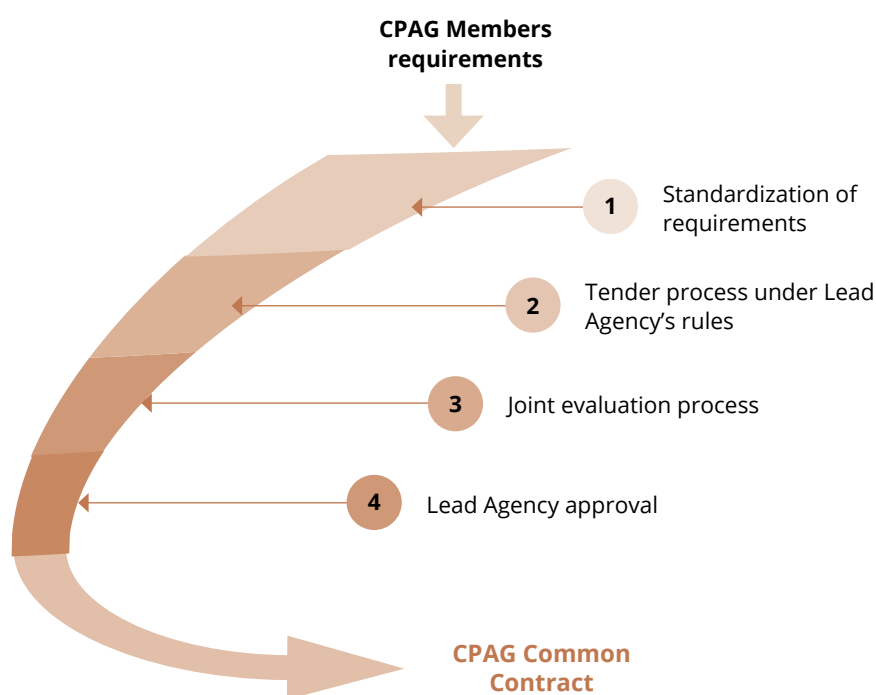
Joint Tenders

CPAG Members are committed to undertaking joint solicitations in the most productive manner in order to achieve best value for money.

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

The joint tenders are organized based on the approved Harmonized Procurement Flow for CPAG Tenders as of 14 December 2021.

How the process is organized



In 2021, three solicitations were undertaken by CPAG Members.

“

Managing CPAG tenders in collaboration with buyers from other agencies is a great job enrichment for the buyer.

Claudia CORIGLIANO

Procurement Assistant, UNOG

”



© UNOPS



Provision of Electricity

Lead Organization	Participating Organizations	Awarded Vendor
WIPO	UNOG, WHO, ILO, ICRC, ITU, WTO, WMO, UNHCR, ITC, IOM, UNESCO-IBE	Services Industriels de Genève (SIG)

WIPO led the RFP for the provision of electricity on behalf of all the 12 Participating Organizations of CPAG. Following extensive discussions within CPAG in 2020-2021, and taking into consideration the COVID-19 situation and potential price increase thereof, as well as the need for an in-depth market analysis, a Request for Quotations was launched in order to engage a company to provide pro-active advice on how best to buy electricity to maximize value for money, taking into account market opportunities. The company LifeSource Capital Ltd. was selected.

Four offers were received for this RFP and were evaluated jointly by the Evaluation Team. The Team recommended awarding the contract to Services Industriels de Genève (SIG), for having provided the highest ranked proposal. The determination of the annual price according to the contractual formula will be done at a time which will be considered most adequate, with the advice of the consultant.

The contract with SIG was signed for three years from 01 January 2022 to 31 December 2024.



Office Supply

Lead Organization	Participating Organizations	Awarded Vendor
ITU	UNICEF, UNOG, ILO, WMO, UNHCR, ITC, UNAIDS	Contracts not awarded yet

The RFP (referenced RFP-G-CPAG-2020-046) for the purchase, delivery and services of office supplies in Geneva was launched by ITU on 01 February 2021. Two offers were received by the tender submission deadline on 19 February 2021.

The technical evaluation process was carried in two phases:

Phase 1 Assessment on Minimum Requirements (PASS/FAIL)

Phase 2 Assessment on Weighted Criteria

The financial evaluation result was submitted and approved by the Financial Evaluation Team which included procurement colleagues from ILO, ITC, UNOG, WMO and UNHCR.

According to the final combined evaluation result, LYRECO SWITZERLAND SA received the highest score and the award was approved by ITU contracts committee on 16 July 2021. The contract was signed for an initial period of two years from 01 October 2021 to 30 September 2023 (ITU contract) renewable for two additional 2-year periods (2+2+2).





Supply and Delivery of UN Flags

Lead Organization	Participating Organizations	Awarded Vendor
UNOG	WIPO, WHO, WMO	Heimgartner Fahnen AG Waelkens NV

The ITB for the Supply and Delivery of UN Flags and Accessories was launched by UNOG on 28 October 2021 with the submission deadline on 24 November 2021. The requirements were split in four lots:

- Lot 1 - UNOG flags
- Lot 2 - UNOG accessories
- Lot 3 - WIPO flags and accessories
- Lot 4 - WMO flags and accessories

WHO's requirements were represented by Lot 1 and 2 as they are identical to UNOG's.

Five offers were received by the submission deadline and two suppliers Heimgartner Fahnen AG and Waelkens NV passed the technical evaluation. It should be noted that in this tender, the vendors were requested to mail a flag sample to the team for technical evaluation as this is a mandatory criterion.

For Lot 1 and 2, Heimgartner was the cheapest technically compliant bidder. For Lot 3 and 4, a possible split award could be made.

On 24 February 2022, UNOG approved the award decision for an issuance of contract to Heimgartner Fahnen AG for the Supply and Delivery of UN Flags and Accessories in a not-to-exceed amount of CHF 209,191 (USD 226,888.29) for a total of five (5) years (3+1+1).

Future Tenders

At every quarterly meeting, CPAG Secretariat reports on the status of the joint tenders and proposes new tenders identified based on Members' requests. Hence, the future potential tenders, where at least two CPAG Members can collaborate on a tender exercise, with one lead organization and at least one participating organization are discussed and approved by the Management Board.

The following was identified for tendering in 2022:



Payment card for travel services

Leading Organization: UNOG

Participating Organizations: ITU, TGF, WTO, UNOPS

The current UNOG's contract with the vendor AirPlus International SA for the provision of travel card services is due to expire on 31 December 2022, with no further options to extend. After consolidating the information from CPAG members, a tender is expected to be launched in July 2022.



Provision of Toners

Leading Organization: TBD

Participating Organizations: TBD

The current contract for the provision of toners will expire on 21 August 2022. A new tender is expected to be launched for replacing the current contract with Lyreco Switzerland SA.

Way Forward

In 2022, the CPAG Secretariat will continue to increase the efficiency of CPAG procurement activities through the consolidation of requirements, joint tenders, and knowledge sharing in procurement, contract and policy related topics.

The CPAG Secretariat will focus on the following:

- Apply the mutual recognition principle as a standard
- Monitor and encourage the use of volume discount and most favoured treatment against CPAG contracts
- Rationalize planning and resources
- Formalize areas of harmonization in line with best practices
- Share training opportunities and enhance capacity building

Additionally, the CPAG Secretariat is committed to strengthen CPAG communication by encouraging a high level of information exchange to reduce the workload of Member Organizations. It is committed to identifying areas that may require additional development, by calling for new working groups. 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.

Two working groups will be operational in 2022 with the scope of reviewing important aspects of the CPAG operation, including the update of the methodologies to calculate the Estimated Cost Efficiencies and the drafting of a CPAG master contract template to be used in common tenders. The results of these working groups shall streamline CPAG activities and provide clear guidance on CPAG future operations.

In 2022, the Secretariat hopes CPAG can remain a great example of procurement collaboration within the UN system and CPAG can continue to serve the members as an efficient platform for exchanging information and enhancing cooperation in all procurement related activities.



© UNICC

“

Although we are a medium-sized organization, WIPO has always been an active member of CPAG in Geneva, contributing to its initiatives and enjoying the lively discussions. As a member, there is not a week that goes by that we do not benefit from information, guidance or support from other members, thereby impacting our daily work and enabling efficiencies in the procurement process. CPAG is not only about collaborating in joint tenders; it serves as a Think Tank where public procurement professionals exchange new ideas, best practices and lessons learned, allowing for greater efficiency, change management and innovation for the members.

Bérénice BESSIERE

Director, Procurement and Travel Division

WIPO

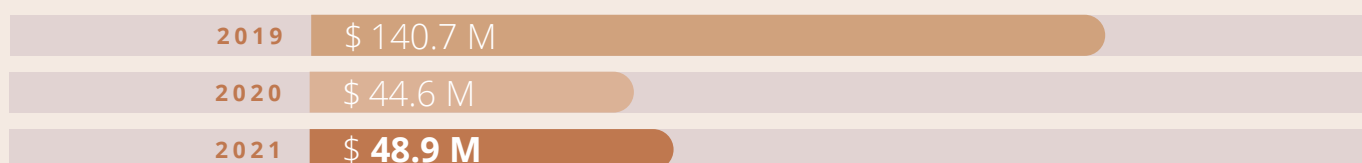
”

Key Figures

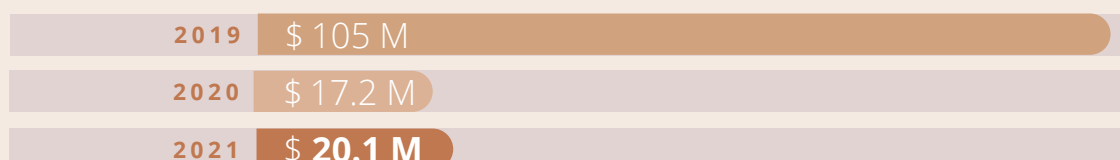
In 2021, CPAG achieved an Estimated Cost Efficiencies (ECE) of **CHF 16,145,285.44** (equivalent to **USD 17,645,120.70**, using the UN Operational Rate of Exchange as of 31 December 2021), as a result of the **28** common contracts shared by CPAG Members and **39** piggyback contracts, representing a total procurement volume of **CHF 44,740,936.45** (**USD 48,897,198.31**).

Total CPAG Procurement Volume for CPAG common contracts (USD)

The comparison of the **total procurement volume** for CPAG common contracts is presented below. This year, the CPAG Secretariat has updated the list of common contracts and only contracts resulting from CPAG common tenders are included. After this update, the number of common contracts dropped from 36 to 28, but the total expenditure increased by 4.3 million USD.

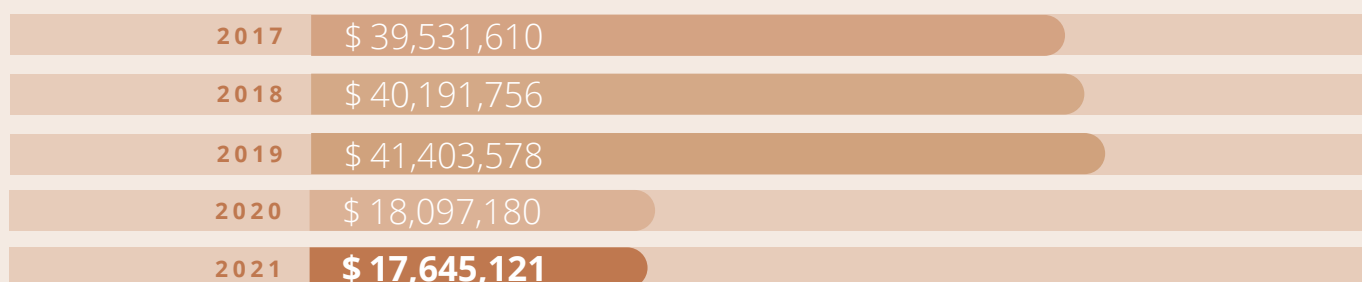


As the pandemic crisis continued in 2021, comparing with 2019, the work of CPAG members and CPAG procurement volume were heavily impacted in both 2020 and 2021, notably for the Travel Management contract which contributed to around 105 million USD for the expenditure in 2019. This number dropped to 17.2 million in 2020 and slightly increased to 20.1 million USD in 2021. It should be noted that it was still an 80.8% decrease from 2019 regarding the procurement volume for this major CPAG common contract.



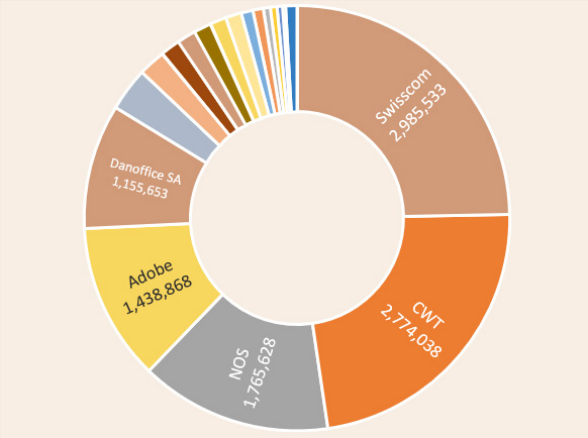
Total Estimated Cost Efficiencies 2017-2021 (USD)

Cost Efficiencies figures are calculated based on the information provided by Member Organizations to the Secretariat. The ECE figure also decreased significantly compared to the pre-COVID 2017-2019 and remained at a similar level to 2020.



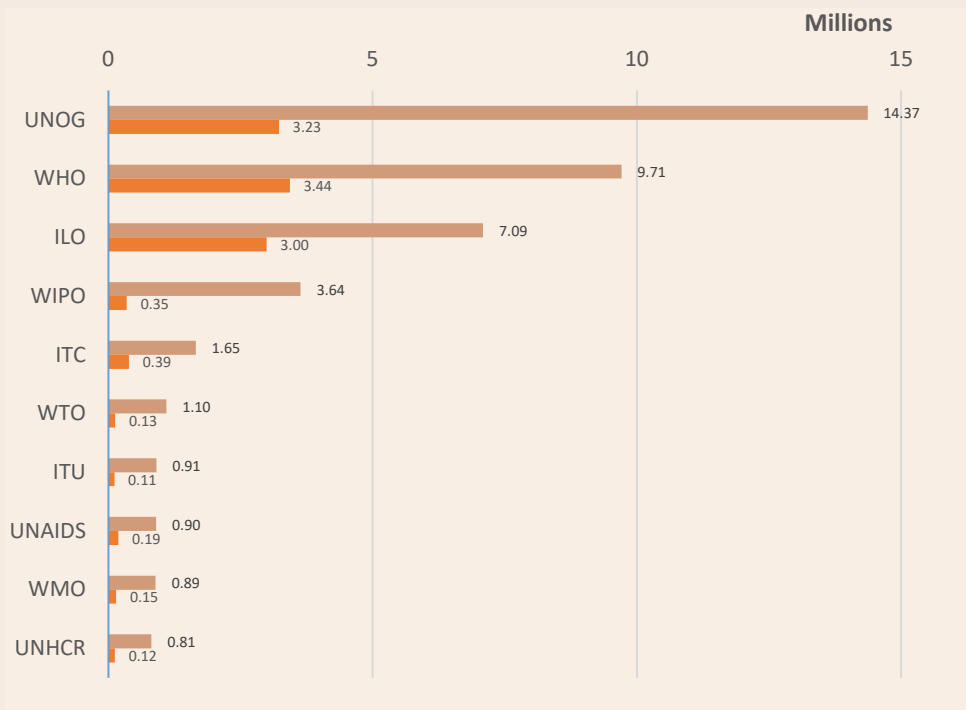
Top Common Contracts Providing the Highest Cost Efficiencies in 2021 (CHF)

Contracts providing the highest Cost Efficiencies in 2021 remained the same as for 2020: Swisscom for Mobile Telephone Services, CWT for Travel Management Services and NOS for Standardized and Non-Standardized Furnitures.



Estimated Cost Efficiencies Achieved by Each Member Organization (CHF)

The **ECE** achieved is demonstrated in the below graph in comparison to the **expenditure** (top ten agencies).



Total Administrative Savings in 2021

In 2020, the administrative savings for piggyback contracts were calculated in the ECE for the first time. This year, the CPAG Secretariat continued to calculate the savings from members benefiting from another CPAG organization's existing contract and establishing a piggybacked LTA without going through tender process. The total administrative savings achieved in 2021 reached **4.07 million CHF**, including 2.21 million from joint tenders and 1.86 million from piggybacking.

Person of the Year



Mr. Giorgio Fraternali, former Chief of Procurement in the ILO, retired in June 2021. Throughout his career, Giorgio has contributed outstandingly to CPAG and all the other inter-agency procurement initiatives. The professionalism, experience, wisdom and dedication that Giorgio brought to CPAG will be greatly missed by all the Members.

In CPAG second quarterly meeting on 21 June 2021, the Management Board organized a farewell to Giorgio. Members prepared the card with their best wishes and shared in the meeting their past experience working with Giorgio in different UN organizations. The Secretariat also expressed sincere gratitude to Giorgio for all his excellent contribution and his continuous support to CPAG.

Photo at work

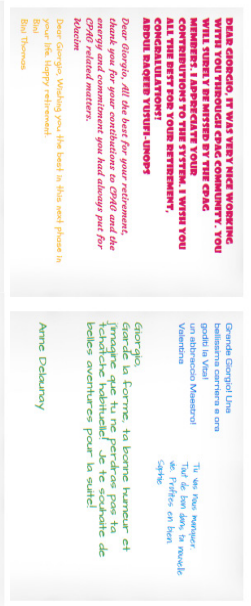
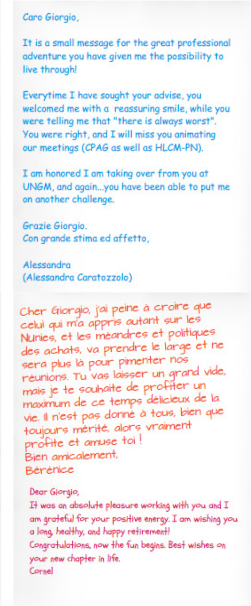
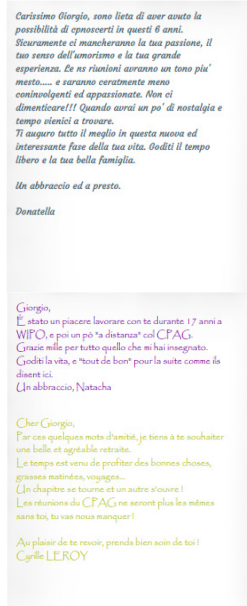


WIPO
1996 - 2014



ILO
2014 - 2021

Card from CPAG



CPAG Appreciation Letter



Dear Giorgio,

On behalf of the entire CPAG, we would like to express our sincere admiration for your outstanding contribution to all the inter-agency procurement initiatives in the past thirty years. We appreciate everything that you have done to make CPAG a greater group and your strong and continuous support of this procurement network. Your wisdom, your professionalism and your dedication have immensely motivated the entire CPAG.

We would like to wish you a happy retirement.

June 2021, Geneva

Wacim Hadjadj
CPAG Secretary
United Nations Office at Geneva

Abdul-Raqeeb Yusufi
CPAG Chairperson during 2020-2021
United Nations Office for Project Services

Annex I

List of 2021 query topics

4AM SA	Design and build company	Health insurance	Online IT training	Software Asset management
Access to database	Developing internet-based programs	Heating equipment in kitchen	Outsourcing financial disclosure	Software reseller
Accounting firms	DHL surcharge	Heating oil	Overpressure system	Solar panel
Air conditioning unit	Digital Adoption Platform	HP Server	Partnership agreement	Solar powered lights
Airfinity	Digital Asset	HR services	Pdf certification	Space Management
Altrimetric	Digital Leadership Training	Human Capital Institute	personal data processing	Sprinkler
Archibus platform	Digitization of archives	HVAC engineering services	Plateformes elevatrices	Staff Health Insurance
Architectural interior finishes and decorations	Disconnecteur	IdentityOne	PMB Services	Staff learning opportunities
Archive policy	DOL Replacement	Insulation of technical elements and fire-resistance closure	Pompes de fosses et de puits	Straight fixed self-supporting railings
Assessment Center	e-Book providers	Intervention Plans	Price increase for Eluna	Swissmedic
Backup solution	Editorial and design services	Inverters	Price increase on raw materials	Tableau
Bookshop management solution	Electrical engineering service	IT Audit	Procure Systems	Tableau professional services
Brazen	Electrical works	Jetivia	Procurement KPIs	Tablets laptops desktops in Peru
Career Workshop	Electromechanical	Jira	Production Support	Talkwalker
Carpentry	Electronic signature	Land Surveyor Haller-Wasser	Prometheus	Tandemic
Carpet stain removal	eLUNA software	Laptops and desktops	Proofreading_formatting	Taxonomy
Catering service	Enterprise Performance Management (EPM) system	Learning management system	Recruitment firms	Team building services
Certified Conversion	ERP Support	LED screens	Re-integration of employees	Teams to support virtual meeting
Chatham House	eSignature tool	Linkedin Learning	Remote Simultaneous Interpretation (RSI) with E2EE	TeamViewer
Checkpoint products	Esri for GIS mapping services	LinkedIn Pro	Rental of Minibus	Telecom providers
CIM CIF	Event management services	Maintenance of hydrants	Rental of tents and furniture	TNT Post
Cleaning service	Event platform	Maintenance works on fire doors	Risk assessment for vendors	Tool on knowledge
Cleaning services of extractor hoods	e-Voting System	Manifest	Risk Management	Training on children rights
Cloud based web hosting	External signboards	Marketing and branding	Risk management for construction	Trane
CMS services	Feasibility study in Turkey	Marketing automation system	Root causes analysis for a road crash	Translation and Editing
Communication and multimedia services	Feedback App	Masonry	SaaS solution for sourcing	Translation services
Consultancy Firm	Financial management advisory	MCR system	Salesforce	Tuyauterie
Consultancy services	Finishing machines	Metal detectors	Scholarship management software	Tyrsky Consulting
Consultant recruitment process	Fire Resistance	Microsoft Teams Phone System	Securitas	US taxation
Contractor's quarantine	Futurelearn	Milestone	Security equipment prices	Vending machine
Cooling refrigerating installations of the cafeteria	Game design VR AI for learning	Miller Insurance	Self-test kits	Vendor Manager
Copyright CLA	Garage Door	Miro	Serrurerie	Video production
Cornerstone	General contractor	Mobile App	Service Desk	Virtual Event
Corporate screening tool	General contractor for small construction works	Mobile booths	ServiceNow follow up	Water fountain services
Covid-19 tests	Google Ads	MultiTrans	Signage	Webcasting
Crayon		Newspapers subscriptions and delivery	Signode	Webinar facilitation services
Customs clearance services		Nvivo software and licenses	Simply Communicate	Website redesign
Cyber security		Online French information resources	Smart office space management	Wiki solution
Daryl				XML related info
				Zoominfo
				Zscaler

Annex II

List of 2021 CPAG Common Contracts (LTAs)

Supplier	Service/Good	Tender Year	Lead Org.	Start Date	Expiry Date	ECE in CHF
Adobe	Adobe products and licenses	2018	UNOG	01/11/2018	01/12/2024	1,438,867.74
Antalis SA	Paper Supply	2019	UNOG	09/03/2020	08/03/2022	61,415.13
Bell SA	Language Training Provider	2018	ILO	01/09/2019	31/08/2022	108,114.11
Celsa-Charmettes SA	Heating Oil/Fuel	2016	UNOG	30/11/2016	29/11/2021	1,295.81
CWT	Joint Airline Negotiations	2013	UNOG	01/05/2014	30/04/2021	see next line
CWT	Travel Management and Visa Processing Services	2020	UNOG	01/05/2021	30/04/2024	2,774,038.00
Danoffice SA	Desktop, Laptop Computers, Monitors and Accessories	2018	ILO	12/12/2018	11/12/2023	1,155,652.71
DHL Express Schweiz AG	Courier Services	2020	UNOG	01/01/2021	31/10/2023	148,572.43
Ebsco Information Services	Subscription Journals and Periodicals	2020	ILO	01/01/2021	31/12/2023	15,262.16
Dynapresse Marketing S.A.	Subscription Journals and Periodicals	2020	ILO	01/01/2021	31/12/2023	1,025.63
Global Excel Management Inc.	Emergency Hospitalization	2019	UNOG	28/01/2020	28/02/2023	21,658.85
Henner SAS	Medical Network Access	2019	UNOG	27/01/2020	31/03/2023	180,538.65
Jetivia SA	Diplomatic and regular pouch services	2016	UNOG	01/01/2017	28/02/2022	162,158.24
Lyreco Switzerland SA	HP Toners and Inkjet Cartridges for Desktop Printers	2018	UNOG	22/08/2018	21/08/2022	1,344.21
Lyreco Switzerland SA	Office Supplies	2015	ITU	16/04/2016	31/08/2021	148,322.10
Lyreco Switzerland SA	Office Supplies	2021	ITU	01/10/2021	30/09/2023	25,242.41
Lyreco Switzerland SA	Paper Supply	2019	UNOG	12/03/2020	11/03/2022	325.87
NOS New Organization System SA	Standardized/Non-Standardized Furniture	2017	ILO	06/10/2017	15/10/2022	1,765,628.00
Papyrus	Paper supply	2019	UNOG			9,131.40
Poste CH SA	National and international Mail Services	2019	UNOG	01/10/2020	30/09/2023	95,677.22
Services Industriels de Genève	Supply of Electricity	2020	WIPO	01/01/2021	31/12/2021	-

Supplier	Service/Good	Tender Year	Lead Org.	Start Date	Expiry Date	ECE in CHF
Shanghai Koyo-Anp Import and Export	Supply and delivery of visibility items	2016	UNOG	01/06/2017	31/05/2022	50,513.55
SHARP Electronics (Schweiz) AG	Multi Functional Printers	2017	UNOG	01/10/2017	31/12/2024	165,462.58
Siemens Suisse SA	Fire Detection System Maintenance and Additional Equipment	2014	UNOG	01/02/2015	27/04/2025	252,240.32
SOS Assistance	Medical evacuation and repatriation	2017	UNOG	15/03/2018	14/03/2022	64,109.26
Sunrise Communication AG	Mobile Telephone Services	2015	UNOG	01/08/2016	31/12/2024	393,032.39
Swisscom	Mobile Telephone Services	2013	ITC	10/01/2014	31/12/2021	2,985,532.70
Toyota Gibraltar Stockholdings Ltd	Provision of Toyota Soft Skin Vehicles	2018	UNHCR	10/10/2018	13/05/2022	18,736.25
Waelkens NV	Supply and Maintenance of Flags	2016	UNOG	11/10/2016	10/10/2021	27,381.00



© Adobestock

Annex III

CPAG Common Streamlined Procurement Flow

This Common Streamlined Procurement Flow (the “workflow”) for CPAG Tenders is updated jointly by the CPAG Working Group and approved by CPAG Management Board on 14 December 2021.

Participating agencies to CPAG tenders confirm having read and understood this workflow. During a common CPAG solicitation, any member who would have comments or requests to the lead agency must refer to this established workflow.

Procurement Steps	Streamlined Procurement Workflow Version Dec 2021
1 Preparation	<p>"Call for expression of interest to all CPAG members by CPAG Secretariat who will be responsible to provide the contact list including: Group A - each organization's procurement focal point (at least one person) and other procurement colleagues to be copied on all correspondences (including the CPOs). Group B - Technical evaluation team and commercial evaluation team. "</p> <p>The lead agency will be responsible for all the communication about the tendering process. Participating agencies have the possibility to review the process and agree on the type of tender. Decision should be taken on the basis of majority. Participating agencies confirm understanding that the lead agency will carry out the tender process according to its own procurement rules and thresholds. Consequently, the lead agency will be the only point of contact and communication with the suppliers and will be responsible to collect the agencies' comments and feedback.</p> <p>The buyer to propose (and regularly update) and tentative timeline and share with all. All participating agencies must endeavour to comply with the agreed timelines when asked to provide feedback. When requesting feedback from CPAG, the buyer should allow one week deadline for complicated requirements e.g. reviewing the TOR and tender document. After the time proposed to get comments, it will be considered that agencies not replying within the deadline are accepting/approving what has been decided by the majority.</p>
2 Sourcing	<p>Sourcing through UNGM and market research to identify existing suitable goods and services on the market and qualified suppliers available to provide those goods and services. The objective is to maximize competition and participation. Consultancy services should be used if Members lack specialization on a particular commodity.</p> <p>"Use of Source Selection Plan or similar tool (e.g. email) for each tender. This document will be used to summarize the agreement by all members participating in the common tender about the working methodology and will include information about timeline, roles, risks, method of solicitation, list of invitees, evaluation criteria, methodology of ECA calculation, etc. This document should be distributed to Group A. Once a process is approved, members should refrain to go back on closed milestone. For example if the TOR is approved and currently, the buyer is proposing review of the SSP, comments should not include the TOR."</p>
3 Call for Expression of Interest/Pre-qualification of Suppliers	<p>The use of an EOI depends on the procurement rules of the lead agency and taking into consideration the nature of the services, the estimated amount, the lead agency will consult with the participating agencies to agree on the need of an EOI.</p> <p>Before finalizing the SSP, the buyer will share the list of the invitees (unless it is an open tender) and participating agencies could provide the names of additional potential vendors.</p>

		Vendors to be registered under UNGM at the basic level in order to participate in the CPAG tender.
4	Selection of Procurement Strategy	<p>"Procurement Strategies:</p> <p>Request for Quotations (RFQ): Low value estimated purchase of goods and services;</p> <p>Invitation to Bid (ITB): Procurement of goods and services with standard and clear specification;</p> <p>Request for Proposals (RFP): Procurement of goods, services or works that cannot be quantitatively or qualitatively expressed in sufficient detail to allow for use of an ITB, such as professional or other complex goods, services or works. "</p>
5	Technical Specifications	The draft ToR/Specifications/Requirements as well as Evaluation Criteria shall be prepared by the lead agency, which will be distributed to Group A and Group B for discussion and finalization. The final decision will be taken based on majority. A timeline of the solicitation process shall be agreed.
6	Preparation and Issuance of Solicitation Documents	<p>"Preparation and issuance of solicitation documents is done by lead agency. A copy of the full tender document set will be shared with Group A for review and validation.</p> <p>The version which is validated and published must be considered final. No further changes should be allowed/re-discussed (e.g. at the contract signature phase)."</p> <p>"Solicitations documents to be used by lead agency shall include the following elements:</p> <p>The list of participating CPAG member in the TOR,</p> <p>UN Secretariat's General terms & conditions and any specific terms & conditions which are mandatory from the participating agencies (see below),</p> <p>Draft contract (cleared by all participating agencies and including the most favoured treatment clause, UN eligible entities and volume discount clause).</p> <p>The draft contract should be reviewed/cleared by the participating agencies prior to the launch of the tender. Once the draft contract has been approved by the agencies, all agencies should use that same contract and no further changes should be allowed/re-discussed (at the contract signature phase), unless changes are needed following negotiation with the supplier (already agreed with the participating agencies)."</p>
7	Queries from Suppliers	<p>Lead agency handles queries from suppliers by correspondence, in coordination with Group B (evaluation team), as appropriate. The queries and responses shall be shared with Group A as needed.</p> <p>Participating agencies must ensure the content of the solicitation documents, responses from bidders and the communication from the lead agency remain confidential. Only the lead agency is authorized to communicate with bidders until the lead agency signs the contract. The use of the Declaration of Confidentiality and non-conflict-of-interest is strongly encouraged, accordingly to the lead agency's procedures.</p> <p>Same response must be provided to all bidders. In case feedback is required from participating agencies, responses must be provided within the deadline requested by the lead agency.</p>
8	Receipt and Opening of Offers	The lead agency will appoint tender opening committees, if any, according to the e-tendering system, and the offers will be opened according to the lead agency's procedures. The offers shall be only shared with the evaluation team.
9	Evaluation Team	Guidance shall be given by the procurement officer to the evaluation team prior to the evaluation in order to address the evaluation methodology. The procurement officer may participate in the technical evaluation meetings as per the lead agency's rules.
10	Method of Evaluation and Evaluation Criteria	Evaluation Criteria can be prepared on the following basis: variable, pass/fail, minimum requirements, rating system and weighting. All criteria and weighting must be defined before publication of the tender.

11	Evaluation Report	For RFPs, voting by consensus should be the preferred methodology, unless unanimity is not possible, in which case voting by average methodology is acceptable. For ITBs, evaluation must be by consensus for Pass/Fail. The technical evaluation result shall be the same for all agencies, except when the TOR defines different needs/lots for each agency.
		Written comments shall be provided in case of major discrepancies amongst individual scores.
		A final evaluation report typically contains an executive summary of the evaluation process and its individual steps. Any invalidation, rejection, non-compliance, and clarification of offers should be stated, including a list with the final ranking of the offers and the reasoning on how the best offer was selected.
		Communication: Once the technical evaluation is completed, the technical evaluation report shall be shared for review and validation with all the Participating Agencies by the lead agency. If no feedback or objections are received, the commercial team will proceed with the evaluation. Once the commercial evaluation is completed, the final result shall be shared for review and validation with all the Participating Agencies.
12	Negotiations (if applicable)	The negotiation with the bidders should be led by the Lead Agency in collaboration with the participating ones, following the rules as per the lead agency's procedures. Before the negotiation, the lead agency shall inform all the participating organizations about the upcoming negotiation and invite any interested organization to participate in such negotiations. The result of the negotiation shall be communicated to all by the lead agency.
13	Contract Review and Award	Once the approval from the lead agency's contract committee is received and the selected bidder has been notified about the award, the lead agency shall communicate the result to Group A as soon as possible by sharing the approval document plus the presentation via email.
		The submission to the Contract Review Committee, if foreseen, will be under the responsibility of the Lead Agency as well as the final award (participating Agencies can refer to the obtained Contract Review Committee's recommendation or take action as per their procurement rules). The finalization of the contract will be under the responsibility of each Agency. The lead agency shall share the draft contract with the participating agencies for them to use and establish their own contracts.
		The lead agency need to first sign the contract before other participating agencies may proceed with their own contracts. The lead agency shall inform CPAG Secretariat that the contract has been signed and the Secretariat shall communicate the result to all the CPAG members.
		"In case of common award, the lead agency should be responsible for sending the letters of regret as soon as the contract is signed by both parties.
		In case of multiple awards, the lead agency should discuss with the participating agencies on the way to proceed. In case some agencies are experiencing delays in award finalization, the lead agency must communicate to the bidders the result of its own award and other finalized awards, indicating the determination has not been made yet by certain entities."
14	Contract Finalization and Issuance	Except when requirements were identified as different lots by organizations, the final result should be the same for all participating agencies.
		Contract preparation and issuance is the responsibility of each participating organization, unless otherwise agreed upon, on the basis of the contract template attached to the tender.
15	Debriefing	Debriefing will be done according to the lead agency's procedures.
16	Contract Administration and Management	Members experiencing performance issues shall report to the CPAG Secretariat.
		CPAG Secretariat must update the CPAG contract list with the information of the newly signed contracts. Monitoring will be done in the UNGM CPAG webpage and confirmed by Members at the Quarterly Meetings.

Contact

Yanmei DUAN

Secretariat Coordinator, CPAG

Palais des Nations

1211, Geneva 10, Switzerland

yanmei.duan@un.org

+41 22 917 58 69

