



UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA

**CRITERIA FOR REGISTRATION ON THE UNECA VENDOR DATABASE**

In accordance with the UN Regulations & Rules, the UNECA has simplified the procedure and criteria for registration on the UNECA Vendor Roster. All companies desirous of conducting business with the UNECA must fulfill the following pre-requisites for eligibility:

- The company should not have any outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern;
- The company should not employ or anticipate employing any person(s) who is or was recently employed by the UN;
- The company, its subsidiaries, agents, intermediaries and principals agree to cooperate with the United Nations Office of Internal Oversight Service during any investigative processes undertaken by them, either before, during or after execution of a contract, including providing all documents, company records, access to employees, officers and staff, as well as financial information;
- They should not be currently suspended, banned or under investigation by the United Nations

In addition, the company should fulfill the following criteria for eligibility:

- The product/service the company offers should be of interest to UNECA;
- The UNECA's Supplier Registration Form is fully completed and signed;
- Letters of recommendation from at least three (3) reference sources (contact name/e-mail/telephone and fax number) to which your company has provided goods/services over the past twelve (12) months;
- The Company's certificate of incorporation or equivalent document verifying legal status/capacity;

The above criteria will register vendors for Level I registration or contracts/transactions up to USD 200,000. The UN encourages the receipt of applications from vendors from all over the world and in particular encourages vendors from developing countries and countries with economies in transition to apply for inclusion on the Vendor Database.



Kindly note that if you are qualified for registration, you will be informed accordingly and you will be on our roster for a period of one year. You will be required to update your information annually to ensure that only updated information is available to us at all times.

A handwritten signature in blue ink, which appears to be 'Ali Todaro', is written over the typed name and extends across the top of the contact information.

Ali Todaro  
Officer in Charge  
General Service Section  
UNECA  
P.O. Box 3001, Addis Ababa  
Room 2<sup>nd</sup> floor North 12  
Fax: 251 1 11 5 511874  
Email address: [atodaro@uneca.org](mailto:atodaro@uneca.org)