

# 10 Tips to win a tender

*United Nations Procurement Division*





TIP 1



Register at [www.ungm.org](http://www.ungm.org)



TIP 2



Keep abreast of **Expressions of Interest (EOI's)**

# EOI

## COMPANY INFORMATION

UN Global Market Place (UNGM) Vendor ID Number\*:

Legal Company Name (Not trade name or DBA name) \*:

Company Contact \*:

Address \*:

City \*:

State :

Postal Code \* :

Country \*:

Phone Number \*:

Fax Number \*:

Email Address \*:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title : \_\_\_\_\_



An aerial photograph of a dense urban skyline, likely New York City, featuring numerous skyscrapers and buildings. A bright yellow starburst graphic is positioned in the upper left corner, containing the text 'TIP 3'.

TIP 3

Know the winning strategy for each solicitation  
instrument

# Solicitation instruments

Type	Requirements	Best Value for Money	Winning strategy
<b>Invitation to Bid (ITB)</b>	Perfectly defined	Technically compliant, lowest cost	Deliver according to the requirement while not over specifying
<b>Request for Proposal (RFP)</b>	UN is asking for the bidder's expertise to formulate a complex proposal	Qualified, most responsive	Exceed expectations in the response to the technical requirement while keeping a low cost

Request for Quotation (RFQ): for requirements below \$40,000



TIP 4



Select the right tender




**TIP 5**



Identify the evaluation criteria



TIP 6

A white UN truck with 'UN' markings is parked in front of two large, olive-green, dome-shaped tents in a desert environment. The sky is blue with scattered white clouds. The truck is a heavy-duty vehicle with large tires and various equipment mounted on its chassis. The tents are made of a heavy, olive-green fabric and have their front flaps open, revealing the interior. The ground is dry and sandy.

Be precise while maximizing your competitive advantage





TIP 7

Study the terms





TIP 8

Respect form and deadline





TIP 9

Ask for a debrief



TIP  
10



Persevere





THANK YOU!