

10 Tips to Win a Tender

United Nations Procurement Division



<p>1. Register at United Nations Global Marketplace UNGM is an excellent resource to learn about procurement practices of most UN entities. Registration at the right level is mandatory to do business with the UN</p>	<p>6. Be precise while maximizing your competitive advantage A catalogue or a marketing pitch may not be a winning approach. Customize your response. Tell us anything of value that you bring to the table. We will assess you by what you submit</p>
<p>2. Keep abreast of Expressions of Interest EOIs are the way that the UN communicates its requirements to the business world. EOI's are published in UNGM</p>	<p>7. Study the terms General Terms and Conditions are often mostly non-negotiable. Read and understand them before bidding, giving special attention to delivery and payment conditions, and requested price structure</p>
<p>3. Know the winning strategy for each solicitation instrument ITBs: deliver according to the requirement without over specifying (technically compliant, lowest cost) RFP's: exceed expectations in the technical response while keeping a low cost (qualified, most responsive)</p>	<p>8. Respect form and deadline Make sure your proposal arrives on time. Beware of the two envelope system. Follow at all times the instructions of the RFP with regards to communication with UN officers. Mind the form, avoiding mistakes such as incorrect grammar or subpar translations</p>
<p>4. Select the right tender Bid on business you believe in and where you can add the right value. Make sure that you can meet all the mandatory requirements</p>	<p>9. Ask for a debrief If you did not receive the award, ask for a debrief. Find out what were the strengths and the weaknesses of your proposal to do better next time</p>
<p>5. Identify the evaluation criteria Know what the UN is looking for in your proposal, and how it will be assessed</p>	<p>10. Persevere Nobody finds the magic formula the first time. Bidding is about persistence</p>