



TRADING PLACES WITH THE UN

10 Tips to Win a Tender

A Presentation by the UN Procurement Division

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Case Study: Provision of Combat Ration Packs (CRPs)



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*If you were the PD case officer,
where would you start looking for
potential bidders?*

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Register your company in UNGM

EXAMPLE:

*Search UNGM
for Vendors
selling
Armored
Vehicles*



UNSPSC selector

Search

D - Construction, Transportation & Facility Equipment & Supplies ▾
25000000 - Commercial and Military and Private Vehicles and their
Accessories and Components ▾

- 25100000 - Motor vehicles ▾
- 25101500 - Passenger motor vehicles ▾
- 25101510 - Armored motor vehicle
- 25101700 - Safety and rescue vehicles ▾
 - 25101713 - Armored ambulance
 - 25101714 - Armored recovery vehicle
- 25102000 - War vehicles ▾
 - 25102002 - Armored fighting vehicles

UNSPSC Code

Search Result for UNSPSC Code 25101510

Vendors found: 1 to 15 of

8,256

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Vendor Name	Vendor Type	UNGM Number	Highest Level Accepted ...	Country	etc.
A	...	123456	Basic	Denmark	...
B	...	234567	Level 1	Sweden	...
C	...	345678	Level 2	USA	...
D	...	456789	Basic	Japan	...
etc.	...	567890	Basic	France	...

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**Keep abreast of requests for
Expression of Interest (EOI)**

Expression of Interest (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 : _____

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*If you were the PD case officer,
what solicitation instrument would
you use (RFQ, ITB or RFP)?*

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Know the winning strategy for each solicitation

Type:	Invitation to Bid (ITB)
Requirements:	Perfectly defined
UN is looking for:	Technically compliant, lowest cost bid
Strategy:	Bid according to requirements without over specifying

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Type:	Request for Proposal (RFP)
Requirements:	Complex
UN is looking for:	Qualified most responsive proposal
Strategy:	Meet or exceed expectations but keep the lowest cost possible

Note: Request for Quotations (RFQ) for requirements not exceeding \$40,000



Select the right tender

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Identify the evaluation criteria

6

Be precise while maximizing your competitive advantage

7

Study the terms

Bid Opening Result

Vendor	Separate Sealed Technical Offer?	Separate Sealed Financial Offer?	Observation
A	Yes	Yes	—
B	No	No	Technical and financial proposals are in one envelope
C	Yes	Yes	—
D	Yes	Yes	—
E	Yes	Yes	—
F	Yes	Yes	Delivered 20 minutes after the bid closing deadline
G	Yes	Yes	—
H	Yes	Yes	—
I	Yes	Yes	Supplier's name is not on the Invitee List

Which proposal should be accepted?

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Respect form and deadline

Technical Evaluation

Vendor	Food Safety Cert.	5 years' Experience	Menu Options (max 20)	Test Results (max 20)	Mfg. (max 20)	Packaging (max 20)	Logistics (max 20)
A	Yes	Yes	20	10	10	5	10
C	Yes	Yes	20	20	5	10	10
D	No	Yes	20	20	20	20	20
E	Yes	Yes	20	20	20	10	5
G	Yes	Unclear	20	20	20	10	15
H	Yes	Yes	15	20	20	20	20

Financial Evaluation

Vendor	Quantity	Unit Price	Total Cost
E	3,000,000	\$ 10	\$ 30,000,000
G		\$ 9	\$ 27,000,000
H		\$ 11	\$ 33,000,000

Financial Evaluation

Vendor	Technical Score		Financial Score		Overall Weighted Score (out of 100)
	Raw Score	Weighted (60%)	Total Cost	Weighted (40%)	
E	75	45	\$ 30,000,000	36	81
G	85	51	\$ 27,000,000	40	91
H	95	57	\$ 33,000,000	33	90

Which company would you recommend for award?



As PD case officer, what would you do if a vendor is not happy with the outcome?

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Ask for a debrief

10

Persevere

Thank you