1. Ensure to acknowledge bid invitations and when unable to submit an offer, inform the issue office accordingly.

2. Register on the UN Global Marketplace and with other relevant UN agencies. Ensure to maintain at least the basic registration level or higher if possible.

3. Hold no stereotypical perception or pre-judgment: Doing business with the UN system is not more complex than any other procuring public or international entity.

4. Ensure to study and possibly annotate bid documents carefully noting conditions and requirements.

5. If uncertain, ASK for clarification.

6. Avoid administrative errors (i.e omitting calculations, information/details including email address, contact details etc or providing information at the wrong place.

7. Carefully read technical specifications, terms of reference or scope of work and ensure to meet minimum requirements.

8. Additional proposal may be provided in addition to minimum requirement requested.

9. Always share your organization's quality statements and (inter)national standards you conform to.

10. Prepare and submit bid, proposal and catalogues etc in requested language.

11. Prepare bid to conform with the format and facilitate the work of the procurement unit. Use attached submission forms if available.

12. Ensure to meet deadline.

13. Advisable to offer competitive pricing/products that gives value and improves your evaluation.

14. To continuing doing business with UNHCR as a supplier your company status must not be inactive in the cooperate affairs commission of Nigeria. In line with UNHCR procurement policy before we engaged any supplier, your company CAC status must be active in the cooperate affairs commission of Nigeria. Verify your company details by searching via this link https://search.cac.gov.ng/list

15. Make sure to always include the mandatory administrative requirement CAC and FIRS certificates