

### **1. How can I register as a vendor to the United Nations Procurement Division?**

UNPD is proud to be a partner in the United Nations Common vendor Database, so please visit the [United Nations Global Marketplace \(UNGM\)](#) in order to register as a potential vendor.

### **2. I have been approved as a UNPD vendor but I have never been invited to bid**

This may be because the product or service you offer is rarely required, and we simply haven't needed to buy any.

### **3. Are UNDP purchases tax/duty free?**

As an inter-governmental organization, the UNDP is exempt from payment of taxes and duties for its purchases.

### **4. How much is the minimum asset required to qualify as a vendor to the UNDP?**

This depends on the supply/service for which you wish to be considered for.

### **5. How does the UNDP pay vendors?**

The UNDP payment terms are normally net 30 days upon receipt of invoice and delivery of goods or performance of contractual services, whichever is later. Advance payments and progress payments prior to delivery of goods or performance of contractual services ordered may be approved on an exceptional basis at the discretion of the UNDP, if such payments are required pursuant to normal commercial practice or considered to be in the interest of the UNDP. The UNDP does not issue letters of credit.

### **6. Does the UNDP require performance guarantee?**

UNDP may require a successful contractor to furnish performance bonds in the UNDP standard format or similar forms of guarantee. The amount of performance bonds/guarantees will vary depending on the nature of the requirements. UNDP may also include a liquidated damages clause in its contractual documents in case adherence to the schedule of delivery of goods or performance of contractual services is critical to meet the requirements of UNDP.

### **7. Is there information on requests for bids/proposals?**

Yes. Visit our page:

<http://www.undp.org/content/lebanon/en/home/operations/procurement/>