

## **Frequently Asked Questions**

1. How can I register as a supplier to the United Nations Development Programme?

UNDP does not have a separate central register for suppliers. Interested companies can register with the UN Common Supplier Database UN Complex, Gigiri. UNDP country offices.

2. Where can I find information on procurement notices?

Please see procurement notices

3. How can I find out whether my range of products or services is procured by UNDP?

UNDP Country office in Nairobi provides information on ongoing projects and types of services and goods procured through our web site. You are welcome to visit the site as often as you can.

The Annual Statistical Report from IAPSO provides detailed information about previous major contract and goods procured by UNDP and UN agencies.

4. Are UNDP purchases tax/duty free?

Yes.

5. Can small companies also enter into business relationships with UNDP?

Yes, absolutely. UNDP's procurement decisions are not based on the size of a company, but on the quality, price effectiveness and responsiveness of the offer.

6. As a company that is not based in the Kenya and has no representative in this country would it be an advantage to have a representative in the Kenya?

No. The geographical location of your company is not a factor in procurement decisions.

7. How does UNDP pay suppliers?

The standard payment terms is to pay within 30 days after receipt of goods or receipt of shipping document. In complex contracts scheduled progress payments linked to milestones are the usual practice. Advance payments are exceptional and have to be backed by performance/bank guarantees.

Further questions contact [christine.kiura@undp.org](mailto:christine.kiura@undp.org).