

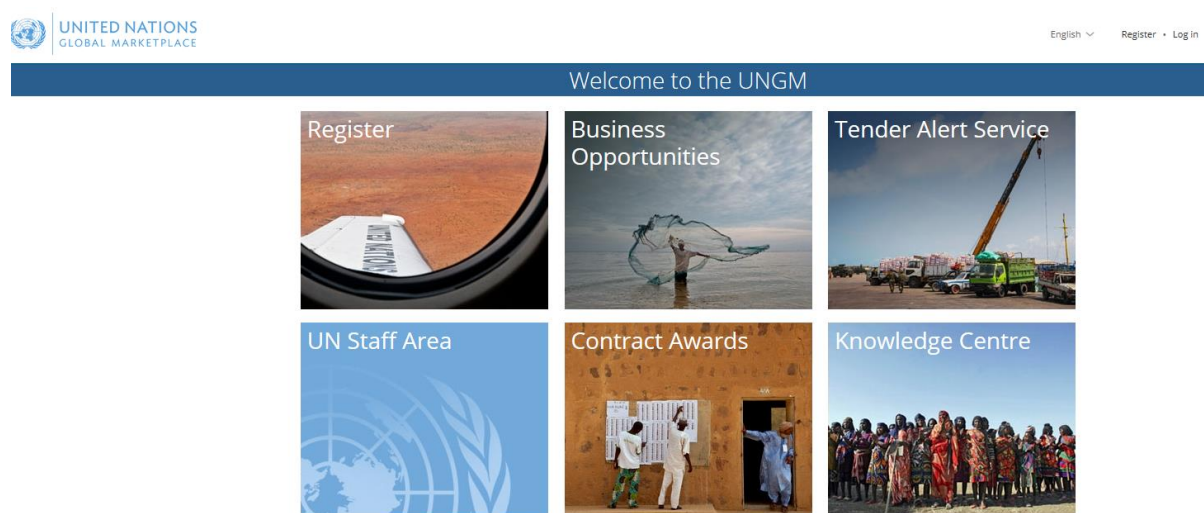
BIDDERS' INSTRUCTIONS ON HOW TO ACCESS FAO TENDER DOCUMENTS and SUBMIT BIDS THROUGH UNGM

The registration with UNGM (<https://www.ungm.org/Vendor/Registration>) is a mandatory requirement in order to participate to FAO's tender. Please visit www.ungm.org for more information on how to register your company in UNGM.

1. REGISTRATION IN UNGM

To access the tender documents, you need to be fully registered in UNGM (Basic Level is sufficient).

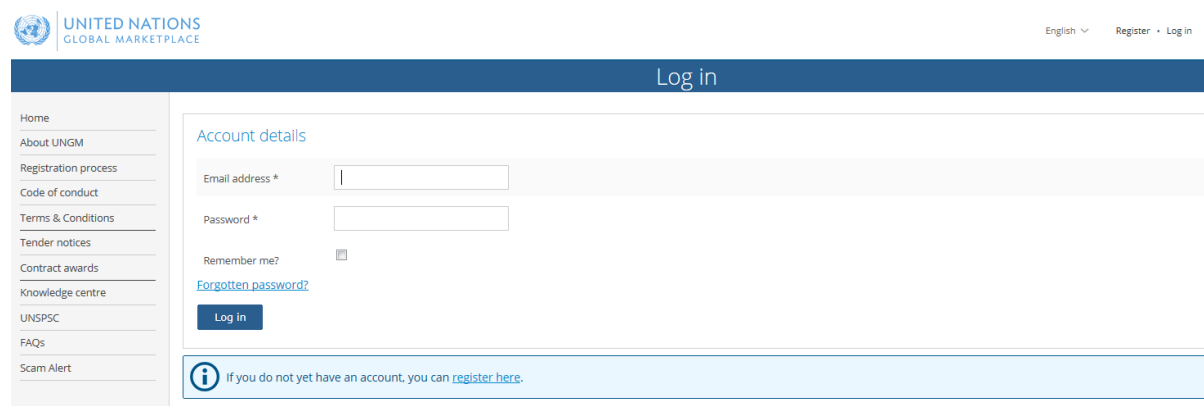
Please click on "Register", follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.



Please ensure that your UNGM BASIC REGISTRATION with **FAO is complete**. If not, please add the information requested by the UNGM system before proceeding.

2. LOG-IN TO THE UNGM WEBSITE

Once the registration at Basic Level is complete, please log-in with your e-mail address and password

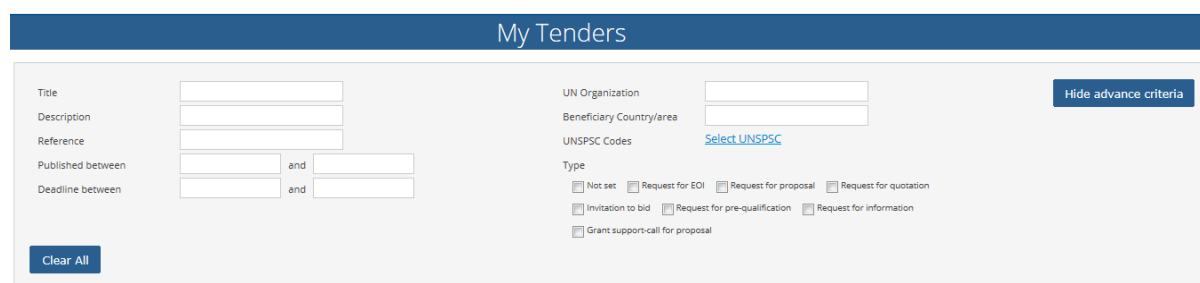


Once you logged in, select “Tender Notices”.

Click on **CLEAR ALL** to clear the default dates in the fields “Published between” and “Deadline between”.

2

Click on **SHOW MORE CRITERIA** on the upper right side. In the “UN Organization” Field, type **FAO**.



The system will automatically show all the active tender notices issued by FAO.

On the right side of each tender line, you should see a green button with either **“EXPRESS INTEREST”** (if applicable) or **“VIEW DOCUMENTS”**.

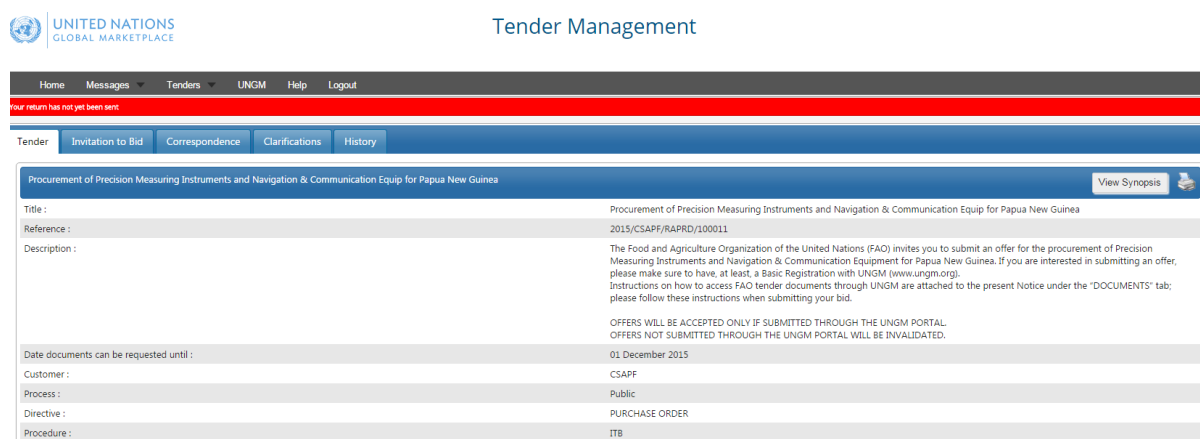
If applicable, click on “EXPRESS INTEREST” to notify FAO that you are interested in participating in this Tender. After few seconds, the button will change in a green button “VIEW DOCUMENTS”.

View Documents	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea	01-Dec-2015 11:00	17-Nov-2015	FAO	Invitation to bid	2015/CSAPP/RAPRD/100011	Papua New Guinea
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Click on this **VIEW DOCUMENTS green button** to access to the tender documents of each specific tender.

4. TENDER MANAGEMENT

You will be transferred from the UNGM portal to the FAO e-tendering system. The “Tender Management” screen should appear.



At any time you will be able to return to UNGM by selecting the “UNGM tab” on the upper menu.

IMPORTANT: If it does not show the Tender Management screen, please inform support@in-tend.com , referencing the exact FAO ITB number.

You are now in the FAO e-tendering system. In this area, you have few menu tabs.

- **Tender:** General information about this tender

- **Invitation to Bid/ Request for Proposal:** IMPORTANT! Here you can visualize the **deadline** all the **documents** of the **Invitation to Bid/ Request for Proposal**. In the same area, you have the placeholders for **uploading** your proposal and all the related documents.
- **Correspondence:** In this section, you can send requests for clarification or any other question you want to address to FAO.
- **Clarifications:** In this section, you can read the **clarifications issued by FAO** (made available to all bidders). Please ensure to read all the clarifications, as they are part of the tender specifications.
- **History:** a log of past activities related to this tender.

5. DOWNLADING THE TENDER'S DOCUMENTS and UPLOADING YOUR TECHNICAL AND FINANCIAL OFFERS

- I. Click **Invitation to Bid/ Request for Proposal tab** and scroll down to view and download the tender documents;

Tender
Invitation to Bid
Correspondence
Clarifications
History

How To Attach & Submit Documents

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.

2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire must be completed.

3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

NOTE: Large files may take some time to upload.

4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

Server Time: 30 Nov 2015 11:01:25
Due Date: 01 Dec 2015 12:00:00
Time Remaining: 1 Day 58 Minutes 35 Seconds

Tender Details

Stage Name	Invitation to Bid
Locked Until	01 December 2015
Closing Date	01 December 2015
Project Title	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea
Project Description	The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the procurement of Precision Measuring Instruments and Navigation & Communication Equipment for Papua New Guinea. If you are interested in submitting an offer, please make sure to have, at least, a Basic Registration with UNGM (www.ungm.org). Instructions on how to access FAO tender documents through UNGM are attached to the present Notice under the "DOCUMENTS" tab; please follow these instructions when submitting your bid. OFFERS WILL BE ACCEPTED ONLY IF SUBMITTED THROUGH THE UNGM PORTAL. OFFERS NOT SUBMITTED THROUGH THE UNGM PORTAL WILL BE INVALIDATED.

Tender Documents Received - Main	Description	Options
FAO ITS 2015-CSARF-RAPID-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf	Tender Document	View Download
FAO General TCs/Good... April 2015.pdf	FAO General terms and conditions for goods	View Download

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.

Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

Opt In Opt Out

- II. Click on the **"OPT IN"** button;

- III. To upload all the files in the designated envelope, click on the relevant **"UPLOAD DOCUMENT"** red buttons under the **"MY TENDER RETURN"**.

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

Opt In- This will confirm to us of your involvement and your intention to submit a return.

Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

Opt In Opt Out

My Tender Return - Main	Description	Envelope	Options
General	Please insert here your technical offer	Technical Envelope	Upload Document
General	Please insert here your financial offer	Financial Envelope	Upload Document

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE: Large files can take some time to upload.

NOTE: Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

Envelope: (None)

Attach Documents

NOTE: It is highly recommended that the size of the files does not exceed 5MB.

In case bidders are required to complete a **Questionnaire**, it will be shown in Red and marked **"Not Started"** button. It is mandatory that any Questionnaire is completed.

IV. **IMPORTANT:** Once both technical and financial files are uploaded (and the Questionnaire, if applicable), please remember to click on the red button “**SUBMIT MY RETURN**” to send your offer. If the submission is properly completed, you will be able to view and download a receipt under the “HISTORY” tab.

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.
Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.
NOTE: Large files can take some time to upload.
Envelope: (None)

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.
Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

You can upload additional (non-mandatory documents) by clicking on the “**Attach Documents**” button.

NO BID NOTICE

In the event that your company is not interested to participate to this tender, the Organization would appreciate your feedback. In this case, you are kindly requested to click on the “OPT OUT” button displayed on your UNGM Tender Management page and select one of the following reason(s) for non-participation:

- Requirements are outside our normal activities
- There is insufficient time to prepare a bid
- Present lack of resources to undertake more work
- Bid submitted by authorized dealer in destination country
- Participating as subcontractor to another lead bidder
- Other (please specify briefly below)

Tender Documents Received - Main

Description

Tender Do

FAO ITB 2015-CSAPP-RAPRO-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf		
FAO General TC3_Goods_ - April 2015.pdf	FAO Gene	

Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.
Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to y

Opt Out

Details

Please confirm your reasons for opting out of this stage.

☐ Stop Receiving Correspondence

6. COMMUNICATING WITH FAO AND REQUESTING CLARIFICATIONS

All communications concerning this tender should mention the tender number **(TENDER No. [...])** and should be

submitted as soon as possible through the UNGM portal under the “CORRESPONDENCE” tab.

The screenshot shows the UNGM Tender Management portal. The header includes the United Nations Global Marketplace logo and the title 'Tender Management'. A navigation bar contains links for Home, Messages, Tenders, UNGM, Help, and Logout. A red banner below the navigation bar states 'Your return has been received by us'. The main content area has tabs for Tender, Invitation to Bid, Correspondence, Clarifications, and History. The 'Correspondence' tab is active. On the left, there is a search box with a magnifying glass icon and a list of filters: Received, Sent, Unread, Read, and Show all.. Below the search box is a filter section with a 'Filter' button, a 'Stage' dropdown menu set to 'None', and an 'Options' section with a 'Create Correspondence' button. The main area displays a table with columns 'Date' and 'Subject'. A message in the table states '- there is no correspondence that matches your criteria -'.

Bidders are responsible for appropriately examining this tender. If you find discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, you shall submit any request for clarification through the aforementioned “CORRESPONDENCE” tab.

In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

7. FAO’s REPLIES TO BIDDERS’ REQUESTS FOR CLARIFICATION

Responses to clarification enquiries will be simultaneously issued by FAO to all bidders through the UNGM portal.

The system will send automatic e-mail notifications to all bidders every time a clarification, or any other communication related to the tender notice, is sent out by FAO.

All FAO’s responses to bidders’ questions will be uploaded under the “CLARIFICATIONS” tab of your Tender Management page and made available to all bidders. Please ensure to read all the clarifications as they become part of the tender specifications.

The screenshot shows the UNGM Tender Management portal with the 'Clarifications' tab selected. The header and navigation bar are the same as in the previous screenshot. A red banner below the navigation bar states 'Your return has been received by us'. The main content area has tabs for Tender, Invitation to Bid, Correspondence, Clarifications, and History. The 'Clarifications' tab is active. On the left, there is a search box with a magnifying glass icon and a list of filters: Read, Unread, and Show all.. Below the search box is a filter section with a 'Filter' button, a 'Stage' dropdown menu set to 'None', and an 'Options' section. The main area displays a table with columns 'Added' and 'Title'. A row in the table shows '27 November 2015' and 'Clarification no. 1'. Below the table, there is a section for 'Clarification' and 'Attachments'. The 'Clarification' section contains fields for 'Name' (Clarification no. 1), 'Description' (Dear Bidders, Please find attached the Clarifications Notice containing bidders' questions and FAO's replies. Best regards, FAO Procurement Office), and 'Date' (27 November 2015).

8. MODIFICATION OR WITHDRAWAL OF YOUR OFFER

Bidders may, without prejudice, modify or withdraw their offer before the deadline using the “MODIFY RETURN” function. Submitted offers cannot be modified after the tender deadline.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	View Download
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	View Download

Return Submitted

You have made a previous return for this tender on **30 November 2015**

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

Modify Return

9. HELP

In case you have issues concerning the UNGM system navigation and functionality please visit the UNGM Help page and/or contact: support@in-tend.com, referencing the exact FAO ITB/RFP number.



Help

[Home](#) [Messages](#) [Tenders](#) [UNGM](#) [Help](#) [Logout](#)

Support Pages

- Help Overview
- FAQ
- Step-By-Step Guide - Flowchart

Downloads

- Miscellaneous Downloads

Web Site Information Pages

- Suggestions
- Browser Compatibility
- Privacy Policy

Contact Us

If you have any questions relating to tendering with In-Tend e-Tendering please contact support@in-tend.com or call us on +44 (0)1332 859450.

If you have any questions on how to use this web site please contact the In-Tend Support team at support@in-tend.com or call us on 0845 557 8079 / +44 (0) 114 407 0065 . If this number is inoperative due to a fault then the alternative number is +44 (0)7785 355314 (please note this mobile number will only be active in the event of a fault on the main support number).

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