

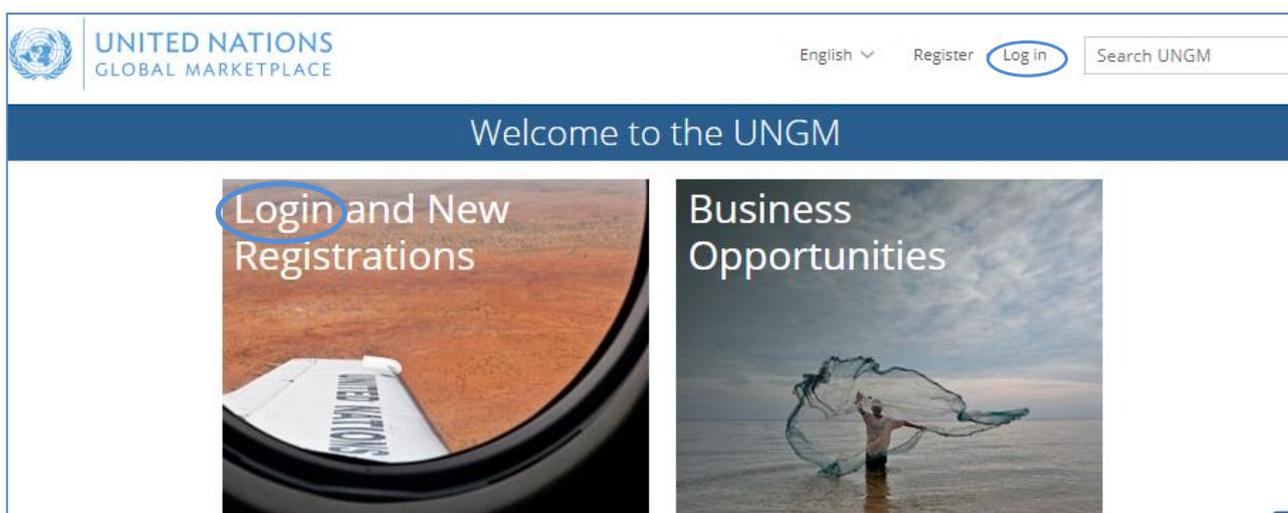
INSTRUCTIONS, CONDITIONS AND DISCLAIMER FOR THE SUBMISSION OF ELECTRONIC DOCUMENTS IN ILO'S E-TENDERING SYSTEM

A. INSTRUCTIONS ON HOW TO ACCESS ILO e-TENDERS AND SUBMIT AN OFFER

The ILO e-Tendering System (eTS) is integrated with the United Nations Global Marketplace portal (www.ungm.org). Please find below instructions on how to access the e-tender documentation.

1. Log into your UNGM account

In order to access ILO e-tenders log into your **UNGM** account. Either click on the “Login and New Registrations” image box or on the “Log in” link at the top right-hand corner of the webpage.



Note: If you do not remember your credentials, please use the “**forgotten password**” functionality.

If you do not have an account yet, you can register by clicking on the “New Registration” button on the platform (<https://www.ungm.org/Account/Account/Login>). **Registration at basic level** is sufficient, since the ILO does not require level 1 and 2 registrations.

2. Search for the tender notice issued by the ILO

From the left-hand menu, click on “**Tender notices**”. The Search Engine enables you to identify a tender either by its reference, title, or by UN Organization. In order to view ILO e-tenders, remove the dates in both cells, click on the “Show more criteria” button on the upper right side and select “ILO” from the drop-down menu. The system will automatically show all the **active tender notices issued by the ILO**.

Code of conduct <hr/> Terms & Conditions <hr/> Tender notices <hr/> Contract awards <hr/> Tender Alert Service <hr/> Knowledge centre <hr/> UNSPSC	<div style="text-align: right;">Show more criteria</div> Title <input type="text"/> Description <input type="text"/> Reference <input type="text"/> Published between <input type="text"/> and <input type="text"/> Deadline between <input type="text"/> and <input type="text"/> <input type="button" value="Clear All"/>
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On the left side of each tender notice, you will find a blue button with “**Express interest**”. **Click on it in order to “View documents”** for each tender you wish to participate in. After a few seconds, the button’s colour will change to green.

Displaying results 1 to 15 of 434

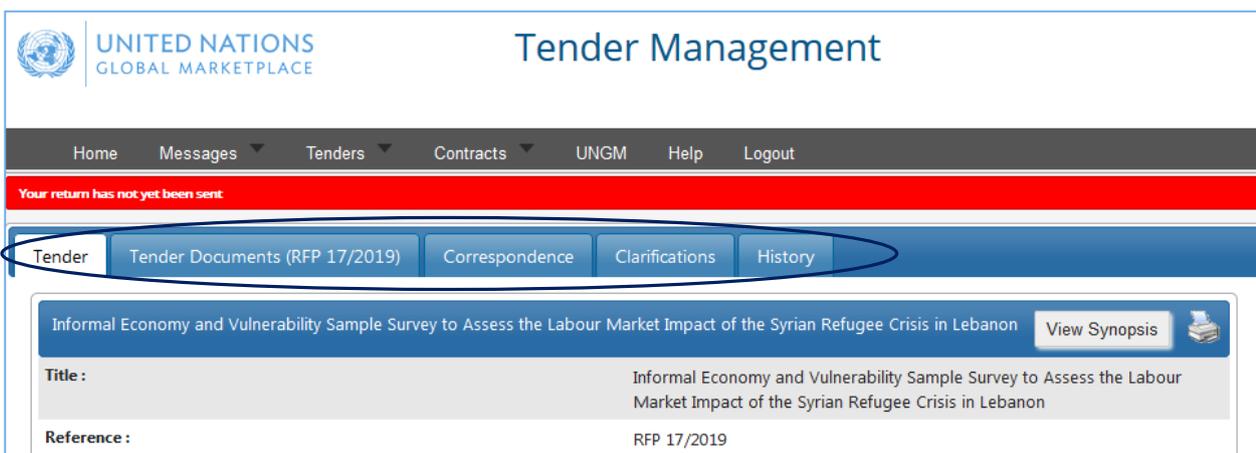
	Title	Deadline	Published	UN organization	Type of notice	Reference
Express Interest	Supply and Installation of Interactive SMART Board	12-Feb-2019 16:30 (GMT 6.00)	10-Jan-2019	ILO	Invitation to bid	ITB-ILO-SKILLS-2019-

By clicking on the green “View documents” button, you will be transferred to the “**Tender Management**” screen which contains all the e-documentation.

IMPORTANT: If you are not directed to the Tender Management page, please inform immediately the ILO at pctr@ilo.org.

3. e-Tender documents

To access all the e-tender documentation, please select the second tab and scroll down to the section “[Tender documents received-Main](#)”, and download all documents.



1st tab: “Tender” provides general information about the e-tender (invitation, process, contact, etc.).

2nd tab: “Tender documents” (per reference i.e. ex ITB n°81/2018): displays all the downloadable documents of the tender process and the place for uploading your offer and additional documents.

Reminder: *Offers must be submitted through the ILO eTS platform, by the indicated date, time and time zone set under the second blue tab.*

3rd tab: “Correspondence”: The correspondence area is only to be used for tender based queries. Any question on technical, commercial or legal aspects of the e-tender should be addressed to the ILO using this functionality through the platform.

WARNING: Do not send your offer via the Correspondence Tab.

4th tab (optional): “Clarifications” tab will appear if there is any updated Clarification shared with all the bidders participating in this tender. Bidders shall read carefully all the Clarifications sent by the ILO. The Clarification is considered as part of the tender document.

5th tab: “History” is a log of past activities related to your participation to the selected tender.

4. How to submit an offer and attach documents

The second tab under the Tender Management webpage is divided into seven boxes:

- 1) Instructions on How to Attach & Submit Documents
- 2) e-tender submission deadline
- 3) e-tender invitation
- 4) Tender Documents Received – Main (documents posted by the ILO)
- 5) My Tender Return – Main (offer to be submitted by the bidder)
- 6) Attach Documents (area for submission of additional information)
- 7) Submit My Return (to validate the e-submission)

Offers must be submitted using the functionality named **“Submit my Return”**. Please select the second tab and scroll down to the section **“My Tender Return - Main”**, and upload all documents.

My Tender Return - Main	Description	Envelope	Options
General	Prière de bien vouloir télécharger votre soumission ici	Soumission de préqualification	Upload Document

When the tender requires submission of a **“Double Envelope”**(for RFPs), the TECHNICAL and FINANCIAL components of the proposal must be uploaded **separately and independently**, by using the designated **red “Upload Document” buttons**, as shown below.

WARNING: the ILO reserves the right to disqualify proposals that are not in line with these instructions.

My Tender Return - Main	Description	Envelope	Options
Financial Offer	Please upload your financial offer here. (Annex II-E in excel and pdf version. Zip file is allowed.)	Financial Envelope	Upload Document
Technical Offer	Please upload all your technical proposal here. (No financial information shall be included.)	Technical Envelope	Upload Document

The grey **“Attach Documents”** button may be used in the event an offer includes any additional documentation.

WARNING: Ensure the appropriate envelope type is selected to avoid disqualification of your offer.

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

NOTE: Maximum size 2GB/File. The system allows to upload only one file per “Options” (red button).

To upload additional document, use the **“Attach Document”** functionality and associate the file to the corresponding envelope. It is strongly recommended to upload a single .ZIP file containing all the information pertinent to the offer.

Tip: All components of an offer must be submitted before the deadline. Once the submission deadline has expired, the system will block any further upload, even if partially completed. The ILO strongly recommends to begin the upload of the offer’s components sufficiently in advance in order to allow for a complete upload of the offer, before the submission deadline.

Depending on the quality of bidders’ internet connection and the size of the files, the upload may require significant time. It is therefore recommended that the size of each file to be uploaded does not exceed 2GB and that no special characters, such as \/: *? "<> | [] \$ &; ", be used to name the files.

5. Submit Return

Once all documents are uploaded and displayed under the **“My Tender Return”** section, click on the **“Submit Return”** button on the bottom of the webpage to submit your offer.

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.

6. How to modify a Return

A return can be modified as many times as needed before the return submission deadline by clicking on **“Modify my Return”**.

B. DISCLAIMER FOR THE SUBMISSION OF ELECTRONIC DOCUMENTS IN ILO'S E-TENDERING SYSTEM

1. For tenders published in the Electronic Tendering System (hereafter “e-Tendering system” or “eTS”) on the UNGM Portal, the ILO will only accept documents received electronically, unless explicitly stated otherwise in the ILO’s Instructions to Bidders or upon the ILO’s prior written authorization.
2. A proposal submitted electronically is deemed for all intents and purposes to be the true and legal version, in writing, duly authorized and executed by the Bidder with binding legal effect.
3. If the electronic files containing the proposal are corrupted, contain a virus or are unreadable for any reason, the ILO reserves the right to reject the proposal.
4. The ILO accepts no responsibility for Bidders’ misunderstanding of the instructions or incorrect use of the system.
5. Bidders acknowledge and accept, with respect to electronically transmitted proposals, that:
 - The uploading of large electronic files may take time and as such they must allow for sufficient time to fully transmit all files prior to the bid closing time.
 - The ILO shall not be liable for the loss, damage, destruction or corruption of any expression of interest or proposal, however caused.
 - Bidders are advised that the ILO may not discover corrupted or unreadable files submitted via the eTS until after the tender submission deadline.
 - The ILO is not responsible for errors or failures in the Bidders’ own systems, and no extension of the submission deadline or time will be granted.
 - The Server Clock displayed within the eTS shall govern the time.