



# UNOPS eSourcing vendor guide

A guide for vendors to register on UNGM, and submit responses to UNOPS tenders in the UNOPS eSourcing system

Version: 1.6

By: UNOPS Procurement Group

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## 1. PURPOSE OF THIS GUIDE

In January 2016, the United Nations Office for Project Services ([UNOPS](#)) started progressively implementing an e-tendering system (**UNOPS eSourcing**) to conduct its tender processes. In order to access the full UNOPS tender details and submit a vendor response to a tender using the system, vendors need to be registered as a UNOPS vendor on the **United Nations Global Marketplace** ([UNGM](#)).

This guide provides vendors with instructions on how to register on UNGM and how to access and submit offers to UNOPS tenders in the UNOPS eSourcing system. In UNOPS eSourcing, vendors can view full tender details, express interest in tenders, inform UNOPS about their intention to submit a tender, request clarifications about tenders, submit responses to tenders, and respond to UNOPS evaluation clarifications.

UNOPS will periodically review and update this guide to reflect new system functionalities and user feedback.

### What is UNGM?

UNGM ([www.ungm.org](http://www.ungm.org)) is the common procurement portal of the United Nations system of organizations.

It brings together UN procurement staff and the vendor community. The United Nations represents a global market of over USD 18.6 billion annually for all types of products and services in 2017.

The UNGM acts as a self-service portal where potential suppliers can register with one or more of the 29 UN organizations using the UNGM as their vendor database and sourcing tool. These organizations account for over 98% of the total UN procurement spent. The UNGM therefore provides an excellent way to introduce your products and services to many UN organizations, countries and regions by completing only one registration form. UNGM also provides an overview of procurement notices, such as tenders, published by more than 40 UN organisations and other entities. There is no cost to register on UNGM or to view the procurement notices on the website. Also, additional information about procurement practices can be found on the UNGM website.

UNGM is the entry point for various UN agencies' e-procurement systems which are integrated with the UNGM website, such as the UNOPS eSourcing system.

### What is UNOPS eSourcing?

UNOPS eSourcing is an e-procurement system that facilitates the procurement processes conducted at UNOPS by handling on-line sourcing, solicitation, bid opening, evaluation and award. These functions are currently done offline, so the new eSourcing system will streamline how UNOPS and vendors interact, providing increased efficiency and governance to the procurement process.

UNOPS acknowledges the change this represents for vendors and appreciates their effort in using the system and providing valuable feedback.

Please note that this guide is for UNOPS-related procurement tenders carried out with the UNOPS eSourcing system, and does not cover other eTendering systems used by other UN Organizations. For help with tenders posted by other UN Organizations using other eTendering systems, please contact the specific Organization.

### What is new in version 1.6 of this guide?

The following changes have been made compared to version 1.5:

- Updated section 3.4 to include the countdown timer for the clarifications deadline.
- Updated section 4.1 to include that vendors can now inform UNOPS about their intention whether or not to submit a tender response per lot.
- Updated section 9. to include that it is the responsibility of the vendors to ensure that UNOPS' domain is not blocked and that their mail server accepts emails from the UNOPS domain.
- Other minor changes and adjustments.

## 2. REGISTER ON THE UNGM PORTAL

In order to access the full UNOPS tender details and respond to a tender in the UNOPS eSourcing system, you must **first register as a UNOPS vendor on UNGM**.

Registration at **basic level** is sufficient, as UNOPS does not require level 1 and 2 registrations.

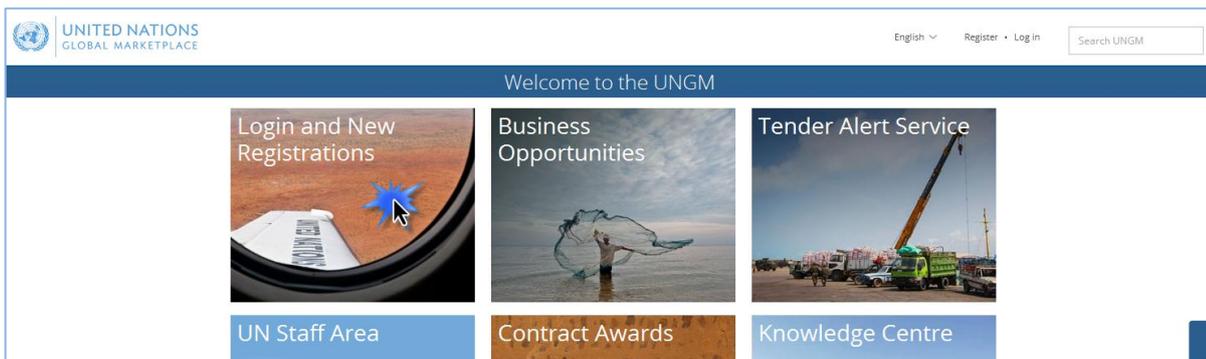
Please note that registration at UNGM is free of charge. In addition, UNGM enables vendors to keep informed of upcoming tender notices through a paid service called Tender Alert Service. By subscribing to the **Tender Alert Service**, vendors can receive relevant business opportunities directly by email.

### 2.1 Register

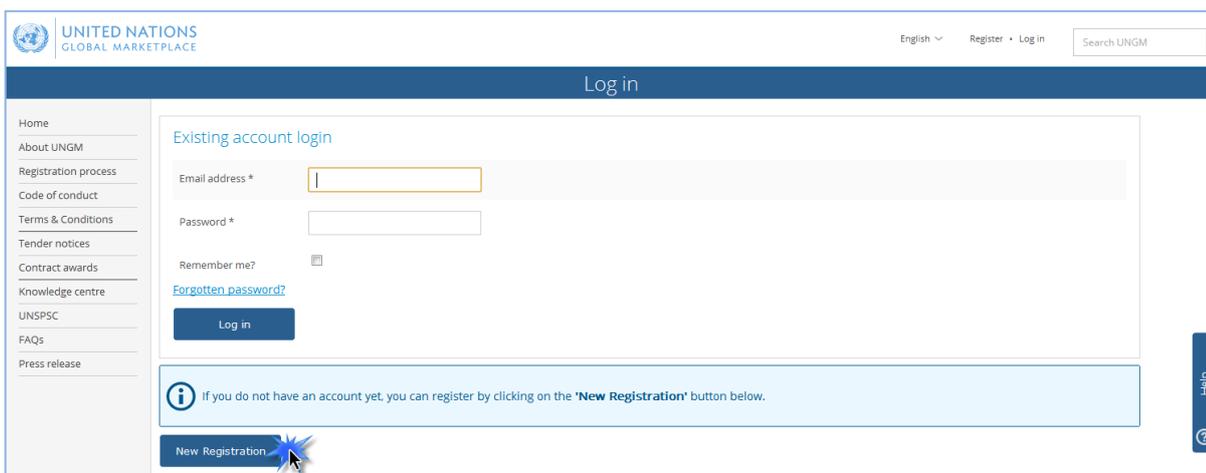
To access the tender documents, you need to be fully **registered on UNGM**. The **registration at basic level** will be sufficient as UNOPS does not require level 1 and 2 registrations.

Go to [www.ungm.org](http://www.ungm.org)

Click on the **'Login and New Registrations'** section.



Click on **New Registration** button.



Select the type of registration by clicking on the relevant box. If you represent a company or an NGO, click on the **'Company's/NGOs' box**. Please note that registering as an **Individual Consultant on UNGM will limit your ability to electronically participate in tenders with UNOPS**.

The screenshot shows the 'Account registration' page on the UNOPS Global Marketplace. The page includes a navigation menu on the left with links such as Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Tender Alert Service, Knowledge centre, UNSPSC, Help Centre, and Press release. The main content area contains the following text:

Please select the type of registration by clicking on the relevant box below.

The **Individual Consultant** registration is suitable for the following types:

1. **Commercial contractor**
2. **Individual consultant** - Registration as an Individual Consultant is suited for individuals who are interested in providing time and deliverable bound services for limited duration contracts associated with projects. Typically for organisations such as UNOPS and UNDP.
3. **Landlord** - Registration as a Landlord is suited for individuals that are owners or possessors of an estate in land or rental property and are interested in leasing or renting real estate property to an organisation of the United Nations.
4. **Sole proprietor** - Registration is a type of business entity that is owned and run by one natural person and in which there is no legal distinction between the owner and the business.

The **Company** registration is relevant for licenced businesses which can provide relevant products and services to United Nations Organisations.

The **UN Organization** registration is limited to United Nations staff and requires a valid and active UN email address.

The vendor will also be requested to read the **Supplier Code of Conduct (SCC)** and be informed that in order to be able to register as a potential vendor to the UN, the SCC must be acknowledged.

Links to the guides which will contain detailed information will also be provided.

At the bottom of the page, there are three blue buttons for selecting registration types:
 

- Individual Consultant (not associated with a company)
- Company (or on behalf of a company) / NGOs
- United Nations Organization and International Organization

 A mouse cursor is hovering over the middle button.

Introduce your company details and accept the UN Supplier Code of Conduct.

Please provide your company name as written in your company's Certificate of Incorporation. If an error message appears informing you that a company with a similar name already exists, please contact UNGM at [registry@ungm.org](mailto:registry@ungm.org).

Then, click on the **'Send the activation link'** button.



English ▾
Register · Login

## Company registration

- Home
- About UNGM
- Registration process
- Code of conduct
- Terms & Conditions
- Tender notices
- Contract awards
- Tender Alert Service
- Knowledge centre
- UNSPSC
- Help Centre
- Press release

### UN Supplier Code of Conduct

**i** Please download and read the [UN Supplier Code of Conduct](#).  
 To register your interest in doing business with the United Nations and its organizations, you are required to acknowledge that the UN Supplier Code of Conduct provides the minimum standards expected of suppliers to the United Nations and its organizations.

#### Company registration

\* denotes required field

##### Basic company details

Company Name \*

License Number \*

Country \*

##### Company Director details

First Name \*

Last Name \*

##### User account creation

The contact data in previous step and the user are the same.

First Name \*

Last Name \*

Email address \*

Confirm email address \*

Password \*

Confirm password \*

##### How did you hear about UNGM

Source \*

I have read and acknowledge the [UN Supplier Code of Conduct](#) as the minimum standards expected of suppliers to the United Nations and its organizations. ✓

[Send the activation link](#)

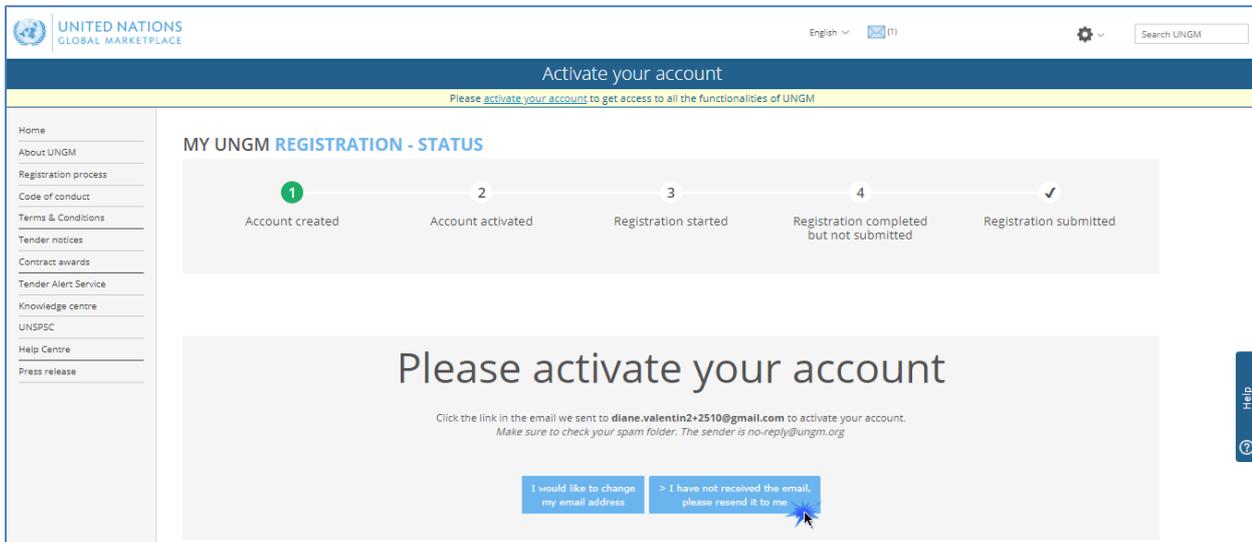
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## 2.2 Activate your UNGM account

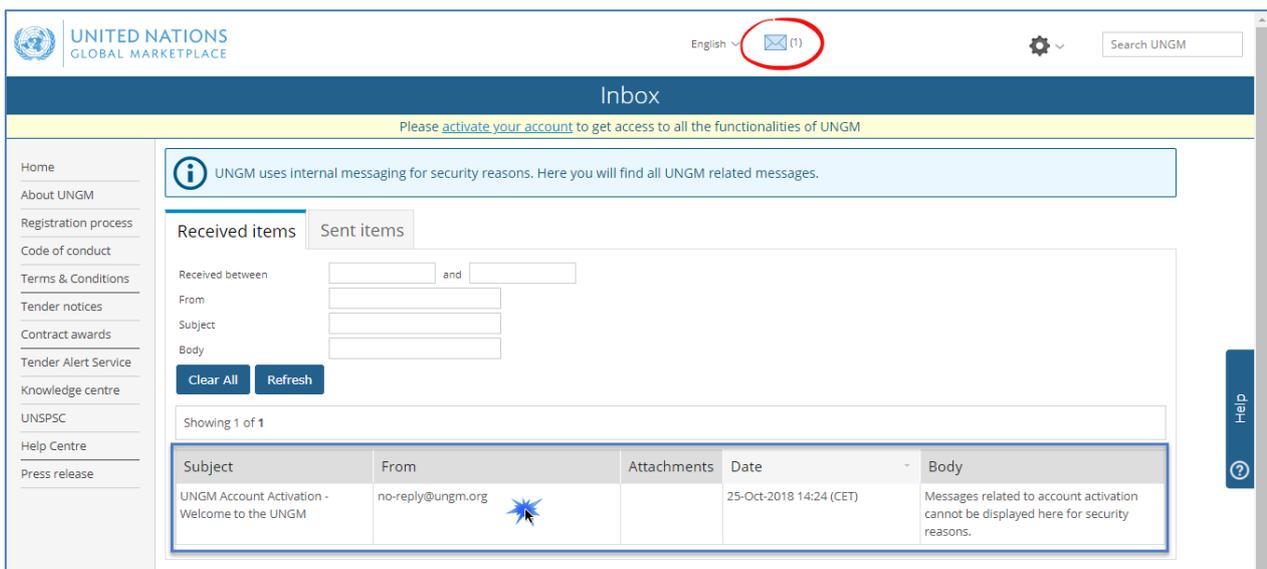
Once you have created your UNGM account, please do not forget to **activate it**.

Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the '**Activate**' button.

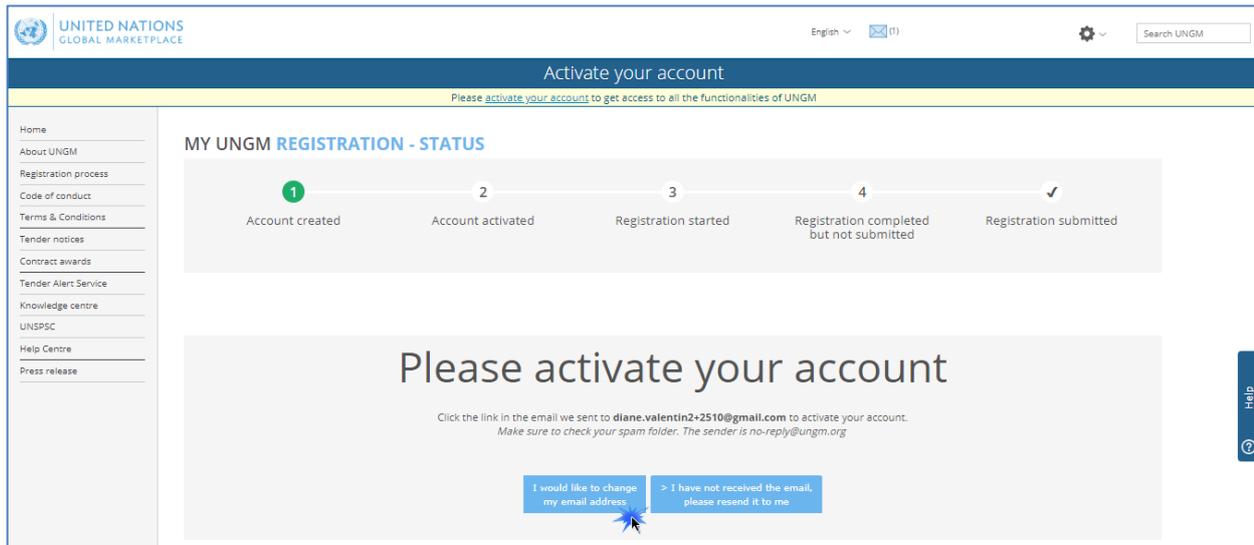
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **'I have not received the email, please resend it to me'** button:



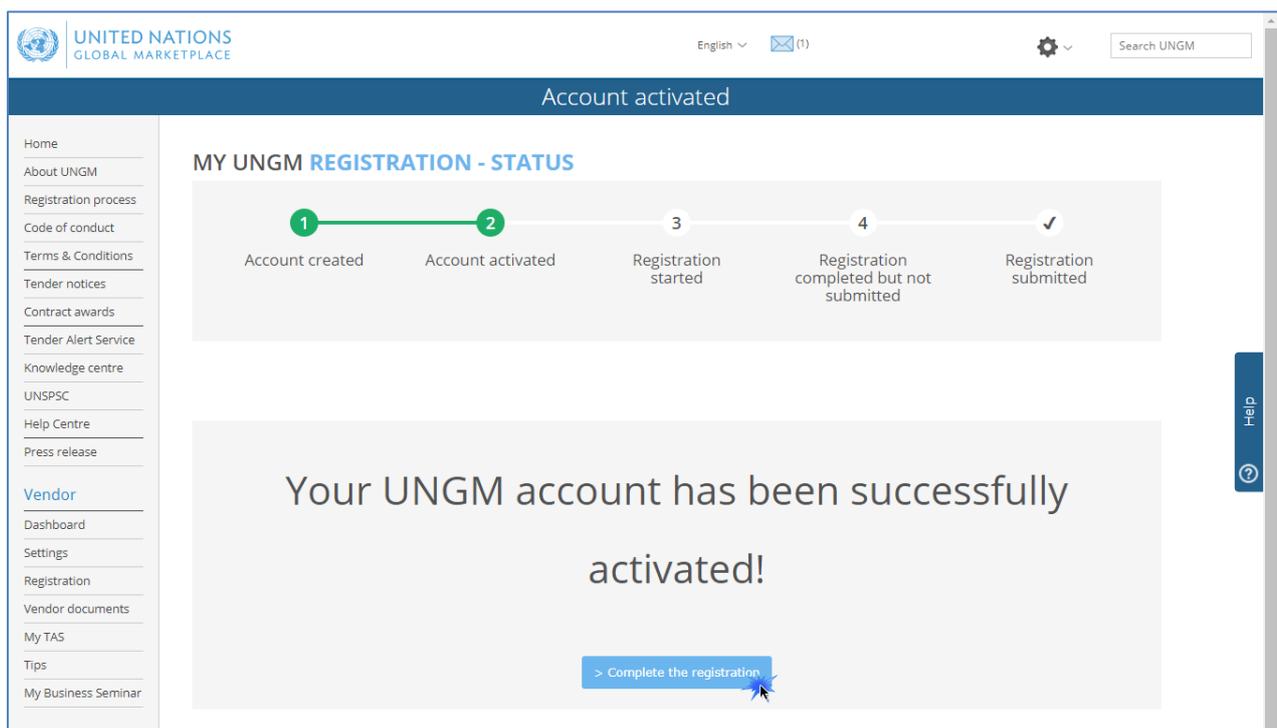
Or from your **UNGM inbox** accessible from the little wheel symbol in the top right side of the page:



If you have not received the activation email because you have provided an incorrect email address when creating your account, please note that you can amend the provided email address from the **'I would like to change my email address'** button:



Once your UNGM account is activated, you should be redirected to the following page. Click on the **'Complete the registration'** button to complete the UNGM registration. You can also click on the 'Registration' link in the left-hand menu:



## 2.3 Complete your vendor registration form in UNGM

You will be redirected to the UNGM registration form. It only takes about 5-8 minutes to complete the registration.

In order to successfully complete the registration process, please provide the required details and click on the **Save & continue** button for each of the 6 steps. After clicking the **Save & continue** button, the provided details will be saved and you will be automatically redirected to the following step of the registration process.

The asterisk (\*) indicates information that is required/mandatory to complete the step.

**Note:** UNGM is currently available in 5 languages: English, French, Spanish and Portuguese and Mandarin. UNGM will be soon available in Arabic and Russian. The default language is English. If you want to change to another language, go the **'Settings'** by clicking on the little wheel icon in the top-right corner of the page and select your preferred language.

## 1. General

Under 'General,' please provide **basic details** about your company.

It is important to provide the exact same **company name** as provided in your company's certificate of incorporation or any other legal document relating to the establishment of your company.

The **license number** refers to the reference number from a city, state and/or federal document that grants the bearer the ability to engage in specific business activities within the designated area.

Once you have completed the step, click on the **'Save & Continue'** button in the **bottom right of the page**.

UNITED NATIONS GLOBAL MARKETPLACE

English (1)

Search UNGM

### Vendor Registration

1 **General** 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration 7 What's next?

**General company information**

Company name \*

Trade name/DBA

Parent company

Company type \*

License number \*

Country/territory \*

Year established \*

Number of employees \*

Company Director's First Name \*

Company Director's Last Name \*

**Company's Contact Information**

Telephone country code \*

Telephone number \*

Fax country code

Fax number

Website

**Company's Ownership Type**

Company's Ownership \*  Not applicable  Privately-owned  Publicly-traded  Part of a business conglomerate

Please provide the name(s) of owner(s) and/or principals (including parent company, subsidiaries/affiliates, CEO/Managing Director, and those with controlling interest, if applicable)

Women Ownership  Not applicable  The company is at least 51% owned and controlled by one or more women  The company is less than 51% owned and controlled by one or more women

**i** By selecting this option, you self-declare that your company is a woman-owned business.

**Save & Continue**

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## 2. Address

Under 'Address', please provide your company's **address information**.

Once you have completed the step, click on the '**Save & Continue**' button. If you wish to go back to the previous step to edit some information, click on the '**General info**' button at the bottom left of the page.

Vendor Registration

1 General 2 **Address** 3 Registration type 4 Contacts 5 Coding 6 Declaration 7 What's next?

**Company address information**

House number  ✓

Address line 1 \*  ✓

Address line 2

Address line 3

City/town \*  ✓

Country/territory \*  ✓

Postal code  ✓

**P.O. Box address (optional)**

P.O. Box number

P.O. Box postal code

City/town for P.O.Box

Country/area

< General Info Save & Continue >

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### 3. Registration Type

Under 'Registration type', please inform whether you prefer **to do business only in your country or if you prefer to do business internationally**. Click on either 'National' or 'International'.

Once you have completed the step, click on the 'Save & Continue' button. If you wish to go back to the previous step to edit some information, click on the 'Address' button.

Vendor Registration

1 General 2 Address 3 **Registration type** 4 Contacts 5 Coding 6 Declaration 7 What's next?

**National / International**

Select **National** if you prefer to do business only in your country.  
Select **International** if you are also interested in doing business outside the borders of the country in which your company is registered. Remember to include your own country in the list.

National  International

**Country/areas of business**

Please select and list the countries in which your company is able to supply goods and services to UN organizations.

No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.

Country/area

Select all Remove all

< Address Save & Continue >

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## 4. Contacts

Under Contacts, please provide your own contact details.

The screenshot shows the 'Vendor Registration' interface. At the top, a progress bar indicates seven steps: 1. General, 2. Address, 3. Registration type, 4. Contacts (current step), 5. Coding, 6. Declaration, and 7. What's next?. The 'Contacts' section is titled 'My contact details' and includes the following fields:

- Title/qualification: Mrs (dropdown)
- First/given name: (text input)
- Middle name: (text input)
- Surname: (text input)
- Job title/position: Sales Manager (dropdown)
- Country/area: Denmark (dropdown)
- Email: (text input)
- Telephone country code: Denmark (+45) (dropdown)
- Telephone number: 545645445456 (text input)
- Extension: (text input)
- Mobile country code: Type a country/territory name (text input)
- Mobile number: (text input)

Navigation buttons at the bottom include '< Registration Type' and 'Save & Continue >'. A 'Help' button is visible on the right side.

Once you have completed the step, click on the 'Save & Continue' button. If you wish to go back to the previous step to edit some information, click on the 'Registration type' button.

Please note that you can also **invite/add colleagues** to your company's account on UNGM at the 'Contacts step'. They will receive a link to the account and will be able to log into the account in future with their own email address and password. To invite colleagues to the UNGM account, click the 'Invite another contact' button at the bottom of the page.

This screenshot shows the lower portion of the 'Contacts' registration form. It includes the following sections:

- Telephone country code: Denmark (+45) (dropdown)
- Telephone number: 545645445456 (text input)
- Extension: (text input)
- Mobile country code: (dropdown)
- Mobile number: (text input)
- Navigation buttons: '< Registration Type' and 'Save & Continue >'
- Account Contact Details** section:
  - Profile picture placeholder
  - Name: Mrs Diane Valentin
  - Email: diane.valentin2+2510@gmail.com
  - Job title/position: Sales Manager
  - Country: Denmark
  - Telephone number: Denmark (+45) 545645445456
  - 'Primary contact' button with an information icon
- Invited contacts** section:
  - Information icon and text: 'You can invite others to access your UNGM account using their email address. They will be able to create their own access to the account. Do not share your email address and password.'
  - 'Invite another contact' button

The footer contains the text: © 2018 - United Nations Global Marketplace - Terms and Conditions



## 6. Declaration

The **declaration of eligibility** is a formal and explicit statement on behalf of your company. Under **'Declaration'**, please review the seven statements and select the most appropriate option by **ticking the corresponding checkbox**.

UNITED NATIONS GLOBAL MARKETPLACE

English (1)

Search UNGM

Vendor Registration

1 General 2 Address 3 Registration type 4 Contacts 5 Coding 6 Declaration What's next?

Declaration of eligibility

Please review the following seven (7) conditions and select one of the options provided

1. Sunshines Ltd is not a company or associated with a company or individual prohibited from being engaged in procurement by any of the Organizations within the United Nations system and the World Bank Group.
2. Sunshines Ltd is not currently ineligible, removed or suspended by any of the Organizations within the United Nations system and the World Bank Group.
3. Sunshines Ltd is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.
4. Sunshines Ltd has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
5. Sunshines Ltd does not have any legal proceedings against or disputes with a UN entity.
6. Sunshines Ltd undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with any of the Organizations within the United Nations system and the World Bank Group, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Organization(s) within the United Nations system and the World Bank Group.
7. In the case that Sunshines Ltd situation changes with regard to any of the statements listed above, after having been included in the United Nations Global Marketplace, shall immediately inform the United Nations Global Marketplace thereof. Sunshines Ltd understands that non-compliance with this requirement will automatically render the Sunshines Ltd ineligible.

Select an option

On basis of my knowledge, the entity that I represent, i.e. Sunshines Ltd meets all the seven (7) conditions described above and agrees to immediately inform the United Nations Global Marketplace of any change.

The entity that I represent, i.e. the Sunshines Ltd does not meet all the seven (7) conditions described above, for the reasons provided below. (Please provide ample information as to why the Sunshines Ltd does not meet specific criteria). I cannot confirm and declare that the entity that I represent, i.e. Sunshines Ltd, meets all seven (7) conditions described above at this time and I submit the entity's application on the understanding that the Sunshines Ltd needs to provide the information later. (Please provide explanation below).

< Coding

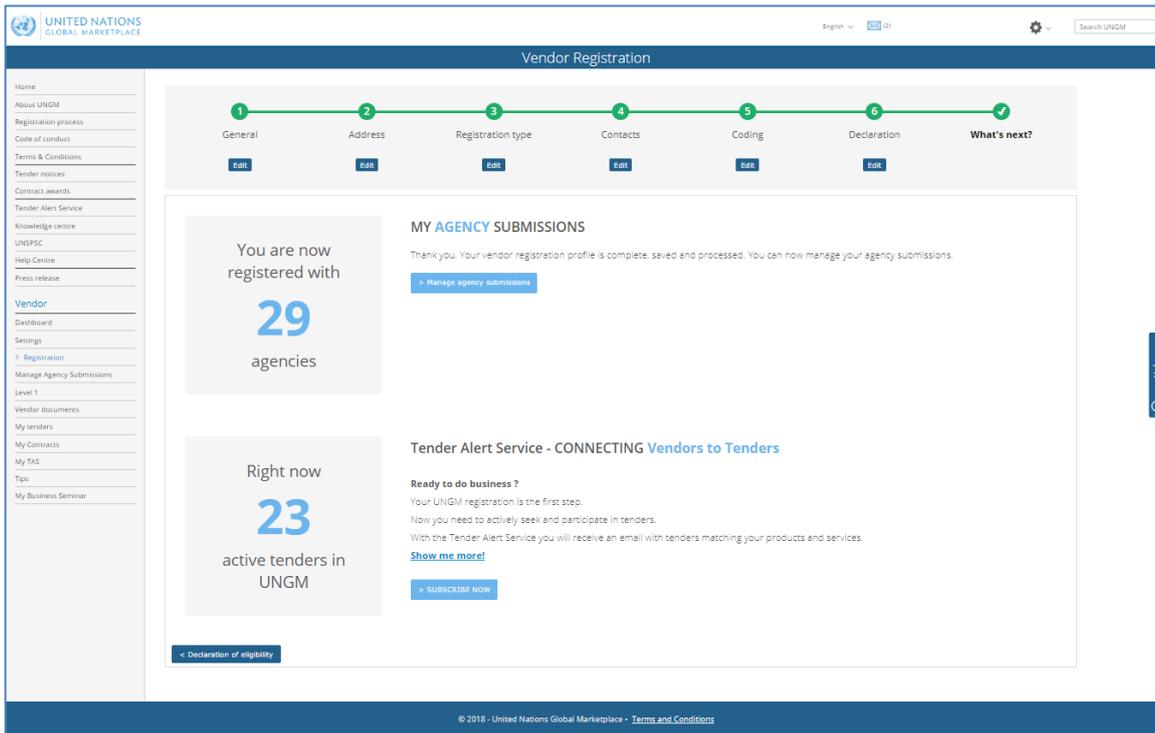
Save & Continue >

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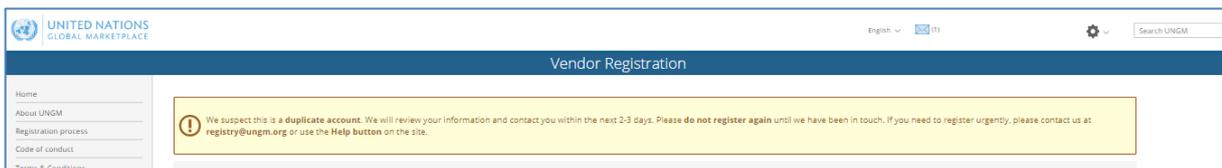
Once you have completed the step, click on the **'Save & Continue'** button. If you wish to go back to the previous step to edit some information, click on the **'Coding'** button.

Once you have clicked on the **'Save & Continue'** button, you will have successfully completed your registration and will be redirected to the **'What's next?'** step. This section gives you access to your registration status with UN organizations and to some information about the optional Tender Alert Service.

Please note that this guide is for UNOPS related procurement activities, and does not describe or support other UN Organizations. For help with procurement activities related to other UN Organizations, please contact the specific Organization.

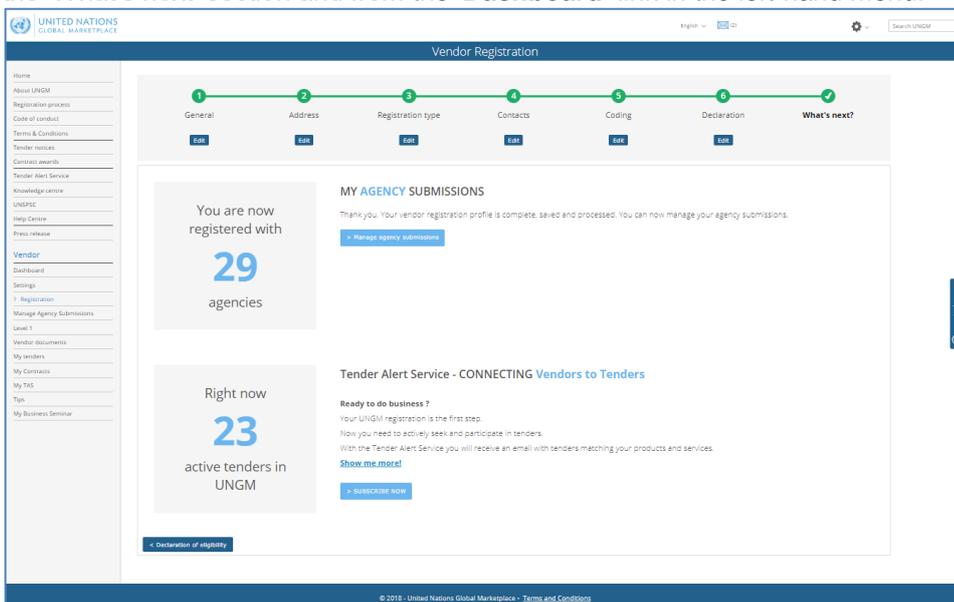


In case you see the following message informing that a duplicate account has been identified, please contact UNGM immediately at [registry@ungm.org](mailto:registry@ungm.org).



## 2.4 Verify your UNOPS vendor registration status

In order to verify your UNOPS vendor registration status, click on the 'Manage agency submissions' button from the 'What's next' section and from the 'Dashboard' link in the left-hand menu.



To access UNOPS tender details and respond to a tender, you need to have the **Registered status** with UNOPS at **Basic** level. The **Basic registration** level is sufficient to access UNOPS tender information. If UNOPS does not appear in your list of UN organizations, please ensure you have successfully completed your registration at basic level.

If you need assistance to activate or complete your registration, please do not hesitate to contact UNGM at [registry@ungm.org](mailto:registry@ungm.org) or using the 'Help?' button in the right-hand side of the page on the UNGM site.

The screenshot shows the 'My Dashboard' page. On the left is a navigation menu with 'Vendor' > 'Dashboard' highlighted by a red arrow. A yellow tip box at the top states: 'TIP: Please ensure that your company name is exactly like it appears on your certificate of incorporation. You can edit it by using the 'Change Company Name'-button under the General tab of the registration.' The 'MY UNGM ACCOUNT' section shows a profile icon, UNGM Number, last login, email, and preferred language, with a 'Manage my account settings' button. The 'NEED HELP?' section includes a search bar and buttons for 'FAQs', 'Video guides', and 'User manuals'. A red arrow points to a 'HELP' button on the right. The 'MY UNGM REGISTRATION - STATUS' section features a progress bar with five steps: 1. Account created, 2. Account activated, 3. Registration started, 4. Registration completed but not submitted, and 5. Registration submitted. Below this is a 'Tender Alert Service' section with '493 active tenders in UNGM' and a 'SUBSCRIBE NOW' button. The 'MY AGENCY SUBMISSIONS' table lists various agencies, with 'UNOPS' highlighted by a red box.

Agency	Basic level	Level 1	Level 2
FAO	Registered 15-Mar-2017		
UN Secretariat	Registered 15-Mar-2017		
UNAIDS	Registered 15-Mar-2017		
UNDP	Registered 15-Mar-2017		
UNESCO	Registered 15-Mar-2017		
UNFPA	Registered 15-Mar-2017		
UNICEF	Registered 15-Mar-2017		
UNOPS	Registered 15-Mar-2017		

## 2.5 Identify your UNGM number

Your UNGM number is a six digit number which enables the UN personnel to identify your company's account on UNGM. You might be requested to provide this UNGM number when participating in tenders. You can find your UNGM number under your 'Dashboard' once you are logged into your UNGM account.

**UNITED NATIONS GLOBAL MARKETPLACE** | English | 25 Oct 2018 | Search UNGM

**My Dashboard**

**TIP:** Please ensure that your **company name** is exactly like it appears on your certificate of incorporation. You can edit it by using the 'Change Company Name'-button under the [General tab](#) of the registration.

**MY UNGM ACCOUNT**

**Dione Valentin** (circled in red)  
 UNGM Number: 520214  
 Last login: 25-Oct-2018 14:49:34  
 Email: [redacted]  
 Preferred language: en  
[Manage my account settings](#)

**NEED HELP?**  
 Search UNGM  
[FAQs](#) [Video tutorials](#) [User manuals](#)

**MY UNGM REGISTRATION - STATUS**

- Account created
- Account activated
- Registration started
- Registration completed but not submitted
- Registration submitted

**Right now 23 active tenders in UNGM**

**Tender Alert Service - CONNECTING Vendors to Tenders**

**Ready to do business ?**  
 Your UNGM registration is the first step. Now you need to actively seek and participate in tenders. With the Tender Alert Service you will receive an email with tenders matching your products and services.  
[Show me more!](#)  
[SUBSCRIBE NOW](#)

**MY AGENCY SUBMISSIONS**

Agency	Basic level	Level 1	Level 2
WHO	Registered		
	25-Oct-2018		

### 3. SEARCH FOR A UNOPS TENDER NOTICE, EXPRESS INTEREST AND VIEW TENDER DETAILS

#### 3.1 Search for a UNOPS tender notice

UNOPS advertises both open competition and limited competition business opportunities through UNGM. For the purpose of this guide, tender means any of the following procurement methods: Request for Quotation (RFQ), Invitation to Bid (ITB), Request for Proposals (RFP), Request for Information (RFI), Request for Expressions of Interest (EOI), and Prequalification (PQ). (See the Glossary at the end of this guide for a definition of these procurement methods.)

Open competition refers to business opportunities accessible to all vendors. Vendors have to respond to these tenders either through traditional methods (hard-copy submission or email) or through the UNOPS eSourcing system as per instructions specified in the tender notice.

Limited competition refers to business opportunities accessible to select vendors through UNGM. The vendors selected may respond to these tenders only through the UNOPS eSourcing system.

##### 3.1.1 Open competition tenders

Go to [www.ungm.org](http://www.ungm.org)

From the UNGM **Home** page, click the **Business Opportunities** box. If you are already past the **Home** page, click the **Tender notices** link on the left hand menu.

The screenshot shows the UNOPS eSourcing system home page. At the top left is the United Nations Global Marketplace logo. To the right are links for 'English', 'Register', and 'Log in', along with a search bar labeled 'Search UNGM'. Below this is a dark blue banner that says 'Welcome to the UNGM'. The main area consists of a 3x3 grid of tiles. The 'Business Opportunities' tile in the top middle is highlighted with a red arrow. The tiles are: 'Login and New Registrations' (top left), 'Business Opportunities' (top middle, highlighted), 'Tender Alert Service' (top right), 'UN Staff Area' (middle left), 'Contract Awards' (middle middle), 'Knowledge Centre' (middle right), 'About UNGM' (bottom left), 'Terms & Conditions' (bottom middle), and 'UNGM News & Alerts' (bottom right). On the far right, there is a vertical 'Help' button. At the bottom of the page, a dark blue footer contains the text '© 2017 - United Nations Global Marketplace • Terms and Conditions'.

UNITED NATIONS GLOBAL MARKETPLACE

Search tender notices

English Register Login

Home  
About UNGM  
Registration process  
Code of conduct  
Terms & Conditions  
Tender notices  
Contract awards  
Tender Alert Service  
Knowledge centre  
UNSPSC  
Help Centre  
Press release

With you had known about a tender earlier? With you had more time?  
We connect vendors to tenders. [Subscribe to the Tender Alert Service now.](#)

Clear All

Showing results 1 to 15 of 66455

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
<a href="#">Express Interest</a>	<a href="#">RFQ/UNRWA/CSSD/M/10/2019 Supply and Installation of Solar Photovoltaic System at UNRWA New Anaba Health Center on and off grid (4.32 kw)</a>	28-May-2019 13:00 (GMT 2:00)	08-May-2019	UNRWA	Request for proposal	RFQ/UNRWA/CSSD/M/10/2019	Jordan
<a href="#">Express Interest</a>	<a href="#">Events Services for ITU an (ITU Telecom World 2019)</a>	28-May-2019 16:00 (GMT 1:00)	08-May-2019	ITU	Request for proposal	ITB-S-TLC-2019-025	Switzerland
<a href="#">Express Interest</a>	<a href="#">Mechanical cleaning/destining/destaining of the selected strains/strains /ONLY FOR EAST AFRICA (UNOPS)</a>	23-May-2019 17:00 (GMT 4:00)	08-May-2019	UNICEF	Request for proposal	LRRS-2019-9148754	Pakistan
<a href="#">Express Interest</a>	<a href="#">Consultancy on gender knowledge, attitude and perception practice Survey on Level of Knowledge and understanding of The Co-issues Among Children, Parents, Teachers and other Stakeholders</a>	24-May-2019 23:59 (GMT 3:00)	08-May-2019	UNICEF	Request for proposal	LRRS-2019-9148739	Kenya
<a href="#">Express Interest</a>	<a href="#">PROVISION OF CLOUD HOSTING INFRASTRUCTURE FOR HAKAMEGA AND VISHGA COUNTY MATERNAL CHILD HEALTH MANAGEMENT OF INFORMATION SYSTEM (MS)</a>	15-May-2019 23:59 (GMT 3:00)	08-May-2019	UNICEF	Request for proposal	LRRS-2019-9148737	Kenya
<a href="#">Express Interest</a>	<a href="#">Procurement of Air Conditioner with Installation for Cox's Bazar Project</a>	09-May-2019 09:00 (GMT 4:00)	08-May-2019	FAO	Invitation to bid	2019-FABGD-FABGD/1018/1	Bangladesh
<a href="#">Express Interest</a>	<a href="#">Provision of a Programme Evaluation Provider (PEP) for the Joint Peace Fund - Myanmar</a>	15-Jun-2019 03:00 (GMT 0:00)	08-May-2019	UNOPS	Request for proposal	RRP/2019/9736	Myanmar

Click on the **UN organization** column title to list the business opportunities by UN organization. Then, scroll down to find the opportunities from UNOPS. Alternatively, click on the **Show more criteria** button and type **UNOPS** in the **UN Organization** field. UNGM will automatically show all the active tender notices issued by UNOPS. If you click on the title of a tender, UNGM will display information about the tender organized under these tabs: **General**, **Contacts**, **Links**, **Documents**, **UNSPSC** (codes applicable to tender), and **Revisions**.

The list of UNOPS tender notices will include both tenders that vendors have to respond to through traditional methods (hard-copy submission or email) or through the UNOPS eSourcing system.

Please remember to log in to UNGM and complete your registration process as a UNOPS vendor to be able to see the full details of the tender and respond to it.

### 3.1.2 Limited competition tenders

Go to [www.ungm.org](http://www.ungm.org) and **log in** with your user name and password.

Go to **My Tenders** on the left-hand menu.



If you have been invited to a limited competition tender, you will receive an email notification alerting you of this opportunity.

My Tenders

Home  
About UNGM  
Registration process  
Code of conduct  
Terms & Conditions  
Tender notices  
Contract awards  
Tender Alert Service  
Knowledge centre  
UNSPSC  
FAQs  
Video Guides  
Press release  
Vendor  
Dashboard  
Settings  
Registration  
Level 1  
Vendor documents  
My tenders  
UNOPS

Title  
Description  
Reference  
Published between: 24-Oct-2017 and 24-Oct-2017  
Deadline between: 24-Oct-2017 and

Clear All

Showing results 1 to 5 of

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
<a href="#">View Documents</a>	<a href="#">Request for Quotation for the design, development and delivery of training on financial resources management</a>	31-Oct-2017 08:15 (GMT 0.00)	23-Oct-2017	UNOPS	Request for quotation	RFQ/2017/1365	Nepal
<a href="#">View Documents</a>	<a href="#">Invitation to Bid for the Supply and Delivery of Construction Equipment to Myanmar (Re-tendering for ITB/2017/1186)</a>	30-Oct-2017 08:30 (GMT 0.00)	18-Oct-2017	UNOPS	Invitation to bid	ITB/2017/1322	Myanmar
<a href="#">View Documents</a>	<a href="#">Supply of Anti-Retroviral Drugs</a>	30-Oct-2017 05:30 (GMT 0.00)	13-Oct-2017	UNOPS	Invitation to bid	ITB/2017/1191	Myanmar
<a href="#">View Documents</a>	<a href="#">Construction of an Electrical Generating Plant and Associated Works</a>	03-Nov-2017 18:00 (GMT 0.00)	12-Oct-2017	UNOPS	Invitation to bid	ITB/2017/1315	Haiti
<a href="#">View Documents</a>	<a href="#">Request for Proposal for the Provision of Event Management Consultancy Services</a>	02-Nov-2017 11:00 (GMT 0.00)	12-Oct-2017	UNOPS	Request for proposal	RFP/2017/1325	Multiple destinations

You will only see these green buttons if you are logged in to UNGM (with your user name and password), AND you are already a registered UNOPS vendor at UNGM.

### 3.2 Express interest in a tender

To the left of each UNOPS tender notice you will find a button displaying either **Express interest** if this is the first time you are viewing the notice, or **View documents**.

Search procurement notices

Home  
About UNGM  
Registration process  
Code of conduct  
Terms & Conditions  
Tender notices  
Contract awards  
Tender Alert Service  
Knowledge centre  
UNSPSC  
FAQs  
Video Guides  
Press release  
Vendor  
Dashboard  
Settings  
Registration  
Qualification level one  
Vendor documents  
My tenders  
Tender alert service  
Tips  
My Business Seminar

Wish you had known about a tender earlier? Wish you had more time?  
We connect vendors to tenders. [Subscribe to the Tender Alert Service now.](#)

Title  
Description  
Reference  
Published between: 25-Oct-2017 and 25-Oct-2017  
Deadline between: 25-Oct-2017 and

UN Organization: UNOPS  
Beneficiary country/territory: Kenya  
UNSPSC Codes: Select UNSPSC

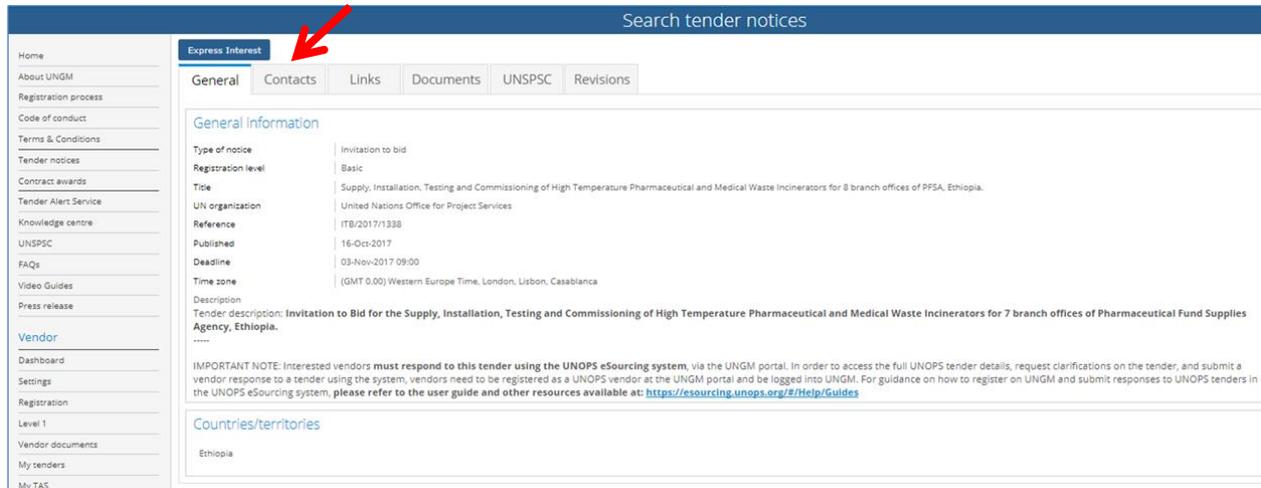
Type  
 Not set  
 Request for EOI  
 Request for proposal  
 Request for quotation  
 Invitation to bid  
 Request for pre-qualification  
 Request for information  
 Grant support-call for proposal  
 Pre-bid notice

Clear All

Showing results 1 to 15 of 67

	Title	Deadline	Published	UN organization	Type of the notice	Reference	Beneficiary country/territory
<a href="#">Express Interest</a>	<a href="#">Removal, Transportation and Disposal of Asbestos at NITA-MITC in Mombasa</a>	06-Nov-2017 10:00 (GMT 3.00)	25-Oct-2017	UNOPS	Request for quotation	RFQ-KEOH-2017-101	Kenya
<a href="#">View Documents</a>	<a href="#">RFQ for Vehicle Hire Services for UNICEF MNCH in Kericho County</a>	02-Nov-2017 09:00 (GMT 0.00)	25-Oct-2017	UNOPS	Request for quotation	RFQ/2017/1388	Kenya
<a href="#">Express Interest</a>	<a href="#">Acquisition de pièces de rechange pour maintenance et réparation de matériels roulants</a>	31-Oct-2017 13:59 (GMT -5.00)	24-Oct-2017	UNOPS	Request for quotation	RFQ/HTOC/20576/17-2014164(WD)	Haiti
<a href="#">Express Interest</a>	<a href="#">Adquisición e instalación - Mobiliario de oficina - Oficinas Administrativas Hub Humanitario Panamá</a>	07-Nov-2017 12:00 (GMT -5.00)	24-Oct-2017	UNOPS	Invitation to bid	ITB/PAN/79655/01-2017	Panama
<a href="#">Express Interest</a>	<a href="#">SUPERVISIÓN DE LA OBRA: CONSTRUCCION SOSTENIBLE DEL PUENTE SOBRE EL RIO WOHU A LA PUERTA MARINERA</a>	22-Nov-2017 11:00 (GMT 6.00)	24-Oct-2017	UNOPS	Request for proposal	RFP-CRPC-90413-2017-005	Costa Rica

Click on the tender's **title** to display information about the tender. If you are interested in this tender click on the **Express Interest** button to notify UNOPS that you are interested in participating in this tender. After a few seconds, the text in the blue button will change to **View Documents** and the button will become green. Please note that for limited competition tenders there is no need to express interest, as you will only see the **View Documents** button.

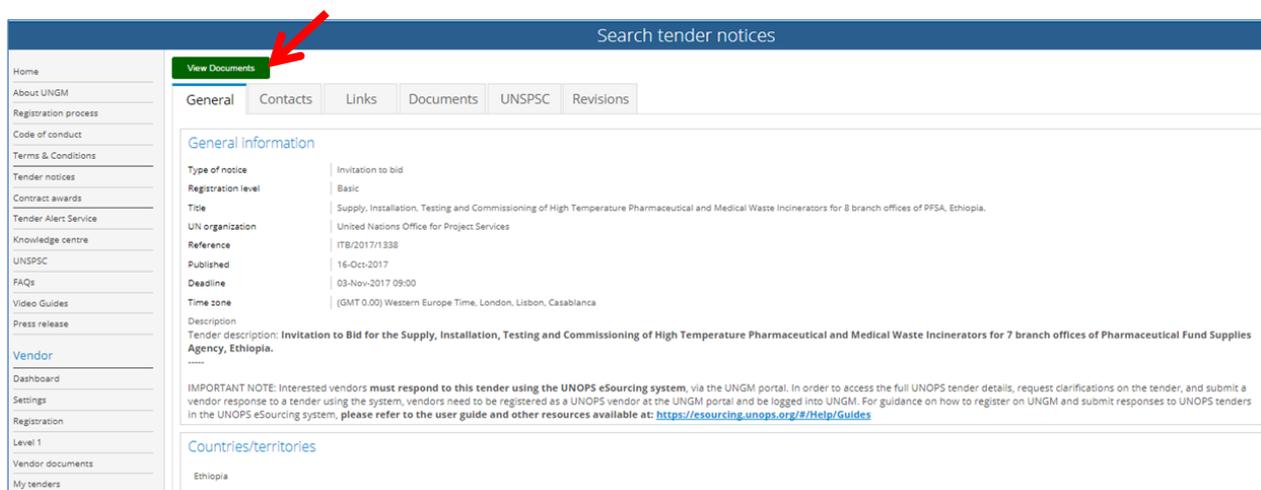


The screenshot shows the UNOPS eSourcing system interface. At the top, there is a search bar labeled "Search tender notices". Below it, a navigation menu includes "Express Interest" (highlighted with a red arrow), "General", "Contacts", "Links", "Documents", "UNSPSC", and "Revisions". The main content area displays "General information" for a tender, including details like "Type of notice", "Registration level", "Title", "UN organization", "Reference", "Published", "Deadline", and "Time zone". A description of the tender is provided, along with an important note for vendors and a link to the user guide.

**Note:** expressing interest in a tender is an important step. All vendors who have expressed interest in a tender will receive automatic notifications about the tender, such as when the deadline for submissions is approaching, or when clarifications or amendments to the tender have been added by UNOPS. Once you have expressed interest in a tender, that tender can be found by clicking **My tenders** in the left-hand menu.

### 3.3 View full tender details by logging into the UNOPS eSourcing system

Once you've clicked on **Express interest**, the button will now say **View documents**. Click on the green **View Documents** button for the tender. This will automatically transfer you from the UNGM portal to the UNOPS eSourcing system.



The screenshot shows the UNOPS eSourcing system interface after clicking "Express Interest". The "View Documents" button is now highlighted in green and pointed to by a red arrow. The rest of the interface, including the search bar, navigation menu, and tender details, remains the same as in the previous screenshot.

The following [UNOPS eSourcing](#) screen will appear. If this screen does not appear, please contact UNOPS Helpdesk at: [esourcing@unops.org](mailto:esourcing@unops.org)

**UNOPS | eSOURCING**

UNITED NATIONS  
GLOBAL MARKETPLACE

EN  
2017-12-08 10:16 UTC

## WELCOME

to the UNOPS eSourcing platform.

Please note that you must have created a UNGM account before accessing UNOPS eSourcing.

**Login with your UNGM account**

Email

Password

**Login**

[Need a UNGM account?](#)

**IMPORTANT NOTICE**  
The United Nations Office for Project Services (UNOPS) is aware that fraudulent procurement related documents, such as solicitation documents or purchase orders, are being distributed purporting to be from UNOPS. These documents contain representations of the UNOPS emblem, logo, initials and/or signatures from UNOPS officials. We are currently conducting investigations into these events.  
All authorised contact details in genuine UNOPS procurement documents will use an email address ending in @unops.org. At no stage will we charge a fee for tenders.  
In the event that you have any reason to suspect any activity purporting to be made on behalf UNOPS is not genuine, please contact [fraudhotline@unops.org](mailto:fraudhotline@unops.org).

UNOPS Headquarters, Marmorvej 51, PO Box 2695, 2100 Copenhagen, Denmark. Tel: +45 4533 7500

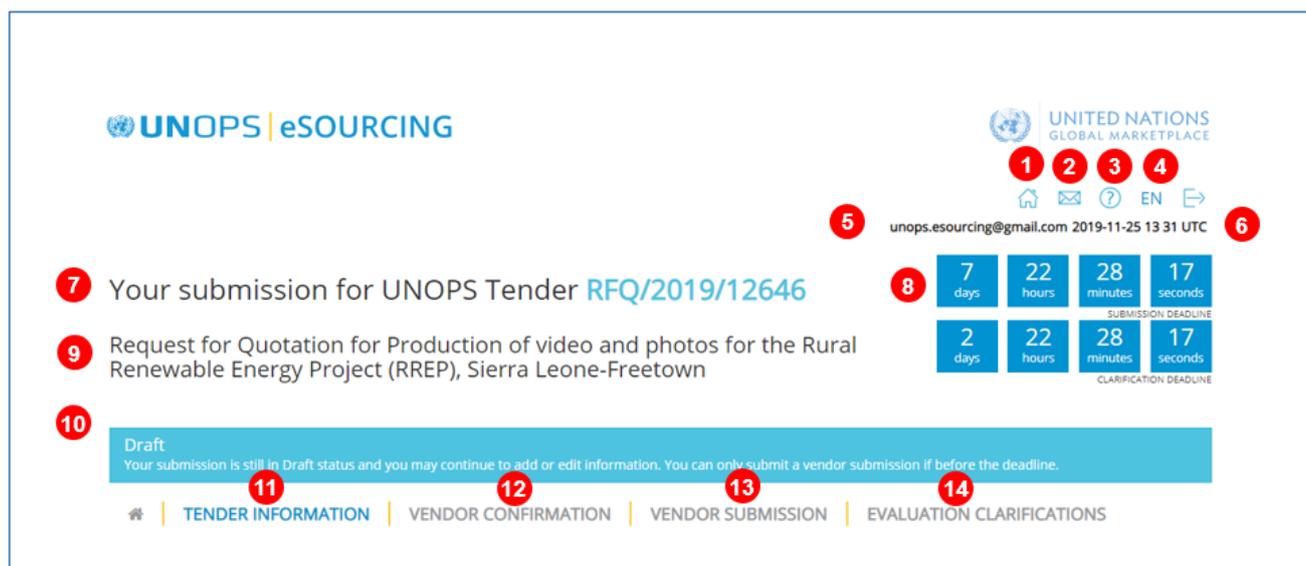
© UNOPS | [Terms of Use](#) | [Privacy Notice](#) | [Report Fraud](#)

Insert your email address and password and click on the **Log in** button. Note that the email address and password are the same of your UNGM account. UNOPS eSourcing system does not require a specific (different) account, it is the same as UNGM. All account aspects (emails, passwords, etc.) are managed directly in UNGM as per guidance in section 2 of this guide.

Please note that if you are responding to a tender from another UN organization, that tender will not be accessible through the UNOPS eSourcing system. This guide is for UNOPS related procurement tenders carried out with the UNOPS eSourcing system, and does not cover other eTendering systems used by other UN Organizations. For help with tenders posted by other UN Organizations using other eTendering systems, please contact the specific Organization.

### 3.4 Navigate the UNOPS eSourcing system

Once you have logged in, you will have access to the tender on the UNOPS eSourcing system. You will see a screen with the below information. Please see below a description of the key areas which you'll see in the screen.



Key points in navigating the UNOPS eSourcing system:

1	<b>Home</b>	List of all tenders that you have drafted and submitted. It shows a grid showing the tender reference, title, date published, deadline date, submission status and tender status.
2	<b>Notifications</b>	Access and search email notifications sent by the UNOPS eSourcing system to the vendor's email address(es). Notifications include when a vendor has been notified of an upcoming tender, when UNOPS posts a clarification or amendment on a tender the vendor has expressed interest in, when the tender deadline is approaching, when UNOPS requests a clarification during the evaluation process, etc.
3	<b>Help</b>	Access user guides, FAQs, helpdesk contact details and other support resources.
4	<b>Language</b>	Select language of the eSourcing system. Note that at the date of issuing this version of the guide, the system is available in English, Spanish and French.
5	<b>Email address</b>	Email address used to log into the UNOPS eSourcing system. This email address is as per the vendor's UNGM account. Note that a vendor can set up more than one email address in UNGM and can access UNGM and UNOPS eSourcing through each of those addresses included in the UNGM vendor profile. You can also <b>Log out</b> of eSourcing here by clicking the small arrow.
6	<b>Actual time in UTC</b>	Actual time in UTC terms. <b>UTC</b> refers to the Coordinated Universal Time which is a time standard commonly used across the world. <u>UNOPS uses UTC as the standard for all its tenders published through the eSourcing system</u> in order to avoid confusions regarding time zones and considering that our offices and vendors are based across the world.

7	<b>Tender reference</b>	UNOPS tender reference. It shows the tender type / year / ID number, for instance “RFP/2017/17875”.
8	<b>Countdown timer</b>	Countdown timer showing how much time remains until the <u>tender deadline</u> . Countdown timer showing how much time remains until the <u>clarification deadline</u> .
9	<b>Tender title</b>	Title of the tender.
10	<b>Submission status</b>	Status of your submission showing either <b>Draft</b> (blue colour) or <b>Submitted</b> (green colour).
11	<b>Tender information</b>	<p>Access the tender details, arranged in the following tabs:</p> <ul style="list-style-type: none"> <li>• <b>General information:</b> general information about the tender, such as the solicitation method, type of requirement, description, deadline, deadline for clarifications, contact person, etc.</li> <li>• <b>Tender particulars:</b> more detailed information about the tender, such as: scope of the tender, eligibility, clarifications and pre-bid meeting information, validity period, type of contract to be awarded, etc.</li> <li>• <b>Evaluation criteria:</b> criteria how the tender will be evaluated on.</li> <li>• <b>Documents:</b> all attachments related to the tender. These can be downloaded individually, or all at the same time. The documents include both PDF documents and other documents in editable format (Word, Excel) for vendors to complete and submit with their response.</li> <li>• <b>Revisions:</b> responses to clarifications and amendments to the tender posted by UNOPS.</li> <li>• <b>Request a clarification:</b> where a vendor can request clarifications on the tender.</li> </ul>
12	<b>Vendor confirmation</b>	Where vendors can inform UNOPS of their intention to submit or not a vendor response to the tender.
13	<b>Vendor submission</b>	<p>Aspects that a vendor need to complete in order to be able to submit a response. It can include the following tabs (some of them might not display, depending on the specific tender):</p> <ul style="list-style-type: none"> <li>• <b>Lots:</b> if the solicitation tender provides for bidding by lots, a vendor can select here the lot(s) the vendor wants to bid for</li> <li>• <b>Questionnaires:</b> requested information by UNOPS in the form of on-line questionnaires</li> <li>• <b>Document checklist:</b> requested information by UNOPS by which vendors upload documents.</li> <li>• <b>Financial offer details:</b> requested price information by UNOPS (total financial offer, currency)</li> <li>• <b>Submit:</b> Where vendors can submit or withdraw their vendor response.</li> </ul>
14	<b>Evaluation clarifications</b>	Correspondence between UNOPS and the vendor at evaluation stage.

## 4. SUBMIT A VENDOR RESPONSE TO A UNOPS TENDER

### 4.1 Inform UNOPS about your intention to submit or not a tender response

UNOPS would like to know in advance of your intention to submit or not a vendor response to the tender as that is very useful information for our procurement process.

In order to do this, click on the **Vendor confirmation** tab.

Click on either of the two buttons displayed:

- **YES, we intend to submit a response** (green button)
- **NO, we do not intend to submit a response** (red button). If you select this option you will be requested to state a reason.

Please note that you can only click on YES or NO once. This is done only for information purposes and you will still be able to submit a vendor response even if you originally selected the NO option.

For a tender with lots, you can inform UNOPS about your to submit or not a tender response per lot.

UNOPS | eSOURCING

UNITED NATIONS GLOBAL MARKETPLACE

esourcingunops+1@gmail.com 2017-10-24 09:50 UTC

Your submission for UNOPS Tender **RFP/2017/17875**

Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

7 days 22 hours 06 minutes 53 seconds  
SUBMISSION DEADLINE

2 days 22 hours 06 minutes 53 seconds  
CLASSIFICATION DEADLINE

Draft  
Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

TENDER INFORMATION | **VENDOR CONFIRMATION** | VENDOR SUBMISSION | EVALUATION CLARIFICATIONS

Vendor confirmation

Please inform UNOPS of your intention to submit or not a vendor submission to this tender. If you select 'NO, we don't intend to submit a response' you will be requested to state a reason. You can only click on YES or NO once. This is done only for information purposes and you will still be able to submit a vendor submission even if you originally selected the NO option.

YES, we intend to submit a response NO, we do not intend to submit a response

### 4.2 Request a clarification on a tender

If you have questions about this tender, you can submit a request for clarification to UNOPS.

To submit a request for clarification of a tender, click the **Request a clarification** tab (under the **Tender information** tab) and then the **Request a clarification** button.

esourcingunops+1@gmail.com 2017-10-24 09:54 UTC

Your submission for UNOPS Tender **RFP/2017/17875**

Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

**Draft**  
Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

7 days	22 hours	06 minutes	53 seconds
SUBMISSION DEADLINE			
2 days	22 hours	06 minutes	53 seconds
CLARIFICATION DEADLINE			

TENDER INFORMATION | VENDOR CONFIRMATION | VENDOR SUBMISSION | EVALUATION CLARIFICATIONS

GENERAL INFORMATION | TENDER PARTICULARS | EVALUATION CRITERIA | DOCUMENTS | REVISIONS | **REQUEST A CLARIFICATION**

Please note that any request for clarification that you submit here will only be visible to you and not any other vendor. Responses from UNOPS to this request for clarification will be posted by UNOPS in the Revisions tab, without identifying the vendor that requested it.

No data was found.

Request a clarification

Enter your question(s) and click the **Submit clarification request** button. The requests for clarification that you enter will only be visible to you and not any other vendor.

Please note that the system will only allow you to submit clarifications prior to the deadline for clarifications. This deadline can be found in the **General Information** tab.

### Request a clarification

**B I** [Formatting icons]

In regards to the deliverables section of the Terms of Reference, please clarify what is the expected date for the selected contractor to complete deliverable #2 (detailed report)

Characters: 179/2000

Submit clarification request | Back

Once UNOPS responds to your request for clarification, it will be posted in the **Revisions** tab, under **Tender Information**. Any responses to clarification requests will be visible to all vendors but they will not identify the vendor that submitted such request to clarification.

Your submission for UNOPS Tender **RFP/2017/17875** 37 days 00 hours 55 minutes 42 seconds

Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

**Draft**  
Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

[TENDER INFORMATION](#) | [VENDOR CONFIRMATION](#) | [VENDOR SUBMISSION](#) | [EVALUATION CLARIFICATIONS](#)

[GENERAL INFORMATION](#) | [TENDER PARTICULARS](#) | [EVALUATION CRITERIA](#) | [DOCUMENTS](#) | [REVISIONS](#) | [REQUEST A CLARIFICATION](#)

Clarifications

Clarification	Date published
1) In regards to the deliverables section of the Terms of Reference, please clarify what is the expected date for the selected contractor to complete deliverable #2 (detailed report) The expected date to complete deliverable #2 (detailed report) is 15 December 2017.	2017-10-24



All vendors who have expressed interest in a tender will receive an automatic email notification each time UNOPS posts a response to a clarification, or an amendment to that tender.

### 4.3 Submit a response to a tender

To respond to a tender, complete the requirements under the following tabs (note that some of these three tabs might not display, depending on the specific tender):

- **Questionnaires:** requested information by UNOPS in the form of on-line questionnaires
- **Document checklist:** requested information by UNOPS by which vendors upload documents.
- **Financial offer details:** requested price information by UNOPS (total financial offer, currency)

These are all displayed under the **Vendor submission** tab.

Once all the required information has been uploaded, the display colour beside each tab will change colour, from Red (0/7), to Green (7/7).

Your submission for UNOPS Tender **RFP/2017/17875**

Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

**7** days **22** hours **06** minutes **53** seconds  
SUBMISSION DEADLINE

**2** days **22** hours **06** minutes **53** seconds  
CLARIFICATION DEADLINE

**Draft**  
Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

TENDER INFORMATION | VENDOR CONFIRMATION | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

**QUESTIONNAIRES 0/7** | **DOCUMENT CHECKLIST 0/5** | **FINANCIAL OFFER DETAILS 0/1** | **SUBMIT** ⚠️

➤ Bidder Information Form ⚠️

Save

### 4.3.1 Questionnaires

As part of the tender process, UNOPS may require vendors to complete information in the form of on-line questionnaires.

Click on the **Questionnaires** tab to view the questions and enter your responses. When you have completed the questionnaire(s), click on the **Save** button at the bottom of the page. Note that questions marked with an asterisk (\*) are mandatory.

TENDER INFORMATION | VENDOR CONFIRMATION | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

**QUESTIONNAIRES 0/7** | **DOCUMENT CHECKLIST 0/5** | **FINANCIAL OFFER DETAILS 0/1** | **SUBMIT** ⚠️

▼ Bidder Information Form ⚠️

▼ 1. Full legal name of Bidder \*

**B I** [Rich text editor toolbar]

Short free text question (max 500 characters) Characters: 0/500

▼ 2. What year was your firm/organization established? \*

Enter your numeric answer to this question here

▼ 3. Has your firm/organization been contracted previously by UNOPS? \*

Yes

No

### 4.3.2 Document checklist

As part of the tender process, UNOPS may require you to submit documents as part of your response. This could include documents such as your financial statements or specific forms. If there is a requirement to upload specific forms (e.g. Form E: Proposal Submission Form) you will be able to download editable versions of the forms in the **Documents** tab under **Tender Information**.

When you have completed the documents, click on the **Documents checklist** tab to upload your files to the eSourcing system. You can upload files either by clicking on the **Choose Files** button or by dragging them

directly to the **Or drop files here** section. Note that you can upload more than one document against each document checklist if needed. The maximum allowed size for each document uploaded to eSourcing is 20 MB (twenty megabytes).

Before you upload a file against a document checklist, the document name heading will display as orange colour (if the document is mandatory) or blue colour (if it's optional). Once you have uploaded a file, the document name heading will change to green.

Please note that if the tender is a Request for Proposals (RFP) there will not be a document checklist requesting financial/price information. In an RFP you may only submit financial/price information through the financial envelope section under the **Financial offer details** tab (see below section for more information).

### 4.3.3 Financial offer details

As part of the tender process, UNOPS may require you to complete the financial offer details of your offer.

Click on the **Financial offer details** tab and enter your details: total financial offer (mandatory field), currency (mandatory), and comments (optional).

When you are done, click the **Save** button at the bottom of the page.

If the tender is a Request for Proposals (RFP) there will be a **Financial envelope documents** section. You can upload files either by clicking on the **Choose Files** button or by dragging them directly to the **Or drop files here** section.

The screenshot shows the 'Financial offer details' section of the UNOPS eSourcing vendor portal. The page has a navigation bar with 'TENDER INFORMATION', 'VENDOR CONFIRMATION', 'VENDOR SUBMISSION', and 'EVALUATION CLARIFICATIONS'. Below the navigation bar, there are progress indicators for 'QUESTIONNAIRES 7/7', 'DOCUMENT CHECKLIST 5/5', 'FINANCIAL OFFER DETAILS 0/1', and 'SUBMIT'. The main section is titled 'Financial offer details' and contains a form with fields for 'Total financial offer', 'Currency', and 'Comments'. A 'Save' button is located below the form. Below the form, there is a section titled 'Financial envelope documents' with a yellow background. This section displays document information: 'Document name: Form F: Financial Proposal Form', 'Document category: Other', and 'Document is: mandatory'. It includes a 'Choose File' button and a 'No file chosen' message. A red arrow points to a dashed box labeled 'Or drop files here'.

#### 4.3.4 Submit your vendor response

Verify that you have completed all the required information by checking that the boxes beside **Questionnaires**, **Documents checklist** and **Financial offer details** are green.

Then, click on the **Submit** tab. After that, click the **Submit** button to send your response to UNOPS.

**Note:** the system will not allow you to submit unless all required information has been completed or if it is past the deadline for submission, which is specified in the **General Information** tab under **Tender information**. If you have not completed all information and/or it is past the deadline you will not be able to see the **Submit** button.

Please therefore ensure you prepare your vendor response with sufficient time and care by progressively adding responses to the questionnaires and uploading documents against document checklists once they are ready. We suggest you allow plenty of time to complete all the information required. The system allows you to

save your draft responses to questionnaires, document checklists and financial offer details. Once your response is complete and ready to send, you can click on **Submit**.

Once you have clicked on **Submit**, your submission status will change from **Draft** (blue colour) to **Submitted** (green colour)



You will receive an automatic email notification once you have submitted your vendor response.

#### 4.3.5 Submit a response for a tender with lots

If the solicitation tender specifies that the evaluation will be done per lot (this would be explained in the **Tender information** tab), the vendors will be able to make submissions per lot using the eSourcing functionality.

If the tender includes lots, go to the **Vendor submission** tab and then click on **Lots**. You will see a number of rows showing the lot number, description and a section called Vendor submission.

Under **Vendor submission**, the default setting will be “Bid” (green colour) for all lots.

Your submission for UNOPS Tender **ITB/2017/17877**  
Supply of laboratory and surgical products

**7** days **22** hours **06** minutes **53** seconds  
SUBMISSION DEADLINE

**2** days **22** hours **06** minutes **53** seconds  
CLARIFICATION DEADLINE

**Draft**  
Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

TENDER INFORMATION | **VENDOR CONFIRMATION** | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

LOTS | QUESTIONNAIRES 0/5 | DOCUMENT CHECKLIST 0/12 | FINANCIAL OFFER DETAILS 0/2 | SUBMIT ⚠

This solicitation tender has multiple lots as identified in the list below. You can bid for one or more lots. If you are not bidding on all lots please select 'No bid' (red colour) in the column 'Vendor submission', using the slider button. Please note that if change your bid/no bid selection here, the information you have to provide in your submission will be adjusted accordingly.

Lot number	Description	Vendor submission
1	Laboratory products	bid
2	Surgical products	bid

If you are not interested in bidding for a specific lot, then move the slider button for that lot to the right until it shows “No bid” (red colour). This will automatically remove the information that you need to submit in your bid related to your bid i.e. it will adjust the **Questionnaires**, **Document checklist** and **Financial offer details** tabs.

TENDER INFORMATION | **VENDOR CONFIRMATION** | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

LOTS | **QUESTIONNAIRES 0/5** | **DOCUMENT CHECKLIST 0/6** | **FINANCIAL OFFER DETAILS 0/1** | SUBMIT ⚠

This solicitation tender has multiple lots as identified in the list below. You can bid for one or more lots. If you are not bidding on all lots please select 'No bid' (red colour) in the column 'Vendor submission', using the slider button. Please note that if change your bid/no bid selection here, the information you have to provide in your submission will be adjusted accordingly.

Lot number	Description	Vendor submission
1	Laboratory products	bid
2	Surgical products	no bid

Once that you have decided which Lots to bid for, complete the required information under the **Vendor submission** tab and **submit** the vendor response using the instructions in section 4.3 of this guide. Please note that if you have selected more than one lot to bid for, you cannot submit the bid until you have completed all the mandatory information for all the lots you have selected to bid for.

#### 4.4 Submit an alternative offer to a tender

The system allows you to submit alternative offer(s) if so specified in the **Tender particulars** tab under **Tender information**. Note that alternative offer(s) can only be submitted before the deadline for submission specified in the **General information** tab under **Tender information**.

After you have submitted a response to a tender and your status is Submitted (green color), you can submit alternative offer(s) if so allowed for in that tender.

Go to the **home** tab  of the tender submission and click on the **Submit an alternative offer** button.



Your submission for UNOPS Tender **RFP/2017/17882**

Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

**Submitted**  
Your submission is in Submitted status and has been successfully received by UNOPS

7 days 22 hours 06 minutes 53 seconds  
SUBMISSION DEADLINE

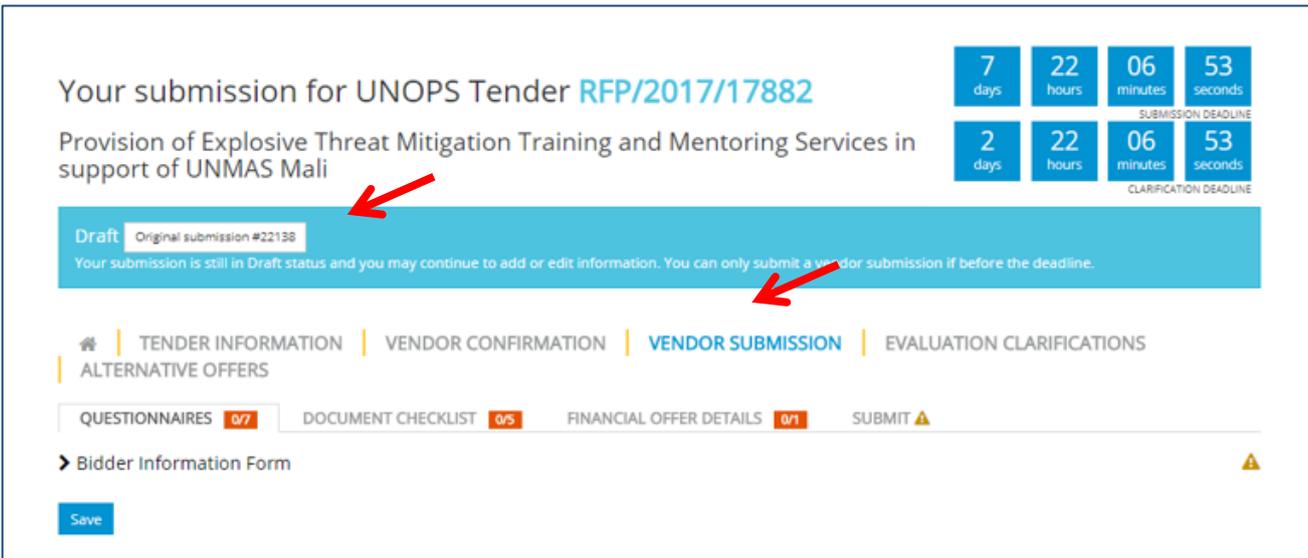
2 days 22 hours 06 minutes 53 seconds  
CLARIFICATION DEADLINE

 | TENDER INFORMATION | VENDOR CONFIRMATION | VENDOR SUBMISSION | EVALUATION CLARIFICATIONS

Please note that you must click the 'Submit' button under the Submit tab before the tender deadline in order for your submission to be received by UNOPS. Once done, your tender submission will display as 'Submitted' (green colour) in the status bar. If you have not submitted your vendor response the status bar will state 'Draft' (blue colour).

**Submit an alternative offer**

A new **Draft** vendor submission will be created. Please complete the required information under the **Vendor submission** tab and **submit** the vendor response using the instructions in section 4.3 of this guide.



Your submission for UNOPS Tender **RFP/2017/17882**

Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

**Draft** Original submission #22138  
Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

7 days 22 hours 06 minutes 53 seconds  
SUBMISSION DEADLINE

2 days 22 hours 06 minutes 53 seconds  
CLARIFICATION DEADLINE

 | TENDER INFORMATION | VENDOR CONFIRMATION | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

ALTERNATIVE OFFERS

QUESTIONNAIRES 0/7 | DOCUMENT CHECKLIST 0/5 | FINANCIAL OFFER DETAILS 0/1 | **SUBMIT** ⚠️

➤ Bidder Information Form ⚠️

**Save**

Once you have submitted the alternative offer, you will be able to view both your **Original submission** and the **Alternative offer(s)** submitted.

Your submission for UNOPS Tender **RFP/2017/17882**  
 Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

7 days 22 hours 06 minutes 53 seconds  
SUBMISSION DEADLINE

2 days 22 hours 06 minutes 53 seconds  
CLARIFICATION DEADLINE

**Submitted** Original submission #22138  
 Your submission is in Submitted status and has been successfully received by UNOPS

🏠 | TENDER INFORMATION | VENDOR CONFIRMATION | VENDOR SUBMISSION | EVALUATION CLARIFICATIONS  
**ALTERNATIVE OFFERS**

Submission Id	Status	Created date
Submission #22139	Submitted	2017-10-24 11:32 UTC

[Submit an alternative offer](#)

## 4.5 View, edit and withdraw a vendor response to a tender

Once you have submitted a vendor response to a tender, you can perform the following actions: view, edit, and withdraw your response(s). Note that you can only edit and withdraw before the deadline for submission as specified in the **General information** tab under **Tender information**.

### 4.5.1 View and access your vendor responses

Once you have expressed interest in a tender in UNGM, you can access the tender details and your vendor response in two ways:

- Option 1 – through UNGM
- Option 2 – through the UNOPS eSourcing system directly

#### Option 1 – through UNGM

Go to [www.ungm.org](http://www.ungm.org) and log in with your UNGM user name and password.

Go to **My Tenders** on the left-hand menu and click on the **View documents** button next to the tender you want to access.

Home  
About UNGM  
Registration process  
Code of conduct  
Terms & Conditions  
Tender notices  
Contract awards  
Tender Alert Service  
Knowledge centre  
UNSPSC  
FAQs  
Video Guides  
Press release  
Vendor  
Dashboard  
Settings  
Registration  
Level 1  
Vendor documents  
> My tenders

English (26) esourcingunops+1@gmail.com Search UNGM

My Tenders

Showing more criteria

Displaying results 1 to 8 of

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
<a href="#">View Documents</a>	<a href="#">Supply of laboratory and surgical products</a>	30-Nov-2017 11:00 (GMT 0:00)	24-Oct-2017	UNOPS	Invitation to bid	ITB/2017/17877	Mali
<a href="#">View Documents</a>	<a href="#">Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali</a>	30-Nov-2017 11:00 (GMT 0:00)	24-Oct-2017	UNOPS	Request for proposal	RFP/2017/17875	Mali
<a href="#">View Documents</a>	<a href="#">Laboratory and surgical consumables</a>	30-Nov-2017 11:00 (GMT 0:00)	23-Oct-2017	UNOPS	Invitation to bid	ITB/2017/17868	Denmark
<a href="#">View Documents</a>	<a href="#">Support test GMT+2</a>	10-Dec-2017 10:00 (GMT)	23-Oct-2017	UNTEST	Grant support-call	RFP/UNTEST/2017/00551	France

You will be automatically transferred from the UNGM portal to the tender in the UNOPS eSourcing system.

Note that if you are not logged in to the UNOPS eSourcing system you will be prompted to log in using your UNGM account details (email address and password). See section 3.3 of this guide for details.

Option 2 – through the UNOPS eSourcing system directly

Go to <https://esourcing.unops.org/> and log in using your UNGM account details.

Then click on the **Home** button.

esourcingunops+1@gmail.com 2017-10-25 08:30 UTC

MY TENDERS

39 Draft 130 Submitted

> Filter

Reference	Title	Date published	Deadline	Your submission status	Tender status
<a href="#">RFP/2017/17882-0</a>	Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali	2017-10-24	2017-11-30 11:00 UTC	Submitted	Open
<a href="#">RFP/2017/17882-A1</a>	Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali	2017-10-24	2017-11-30 11:00 UTC	Submitted	Open
<a href="#">RFP/2017/17890</a>	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
<a href="#">RFP/2017/17892</a>	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
<a href="#">RFQ/2017/17893</a>	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
<a href="#">RFP/2017/14702</a>	RFP Bienes y servicios - Test 03	2017-09-01	2017-10-30 11:00 UTC	Submitted	Evaluation
<a href="#">RFP/2017/17875</a>	Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali	2017-10-24	2017-10-24 11:12 UTC	Submitted	Evaluation
<a href="#">ITB/2017/17877</a>	Supply of laboratory and surgical products	2017-10-24	2017-10-24 11:08 UTC	Submitted	Evaluation
<a href="#">ITB/2017/17868</a>	Laboratory and surgical consumables	2017-10-23	2017-10-23 14:03 UTC	Draft	Evaluation
<a href="#">ITB/2017/16831</a>	Laboratory and surgical consumables	2017-10-13	2017-10-16 11:47 UTC	Submitted	Finalized

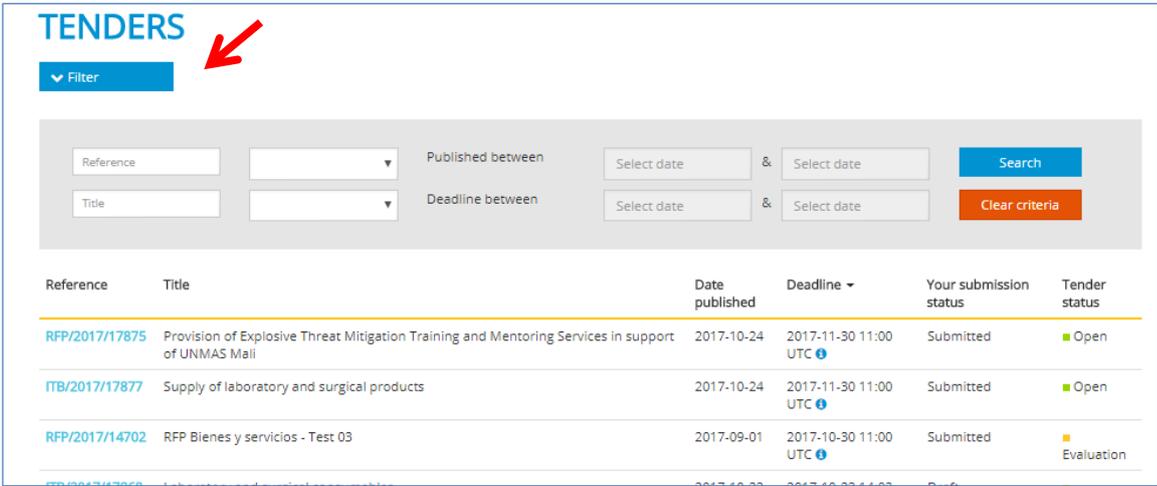
< 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 >

This will display a list of all tenders that you have expressed interest in with the following information:

- **Reference:** tender reference. To access the tender you are interested in, click on the hyperlink showing the tender reference.
- **Title:** tender title
- **Date published:** date the tender was published by UNOPS
- **Deadline:** deadline to submit a vendor response to the tender, expressed in UTC terms
- **Your submission status.** There are two possible submission status:
  - Draft (blue colour): when you have not submitted yet a vendor response
  - Submitted (green colour): once you submit a vendor response
- **Tender status.** There are three possible tender status:
  - Open (green colour): when the deadline has not passed yet.
  - Evaluation (orange colour): when the deadline has passed and UNOPS is making an evaluation of the vendor submissions received. You cannot submit a vendor response once the tender status is on Evaluation.
  - Finalized (blue colour): when UNOPS has already finalized the evaluation and determined the results.
  - Cancelled (gray colour): when the tender has been cancelled by UNOPS.

You can also filter the results by clicking on the **Filtering criteria** section.

You can sort the tenders according to their reference, title, date published and deadline by clicking on the column heading.



The screenshot shows the 'TENDERS' interface. At the top left, there is a 'Filter' button with a dropdown arrow, indicated by a red arrow. Below it is a search and filter section with input fields for 'Reference' and 'Title', and date pickers for 'Published between' and 'Deadline between'. There are 'Search' and 'Clear criteria' buttons. Below this is a table of tenders with columns: Reference, Title, Date published, Deadline, Your submission status, and Tender status.

Reference	Title	Date published	Deadline	Your submission status	Tender status
RFP/2017/17875	Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali	2017-10-24	2017-11-30 11:00 UTC	Submitted	Open
ITB/2017/17877	Supply of laboratory and surgical products	2017-10-24	2017-11-30 11:00 UTC	Submitted	Open
RFP/2017/14702	RFP Bienes y servicios - Test 03	2017-09-01	2017-10-30 11:00 UTC	Submitted	Evaluation

#### 4.5.2 Edit a vendor response

You cannot edit a vendor response that has been submitted. In order to edit your response, you must first withdraw your submission (see next section of this guide). Once your submission is withdrawn, the status will change from **Submitted** (green colour) to **Draft** (blue colour), and you will be able to edit the content.

When you are finished editing your vendor response, remember to submit the response again (see instructions in section 4.3 of this guide). All vendor responses must be submitted before the deadline for submission, which is specified in the **General Information** tab under **Tender information**.



You will receive an automatic email notification every time you submit a vendor response.

#### 4.5.3 Withdraw a vendor response

At any time before the submission deadline you may withdraw a response that you have already submitted. Select the **tender** you would like to withdraw your vendor response from. Then, go to the **Vendor submission** tab, then **Submit** tab and click **Withdraw submission**.

Your submission for UNOPS Tender **ITB/2017/17877**  
Supply of laboratory and surgical products

**Submitted**  
Your submission is in Submitted status and has been successfully received by UNOPS

7 days 22 hours 06 minutes 53 seconds  
SUBMISSION DEADLINE  
2 days 22 hours 06 minutes 53 seconds  
CLARIFICATION DEADLINE

TENDER INFORMATION | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

LOTS | QUESTIONNAIRES 5/5 | DOCUMENT CHECKLIST 6/6 | FINANCIAL OFFER DETAILS 1/1 | **SUBMIT**

Thank you for submitting your response to this tender. Please note that you may withdraw your submission at any time before the tender deadline by clicking the button below. If you withdraw the submission you may continue to edit it and may resubmit at any time before the deadline.

**Withdraw submission**

The status will change from **Submitted** (green colour) to **Draft** (blue colour).

Your submission for UNOPS Tender **ITB/2017/17877**  
Supply of laboratory and surgical products

**Draft**  
Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

7 days 22 hours 06 minutes 53 seconds  
SUBMISSION DEADLINE  
2 days 22 hours 06 minutes 53 seconds  
CLARIFICATION DEADLINE

TENDER INFORMATION | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

LOTS | QUESTIONNAIRES 5/5 | DOCUMENT CHECKLIST 6/6 | FINANCIAL OFFER DETAILS 1/1 | **SUBMIT**

Thank you for completing the information for your response to this tender. All required information has now been entered and you must now submit your submission using the button below in order for it to be considered.

**Submit**

If you have submitted alternative response(s) to the tender, you may also withdraw them. You may also withdraw the original vendor response. Note that if the original response is withdrawn then all the alternative responses will be withdrawn.

## 5. RESPOND TO UNOPS EVALUATION CLARIFICATIONS

After you have submitted a submission to a tender, UNOPS may request a clarification of your submission. UNOPS issues any clarifications after the deadline for submission has passed, i.e. during the tender evaluation stage.



You will receive an automatic email notification if UNOPS requests an evaluation clarification from you. Please respond to any UNOPS requests for clarification in a promptly manner.

### 5.1 View evaluation clarifications

Access the tender through the direct link in the clarification email you received, or go to the **Evaluation clarifications** tab of the tender.

Your submission for UNOPS Tender **RFP/2017/17875**

Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

Submitted  
Your submission is in Submitted status and has been successfully received by UNOPS

UNOPS  
2017-10-24 11:16 UTC  
Please clarify the previous experience in Mali of the Task Manager proposed for the assignment as it is not clear in the CV included in your proposal.

•

### 5.2 Respond to an evaluation clarification

In the **Evaluation clarifications** tab, click on the **Reply** button.

This will open a text box where you can type in your response. You can also upload documentation if requested by clicking the **Choose files** button. Click the **Submit** button when you are done.

UNOPS  
2017-10-24 11:16 UTC  
Please clarify the previous experience in Mali of the Task Manager proposed for the assignment as it is not clear in the CV included in your proposal.

• Comment cannot be blank.

Select a file to upload:  
 No file chosen

Or drop files here

## 6. CHECK TENDER STATUS AND RESULTS

### 6.1 Check tender status

If you would like to check the status of any of the eSourcing tenders that you expressed interest on, go to <https://esourcing.unops.org/> and log in using your UNGM account details and click on the **View my tender submissions** button. Or if you are already logged in, go to **My tenders**.

The **Tender status** will show in the right column of the table. There are four possible tender statuses:

- **Open** (green colour): when the deadline has not passed yet.
- **Evaluation** (orange colour): when the deadline has passed and UNOPS is making an evaluation of the vendor submissions received. You cannot submit a vendor response once the tender status is on **Evaluation**.
- **Finalized** (blue colour): when UNOPS has finalized the evaluation and determined the results. If there have been any contracts awarded as a result of this tender, the **Finalized** button will also have an hyperlink to the UNGM contract awards page (see section 6.2 for details).
- **Cancelled** (gray colour): when the tender has been cancelled by UNOPS.



If you submitted a vendor submission for a tender using eSourcing, you will receive an automatic email notification once UNOPS has finalized the tender evaluation. This email will inform you on the outcome: whether you have been short listed or not (in EOI and PQ tenders) or whether you have been awarded a contract or not (in solicitation tenders: RFQ, ITB, RFP). These automatic emails will also include the contact details of the UNOPS personnel responsible for the tender if you would like to seek further information. And in case there have been any contracts awarded as a result of this tender it will also provide a link to the UNGM contract awards page (see section 6.2 for details). If a tender has been cancelled and you have expressed interest, you will receive an automatic email notification.

### 6.2 Check contract awards

When UNOPS has finalized the evaluation of a tender using eSourcing and there have been any contract awards made resulting from the tender, it will publicly publish the main details on the **UNGM contract awards** page.

To access the page, go to <https://www.ungm.org/Public/ContractAward>.

Search the contract award you are looking for by either: title, description, reference, supplier, or award date. You can also search by additional criteria (UN Organization, country/area, or UNSPSC codes) if you click on the **Show more criteria** button.

Note: if you already know the eSourcing tender reference (e.g. RFP/2016/124) you can insert it in the Reference field of the UNGM contract awards page. The eSourcing reference is the same as the contract award reference to facilitate linkages amongst the two.

Once you have identified the contract award you are interested on, click on the hyperlink with the **title**. This will open a new screen showing the following information distributed in four tabs:

- **General**: shows general information about the contract award (title, UN Organization, reference, award date, contract value in USD, description) and the beneficiary countries the award relates to.
- **Supplier**: name of the awarded supplier. Note: in exceptional circumstances, UNOPS may decide to withhold the name of the supplier for security reasons.
- **Contacts**: contact details of UNOPS personnel in charge of the award.
- **UNSPSC**: category code(s) related to the award.

## 7. CONTACT AND RESOURCES

### 7.1 UNGM

For more general information please visit [www.ungm.org](http://www.ungm.org)

For further assistance on the UNGM vendor registration process:

- Use the **Help** functionality available on the site
- Check the Frequently Asked Questions (FAQ) section on the site

### 7.2 UNOPS eSourcing

For more general information about UNOPS please visit [www.unops.org](http://www.unops.org)

For general information about UNOPS procurement please visit <https://www.unops.org/english/Opportunities/suppliers/Pages/default.aspx>

For further assistance on the UNOPS eSourcing system:

- Use the **Help** functionality available on the top left corner of the site. You can also access it directly on this link: <https://esourcing.unops.org/#/Help/Guides>
- Check the **Guides**, **Videos** and Frequently Asked Questions (**FAQ**) included in the **Help** functionality



Contact the UNOPS Helpdesk at: [esourcing@unops.org](mailto:esourcing@unops.org). Please provide your UNGM user name, your UNGM Registration Number and the tender reference (e.g. RFP/2016/296).

## 8. GLOSSARY

This glossary defines the important terminology used in this document.

<b>EOI</b>	Request for Expression of Interest is a sourcing method by which an advertisement is made to identify suppliers that wish to participate in a future solicitation. Information provided by interested suppliers is assessed and suppliers are considered for inclusion on the short list of companies that are invited to submit detailed offers/proposals.
<b>ITB</b>	Invitation to Bid is a formal method of solicitation where prospective suppliers are requested to submit a bid for the provision of goods or services. Normally used when the requirements are clearly and completely specified. The evaluation methodology applied is lowest priced, substantially compliant offer.
<b>PQ</b>	Pre-qualification is a formal sourcing method to assess suppliers against pre-determined criteria included in the invitation for Pre-qualification. Only suppliers who meet established criteria are invited to submit detailed offers/proposals.
<b>RFI</b>	Request for Information is an instrument to conduct a market survey in order to obtain information that can be used to identify available or potential solutions for fulfilling identified needs.
<b>RFP</b>	Request for Proposal is a formal method of solicitation where prospective suppliers are requested to submit a proposal for the provision of goods, works or services, based on the specifications, statement of work, or terms of reference included in the solicitation documents. Normally used in cases where the requirements are complex, cannot be clearly or completely specified, and where detailed technical evaluations are to be performed, and/or where pricing or cost may not be the sole basis of award. RFPs are conducted through a “two-envelope” system, by which technical and financial proposals are submitted separately. The evaluation methodology applied is combined analysis of technical and financial proposals.
<b>RFQ</b>	Request for Quotation is an informal method of solicitation whereby suppliers are requested to submit a quotation for the provision of goods or services. Normally used for standard, off-the shelf items, where the value of the procurement falls below the established threshold for formal methods of solicitation. The evaluation methodology applied is lowest priced, most technically acceptable offer.
<b>Tender</b>	For the purpose of this guide, tender means any of the following procurement methods: Request for Quotation (RFQ), Invitation to Bid (ITB), Request for Proposals (RFP), Request for Information (RFI), Request for Expressions of Interest (EOI), and Prequalification (PQ)
<b>UNGM</b>	United Nations Global Marketplace is the common procurement portal of the United Nations system of organizations.
<b>UNOPS</b>	United Nations Office for Project Services is an operational arm of the United Nations supporting implementation of partners’ peacebuilding, humanitarian and development projects around the world.
<b>UNSPSC</b>	The United Nations Standard Products and Services Code (UNSPSC) is an open, global, multi-sector standard for classification of products and services to aid in procurement spend analysis and procurement optimization

## 9. KEY RECOMMENDATIONS FOR VENDORS USING UNOPS eSOURCING

Please see below our key recommendations for vendors in using the UNOPS eSourcing system.

1	<b>Register as a UNOPS vendor in UNGM</b>	<p>This is important as you must be registered as a <b>UNOPS vendor</b> in UNGM in order to submit vendor responses to tenders carried out with the UNOPS eSourcing system. If you are already registered, please ensure that <b>UNOPS</b> is amongst the UN organizations in your UNGM profile.</p> <p>See <a href="#">section 2</a> of this guide for details.</p>
2	<b>Express interest in a tender</b>	<p>After <b>searching for tenders</b> that might interest you, remember to click on the <b>Express interest</b> button in UNGM. All vendors who have expressed interest in a tender will receive automatic notifications about the tender, such as when the deadline for submissions is approaching, or when clarifications or amendments to the tender have been added by UNOPS.</p> <p>See <a href="#">section 3.1</a> and <a href="#">section 3.2</a> for full details</p>
3	<b>View tender details, especially the submission deadline</b>	<p>Remember to review all the details of a tender before responding to it. If you want to submit a response to a tender, you must do so before the submission deadline. The <b>Deadline</b> is under the <b>General information</b> tab of the tender.</p> <p>See <a href="#">section 3.3</a> for full details.</p>
4	<b>Inform UNOPS whether you intend to submit or not</b>	<p>It is important for UNOPS to know in advance of your intention to submit or not a vendor response to the tender as that is very useful information for our procurement process. Please do this through the <b>Vendor confirmation</b> tab.</p> <p>See <a href="#">section 4.1</a> for full details.</p>
5	<b>Request clarifications on a tender if you have questions</b>	<p>If you have questions about a tender, you may request a clarification from UNOPS. You have to do this before the <b>Deadline for clarifications</b> which is under the <b>General information</b> tab of the tender.</p> <p>See <a href="#">section 4.2</a> for full details.</p>
6	<b>Save your submission in draft and don't wait for the last minute</b>	<p>You may progressively save information as you complete it (i.e. responding to online <b>Questionnaires</b> or uploading documents against the <b>Document checklist</b>) and save your submission as <b>Draft</b>. Don't wait for the last minute to complete your submission as you cannot submit a vendor response after the <b>Deadline</b> has passed. Once you have completed all the information, click the <b>Submit</b> button.</p> <p>See <a href="#">section 4.3</a> for full details.</p>
7	<b>Respond to all UNOPS evaluation clarifications in a promptly manner</b>	<p>After the deadline for submission has passed, UNOPS may send you a request for clarification during the evaluation process. Please response to these <b>evaluation clarifications</b> in a promptly manner.</p> <p>See <a href="#">section 5</a> for full details.</p>

8

**Ensure that UNOPS' domain is not blocked by your servers.**

UNOPS eSourcing system is working with automatic email notifications as described under section *3.4 Navigate the UNOPS eSourcing system*. All email notifications from the eSourcing system to our vendors are sent from the [no-reply@unops.org](mailto:no-reply@unops.org) address. When sending notification emails from "no-reply" addresses such as this one, there is a risk that the email ends up on a blacklist for spam servers. It is ultimately the responsibility of our vendors to ensure that UNOPS' domain is not blocked and that your mail server accepts emails from the UNOPS domain ("[unops.org](http://unops.org)"). Vendors can do that through their IT department or their Internet Service Provider.