

## 10. Form of Submission and Closing Date

10.1 Your offer should be submitted as follows:

**TO ENSURE THE VALIDITY OF YOUR OFFER, IT MUST BE SUBMITTED AS FOLLOWS:**

### **1. Uploading your Bid on UNGM:**

Please login and upload all the documents requested in paragraph 3 to this Letter of Invitation in the designated placeholders in the UNGM portal and within the indicated deadline.

It is the exclusive responsibility of the bidders to ensure that the files are uploaded before the tender deadline. The system will reject any bid received after the deadline.

Please follow the instructions below to upload the electronic files in the UNGM portal:

- a) **Log in the UNGM website** with your e-mail and password;
- b) Click on MY TENDERS and select the tender;
- c) Click on VIEW DOCUMENTS (green button on the left of the specific tender notice you are interested in);
- d) Click on the INVITATION TO BID tab of the tender notice;
- e) Click on the “OPT IN” button;
- f) To upload all the files, click on the relevant “UPLOAD DOCUMENT” red buttons under the “MY TENDER RETURN”.

**NOTE:** It is highly recommended that the size of the files does not exceed 5MB and that the format of the files is “PDF”, unless otherwise requested.

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

**SUBMISSIONS BY E-MAIL OR FAX ARE NOT ALLOWED.**

### **2. Modification or Withdrawal of Bid:**

A bidder may, without prejudice, modify or withdraw an offer before the deadline with the “MODIFY RETURN” function. No offer may be modified after the deadline for submission.

**3. No Bid Notice:**

In the event that your company is not interested to participate in this tender, the Organizations would appreciate your feedback with a brief explanation. In this case, you are kindly requested to click on the “OPT OUT” button displayed in the UNGM portal to send your reason for non-participation.

10.2 Your proposal should reach FAO no later than **12:00** hours GMT on:

**Thursday 09<sup>th</sup> September 2021**

**11. Communications Concerning this Tender:**

All communications concerning this tender (**TENDER No. 2021/FRLIR/FRLIR/ 112519**) and should be submitted as soon as possible through the UNGM portal under the “CORRESPONDENCE” tab.