

IFAD/2022/004/RFQ

Provision of Services to conduct a baseline survey for IFAD/NORAD financed grant: Nourishing People and the Earth through Inclusive and Sustainable Agriculture for Agricultural Development and Market Access Support Project (PADAAM) and Market Gardening Development Support Project (PADMAR) in Benin

The International Fund for Agricultural Development (IFAD) is looking for providers of a baseline survey for IFAD/NORAD financed grant: Nourishing People and the Earth through Inclusive and Sustainable Agriculture for Agricultural Development and Market Access Support Project (PADAAM) and Market Gardening Development Support Project (PADMAR) in Benin according to the tender documents.

INSTRUCTIONS ON HOW TO ACCESS RFP/ITB DOCUMENTS: In order to have access to the Tender Documents, it is necessary to register in UNGM portal (www.ungm.org). **Please read the instructions that follow this page on how to register and have access to the tender documents.**

CONDITIONS: Commercial offer should be with prices quoted net of VAT. IFAD is exempt from payment of taxes, levies, duties, and thus prices must be quoted net of such taxes. The prices will remain fixed for the entire duration of the contract and its subsequent extensions, if applicable.

DEADLINE: Your proposal should be submitted through UNGM portal by **March 04, 2022, 15:00 CEST, Rome.**

REFERENCE CODE: IFAD/2022/004/RFQ

CONTACTS:

Barseba Tekle

Procurement Analyst

e-mail: b.tekle@ifad.org

INSTRUCTIONS ON HOW TO ACCESS THE ITB/RFP DOCUMENTS

The IFAD e-tendering system, In-tend, is integrated with the United Nations Global Marketplace portal (www.ungm.org). Below some instructions on how to access the tender documentation.

1. REGISTRATION IN UNGM

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

The screenshot shows the 'UNGM – Start Registration' page. At the top is the United Nations Global Marketplace logo and a row of small images. Below the title, two numbered instructions are provided:

- 1-Click on "Register"
- 2- Click on "Continue to registration" button

The page content includes a 'Register' button, a 'Continue to registration' button, and a 'Help?' link. A red arrow points from the 'Register' button to the 'Continue to registration' button. The footer of the page reads: - United Nations Global Marketplace • www.ungm.org -

Follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.

2. LOG-IN IN UNGM

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

The screenshot shows the 'Log in' page of the United Nations Global Marketplace. The page has a header with the logo and navigation links. The main content area contains a 'Log in' form with the following fields:

- Email address *
- Password *
- Remember me? (checkbox)
- Forgotten password?
- Log in button

At the bottom, there is a message: "If you do not yet have an account, you can [Register here](#)."

After the login, you will access the "MY DASHBOARD" page, where you can read news, or view your current tenders.


UNITED NATIONS
GLOBAL MARKETPLACE

English (17) @gmail.com 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


 UNGM Number: 210950
 Last login: 14-Jun-2019 10:39:49
 Email: @gmail.com
 Preferred language: English
[Manage my account settings](#)

NEED HELP?

Search UNGM

[FAQs](#)
[Video tutorials](#)
[User manuals](#)

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

Under “My Agency Submission”, please ensure that the status of your REGISTRATION in UNGM with **IFAD** is “**Registered**”. If not, please add the information requested by the UNGM system before proceeding.

MY AGENCY SUBMISSIONS

IFAD	Registered 11-Aug-2011
------	---------------------------

3. SEARCH FOR THE TENDER NOTICE ISSUED BY IFAD

From the UNGM Home page, select BUSINESS OPPORTUNITIES, or from any other webpage, select TENDER NOTICES on the left-hand menu. Click on SHOW MORE CRITERIA on the upper right side.

https://www.ungm.org/Public/ In-Tend Organizer - User Login Search tender notices

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Displaying results 1 to 30 of 280 English (1) Sander Luz

UNITED NATIONS
GLOBAL MARKETPLACE

Search tender notices

Public Home Code of conduct **Tender notices** Contract awards Knowledge centre About UNGM Registration process UNSPSC

Vendor Dashboard Settings Registration Level 1 Vendor documents

Title Description Reference Published between and 18-Feb-2014 Deadline between 18-Feb-2014 and Clear All

Show more criteria

Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
Invitation for Quotation for the supply of office furniture	03-Mar-2014 23:59	18-Feb-2014	UNOPS	Request for quotation	MPW/WB/ARTF/IDA/ARAP/GDS/KBL/004/C2/001	Afghanistan
Invitation for Quotation for the	03-Mar-2014	18-Feb-2014	UNOPS	Request for	MPW/WB/ARTF/IDA/ARAP/GDS/KBL/006/C2/001	Afghanistan

In the “UN Organization” Field, type **IFAD**. The system will automatically show all the active tender notices issued by IFAD.

Search tender notices

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



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: and 14-Jun-2019
 Deadline between: 14-Jun-2019 and
 UN Organization: IFAD [\[example\]](#)
 Beneficiary country/territory: Type a country/territory name
 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

[Hide advance criteria](#)

[Clear All](#)

Displaying results 1 to 5 of 5

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
View Documents	Provision of External Legal Services for IFAD and Staff Members	05-Jul-2019 14:00 (GMT 1.00)	14-Jun-2019	IFAD	Request for quotation	IFAD/2019/011/RFQ	Italy
View Documents	Provision of Analysis of Regional Climate Models Data	21-Jun-2019	28-May-2019	IFAD	Request for	IFAD/2019/007/RFP	Italy

On the left side of each line, you will see a blue button with either “EXPRESS INTEREST” (if this is the first time) or a green button “VIEW DOCUMENTS”.

In case of first access, click on “EXPRESS INTEREST” to notify IFAD that you are interested in participating in this Tender. After few seconds, the button will change in a green button “VIEW DOCUMENTS”.

Click on this VIEW DOCUMENTS button (on the left side) to have access to the tender documents.

https://www.ungm.org/Public/Notice

Search tender notices

Displaying results 1 to 15 of 19

English (3) Sander Luz

UNITED NATIONS GLOBAL MARKETPLACE

Search tender notices

Public
Home
Code of conduct
Tender notices
Contract awards
Knowledge centre
About UNGM
Registration process
UNSPSC
Guidelines

Vendor
Dashboard
Settings
Registration
Level 1
Vendor documents
My tenders/contract
Tender Alert Service

Title:
 Description:
 Reference:
 Published between: and 26-Jun-2014
 Deadline between: 26-Jun-2013 and
 UN Organization: IFAD [\[example\]](#)
 Country/area:
 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

[Clear All](#)

[Click Expression of interest button to view notice in intend](#)

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
View Documents	Financial Disclosure Programme	16-Jun-2014 15:00	13-May-2014	IFAD	Request for proposal	IFAD/2014/006/RFP	Italy
View Documents	Cisco Network Equipment and Trade-in of old Cisco switches	04-Jun-2014 15:00	12-May-2014	IFAD	Invitation to bid	IFAD/2014/005/ITB	Italy
View Documents	Market Research (Baseline Survey) on Usage of Rural Post Offices for Remittances in 11 African Countries	10-Apr-2014 15:00	03-Apr-2014	IFAD	Request for proposal	IFAD/2014/004/RFP	Italy
View Documents	Bolivia: Design and development of the baseline and impact assessment	20-Mar-2014 15:00	17-Mar-2014	IFAD	Request for proposal	IFAD/2014/003/RFP	Bolivia
View Documents	Nicaragua: baseline and impact assessment	20-Mar-2014 15:00	13-Feb-2014	IFAD	Request for proposal	IFAD/2014/002/RFP	Nicaragua

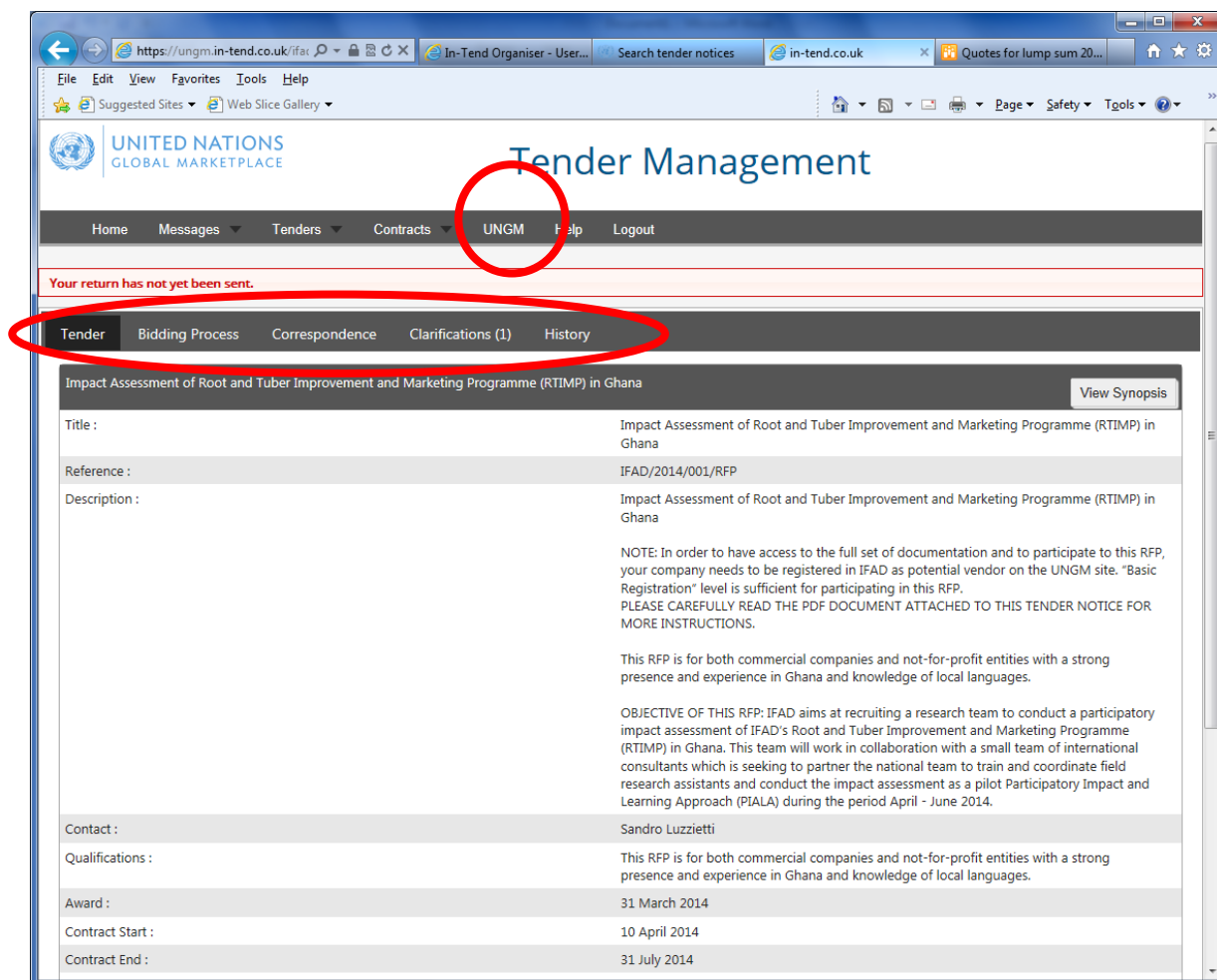
15:20 26/06/2014

4. TENDER MANAGEMENT

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

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

IMPORTANT: If it does not show the Tender Management screen, please inform immediately IFAD (procurementsection@ifad.org)



You are now in the IFAD e-tendering system. Under this area you have few menu tabs.

- **TENDER:** General information about this tender
- **BIDDING PROCESS:** IMPORTANT! here there is the **deadline** plus all the **documents of the tender process (RFP or ITB)**. In the same area, you have the placeholders for **uploading your proposal and all your documents**.
- **CORRESPONDENCE:** an area where you can write email and receive answers from IFAD
- **CLARIFICATIONS:** an area for reading the **clarifications issued by IFAD** and made available to all bidders. Please ensure to read all the clarifications as they become part of the specifications.
- **HISTORY:** a log of past activities related to this tender.

If you click on **UNGM** in the upper menu, you can return to the UNGM home page

From this point onward, we think that the system is more intuitive and you will be able to navigate without major difficulties. But if you have questions, please contact us using the CORRESPONDENCE function of the e-tendering system or via email at procurementsection@ifad.org.

5. IF YOU RE-ENTER UNGM AT A LATER STAGE

There is a short-cut to the tender notices.

After the LOGIN in UNGM, you can select the Menu option **MY TENDERS/CONTRACTS**, under the Vendor Menu on the left side of the UNGM main page. Again, click on **VIEW DOCUMENTS** to see the details of the Tender Notice and its document.

The screenshot displays the UNGM website interface. The left sidebar contains a menu with options like 'Public', 'Vendor', and 'My tenders/contracts'. The main area is titled 'Search tender notices' and shows a table of search results. A red circle highlights the 'View Documents' button for each tender notice in the table. Another red circle highlights the 'My tenders/contracts' option in the left-hand menu.

Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
Financial Disclosure Programme	16-Jun-2014 15:00	13-May-2014	IFAD	Request for proposal	IFAD/2014/006/RFP	Italy
Cisco Network Equipment and Trade-in of old Cisco switches	04-Jun-2014 15:00	12-May-2014	IFAD	Invitation to bid	IFAD/2014/005/ITB	Italy
Market research (Baseline Survey) on Usage of Rural Post Offices for Remittances in 11 African Countries	10-Apr-2014 15:00	03-Apr-2014	IFAD	Request for proposal	IFAD/2014/004/RFP	Italy
Bolivia: Design and development of the baseline and impact assessment	20-Mar-2014 15:00	17-Mar-2014	IFAD	Request for proposal	IFAD/2014/003/RFP	Bolivia
Nicaragua: baseline and impact assessment	20-Mar-2014 15:00	13-Feb-2014	IFAD	Request for proposal	IFAD/2014/002/RFP	Nicaragua

6. HOW TO DOWNLOAD THE TENDER DOCUMENTS

In the TENDER MANAGEMENT, select the BIDDING PROCESS menu tab, scroll down until the section TENDER DOCUMENTS RECEIVED - MAIN, and download all documents.

Tender Documents Received - Main	Description	Options
1. IFAD 2019 011 RFQ Main Document and Instructions.pdf	Main document and instructions	View Download
2. IFAD 2019 011 RFQ Terms of Reference.pdf	Terms of Reference	View Download
3. IFAD 2019 011 RFQ Technical Evaluation.pdf	Evaluation Criteria	View Download
4. IFAD 2019 011 RFQ Self Assessment Questionnaire.doc	Self Assessment Questionnaire	View Download
5. IFAD 2019 011 RFQ Template Contract for the Provision of Services.pdf	Contract template	View Download

7. OPT IN TO INFORM IFAD ABOUT YOUR PARTICIPATION

1. Once you have reviewed the tender document, you need to inform IFAD whether you intend to participate in the tender process and are willing to submit your proposal. You can do that by clicking on the option OPT IN. If you do not intend to participate, just click on OPT OUT.

Confirmation of Your Involvement

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

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

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

[Opt In](#) [Opt Out](#)

8. HOW TO ATTACH & SUBMIT DOCUMENTS

1. If any mandatory documents have been requested, they will be shown in the **MY TENDER RETURN** section. You will need to attach them using the **Upload Document button** within the My Tender Return section to the bottom of this screen.

2. If any of the documents are **required** to be submitted, it will be shown in red **"Upload Document"**.

My Tender Return - Main	Description	Envelope	Options
Self Assessment Questionnaire	Please upload into this placeholder your self assessment questionnaire. Si prega di caricare in questo spazio il questionario relativo alla Vostra ditta.	Technical Proposal	Upload Document
Vendor's Commercial Offer	Please upload your commercial offer in this placeholder. Si prega di caricare la Vostra offerta commerciale in questo spazio.	Commercial Proposal	Upload Document
Vendor's Technical Proposal	Please upload your technical proposal in this placeholder. Si prega di caricare la Vostra proposta tecnica in questo spazio.	Technical Proposal	Upload Document

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

NOTE: Large files may take some time to upload.

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

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

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.

Submit Return

9. IF YOU HAVE QUESTIONS

Please note that the UNGM system has been recently upgraded, and it may present some issues. We apologise for any inconvenience caused. In case, you can also contact directly via email or over the phone.

Charles Forrest

Senior Procurement Officer

e-mail: c.forrest@ifad.org

Barseba Tekle

Procurement Analyst

e-mail: b.tekle@ifad.org