

UNOPS eSourcing vendor guide

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

Version: 1.4

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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) 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 17.7 billion annually for all types of products and services.

UNOPS

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 99% 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 1.4 of this guide?

The following changes have been made compared to version 1.3:

- Updated UNGM screenshots as per new system design.

- Updated the eSourcing screenshots as per new system design (layout, logo, colours)
 - Adjusted section 6.1 as per new tender statuses and colour coding.
 - 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

Go to www.ungm.org

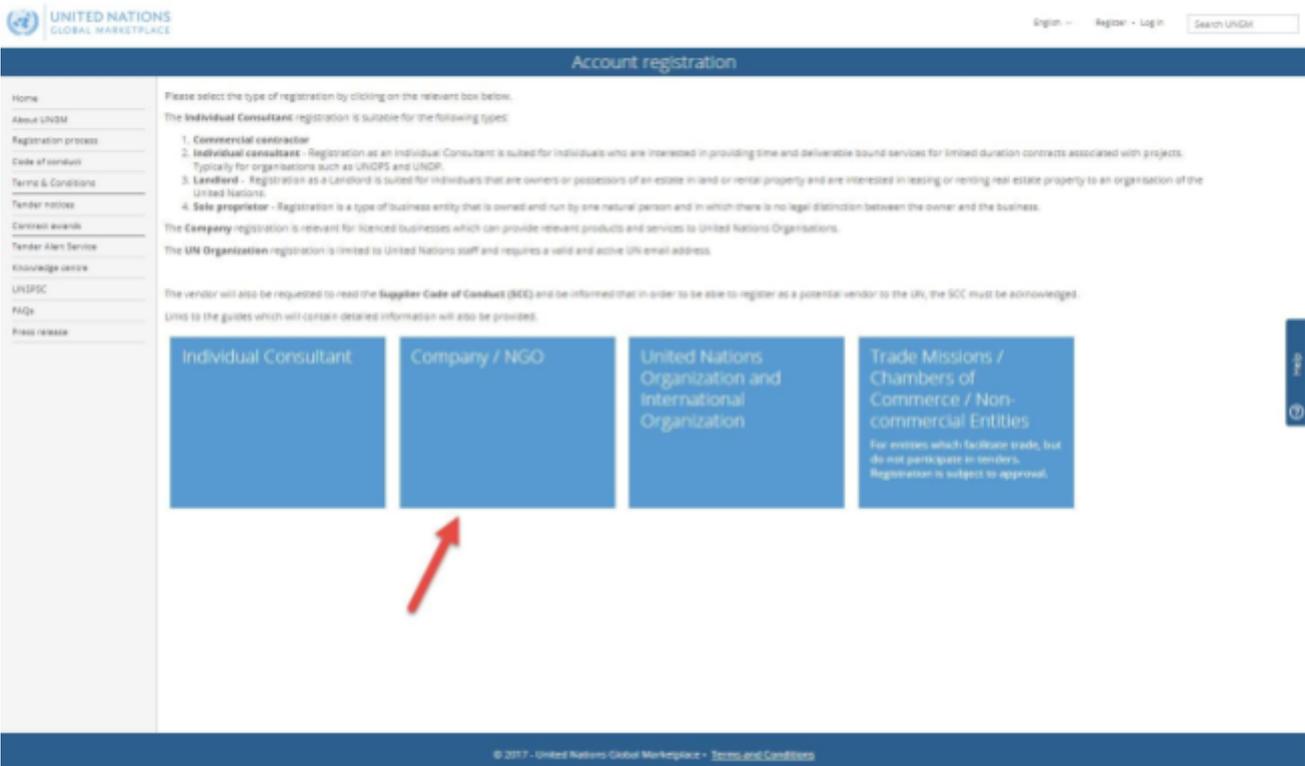
Click on the **Login and New Registrations** section.



Click on **New Registration**.



Select the type of registration by clicking on the relevant box. If you represent a company, click on **Company/NGO**.



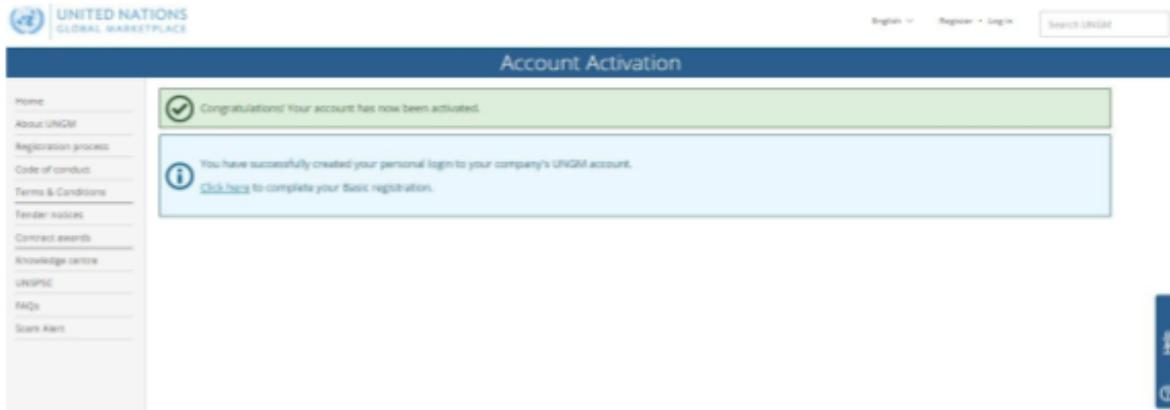
Enter the required information and tick the relevant box to acknowledge the UN Supplier Code of Conduct, and click on the **Send the activation link** button.



Once you click on **Send the activation link**, you will receive an **activation email** including your user name and UNGM number. Please note, however, that in order to respond to UNOPS tenders you must activate your account and complete your registration. If you have not received the activation email, you can resend it to yourself from your UNGM inbox. (If you do not see the activation email, check your Spam Inbox. UNGM-related emails are sent through the email address noreply@unops.org. We recommend that you add this email address to your address book, and/or contact your IT department to ask that emails sent from UNGM not be blocked by your organization’s email server.)

2.2 Activate your UNGM account

Click on the link included in the **activation email**. You will then see the following **Account Activation** screen confirming you successfully created a UNGM account.



2.3 Complete your registration

In order to log in to your UNGM account, please click the **Log in** link at the top right-hand corner of the page. You will need your **username** which is the email address you registered with, and your **password**. If you do not remember your password, please click the **Forgotten password?** link.

From the **Registration** link in the left-hand menu you can complete your registration form. It only takes about 5-8 minutes to complete your **Basic** registration.

Please note that some tabs appear in red and others in green. The **red tabs** indicate that you must provide information.

Please enter the required information in the fields provided and click the **Save** button. The asterisk (*) indicates information that is mandatory. Your registration will not be complete without this information.

Vendor Registration

Your vendor registration is not yet complete. Fill in all the required information in the below tabs to complete your registration.

0%

— All information completed — More information required in this tab * denotes required field

General > Address > Registration type > Contacts > Declaration > Coding > **UN organizations** > What next

General company information

Company name *

Trade name/DBA

Parent company

Company type *

License number *

Country/territory *

Year established *

Number of employees *

Company Director First Name *

Company Director 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

Save

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Note: UNGM is available in 4 languages: English, French, Spanish and Portuguese. The default language is English. If you want to change to another language, go the **Settings** by clicking on the icon in the top-right corner and select your preferred language.

In the **UN Organizations** tab please select **UNOPS**. You may also select other UN Organizations which match your company's profile. 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.

Once the registration form is complete, the information will be automatically saved and processed.

2.4 Verify your UNOPS vendor registration status

In order to verify your UNOPS vendor registration status, go to the **Dashboard** link in the left-hand menu.

To access UNOPS tender details and respond to a tender, you need to have the status **Registered** as a UNOPS vendor on UNGM at the **Basic registration** 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 complete your registration and select UNOPS in the **UN Organizations** tab (see previous section in this guide).

If you need assistance to activate or complete your registration, please do not hesitate to contact the UNGM help desk by clicking the **Help** tab at the right-hand side of the screen (see red arrow above).

The screenshot shows the 'My Dashboard' interface. On the left is a navigation menu with 'Dashboard' highlighted by a red arrow. At the top right, a 'Help' button is also highlighted with a red arrow. The main content area includes a tip box, account details, a registration progress bar, a tender alert service section, and a table of agency submissions.

MY UNGM ACCOUNT

UNGM Number:
Last login: 17-Oct-2017 04:14:05
Email:
Preferred language: Spanish

NEEDHELP?

Search UNGM

FAQs Video guides User manuals

MY UNGM REGISTRATION - STATUS

- 1 Account created
- 2 Account activated
- 3 Registration started
- 4 Registration completed but not submitted
- 5 Registration submitted

Tender Alert Service - CONNECTING Vendors to Tenders

Right now **493** active tenders in UNGM

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
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		

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.

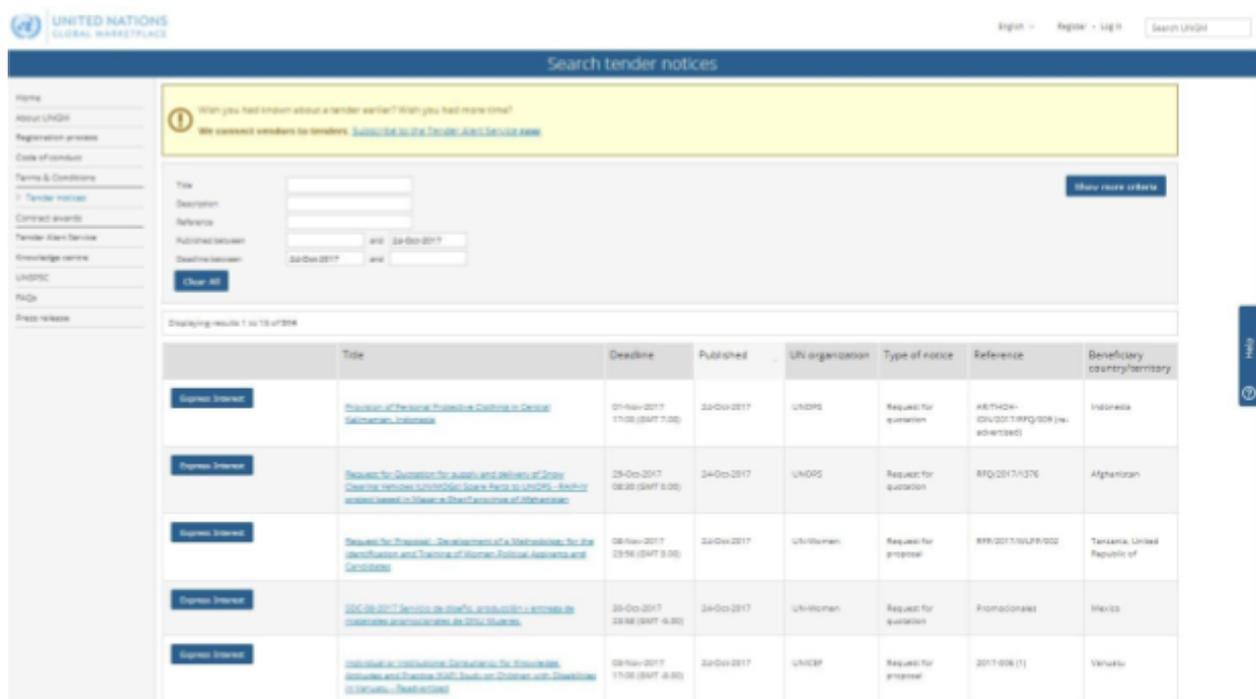
Limited competition refers to business opportunities accessible to select vendors through UNGM. The vendors selected may respond to these tenders only through the UNOPS eSourcing system.

3.1.1 Open competition tenders

Go to www.ungm.org

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.





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 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.

Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
Request for quotation for the repair, maintenance and delivery of fuel tank at Transit terminal (Kisumu)	21-Oct-2017 00:00 (GMT 0:00)	23-Oct-2017	UNOPS	Request for quotation	RFQ/2017/1265	Kenya
Invitation to bid for the Supply and Delivery of Construction Materials to be used for the works for (JICA) (Lodwar)	30-Oct-2017 00:00 (GMT 0:00)	18-Oct-2017	UNOPS	Invitation to bid	ITB/2017/1322	Myanmar
Supply of Fuel (Petroleum)	30-Oct-2017 00:00 (GMT 0:00)	18-Oct-2017	UNOPS	Invitation to bid	ITB/2017/1191	Myanmar
Construction of an Electrical Generation Plant and associated Works	30-Nov-2017 00:00 (GMT 0:00)	12-Oct-2017	UNOPS	Invitation to bid	ITB/2017/1216	Kenya
Request for Proposal for the Provision of Food Management (Kisumu)	30-Nov-2017 11:00 (GMT 0:00)	12-Oct-2017	UNOPS	Request for proposal	RFQ/2017/1325	Multiple destinations

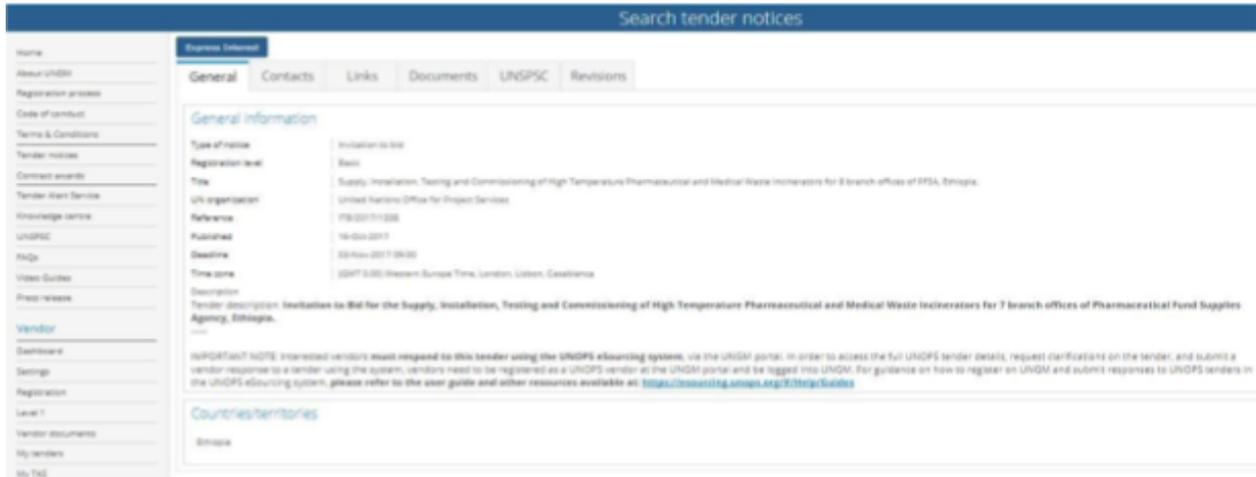
You will only see these green buttons if you are logged in to UNGM (with your user name and password), AND you are already a registered UNOPS vendor at UNGM.

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**.

Title	Deadline	Published	UN organization	Type of the notice	Reference	Beneficiary country/territory
Removal, Transportation and Disposal of Wastes at NITA/NITC in Mombasa	04-Nov-2017 10:00 (GMT 3:00)	25-Oct-2017	UNOPS	Request for quotation	RFQ/4804/2017/101	Kenya
RFQ for Vehicle Hire Services for UNOPS MINCH in Kericho County	02-Nov-2017 09:00 (GMT 0:00)	25-Oct-2017	UNOPS	Request for quotation	RFQ/2017/1388	Kenya
Acquisition de pièces de rechange pour maintenance et réparation de machines agricoles	31-Oct-2017 13:59 (GMT -5:00)	24-Oct-2017	UNOPS	Request for quotation	RFQ/HTOC/2017/15-2014164WD	Haiti
Adquisición e instalación - Ministerio de Obras Públicas y Obras de Mantenimiento y Reparación	07-Nov-2017 12:00 (GMT -5:00)	24-Oct-2017	UNOPS	Invitation to bid	ITB/PAN/79655/01-2017	Panama
SUPPLY OF LA ORCA CONSTRUCTION MATERIALS AND SUPPLY OF LA ORCA	22-Nov-2017 11:00 (GMT -5:00)	24-Oct-2017	UNOPS	Request for proposal	RFQ-CSPC-00413-2017-005	Costa Rica

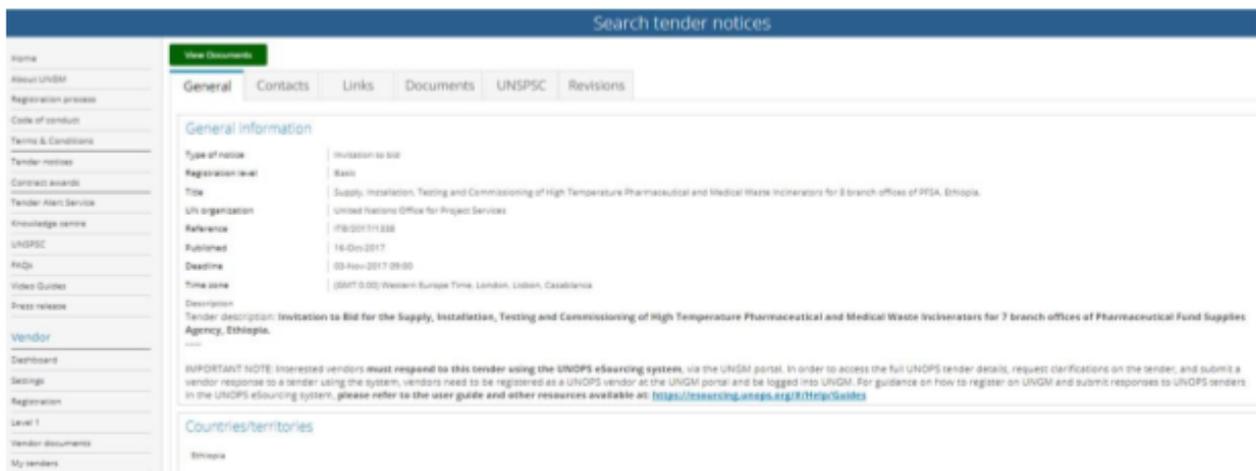
Click on the tender's **title** to display information about the tender. If you are interested in this tender click on the **Express Interest** button to notify UNOPS that you are interested in participating in this tender. After a few seconds, the text in the blue button will change to **View Documents** 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.



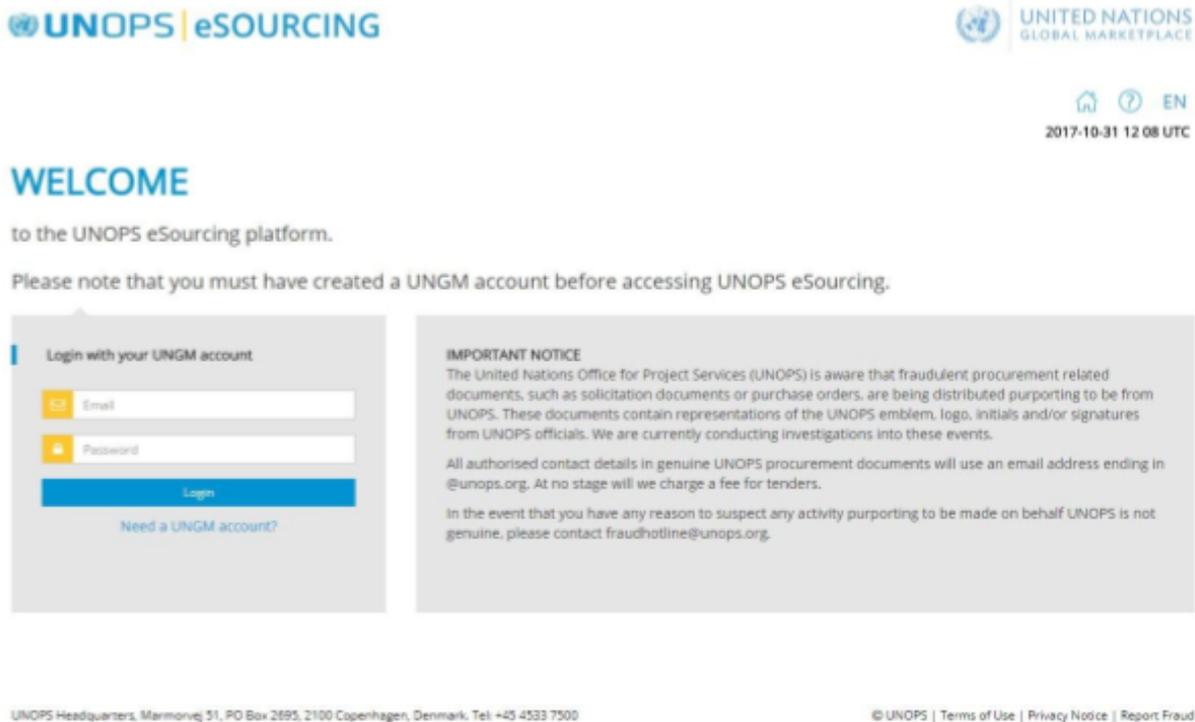
Note: expressing interest in a tender is an important step. All vendors who have expressed interest in a tender will receive automatic notifications about the tender, such as when the deadline for submissions is approaching, or when clarifications or amendments to the tender have been added by UNOPS. 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 following UNOPS eSourcing screen will appear. If this screen does not appear, please contact UNOPS Helpdesk at: esourcing@unops.org



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	Home	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	Notifications	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	Help	Access user guides, FAQs, helpdesk contact details and other support resources.
4	Language	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	Email address	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 Log out of eSourcing here by clicking the small arrow.
6	Actual time in UTC	Actual time in UTC terms. UTC 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	Tender reference	UNOPS tender reference. It shows the tender type / year / ID number, for instance “RFP/2017/17875”.

8	Countdown timer	Countdown timer showing how much time remains until the tender deadline.
9	Tender title	Title of the tender.
10	Submission status	Status of your submission showing either Draft (blue colour) or Submitted (green colour).
11	Tender information	<p>Access the tender details, arranged in the following tabs:</p> <ul style="list-style-type: none"> • General information: general information about the tender, such as the solicitation method, type of requirement, description, deadline, deadline for clarifications, contact person, etc. • Tender particulars: 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. • Evaluation criteria: criteria how the tender will be evaluated on. • Documents: 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. • Revisions: responses to clarifications and amendments to the tender posted by UNOPS. • Request a clarification: where a vendor can request clarifications on the tender.
12	Vendor confirmation	Where vendors can inform UNOPS of their intention to submit or not a vendor response to the tender.
13	Vendor submission	<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"> • Lots: if the solicitation tender provides for bidding by lots, a vendor can select here the lot(s) the vendor wants to bid for • Questionnaires: requested information by UNOPS in the form of online questionnaires • Document checklist: requested information by UNOPS by which vendors upload documents. • Financial offer details: requested price information by UNOPS (total financial offer, currency) • Submit: Where vendors can submit or withdraw their vendor response.
14	Evaluation clarifications	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.

The screenshot shows the UNOPS eSourcing interface. At the top right, there are navigation icons and the text 'esourcingunops+1@gmail.com 2017-10-24 09:50 UTC'. The main heading is 'Your submission for UNOPS Tender RFP/2017/17875'. Below this, a timer shows '37 days 01 hours 09 minutes 34 seconds'. The tender title is 'Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali'. A blue banner indicates the submission is in 'Draft' status. A navigation bar shows four tabs: 'TENDER INFORMATION', 'VENDOR CONFIRMATION' (which is active), 'VENDOR SUBMISSION', and 'EVALUATION CLARIFICATIONS'. Under the 'Vendor confirmation' tab, there is a blue box with instructions: '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.' Below this are two buttons: a green button labeled 'YES, we intend to submit a response' and a red button labeled '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.

The screenshot shows the UNOPS eSourcing vendor portal interface. At the top right, there are navigation icons for home, email, help, language (EN), and a user profile icon. Below these, the email address 'esourcingunops+1@gmail.com' and the date '2017-10-24 09:54 UTC' are displayed. The main heading is 'Your submission for UNOPS Tender RFP/2017/17875'. Below this, the tender title is 'Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali'. A countdown timer shows 37 days, 01 hours, 05 minutes, and 40 seconds remaining. A blue banner indicates the submission is in 'Draft' status. A navigation menu includes 'TENDER INFORMATION', 'VENDOR CONFIRMATION', 'VENDOR SUBMISSION', and 'EVALUATION CLARIFICATIONS'. Below the menu, there are tabs for 'GENERAL INFORMATION', 'TENDER PARTICULARS', 'EVALUATION CRITERIA', 'DOCUMENTS', 'REVISIONS', and 'REQUEST A CLARIFICATION'. A blue box contains a note: '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.' Below this, it says 'No data was found.' and there is a blue button labeled '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

The screenshot shows the 'Request a clarification' form. At the top, there is a rich text editor toolbar with icons for bold, italic, bulleted list, numbered list, link, unlink, and undo. The text area contains the question: '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)'. At the bottom right of the text area, it says 'Characters: 179/2000'. Below the text area, there are two buttons: a blue button with a checkmark icon labeled 'Submit clarification request' and a white button labeled '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



notification each time UNOPS posts a response to a clarification, or an amendment to that

All vendors who have expressed interest in a tender will receive an automatic email 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**

37 days 00 hours 52 minutes 30 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

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 *

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

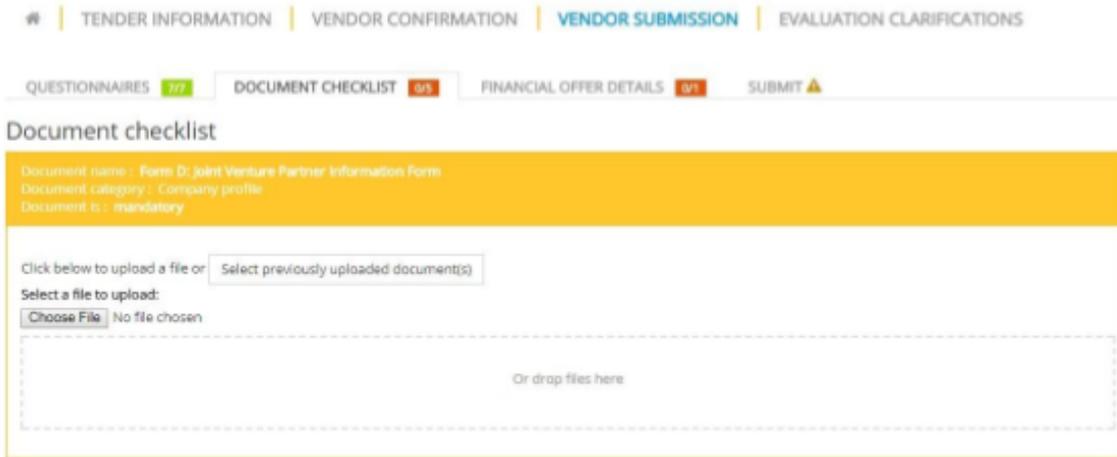
4.3.2 Document checklist

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.

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

QUESTIONNAIRES 2/2 | DOCUMENT CHECKLIST 3/5 | **FINANCIAL OFFER DETAILS 0/1** | SUBMIT ⚠

Financial offer details

▼ Enter financial offer details ⚠

Total financial offer *

Currency *

Comments

B *I* |

Characters: 0/1000

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 displays the 'Financial offer details' section of the UNOPS eSourcing vendor portal. At the top, a navigation bar shows 'TENDER INFORMATION', 'VENDOR CONFIRMATION', 'VENDOR SUBMISSION', and 'EVALUATION CLARIFICATIONS'. Below this, a progress bar indicates the status of various sections: 'QUESTIONNAIRES' (3/7), 'DOCUMENT CHECKLIST' (5/6), 'FINANCIAL OFFER DETAILS' (0/1), and 'SUBMIT'. The 'Financial offer details' section is expanded, showing a 'Save' button, a 'Total financial offer' input field, a 'Currency' dropdown, and a 'Comments' text area with a character count of 0/1000. Below this is the 'Financial envelope documents' section, which displays document details for 'Form B Financial Proposal Form' and provides options to upload a file or select a previously uploaded document.

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**.

Your submission for UNOPS Tender **RFP/2017/17875** 37 days 00 hours 32 minutes 46 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

QUESTIONNAIRES 7/7 | DOCUMENT CHECKLIST 5/5 | 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

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** 37 days 00 hours 26 minutes 32 seconds

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.

| 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	<input type="checkbox"/> bid
2	Surgical products	<input type="checkbox"/> 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.

The screenshot shows the 'VENDOR SUBMISSION' tab selected in the navigation bar. Below it, there are tabs for 'LOTS', 'QUESTIONNAIRES', 'DOCUMENT CHECKLIST', 'FINANCIAL OFFER DETAILS', and 'SUBMIT'. A blue informational box states: "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." Below this is a table with the following data:

Lot number	Description	Vendor submission
1	Laboratory products	<input type="checkbox"/> bid
2	Surgical products	<input type="checkbox"/> 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.

The screenshot shows the 'Submitted' status bar with the text: "Submitted Your submission is in 'Submitted' status and has been successfully received by UNOPS." To the right, a countdown timer shows: 36 days, 23 hours, 29 minutes, and 33 seconds. Below the status bar, the navigation bar shows 'VENDOR SUBMISSION' selected. A note states: "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)." At the bottom, there is a blue button labeled "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](#)

36 days 23 hours 22 minutes 39 seconds

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.

| 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](#)

36 days 23 hours 15 minutes 59 seconds

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

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 and log in with your UNGM user name and password.

UNOPS eSourcing vendor guide

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

The screenshot displays the 'My Tenders' interface. On the left is a navigation menu with options like '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', and 'Vendor documents'. The main area shows search filters and a table of tenders.

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
View Documents	Supply of laboratory and surgical products	30-Nov-2017 11:00 (GMT+9:00)	24-Oct-2017	UNOPS	Invitation to bid	ITB/2017/17877	Mal
View Documents	Provision of Explosive Threat Mitigation Training and Electronic Services in support of UNHCR field	30-Nov-2017 11:00 (GMT+9:00)	24-Oct-2017	UNOPS	Request for proposal	RFP/2017/17875	Mal
View Documents	Laboratory and surgical consumables	30-Nov-2017 11:00 (GMT+9:00)	23-Oct-2017	UNOPS	Invitation to bid	ITB/2017/17868	Denmark
View Documents	Support for UNICEF	10-Dec-2017 10:00 (GMT+9:00)	23-Oct-2017	UNICEF	Grant support call	RFP/UNICEF/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.

MY TENDERS

39 Draft 130 Submitted

Filter

Reference	Title	Date published	Deadline	Your submission status	Tender status
RPV201717862-D	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
RPV201717862-A1	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
RPV201717860	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
RPV201717862	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
RPV201717863	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
RPV201714702	RPV Bienes y servicios - Test 03	2017-09-01	2017-10-31 11:00 UTC	Submitted	Evaluation
RPV201717875	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
ITN201717877	Supply of laboratory and surgical products	2017-10-24	2017-10-24 11:08 UTC	Submitted	Evaluation
ITN201717868	Laboratory and surgical consumables	2017-10-23	2017-10-23 14:03 UTC	Draft	Evaluation
ITN201716821	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.

TENDERS

Filter

Reference Published between &
 Title Deadline between &

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 Mail	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**

37 days 00 hours 20 minutes 02 seconds

Supply of laboratory and surgical products

Submitted

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

TENDER INFORMATION | **VENDOR CONFIRMATION** | **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**

37 days 00 hours 18 minutes 46 seconds

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.

TENDER INFORMATION | VENDOR CONFIRMATION | **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 prompt 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** 36 days 23 hours 42 minutes 20 seconds

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

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

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.

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

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 three 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 a 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

UNOPS eSourcing vendor guide

For more general information please visit 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

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. 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.

EOI	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.
ITB	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.
PQ	Pre-qualification is a formal sourcing method to assess suppliers against predetermined criteria included in the invitation for Pre-qualification. Only suppliers who meet established criteria are invited to submit detailed offers/proposals.
RFI	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.

RFP	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.
RFQ	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.
Tender	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)
UNGM	United Nations Global Marketplace is the common procurement portal of the United Nations system of organizations.
UNOPS	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.
UNSPSC	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	Register as a UNOPS vendor in UNGM	This is important as you must be registered as a UNOPS vendor 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 UNOPS is amongst the UN organizations in your UNGM profile. See section 2 of this guide for details.
2	Express interest in a tender	After searching for tenders that might interest you, remember to click on the Express interest 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. See section 3.1 and section 3.2 for full details

	<p>View tender details, especially the submission deadline</p>	<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 Deadline is under the General information tab of the tender.</p> <p>See section 3.3 for full details.</p>
	<p>Inform UNOPS whether you intend to submit or not</p>	<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 Vendor confirmation tab.</p> <p>See section 4.1 for full details.</p>
	<p>Request clarifications on a tender if you have questions</p>	<p>If you have questions about a tender, you may request a clarification from UNOPS. You have to do this before the Deadline for clarifications which is under the General information tab of the tender. See section 4.2 for full details.</p>
	<p>Save your submission in draft and don't wait for the last minute</p>	<p>You may progressively save information as you complete it (i.e. responding to online Questionnaires or uploading documents against the Document checklist) and save your submission as Draft. Don't wait for the last minute to complete your submission as you cannot submit a vendor response after the Deadline has passed. Once you have completed all the information, click the Submit button.</p> <p>See section 4.3 for full details.</p>
	<p>Respond to all UNOPS evaluation clarifications in a promptly manner</p>	<p>After the deadline for submission has passed, UNOPS may send you a request for clarification during the evaluation process. Please response to these evaluation clarifications in a promptly manner.</p> <p>See section 5 for full details.</p>