



UNOPS eSourcing: vendor guide

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

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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 19.9 billion annually for all types of products and services in 2019.

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 54 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 1.7 of this guide?

The following changes have been made compared to version 1.6:

- Updated section 2. to include latest developments in UNGM portal
- Updated section 4.3.3 to include the option of submitting a financial offer by unit price

- Updated section 4.3.5 to include that for tenders with lots, under 'Vendor Submission', the default setting will be 'no bid' (red colour) for all lots.
- 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.

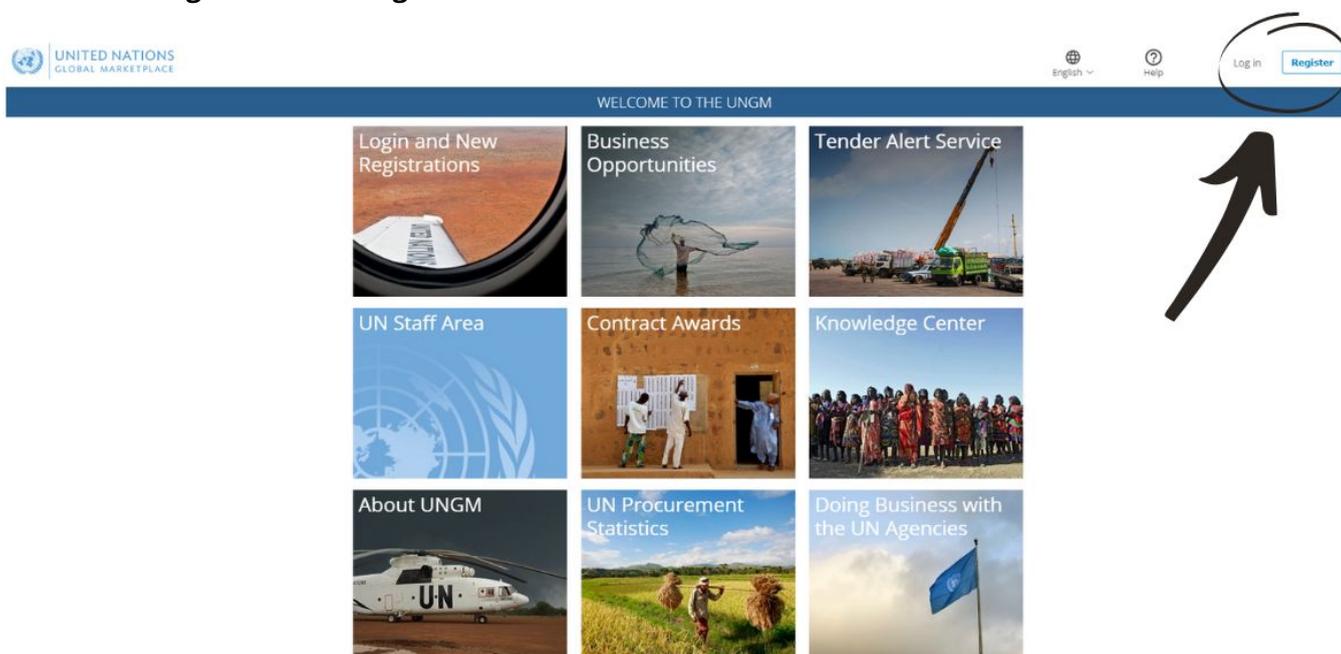
Please note that registration at UNGM is free of charge. In addition, UNGM enables vendors to keep informed of upcoming tender notices through a paid service called Tender Alert Service. By subscribing to the **Tender Alert Service**, vendors can receive relevant business opportunities directly by email.

2.1 Register

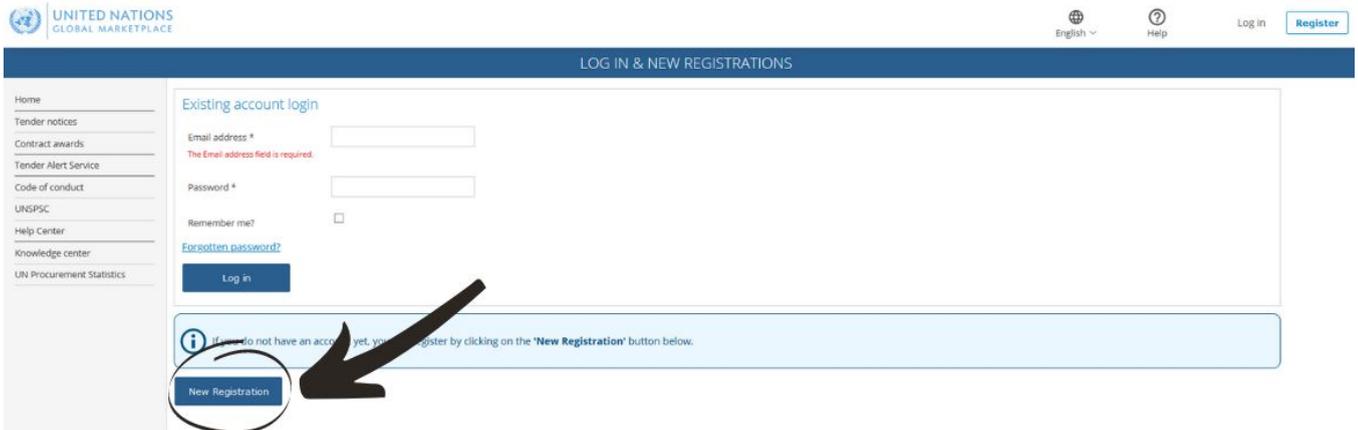
To access the tender documents, you need to be fully **registered on UNGM**. The **registration at basic level** will be sufficient as UNOPS does not require level 1 and 2 registrations.

Go to www.ungm.org

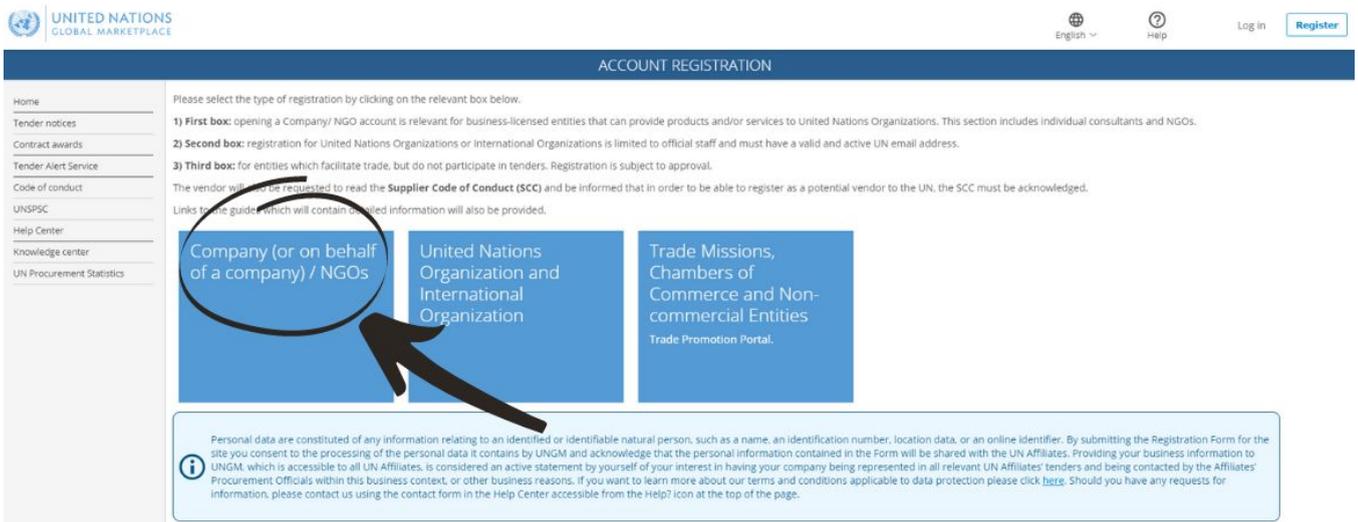
Click on the **'Login and New Registrations'** section.



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**.



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 using the contact form in the [Help Center](#).

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

COMPANY REGISTRATION

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 * ✓

We 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.](#)

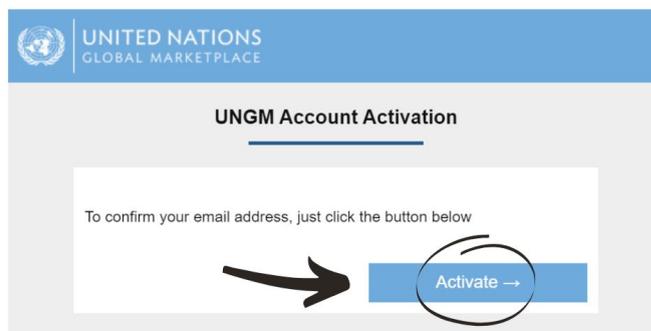
2.2 Activate your UNGM account

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

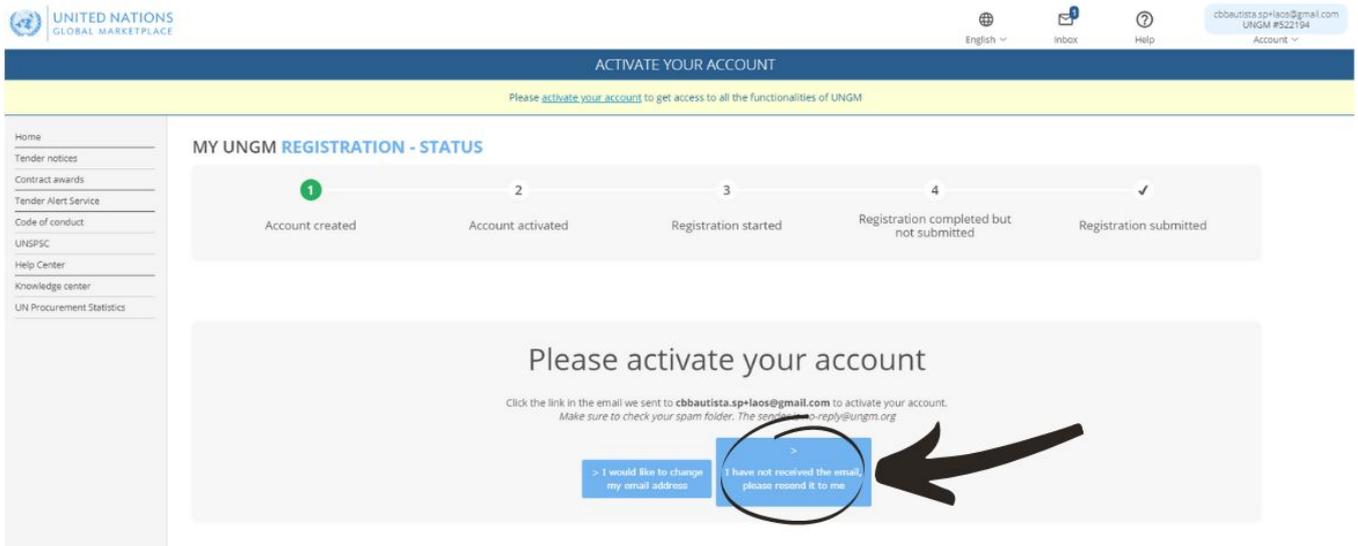
Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the **'Activate'** button.

UNGM Account Activation - Welcome to the UNGM Inbox x

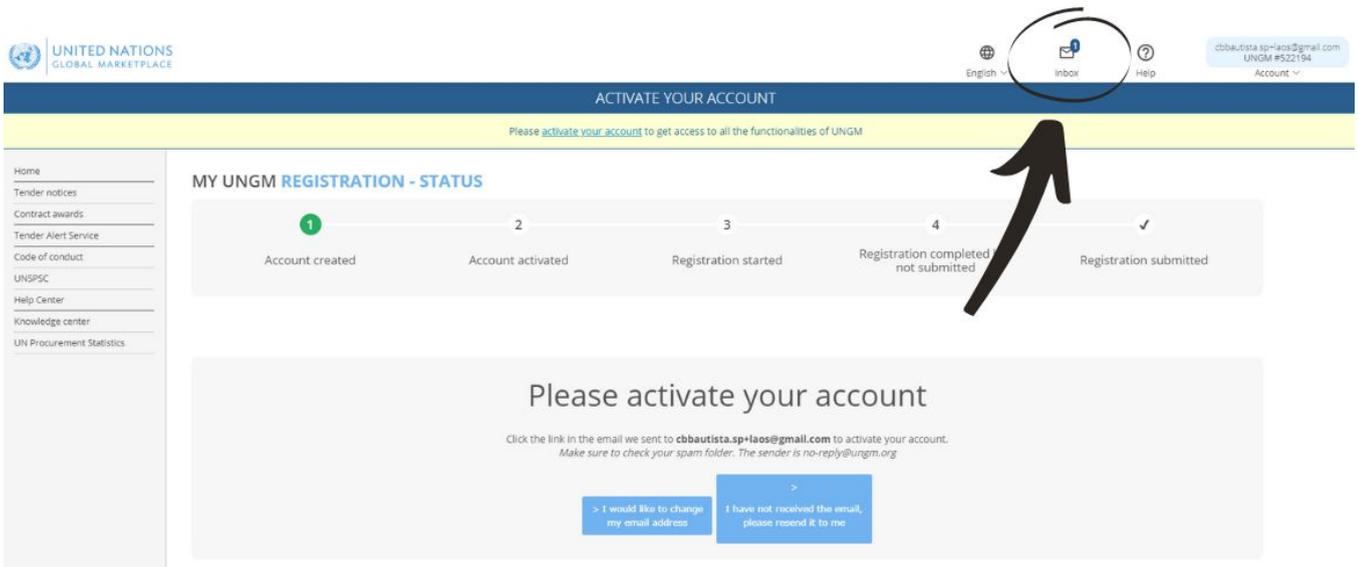
UNGM <no-reply@ungm.org> to me 10:34 AM (0 minutes ago)



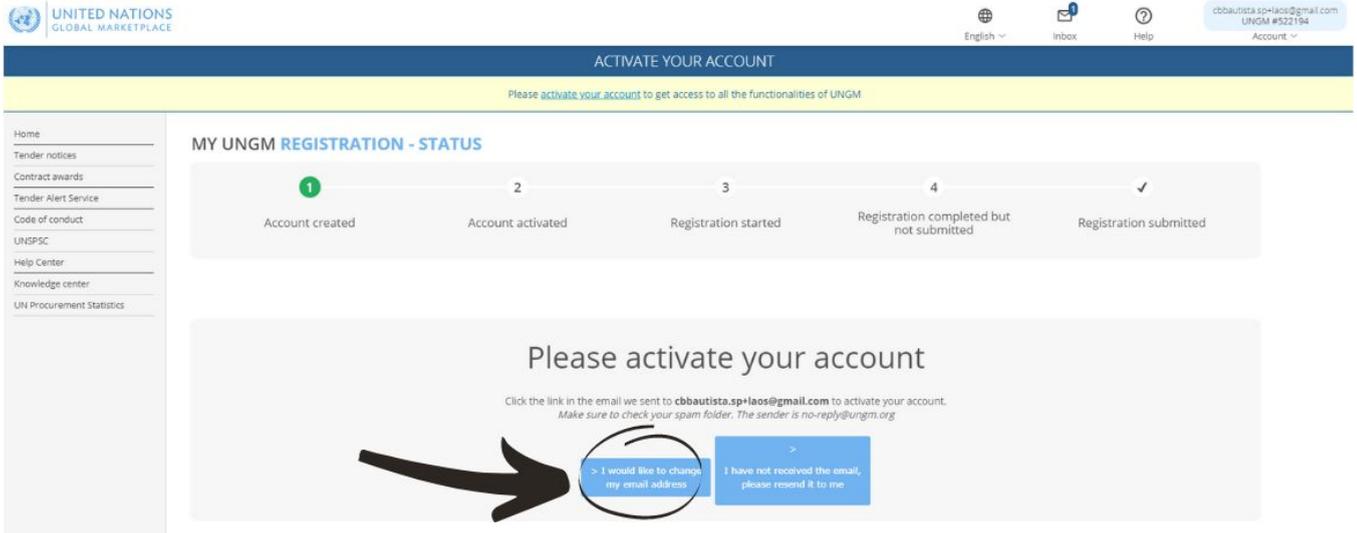
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the **'I have not received the email, please resend it to me'** button:



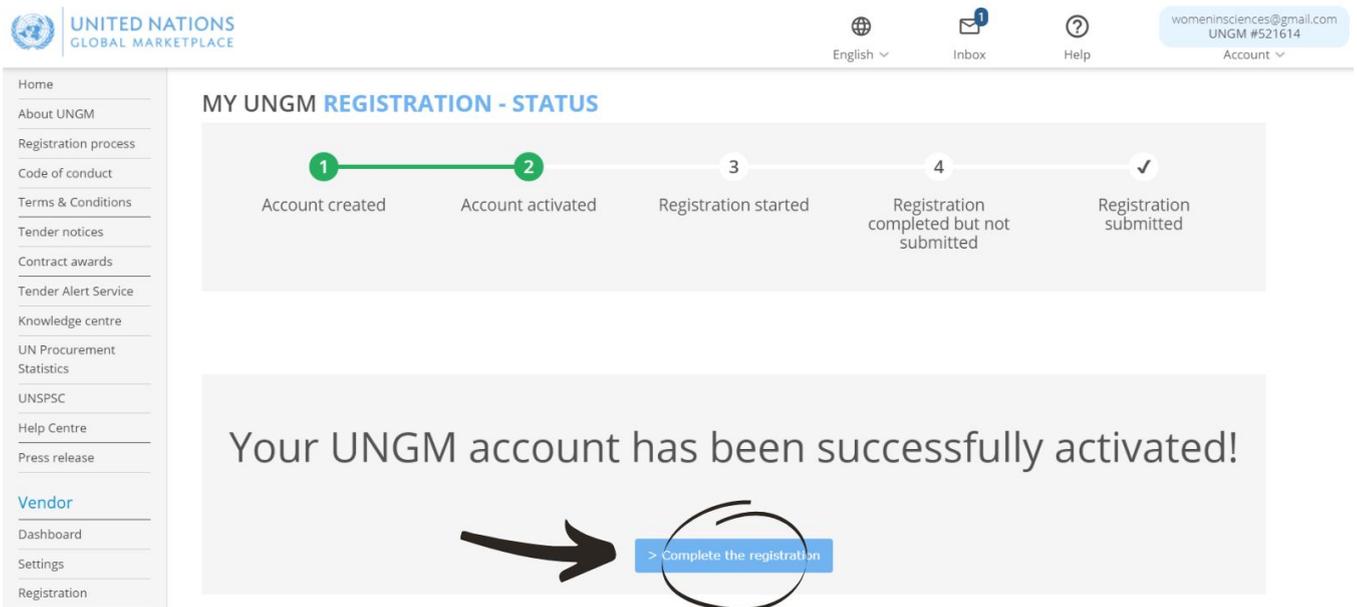
Or from your **UNGM inbox** accessible from the little envelope symbol in the top right side of the page:



If you have not received the activation email because you have provided an incorrect email address when creating your account, please read the following support article [How to resend the activation email to another email address.](#)



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:

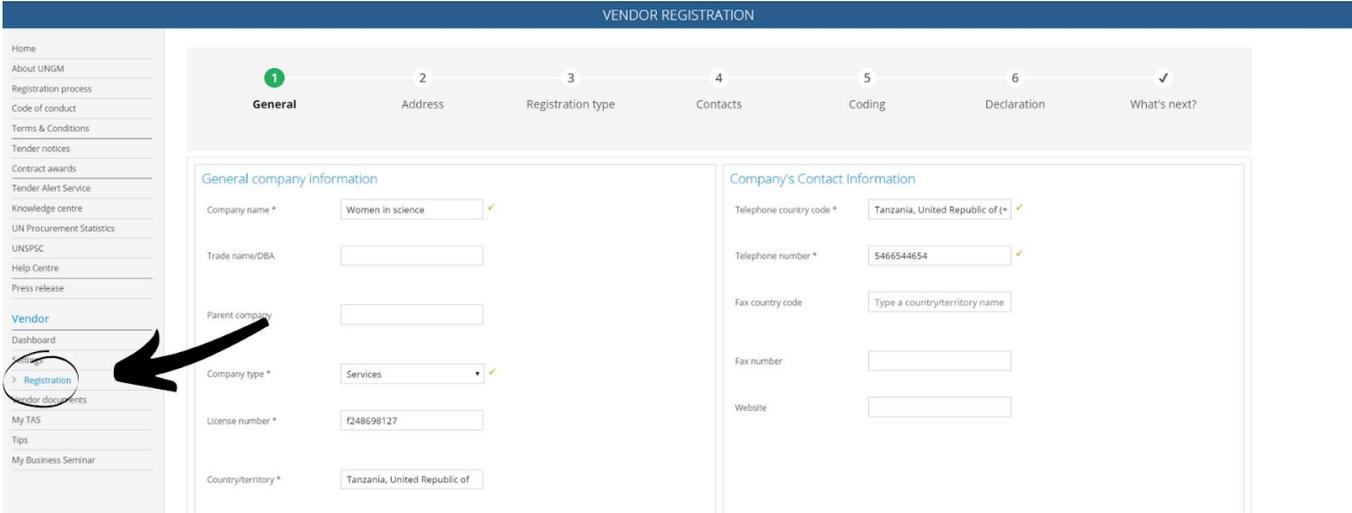


2.3 Complete your vendor registration form in UNGM

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 7 languages: English, French, Spanish, Portuguese, Arabic, Russian and Mandarin. The default language is English. If you want to change to another language, click on the language 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**.

Country/territory *

Year established * ✓

Number of employees * ✓

Company Director's First Name * ✓

Company Director's Last Name * ✓

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

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

Save & Continue >

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

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

Vendor

Dashboard

Settings

> Registration

Vendor documents

My TAS

Tips

My Business Seminar

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 >**

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.

The screenshot shows the 'VENDOR REGISTRATION' interface. At the top, a progress bar indicates seven steps: 1. General, 2. Address, 3. Registration type (current step), 4. Contacts, 5. Coding, 6. Declaration, and 7. What's next? The 'Registration type' section has two radio buttons: 'National' and 'International'. A black arrow points to the 'International' option. Below this is the 'Country/areas of business' section, which includes a search box and 'Select all' and 'Remove all' buttons. A yellow warning box states: 'No countries/areas are selected. It is assumed that you are able and interested in doing business in all countries/areas.' At the bottom right, the 'Save & Continue >' button is circled in red. A navigation button '< Address' is at the bottom left.

4. Contacts

Under **Contacts**, please provide your **own contact details**.

General Address Registration type **Contacts** Coding Declaration What's next?

My contact details

First/given name * Angela

Middle name

Surname * Davis

Job title/position * Journalist

Country/area * Bahamas

Email mano.rodolphe+company.bs

Telephone country code * Bahamas (+242)

Telephone number * 123456

Extension

Mobile country code Type a country/territory nam

Mobile number

Your mobile number if you have one. Please only enter numbers and spaces.

< Registration Type Save & Continue >

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.

Mobile country code Type a country/territory nam

Mobile number

< Registration Type Save & Continue >

Account Contact Details


 Email: anapungm+account1@gmail.com
 Job title/position: CEO
 Country: South Africa
 Telephone number: El Salvador (+503) 1233534534

Primary contact

Invited contacts


 You can invite other 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

5. Coding

Under 'Coding', please select **codes which best describe the goods and/or services** which your company is able to provide following the UNSPSC classification for products and services.

Search for new UNSPSC codes either by typing keywords or using the trimmed tree classification. To select a code, **tick the checkbox next to the code**.

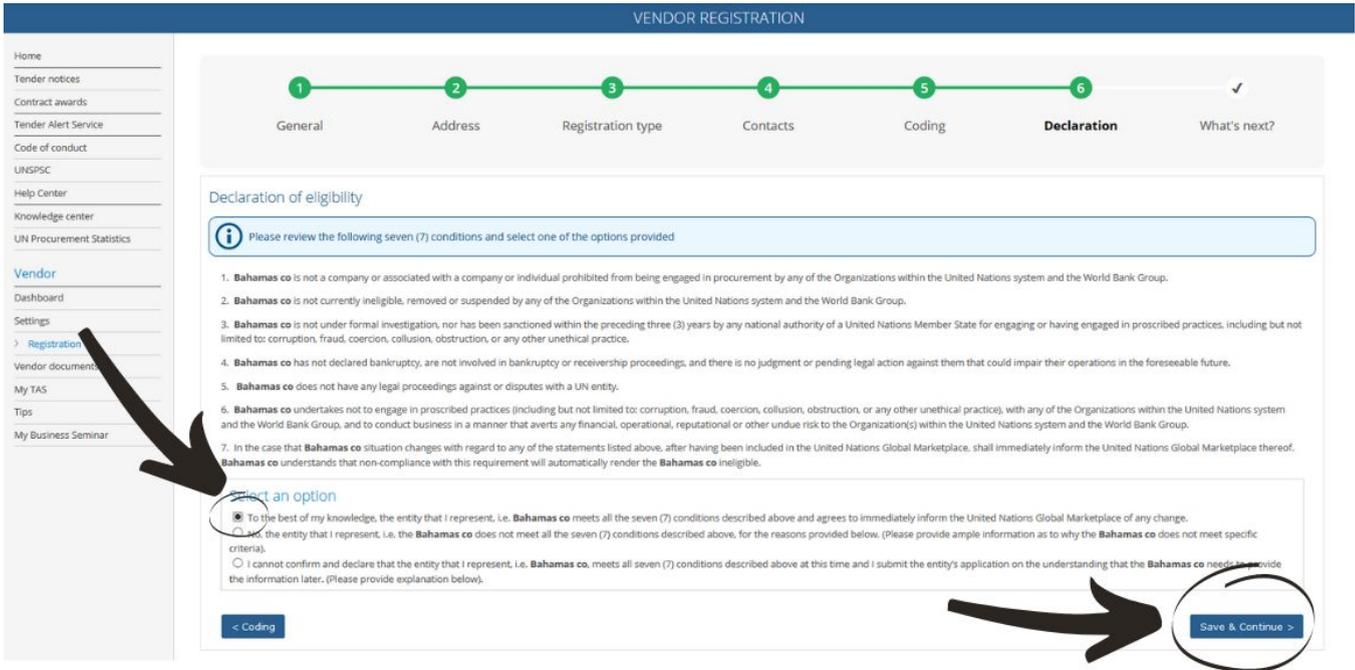
If you are unable to find the correct codes for your products and services, please contact UNGM using the contact form in the [Help Center](#) and provide us with a description of the products/services.

The screenshot shows the 'Vendor Registration' process at the 'Coding' step. A progress bar at the top indicates steps 1 through 7, with 'Coding' (step 5) currently active. Below the progress bar, a blue information box explains that UNGM uses a subset of UNSPSC codes and provides instructions on how to find them. A search bar labeled 'UNSPSC selector' contains the text 'cereal seed'. Below the search bar, a tree view of UNSPSC codes is displayed, with '10151600 - Cereal seeds' selected. A black arrow points to this selection. At the bottom right, the 'Save & Continue >' button is circled in black. At the bottom left, there is a '< Contacts' button.

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 **'Contacts'** button.

6. Declaration

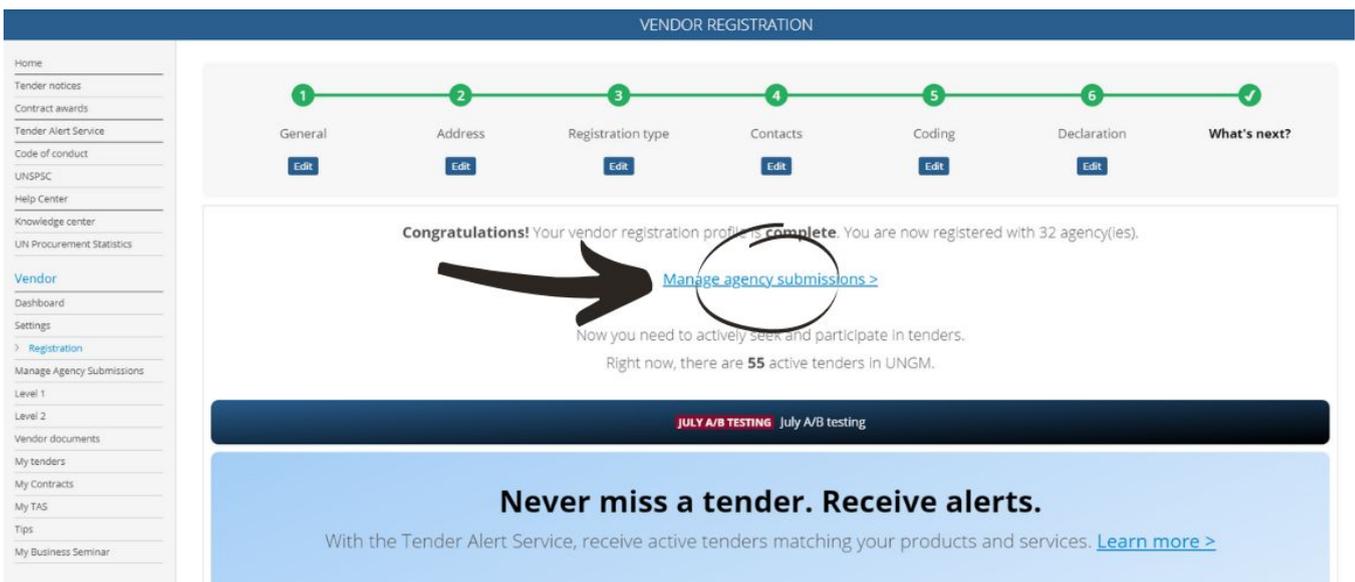
The **declaration of eligibility** is a formal and explicit statement on behalf of your company. Under **'Declaration'**, please review the seven statements and select the most appropriate option by **ticking the corresponding checkbox**.



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 using the contact form in the Help Center.*

2.4 Verify your UNOPS vendor registration status

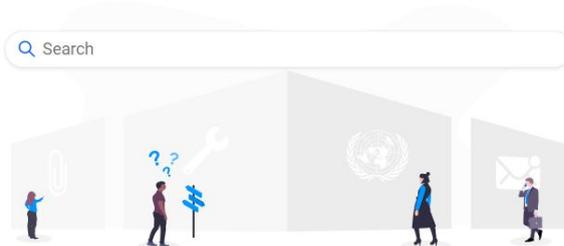
In order to verify your UNOPS vendor registration status, click on the 'Manage agency submissions' link in the navigation menu..

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 using the contact form in the Help Center. The Help Center contains +100 support articles covering the registration on UNGM.*

How can we help you?



Browse articles



About UNGM



For potential suppliers



For UN staff members

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.

MY DASHBOARD

MY UNGM ACCOUNT

Jane Goodall
 UNGM Number: 521614
 Last login: 16-Apr-2020 16:33:19
 Email: womeninsciences@gmail.com
 Preferred language: English

NEED HELP?

FAQs Video tutorials User manuals

MY UNGM REGISTRATION - STATUS

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

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.)

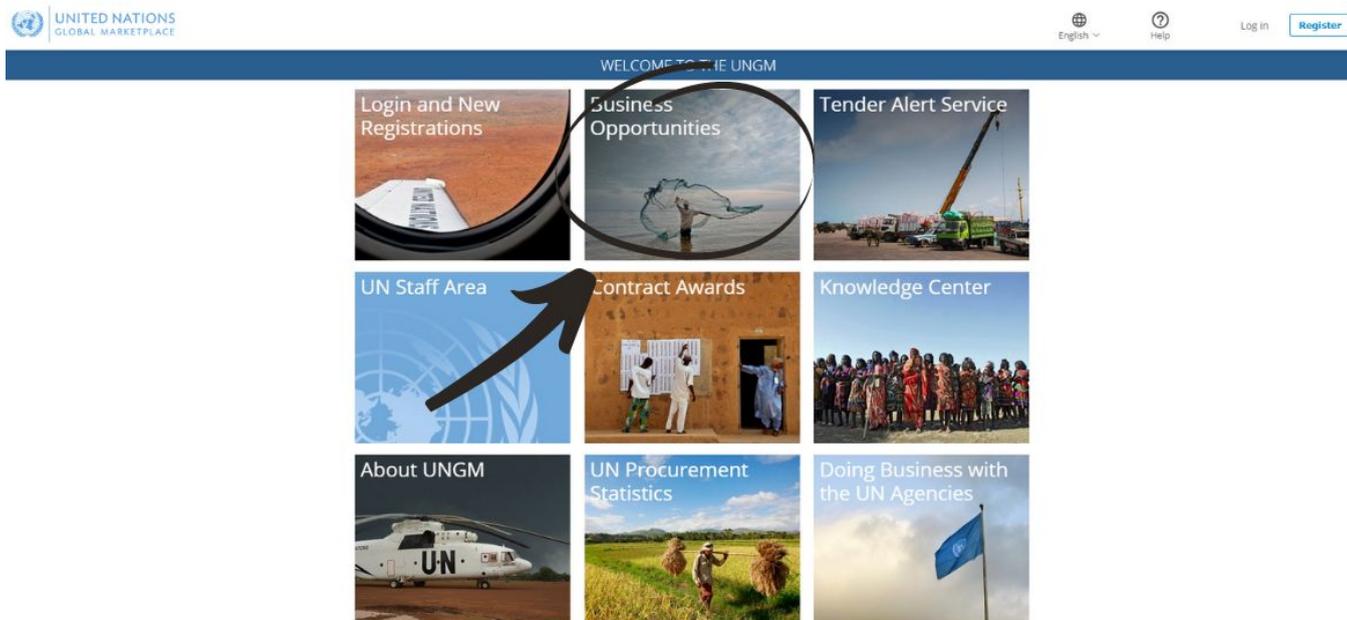
Open competition refers to business opportunities accessible to all vendors. Vendors have to respond to these tenders either through traditional methods (hard-copy submission or email) or through the UNOPS eSourcing system as per instructions specified in the tender notice.

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.



SEARCH TENDER NOTICES

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.](#)

UN Organization: UNOPS (arrow) | Type organization abbrevi... | Hide advance criteria

Beneficiary country/territory: | Type a country/territory na... | 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 Individual consultant Sustainable Notice Sustainable

Clear All

Displaying results 1 to 15 of 14808

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
Express Interest	Request for quotation for online meeting organization for IATI Member's Assembly	28-Oct-2020 22:59 (GMT 0.00)	14-Oct-2020	UNOPS	Request for quotation	RFQ/2020/16387	Multiple destinations
Express Interest	The Construction of FAO Office Building, Phnom Penh, Cambodia	06-Nov-2020 08:00 (GMT 0.00)	14-Oct-2020	UNOPS	Invitation to bid	ITB/2020/16296	Cambodia
Express Interest	RFI - Clinical Training for Leica Neurosurgical Microscope	23-Oct-2020 09:00 (GMT 0.00)	13-Oct-2020	UNOPS	Request for information	RFI/2020/16362	Ukraine
Express Interest	RFI - Clinical Training for Canon CT Scanner and X-Ray machine	23-Oct-2020 09:00 (GMT 0.00)	13-Oct-2020	UNOPS	Request for information	RFI/2020/16358	Ukraine

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: Documents, **Contacts**, **Links**, **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.

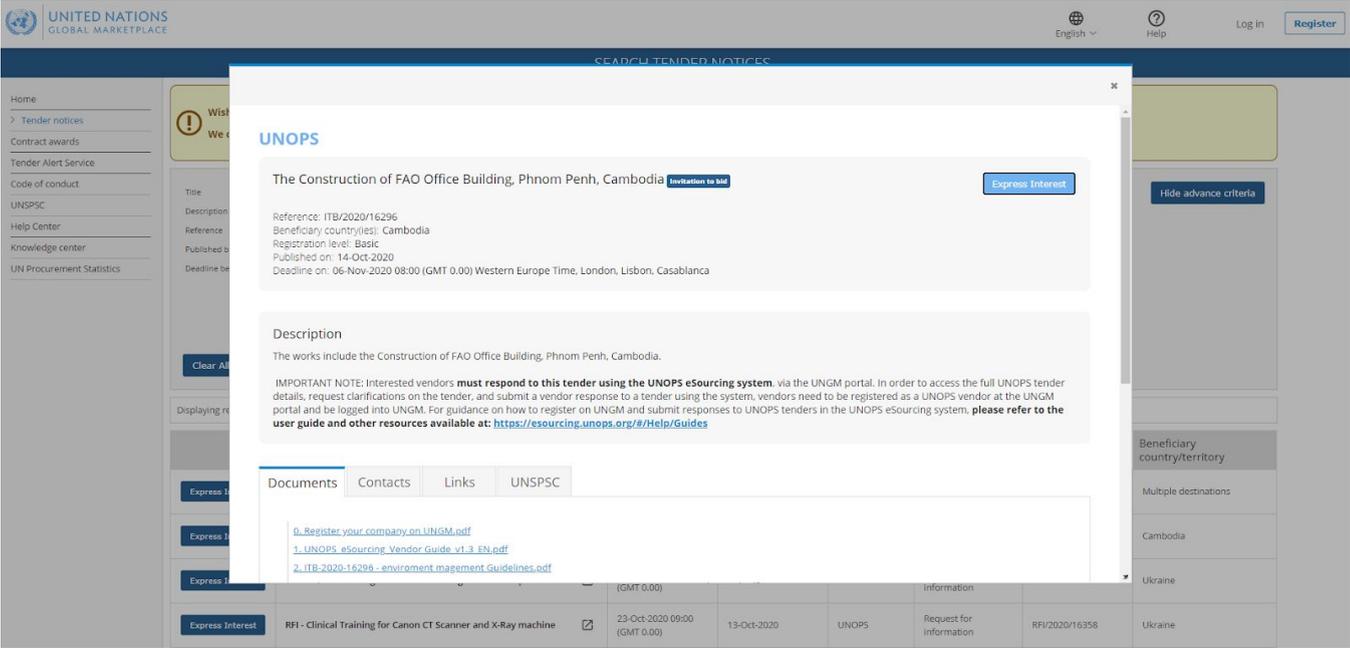
Please remember to log in to UNGM and complete your registration process as a UNOPS vendor to be able to see the full details of the tender and respond to it.

3.1.2 Limited competition tenders

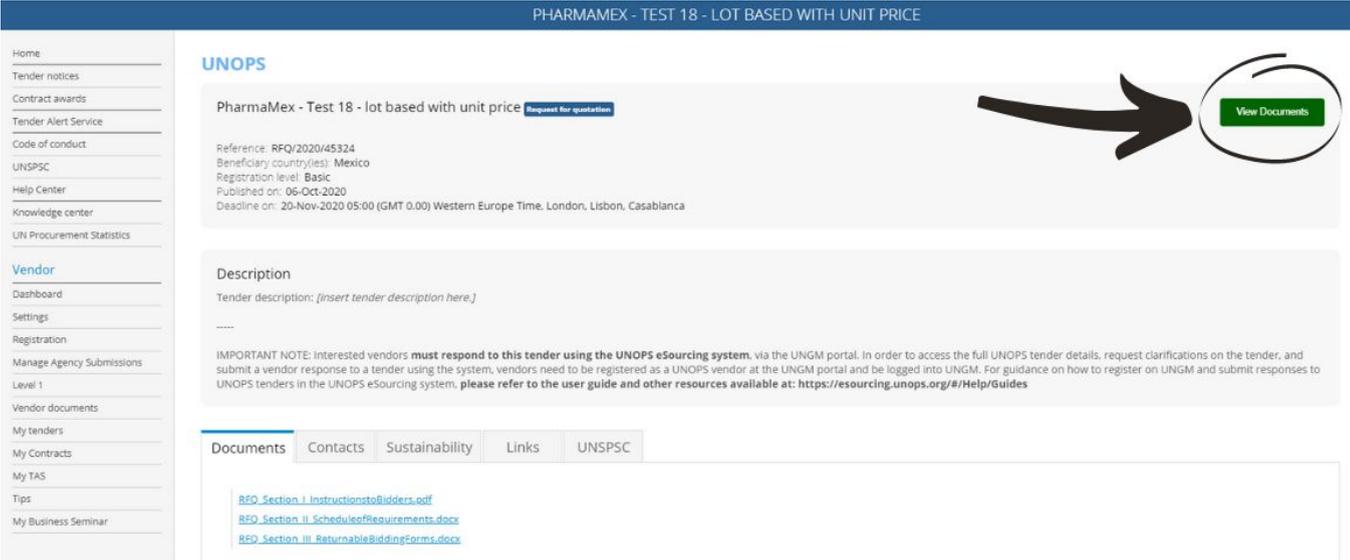
Go to www.ungm.org and **log in** with your username and password.

Go to **My Tenders** in the navigation menu.

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



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.



If the Express interest button appears in grey and is disabled, please read the [Why is the express interest button disabled?](#) support article.

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

 UNOPS | eSOURCING

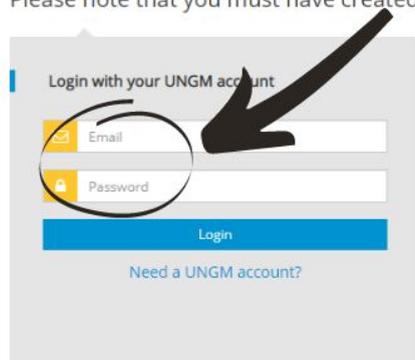
 UNITED NATIONS
GLOBAL MARKETPLACE

  EN
2020-10-14 15:38 UTC

WELCOME

to the UNOPS eSourcing platform.

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



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.

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	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 <u>tender deadline</u> . Countdown timer showing how much time remains until the <u>clarification deadline</u> .
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	Access the tender details, arranged in the following tabs: <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	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): <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 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 or unit price, 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.

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

The screenshot displays the UNOPS eSourcing interface. At the top left is the UNOPS | eSOURCING logo, and at the top right is the UNITED NATIONS GLOBAL MARKETPLACE logo. Below the logos are navigation icons (home, mail, help, language) and the user email 'esourcingunops+1@gmail.com' with the date '2017-10-24 09:50 UTC'. The main heading reads 'Your submission for UNOPS Tender RFP/2017/17875' with a red arrow pointing to the tender ID. Below this is the tender title: 'Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali'. To the right, there are two countdown timers: 'SUBMISSION DEADLINE' (7 days, 22 hours, 06 minutes, 53 seconds) and 'CLARIFICATION DEADLINE' (2 days, 22 hours, 06 minutes, 53 seconds). A blue banner indicates the submission is in 'Draft' status. Below this is a navigation menu with tabs: 'TENDER INFORMATION', 'VENDOR CONFIRMATION' (highlighted with a red arrow), 'VENDOR SUBMISSION', and 'EVALUATION CLARIFICATIONS'. Under the 'Vendor confirmation' tab, a blue box contains 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 box are two buttons: 'YES, we intend to submit a response' (green) and 'NO, we do not intend to submit a response' (red), with a red arrow pointing to the text above them.

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 displays the UNOPS eSourcing interface. At the top right, there are navigation icons (home, mail, help, language, share) and the user email 'esourcingunops+1@gmail.com' with the date '2017-10-24 09:54 UTC'. The main heading reads 'Your submission for UNOPS Tender RFP/2017/17875' followed by the title 'Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali'. Two countdown timers are shown: 'SUBMISSION DEADLINE' (7 days, 22 hours, 06 minutes, 53 seconds) and 'CLARIFICATION DEADLINE' (2 days, 22 hours, 06 minutes, 53 seconds). A blue banner indicates the submission is in 'Draft' status, with a red arrow pointing to the text 'and you may continue to add or edit information'. Below this is a horizontal menu with 'TENDER INFORMATION' selected. A secondary menu includes '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, the text 'No data was found.' is displayed with a red arrow pointing to it. At the bottom, a blue button labeled 'Request a clarification' is visible.

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. It features a rich text editor with a toolbar containing icons for bold, italic, bulleted list, numbered list, link, unlink, and image. 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)'. A red arrow points to the bottom of the text area. At the bottom right, it shows 'Characters: 179/2000'. Below the form are two buttons: 'Submit clarification request' (with a checkmark icon) and '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 or unit price, 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 *

Rich text editor with toolbar (B, I, bold, italic, link, unlink, list, list, indent, outdent, undo, redo) and a large text area. Characters: 0/500

Short free text question (max 500 characters)

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.

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

Document checklist

Document name : Form D: Joint Venture Partner Information Form
 Document category : Company profile
 Document is : mandatory

Click below to upload a file or

Select a file to upload:
 No file chosen

Or drop files here

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 or unit price (mandatory field) currency (mandatory), and comments (optional).

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

QUESTIONNAIRES 7/7 | DOCUMENT CHECKLIST 5/5 | **VENDOR SUBMISSION** | EVALUATION CLARIFICATIONS

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

Financial offer details

▼ Enter financial offer details ⚠

Total financial offer *

Currency *

Comments

B I | [List Bulleted] [List Numbered] [List None] [List Default] | [Link] [Image]

Characters: 0/1000

Save

Note: If the tender requires unit price, you will find under the financial offer details the field of “Unit price” (mandatory field).

QUESTIONNAIRES 3/3 | DOCUMENT CHECKLIST 3/3 | **FINANCIAL OFFER DETAILS** 3/3 | SUBMIT

Financial offer details

▼ Enter financial offer details ✓

Unit price *

Currency *

Comments

B I | [List Bulleted] [List Numbered] [List None] [List Default] | [Link] [Image]

Characters: 0/1000

Save

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.

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

[QUESTIONNAIRES 7/7](#) |
 [DOCUMENT CHECKLIST 5/5](#) |
 [FINANCIAL OFFER DETAILS 0/1](#) |
 [SUBMIT ⚠](#)

Financial offer details

▼ Enter financial offer details ⚠

Total financial offer *

Currency *

Comments

B I [List of icons]

Characters: 0/1000

[Save](#)

Financial envelope documents

Document name : Form F: Financial Proposal Form
 Document category : Other
 Document is : mandatory

Click below to upload a file or [Select previously uploaded document\(s\)](#)

Select a file to upload:

[Choose File](#) No file chosen

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**.

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 **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.

Important note: For tenders with any number of lots, under **Vendor submission**, the default setting will be “no bid” (red 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 your vendor submission if before the deadline.

HOME | 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"/> no bid
2	Surgical products	<input type="checkbox"/> no bid

If you are interested in bidding for a specific lot, then move the slider button for that lot to the left until it shows "Bid" (green colour). This will automatically add the information that you need to submit in your bid i.e. it will adjust the **Questionnaires**, **Document checklist** and **Financial offer details** tabs.

HOME | 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	<input checked="" 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.

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

 |
 [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

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

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](#)

[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 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.

UNited Nations GLOBAL MARKETPLACE

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

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

Displaying results 1 to 8 of

	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 0.00)	24-Oct-2017	UNOPS	Invitation to bid	ITB/2017/17877	Mali
View Documents	Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali	30-Nov-2017 11:00 (GMT 0.00)	24-Oct-2017	UNOPS	Request for proposal	RFP/2017/17875	Mali
View Documents	Laboratory and surgical consumables	30-Nov-2017 11:00 (GMT 0.00)	23-Oct-2017	UNOPS	Invitation to bid	ITB/2017/17868	Denmark
View Documents	Support test GMT+2	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
RFP/2017/17882-O	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
RFP/2017/17882-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
RFP/2017/17890	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
RFP/2017/17892	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
RFQ/2017/17893	Provisión de servicios de capacitación para la prevención y mitigación de riesgos ambientales	2017-10-24	2017-11-30 11:00 UTC	Draft	Open
RFP/2017/14702	RFP Bienes y servicios - Test 03	2017-09-01	2017-10-30 11:00 UTC	Submitted	Evaluation
RFP/2017/17875	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
ITB/2017/17877	Supply of laboratory and surgical products	2017-10-24	2017-10-24 11:08 UTC	Submitted	Evaluation
ITB/2017/17868	Laboratory and surgical consumables	2017-10-23	2017-10-23 14:03 UTC	Draft	Evaluation
ITB/2017/16831	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 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

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

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

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.

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

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

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.

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 shortlisted 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

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/business-opportunities>

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 pre-determined 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
3	View tender details, especially the submission deadline	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. See section 3.3 for full details.
4	Inform UNOPS whether you intend to submit or not	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. See section 4.1 for full details.
5	Request clarifications on a tender if you have questions	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.
6	Save your submission in draft and don't wait for the last minute	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. See section 4.3 for full details.
7	Respond to all UNOPS evaluation clarifications in a promptly manner	After the deadline for submission has passed, UNOPS may send you a request for clarification during the evaluation process. Please respond to these evaluation clarifications in a promptly manner. See section 5 for full details.



**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 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"). Vendors can do that through their IT department or their Internet Service Provider.