

**INSTRUCCIONES PARA LOS
LICITADORES ACERCA DE
CÓMO ACCEDER AL PLIEGO DE
CONDICIONES DEL ITC EN EL MERCADO
GLOBAL DE LAS NACIONES UNIDAS
(UNGM) Y CÓMO PRESENTAR OFERTAS
A TRAVÉS DEL SISTEMA DE
PRESENTACIÓN ELECTRÓNICA ITC
UNGM/IN-TEND**

1. INSCRIPCIÓN EN UNGM

Para acceder al pliego de condiciones, es imprescindible que su empresa esté registrada en UNGM (el nivel básico es suficiente) -www.ungm.org/Account/Registration.

Haga clic en “Registrarse”, siga las instrucciones y establezca su cuenta de inicio de sesión en UNGM (su correo electrónico) y su contraseña.



Asegúrese de que su REGISTRO BÁSICO UNGM en el ITC y en la SECRETARÍA DE LA ONU esté completo. Si no es así, añada la información solicitada por el sistema UNGM antes de continuar. Asegúrese de que, tras registrarse, activa su cuenta UNGM (recibirá un correo electrónico de activación). Por último, es muy importante comprobar que **todas las direcciones de correo electrónico pertinentes estén incluidas en el**

registro de su empresa en UNGM.

Para más ayuda sobre cómo registrarse, puede visitar el siguiente enlace: <https://help.ungm.org/hc/en-us/articles/360012810860-How-to-register-as-a-supplier-on-UNGM->; también puede consultar las páginas 11 a 13.

Para cualquier consulta sobre el registro en UNGM, póngase en contacto con el servicio de asistencia de UNGM a través del botón AYUDA que se encuentra en la parte derecha de la página de inicio de ungm.org.

2. INICIAR SESIÓN EN EL SITIO WEB DE UNGM

Una vez completado el nivel básico del registro, inicie sesión con su dirección de correo electrónico y contraseña.

Log in

Home

About UNGM

Registration process

Code of conduct

Terms & Conditions

Tender notices

Contract awards

Knowledge centre

UNSPSC

FAQs

Press release

Existing account login


Email address *
The Email address field is required.

Password *

Remember me? ☐

[Forgotten password?](#)

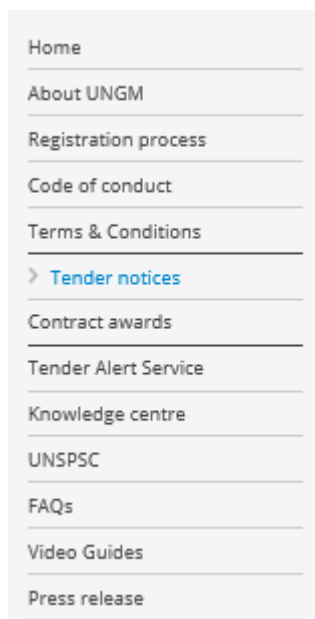
Log in

 If you do not have an account yet, you can register by clicking on the **"New Registration"** button below.

New Registration

3. BÚSQUEDA DE ANUNCIOS DE LICITACIÓN ABIERTOS PUBLICADOS POR EL ITC

Una vez conectado, seleccione “Anuncios de licitación”.



Haga clic en **MOSTRAR MÁS CRITERIOS** en la parte superior derecha.

A search criteria form with fields for Title, Description, Reference, Published between (with a date picker set to 15-Jun-2022), and Deadline between (with a date picker set to 15-Jun-2022). There are Search and Clear all buttons. A red arrow points to a yellow button labeled "Show more criteria" in the top right corner.

En el campo “Organización de la ONU”, escriba **ITC**.

A search results page with the same search criteria form on the left. On the right, there are filters for UN Organization (with a dropdown menu showing "ITC" selected), Beneficiary country or territory (with a dropdown menu showing "Type a country or territory"), Goods and Services (with a link to "Search codes"), and Types of notice (with several checkboxes). There is also a Sustainable Notice checkbox. A red arrow points from the "ITC" dropdown to the Search button at the bottom left. A blue button labeled "Hide advance criteria" is in the top right.

El sistema mostrará automáticamente todos los anuncios de licitación abiertos activos publicados por el ITC. Haciendo clic en cualquiera de las licitaciones, accederá a la información detallada de cada una de ellas.

La referencia para esta licitación es: **RFP 2023-05-EL-Amd 1**

En la parte superior de cada oferta, debería ver un botón verde con “**VER DOCUMENTOS**” (si procede) o un botón azul con “**ESTOY INTERESADO**”. Si procede, haga clic en “**ESTOY INTERESADO**” para notificarle al ITC que desea participar en esta licitación. Este botón se convertirá en un botón verde “**VER DOCUMENTOS**”.

Haga clic en **VER DOCUMENTOS** para acceder al pliego de condiciones.

View Documents

General | Contacts | Links | Documents | UNSPSC | Revisions

General information

Type of notice	Request for quotation
Registration level	None
Title	Training 003 - IG RFQ for chairs
UN organization	United Nations Children's Fund
Reference	IG-001
Published	12-Sep-2017
Deadline	14-Sep-2017 01:00
Time zone	(GMT 2.00) Brussels, Copenhagen, Madrid, Paris
Description	test 003

Countries/territories

Denmark

Express Interest

General | Contacts | Links | Documents | UNSPSC | Revisions

General information

Type of notice	Request for quotation
Registration level	None
Title	Training 004 - DG/004 RFQ (With Questionnaire)
UN organization	United Nations Children's Fund
Reference	DG/004
Published	12-Sep-2017
Deadline	21-Sep-2017 00:00
Time zone	(GMT 2.00) Brussels, Copenhagen, Madrid, Paris
Description	RFQ with questionnaire

Countries/territories

Denmark

4. GESTIÓN DE LICITACIONES

Después de hacer clic en **VER DOCUMENTOS**, pasará del portal de UNGM al sistema de presentación electrónica del ITC. Aparecerá la pantalla “Gestión de licitaciones”.

UNITED NATIONS
GLOBAL MARKETPLACE

Tender Management

Home Messages Tenders UNGM Help Logout

Your return has not yet been sent

Tender Documents Correspondence History

TRAINING 003 - LGS - Test RFQ

Title :	TRAINING 003 - LGS - Test RFQ
Reference :	RFQ/DAN-001
Description :	This is supposed to be the standard text
Contact :	
Directive :	Supplies
Procedure :	RFQ

En cualquier momento podrá volver a UNGM seleccionando la “pestaña UNGM” en el menú superior.

Ya está en el sistema de presentación electrónica de ITC. En esta parte, tiene cuatro/cinco pestañas de menú.

- **Licitación:** Información general sobre esta licitación.
- **Documentos:** Aquí puede consultar el pliego de condiciones, así como los plazos para presentar su oferta y para cualquier consulta por parte de los proveedores. En la misma parte, puede confirmar su intención de presentar una oferta; al hacerlo, verá los campos que debe rellenar obligatoriamente, así como los cuestionarios que hay que cumplimentar antes de presentar la oferta. También puede finalizar el proceso de presentación de su oferta en esta pestaña. Si, tras revisar el pliego de condiciones, decide no participar en la licitación, haga clic en “No participar” e indique el motivo correspondiente.
- **Correspondencia:** en esta sección puede enviar solicitudes de aclaración o cualquier otra pregunta que desee dirigir al ITC. Envíe toda la correspondencia relacionada con la licitación a través de esta sección (en lugar de por correo electrónico normal).
- **Aclaraciones:** en esta sección, puede leer las aclaraciones emitidas por ITC (puestas a disposición de todos los licitadores). Asegúrese de leer todas las aclaraciones, ya que forman parte integrante de las especificaciones de la licitación. Tenga en cuenta que esta pestaña sólo aparecerá cuando el ITC haga alguna aclaración sobre una licitación concreta.
- **Historial:** registro de actividades anteriores relacionadas con esta licitación. Si ha finalizado su presentación, podrá ver e imprimir un recibo en la pestaña Historial.

5. DESCARGAR LOS DOCUMENTOS DE LA LICITACIÓN y CARGAR SU OFERTA - recuerde hacer clic en **PRESENTAR LICITACIÓN** para finalizar su proceso de presentación

- I. Haga clic en la pestaña Documentos y desplácese hacia abajo para ver (y descargar) el pliego de condiciones;
- II. Haga clic en **PARTICIPAR**. A continuación, verá los campos obligatorios para los documentos que deben adjuntarse antes de presentar su oferta (también verá si hay algún cuestionario obligatorio que cumplimentar). Por lo tanto, le recomendamos que se inscriba mucho antes de que finalice el plazo de presentación para saber exactamente qué documentos debe subir antes de finalizar su proceso de presentación.

- III. Para subir todos los archivos a los campos designados, haga clic en el correspondiente **"SUBIR DOCUMENTO"** debajo del apartado **"MI LICITACIÓN"**. Puede subir documentos adicionales (no obligatorios) haciendo clic en **"ADJUNTAR DOCUMENTOS"**. Si tanto la subida de documentos adicionales (no obligatorios) como un "sobre" financiero está disponibles, es muy importante que sólo se introduzcan documentos financieros en el sobre financiero. En caso de que los licitadores deban cumplimentar un **cuestionario**, este aparecerá en rojo e incluirá **"VER CUESTIONARIO"**. No podrá presentar su oferta hasta que haya respondido a todas las preguntas obligatorias del cuestionario. Asegúrese de que los archivos enviados como parte de su oferta no estén dañados o corruptos. Tenga especial cuidado al utilizar archivos comprimidos. Cualquier archivo corrupto o dañado puede invalidar su oferta.
- IV. **IMPORTANTE:** Una vez se hayan subido todos los documentos obligatorios (así como cualquier documento adicional no obligatorio y el cuestionario se haya cumplimentado, si procede), recuerde hacer clic en el botón rojo **"PRESENTAR LICITACIÓN"** para finalizar su presentación. Si el envío se ha completado correctamente, podrá ver e imprimir un justificante en la pestaña **"HISTORIAL"**.

Confirmation of Your Involvement

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

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

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

My Tender Return - Main	Description	Options
T&C Acceptance and Payment Terms	Not Started	<input type="button" value="View Questionnaire"/>
Insurance - Public Liability	Please upload your Public Liability Insurance	<input type="button" value="Upload Document"/>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE: Large files can take some time to upload.

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

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

Click Submit Return to finalize submission

6. NINGÚN ANUNCIO DE LICITACIÓN

En caso de que su empresa no esté interesada en participar en esta licitación, desde ITC le agradeceríamos que nos lo comunicase. En este caso, le rogamos que haga clic en el botón “NO PARTICIPAR” que aparece en su página de gestión de licitaciones del ITC y seleccione uno de los siguientes motivos de no participación:

- Los productos/servicios no están en la gama de la empresa
- No cumple el pliego de condiciones de la licitación
- Tiempo insuficiente para preparar una oferta
- No puede aceptar las condiciones de UNICEF
- Volumen insuficiente de pedidos previstos
- Producto aún no comercializado
- No puede ofrecer un producto/servicio competitivo
- No se puede entregar en el país receptor (limitación de acceso)
- No está interesado en hacer negocios con UNICEF
- Otros (especifique)

The screenshot displays the ITC tender management interface. At the top, there are two tabs: 'Opt In' (highlighted in green) and 'Opt Out'. Below the tabs is a section titled 'Options' with a 'View Questionnaire' button. Underneath, there are buttons for 'View', 'Download', and 'Remove'. A section titled 'Attach Documents' is visible, with a note: 'NOTE: Large files can take some time to upload.' and an 'Attach Documents' button. A red 'Submit Return' button is also present. A modal dialog box titled 'Opt Out' is open, showing a 'Details' tab. The dialog asks the user to confirm their reasons for opting out, with a dropdown menu showing 'Product/services are not in my product/service range'. There is a checkbox for 'Stop Receiving Correspondence' and 'Opt Out' and 'Cancel' buttons at the bottom of the dialog.

7. COMUNICACIÓN CON EL ITC Y SOLICITUD DE ACLARACIONES

Todas las comunicaciones relativas a esta licitación deben hacer referencia al número de licitación 2023-05-EL-Amd 1 y presentarse antes de la “Fecha límite para consultas de proveedores”, es decir, **el 27 de agosto de 2023 antes de las 23:59 hora suiza** (como se muestra en la pestaña de documentos). Toda la correspondencia relativa a esta licitación debe realizarse a través de este sistema de presentación electrónica de ITC (**no** a través de la correspondencia electrónica habitual). Puede crear, leer y enviar correspondencia, así como consultar la recibida, en la pestaña Correspondencia.

Date	Subject
- there is no correspondence that matches your criteria -	

Notifíquese al ITC (de forma inmediata, por escrito y facilitando todos los detalles) cualquier ambigüedad, error, omisión, discrepancia, incoherencia u otro fallo en cualquier parte del pliego de condiciones o del anuncio en el sistema electrónico de presentación de ofertas del ITC. Los licitadores no se beneficiarán de tales ambigüedades, errores, omisiones, discrepancias, incoherencias u otros defectos.


Cuando presente una solicitud de aclaración, no envíe en ningún caso una copia de su oferta. **Esto invalidará su oferta.**

8. RESPUESTAS DEL ITC A LAS SOLICITUDES DE ACLARACIÓN DE LOS LICITADORES

El ITC recopilará las preguntas recibidas. ITC podrá, a su discreción y de forma inmediata, incluir en el sistema de presentación electrónica de ofertas de ITC cualquier pregunta anonimizada y su respuesta para ponerlas a disposición de todos los licitadores a modo de aclaración.

Como ya se ha mencionado, una vez que el ITC emita cualquier aclaración para una licitación concreta, se creará automáticamente una nueva pestaña de aclaraciones en el sistema.

Asegúrese de leer todas y cada una de las aclaraciones, ya que forman parte integrante del pliego de condiciones.

 **UNITED NATIONS**
GLOBAL MARKETPLACE

Tender Management

Home Messages Tenders UNGM Help Logout

Your return has not yet been sent

Tender Documents Correspondence Clarifications History

Search

Read
Unread
Show all..

Filter

Stage

None

Added Title

22 September 2017 Tender clarification

Clarification

Name: Tender clarification

Description: This is a brief tender clarification.

Date: 22 September 2017

9. MODIFICACIÓN DE SU OFERTA

Los licitadores pueden modificar su oferta antes de la fecha límite utilizando la función “MODIFICAR LICITACIÓN”. Cuando se realiza alguna modificación en las devoluciones, es imprescindible hacer clic en “**PRESENTAR LICITACIÓN**” para finalizar.

Las ofertas presentadas no podrán modificarse una vez finalizado el plazo de presentación.

My Tender Return - Main	Description	Options
170815 - [REDACTED]	(Microsoft Word Document) [REDACTED]	<input type="button" value="View"/> <input type="button" value="Download"/>

Return Submitted
<p>You have made a previous return for this tender on 22 September 2017</p> <p>It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.</p> <p>You must press the 'Submit' button again, in order to submit any subsequent modified returns.</p> <p><input type="button" value="Modify Return"/></p>

10. AYUDA - IN-TEND LTD

Si tiene algún problema técnico relacionado con el sistema informático de presentación electrónica de solicitudes, póngase en contacto con support@in-tend.co.uk o llame al +44 (0) 114 407 0065, indicando el número de licitación del ITC.

Tenga en cuenta que los datos, incluidos todos los documentos de licitación, que envíe a través de la plataforma de presentación electrónica del ITC, se almacenarán de forma segura en los servidores especializados de las Naciones Unidas de In-Tend Ltd(www.in-tend.co.uk). El acceso físico y remoto a los servidores está restringido al personal que forma parte del mantenimiento de la infraestructura. In- Tend proporciona al ITC una solución de software como servicio para la presentación electrónica de solicitudes. In- Tend permite a los funcionarios del ITC acceder a los datos confidenciales de la plataforma de presentación electrónica de solicitudes del ITC. Los datos se envían utilizando la tecnología de encriptación SSL para garantizar la seguridad de las comunicaciones.

Tenga en cuenta que las notificaciones automáticas del sistema procederán de la siguiente dirección de correo electrónico: support@in-tend.co.uk

**BIDDERS' INSTRUCTIONS ON
HOW TO ACCESS ITC TENDER
DOCUMENTS IN UNGM AND SUBMIT
OFFERS THROUGH THE ITC UNGM/
TENDER SUBMISSION SYSTEM**

1. REGISTRATION IN UNGM

To access the tender documents, it is a mandatory requirement that **your company is registered in UNGM** (Basic Level is sufficient) - <https://www.ungm.org/Account/Registration>.

Please click on "Login and New Registrations", follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.



Please ensure that your UNGM BASIC REGISTRATION with ITC and UN SECRETARIAT is complete. If not, please add the information requested by the UNGM system before proceeding. Please ensure that, after registering, you activate your UNGM account (you will receive an activation email). Finally, it is extremely important to check that **all relevant up to date email addresses are included in your company's UNGM registration**.

For further help on how to register you can refer to the following: <https://help.ungm.org/hc/en-us/articles/360012810860-How-to-register-as-a-supplier-on-UNGM->, or also refer to page 11 to 13.

For any UNGM registration queries, please contact UNGM's help desk via the HELP button on the right hand side of the [ungm.org](https://www.ungm.org) home page.

2. LOG-IN TO THE UNGM WEBSITE

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

Home

About UNGM

Registration process

Code of conduct

Terms & Conditions

Tender notices

Contract awards

Knowledge centre

UNSPSC

FAQs

Press release

Log in

Existing account login

Email address *

The Email address field is required.

Password *

Remember me?

[Forgotten password?](#)

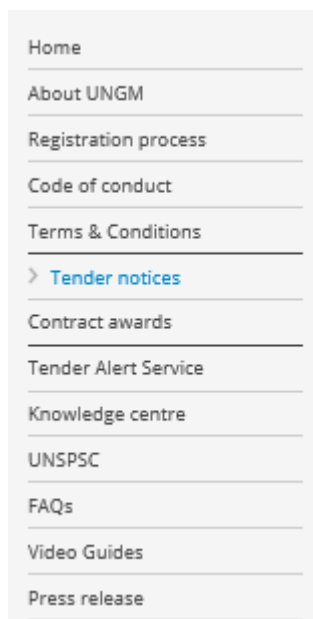
Log in

If you do not have an account yet, you can register by clicking on the **"New Registration"** button below.

New Registration

3. SEARCH FOR OPEN TENDER NOTICES ISSUED BY ITC

Once you have logged in, select “Tender notices”.



Click on **SHOW MORE CRITERIA** on the upper right side.

A search criteria form with fields for Title, Description, Reference, Published between (15-Jun-2022), and Deadline between (15-Jun-2022). It includes Search and Clear all buttons. A red arrow points to a yellow 'Show more criteria' button in the top right corner.

In the “UN Organization” Field, type **ITC**.

A search results page showing the same search criteria as before. The 'UN Organization' field now contains 'ITC'. A red arrow points to the 'ITC' text. Another red arrow points to a yellow 'Search' button at the bottom left. A 'Hide advance criteria' button is in the top right. Below the search criteria, there are sections for 'Goods and Services' (with a 'Search codes' link) and 'Type of notice' (with several checkboxes: 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). A 'Sustainable Notice' section with a 'Sustainable' checkbox is also present.

The system will automatically show all the active open tender notices issued by ITC.
By clicking on any of the tenders you will be taken to the detailed information for each tender.
The reference for this tender is: **RFP 2023-05-EL-Amd 1**

At the top of each tender, you should see a green button with “**VIEW DOCUMENTS**” (if applicable) or a blue button with “**EXPRESS INTEREST**”. If applicable, click on “**EXPRESS INTEREST**” to notify ITC that you are interested in participating in this tender. This button will then change into a green button “**VIEW DOCUMENTS**”.

Click on this **VIEW DOCUMENTS** button to access to the tender documents.

View Documents

General | Contacts | Links | Documents | UNSPSC | Revisions

General information

Type of notice	Request for quotation
Registration level	None
Title	Training 003 - IG RFQ for chairs
UN organization	United Nations Children's Fund
Reference	IG-001
Published	12-Sep-2017
Deadline	14-Sep-2017 01:00
Time zone	(GMT 2.00) Brussels, Copenhagen, Madrid, Paris
Description	test 003

Countries/territories

Denmark

Express Interest

General | Contacts | Links | Documents | UNSPSC | Revisions

General information

Type of notice	Request for quotation
Registration level	None
Title	Training 004 - DG/004 RFQ (With Questionnaire)
UN organization	United Nations Children's Fund
Reference	DG/004
Published	12-Sep-2017
Deadline	21-Sep-2017 00:00
Time zone	(GMT 2.00) Brussels, Copenhagen, Madrid, Paris
Description	RFQ with questionnaire

Countries/territories

Denmark

4. TENDER MANAGEMENT

After clicking the **VIEW DOCUMENTS** button, you will be transferred from the UNGM portal to the ITC e-submission system. The “Tender Management” screen will appear.

The screenshot shows the 'Tender Management' page. At the top, there is a navigation bar with links: Home, Messages, Tenders, UNGM, Help, and Logout. Below this is a red banner stating 'Your return has not yet been sent'. The main content area has a blue header with the United Nations Global Marketplace logo and the title 'Tender Management'. Below the header is a tabbed interface with four tabs: Tender, Documents, Correspondence, and History. The 'Tender' tab is selected, showing details for 'TRAINING 003 - LGS - Test RFQ'. The details are organized into a table with two columns: 'Title' and 'Value'. The rows are: 'Title : TRAINING 003 - LGS - Test RFQ', 'Reference : RFQ/DAN-001', 'Description : This is supposed to be the standard text', 'Contact : [redacted]', 'Directive : Supplies', and 'Procedure : RFQ'.

Title	Value
Title :	TRAINING 003 - LGS - Test RFQ
Reference :	RFQ/DAN-001
Description :	This is supposed to be the standard text
Contact :	[redacted]
Directive :	Supplies
Procedure :	RFQ

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

You are now in the ITC e-submission system. In this area, you have four/five menu tabs.

- **Tender:** General information about this tender.
- **Documents:** Here you can see the tender documents, the deadline to submit your Offer and the deadline for any supplier queries. In the same area, you can opt in to confirm your intention to submit an Offer – by doing so you will see any mandatory placeholders that must be filled and questionnaires completed prior to submitting your Offer. You also finalize submission of your Offer at this tab. If, after reviewing the tender documents, you decide not to participate in the tender, please click on “Opt out” and indicate the appropriate reason.
- **Correspondence:** In this section, you can send requests for clarification or any other question you want to address to ITC. Please send any correspondence related to the tender through this section (instead of via regular email).
- **Clarifications:** In this section, you can read the clarifications issued by ITC (made available to all bidders). Please ensure you read all the clarifications, as they are an integral part of the tender specifications. Note this tab will only appear if and when ITC makes any clarifications for a particular tender exercise.
- **History:** a log of past activities related to this tender. If you have finalized your submission you will be able to view and print a receipt under this History tab.

5. DOWNLOADING THE TENDER’S DOCUMENTS and UPLOADING YOUR OFFER– remember to click **SUBMIT RETURN** to finalize your submission

- I. Click Documents tab and scroll down to view (and download) the tender documents;
- II. Click on the “**OPT IN**” button. You will then see the mandatory placeholders for documents that must be attached prior to submitting your Offer (you will also see if there are any mandatory questionnaires to complete). As such, you are recommended to ‘opt in’ well before the submission deadline so you are clear exactly what documents are required to be uploaded prior to completing your submission.
- III. To upload all the files in the designated placeholder(s), click on the relevant “**UPLOAD DOCUMENT**”

red button(s) under the “MY TENDER RETURN” heading. You can upload additional (non-mandatory documents) by clicking on the “ATTACH DOCUMENTS” button. If uploading additional (non-mandatory) documents and a financial ‘envelope’ is available then it is vital that only financial documents are put in the financial envelope. If bidders are required to complete a **Questionnaire**, it will be shown in Red and marked “VIEW QUESTIONNAIRE” button. You will not be able to submit your Offer until any mandatory questions in the questionnaire have been answered. Please ensure that any files submitted as part of your Bid are not corrupt or damaged in any way. Please exercise particular caution when using compressed files. Any corrupt or damaged files may lead to your Bid being invalidated.

- IV. **IMPORTANT:** Once all mandatory documents (and any additional non-mandatory documents) are uploaded (and the Questionnaire completed, if applicable), please remember to click on the red button “**SUBMIT RETURN**” to finalize your submission. If the submission is properly completed, you will be able to view and print a receipt under the “HISTORY” tab.

Confirmation of Your Involvement

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

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

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

My Tender Return - Main	Description	Options
T&C Acceptance and Payment Terms	Not Started	<input type="button" value="View Questionnaire"/>
Insurance - Public Liability	Please upload your Public Liability Insurance	<input type="button" value="Upload Document"/>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE: Large files can take some time to upload.

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

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

Click Submit Return to finalize submission

6. NO BID NOTICE

In the event that your company is not interested in participating in this tender, ITC would appreciate your feedback. In this case, you are kindly requested to click on the “OPT OUT” button displayed on your ITC Tender Management page and select one of the following reasons for non-participation:

- Product/services are not in the company’s range
- Cannot meet the tender’s specifications/terms of reference
- Insufficient time to prepare an Offer
- Cannot accept UNICEF’s terms and conditions
- Insufficient volume of orders expected
- Product not yet commercially available
- Cannot offer a competitive product/service
- Cannot deliver to the receiving country (access limitation)
- Not interested in doing business with UNICEF
- Other (please specify)

The screenshot displays the ITC Tender Management interface. At the top, there are two buttons: 'Opt In' (highlighted in green) and 'Opt Out'. Below these is a section titled 'Options' containing a 'View Questionnaire' button and a row of buttons: 'View', 'Download', and 'Remove'. The main content area shows a list of documents, including 'Tender Document' and 'Public Liability'. A note states: 'NOTE: Large files can take some time to upload.' Below this is an 'Attach Documents' button. At the bottom of the main area is a red 'Submit Return' button. A modal window titled 'Opt Out' is open, featuring a 'Details' tab. Inside the modal, it asks the user to 'Please confirm your reasons for opting out of this stage.' A dropdown menu is set to 'Product/services are not in my product/service range'. There is a large text input field for additional comments. A checkbox labeled 'Stop Receiving Correspondence' is present. At the bottom of the modal are 'Opt Out' and 'Cancel' buttons.

7. COMMUNICATING WITH ITC AND REQUESTING CLARIFICATIONS

All communications concerning this tender should reference the tender number **2023-05-EL-Amd1** and be submitted prior to the “Deadline for supplier queries” i.e. **27 August 2023, 23:59 Swiss time** (as shown on the documents tab). All correspondence regarding this tender should take place via this ITC e-submission system (**not** via regular email correspondence). Correspondence can be created, read, sent and received under the Correspondence tab.

The screenshot shows the 'Correspondence' tab selected in a navigation bar with 'Tender', 'Documents', 'Correspondence', and 'History'. Below the navigation bar, there is a search bar with a magnifying glass icon. To the right of the search bar, a yellow note states: 'Please note : The correspondence area is only to be used for tender based queries, please see the help section for the technical contact details.' Below the search bar, there is a list of filters: 'Received', 'Sent', 'Unread', 'Read', and 'Show all..'. To the right of the filters, there is a table with two columns: 'Date' and 'Subject'. The table is currently empty, and a message at the bottom of the table states: '- there is no correspondence that matches your criteria -'. Below the filters, there is a 'Filter' section with a 'Stage' dropdown menu set to 'None'. At the bottom, there is an 'Options' section with a 'Create Correspondence' button.

Please notify ITC immediately in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the Solicitation Document or the notice on the ITC e- submission system, providing full details. Bidders will not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.


When submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer. **This will invalidate your offer.**

8. ITC'S REPLIES TO BIDDERS' REQUESTS FOR CLARIFICATION

ITC will compile the questions received. ITC may, at its discretion, at once copy any anonymized question and make its reply available to all Bidders as a clarification in the ITC e-submission system.

As mentioned, once any clarifications for a particular tender are issued by ITC, a new clarifications tab will automatically be created in the system.

Ensure you read any and all clarifications as they are an integral part of the tender specifications.

 **UNITED NATIONS**
GLOBAL MARKETPLACE

Tender Management

Home Messages Tenders UNGM Help Logout

Your return has not yet been sent

Tender Documents Correspondence Clarifications History

Search

Read
Unread
Show all..

Filter

Stage

None

Added Title

22 September 2017 Tender clarification

Clarification

Name: Tender clarification

Description: This is a brief tender clarification.


Date: 22 September 2017

9. MODIFICATION OF YOUR OFFER

Bidders may modify their offer before the deadline using the “MODIFY RETURN” function.

When there is any modification made to returns, it is vital that the “**SUBMIT RETURN**” button is clicked to finalize.

Submitted offers cannot be modified after the tender deadline.

My Tender Return - Main	Description	Options
 170815 - [REDACTED]	(Microsoft Word Document) [REDACTED]	<input type="button" value="View"/> <input type="button" value="Download"/>

Return Submitted
<p>You have made a previous return for this tender on 22 September 2017</p> <p>It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids.</p> <p>You must press the 'Submit' button again, in order to submit any subsequent modified returns.</p> <p><input type="button" value="Modify Return"/></p>

10. SYSTEM HELP - IN-TEND LTD

If you have any technical IT related issues concerning the IT e-submission system please contact: support@in-tend.co.uk or +44 (0) 114 407 0065, referencing the ITC tender number.

Please note that data, including all bid documents, submitted in your use of the ITC e-submissions platform will be stored securely on In-Tend Ltd's (www.in-tend.co.uk) dedicated UN servers. Physical and remote access to the servers is heavily restricted to personnel involved in the infrastructure maintenance. In-Tend provides a Software as Service e-submissions solution to ITC. In-Tend grants access to confidential data in the ITC e-submissions platform to ITC officials. Data is sent across using SSL encryption technology to help provide communications security for the data submitted.

Note that any automatic system notifications will come from following email address: support@in-tend.co.uk