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BIDDERS' INSTRUCTIONS ON HOW TO ACCESS FAO TENDER DOCUMENTS and SUBMIT BIDS THROUGH UNGM

The registration with UNGM (<https://www.ungm.org/Vendor/Registration>) is a mandatory requirement in order to participate to FAO's tenders. Please visit www.ungm.org for more information on how to register your company in UNGM.

1. REGISTRATION IN UNGM

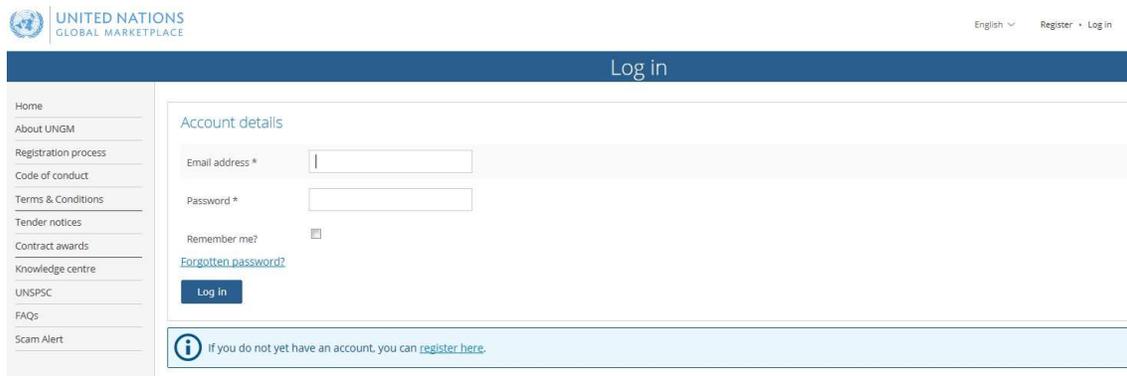
To access the tender documents, you need to be fully registered in UNGM (Basic Level is sufficient). Please click on "Register", follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.



Please ensure that your UNGM BASIC REGISTRATION with FAO is complete. If not, please add the information requested by the UNGM system before proceeding.

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



My Dashboard

! We are in the process of updating the UNSPSC codes. For more information on the changes and addition, read here - [UNSPSC changes](#)

Your UNGM number is 406344

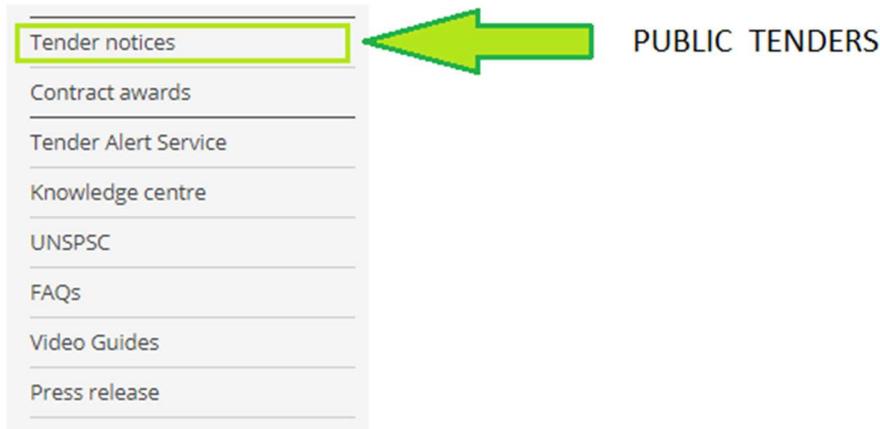
i There are UN organizations matching your profile to which you have not yet submitted your vendor registration. Visit the [Registration page](#) and click on the UN Organizations section to submit your registration now.

Company registration status

i The statuses of your company's registration submissions are shown below. For an explanation of what each status means, please [click here](#)

3. SEARCH FOR PUBLIC TENDER NOTICES ISSUED BY FAO

From the UNGM home page, click on “Business Opportunities” and select “Tender Notices” to access the list of public tender notices.



Click on the “Clear All” button to clear the default dates in the fields “Published between” and “Deadline between”.

Search tender notices

! Beware of scams requesting payment for registration as a vendor and promising guarantees of contracts. For more information, please click [here](#).

Hide advance criteria

Title:

Description:

Reference:

Published between: and

Deadline between: and

UN Organization: **FAO** [\(remove\)](#)

Beneficiary Country/area: Type a country/area name

UNSPSC Codes: [Select UNSPSC](#)

Type: Not set Request for EDI Request for proposal Request for quotation Invitation to bid Request for pre-qualification Request for information Grant support-call for proposal

Clear All

Displaying results 1 to 15 of 158

Click on “Show more criteria” button in the upper right side and type **FAO** in the “UN Organization” Field.

My Tenders

Title:

Description:

Reference:

Published between: and

Deadline between: and

[Clear All](#)

UN Organization:

Beneficiary Country/area:

UNSPSC Codes: [Select UNSPSC](#)

Type:

Not set Request for EOI Request for proposal Request for quotation

Invitation to bid Request for pre-qualification Request for information

Grant support-call for proposal

[Hide advance criteria](#)

The system will automatically show all the active tender notices issued by FAO. On the left side of each tender line, you should see a blue button “[Express Interest](#)” (if applicable) or a green button “[View Documents](#)”.

After logging into the UNGM with your supplier account, click on “[Express Interest](#)” to notify FAO that you are interested in participating in this Tender. After few seconds, the button will change in a green button “[View Documents](#)”.

View Documents	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea	01-Dec-2015 11:00	17-Nov-2015	FAO	Invitation to bid	2015/CSAPF/RAPRD/100011	Papua New Guinea
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Click on “[View Documents](#)” to access to the tender documents for each specific tender.

4. SEARCH FOR RESTRICTED TENDER NOTICES ISSUED BY FAO

Once you have logged in, select “[My Tenders](#)” to access the list of restricted tender notices. These are the tenders your company has been invited to by the UN Agencies. In this page, restricted tender notices are presented in the same way as public ones and can be searched using the same methods.



Alternatively, under [My Tenders](#), click on ‘FAO’ to access restricted tenders your company has been invited to by FAO. In this page you will only find tender notices for which FAO has expressly invited your company to participate.

5. TENDER MANAGEMENT

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

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

IMPORTANT: If the Tender Management screen does not display, please contact UNGM Support, referencing the exact FAO Tender Reference Number.

You are now in the FAO e-tendering system. In this area, you have few menu tabs.

- **Tender:** General information about this tender
- **Second Tab:** **IMPORTANT!** Here you can visualize the **deadline** all the **tender documents**. On the same page, you will find the Opt In/Opt Out buttons to communicate your interest in participating / not participating to the tender and, in positive case, the placeholders for **uploading your proposal and all the related documents**.
- **Correspondence:** In this section, you can send requests for clarification or any other question you want to address to FAO.

- **Clarifications:** In this section, you can read the **clarifications issued by FAO** (made available to all bidders). Please ensure to read all the clarifications, as they are part of the tender specifications. **History:** a log of past activities related to this tender.

6. DOWNLOADING THE TENDER’S DOCUMENTS and UPLOADING YOUR TECHNICAL AND FINANCIAL OFFERS

I. Click on the **second tab** and scroll down to view and download the tender documents;

How To Attach & Submit Documents

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.

NOTE: Large files may take some time to upload.

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

Server Time: 30 Nov 2015 11:01:25 **Due Date:** 01 Dec 2015 12:00:00 **Time Remaining:** 1 Day 28 Minutes 35 Seconds

Tender Details

Stage Name	Invitation to Bid
Locked Until	01 December 2015
Closing Date	01 December 2015
Project Title	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea
Project Description	The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the procurement of Precision Measuring Instruments and Navigation & Communication Equipment for Papua New Guinea. If you are interested in submitting an offer, please make sure to have, at least, a Basic Registration with UNGM (www.ungm.org). Instructions on how to access FAO tender documents through UNGM are attached to the present notice under the 'DOCUMENTS' tab; please follow these instructions when submitting your bid. OFFERS WILL BE ACCEPTED ONLY IF SUBMITTED THROUGH THE UNGM PORTAL. OFFERS NOT SUBMITTED THROUGH THE UNGM PORTAL WILL BE INVALIDATED.

Tender Documents Received - Main

Description	Options
FAO ITS 2015-CSAPP-RAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG2.pdf	Tender Document View Download
FAO General TOL_GoodsL - April 2015.pdf	FAO General terms and conditions for goods View Download

Confirmation of Your Involvement

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

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

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

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

II. Click on the **“OPT IN”** button;

III. To upload all the files in the designated envelope, click on the relevant **“Upload Document”** red buttons in **“My Tender Return”** section.

Confirmation of Your Involvement

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

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

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

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

My Tender Return - Main

General	Description	Envelope	Options
General	Please insert here your technical offer	Technical Envelope	Upload Document
General	Please insert here your financial offer	Financial Envelope	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.

Envelope: (None) [Attach Documents](#)

NOTES:

1. It is highly recommended that the size of the files does not exceed 5MB.
2. Do not upload files with filenames containing special characters such as: **_ ! ***, as this may result in corrupt/unreadable documentation, which would be considered as an **invalid submission**.

In case bidders are required to complete a **Questionnaire**, it will be shown in Red and marked with a **“Not Started”** button. It is mandatory that any Questionnaire is completed.

IV. **IMPORTANT:** Once both technical and financial files are uploaded (and the Questionnaire, if applicable), please remember to click on the red button **“Submit Return”** to send your offer. If the submission is properly completed, you will be able to view and download a receipt under the **“HISTORY”** tab.

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	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>

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.

Envelope: (None)

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.

You can upload additional (non-mandatory documents) by clicking on the “**Attach Documents**” button.

7. NO BID NOTICE

In the event that your company is not interested to participate to this tender, the Organization would appreciate your feedback. In this case, you are kindly requested to click on the “**OPT OUT**” button displayed on your UNGM Tender Management page and select one of the following reason(s) for non-participation:

- Requirements are outside our normal activities
- There is insufficient time to prepare a bid
- Present lack of resources to undertake more work
- Bid submitted by authorized dealer in destination country
- Participating as subcontractor to another lead bidder
- Other (please specify briefly below)

IF SUBMITTED THROUGH THE UNGM PORTAL, THE RETURN WILL BE INVALIDATED.

Tender Documents Received - Main	Description	Options
FAO ITB 2015-CSAPP-RAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf	Tender Do	<input type="button" value="View"/> <input type="button" value="Download"/>
FAO General TCs_Goods_ - April 2015.pdf	FAO Gene	<input type="button" value="View"/> <input type="button" value="Download"/>

Confirmation of Your Involvement

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

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

Opt Out

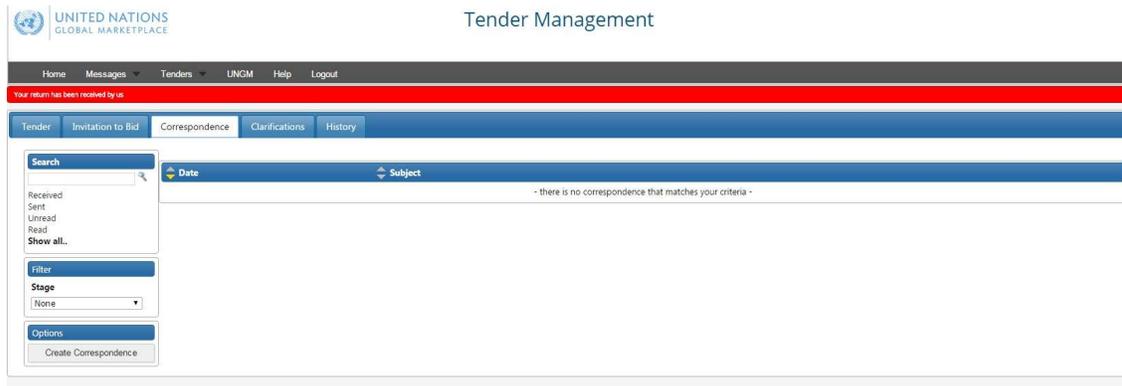
Details

Please confirm your reasons for opting out of this stage.

Stop Receiving Correspondence

8. COMMUNICATING WITH FAO AND REQUESTING CLARIFICATIONS

All communications concerning this tender should be submitted as soon as possible through the UNGM portal under the “**CORRESPONDENCE**” tab.



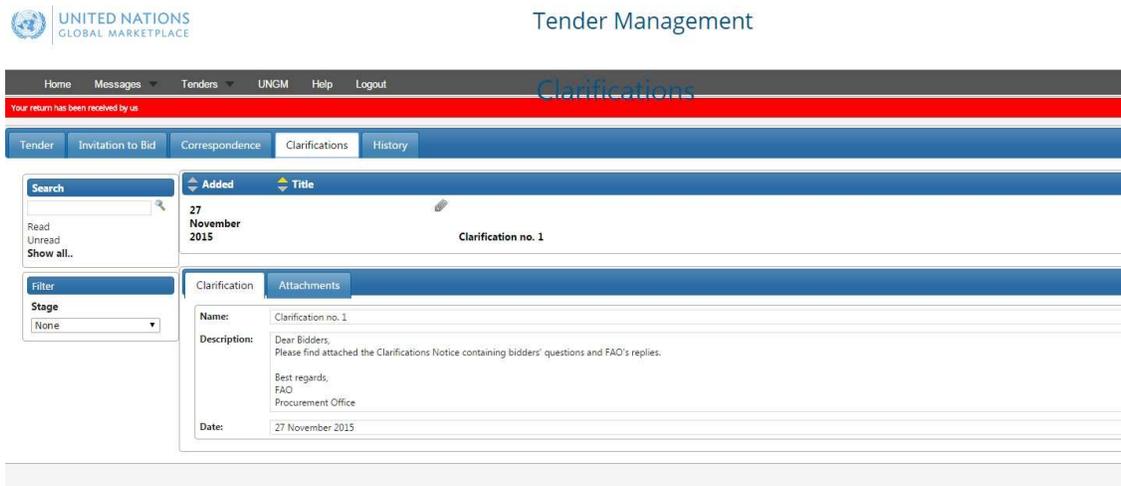
Bidders are responsible for appropriately examining this tender. If you find discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, you shall submit any request for clarification through the aforementioned “CORRESPONDENCE” tab.

In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

9. FAO’s REPLIES TO BIDDERS’ REQUESTS FOR CLARIFICATION

Responses to clarification enquiries will be simultaneously issued by FAO to all bidders through the UNGM portal. The system will send automatic e-mail notifications to all bidders every time a clarification, or any other communication related to the tender notice, is sent out by FAO.

All FAO’s responses to bidders’ questions will be uploaded under the “CLARIFICATIONS” tab of your Tender Management page and made available to all bidders. Please ensure to read all the clarifications as they become part of the tender specifications.



10. MODIFICATION OR WITHDRAWAL OF YOUR OFFER

Bidders may, without prejudice, modify or withdraw their offer before the deadline using the “MODIFY RETURN” function. Submitted offers cannot be modified after the tender deadline.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	View Download
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	View Download

Return Submitted

You have made a previous return for this tender on **30 November 2015**

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. You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

11. HELP

In case you have issues concerning the UNGM system navigation and functionality please visit the UNGM Help page, referencing the exact FAO Tender Reference Number.


Help

[Home](#) [Messages](#) [Tenders](#) [UNGM](#) [Help](#) [Logout](#)

Support Pages

- [Help Overview](#)
- [FAQ](#)
- [Step-by-Step Guide - Flowchart](#)

Downloads

- [Miscellaneous Downloads](#)

Web Site Information Pages

- [Suggestions](#)
- [Browser Compatibility](#)
- [Privacy Policy](#)

Contact Us

If you have any questions relating to tendering with In-Tend e-Tendering please contact support@in-tend.com or call us on +44 (0)1332 869400.

If you have any questions on how to use this web site please contact the In-Tend Support team at support@in-tend.com or call us on 0845 557 8079 / +44 (0) 114 407 0065. If this number is inoperative due to a fault then the alternative number is +44 (0)785 355314 (please note this mobile number will only be active in the event of a fault on the main support number).

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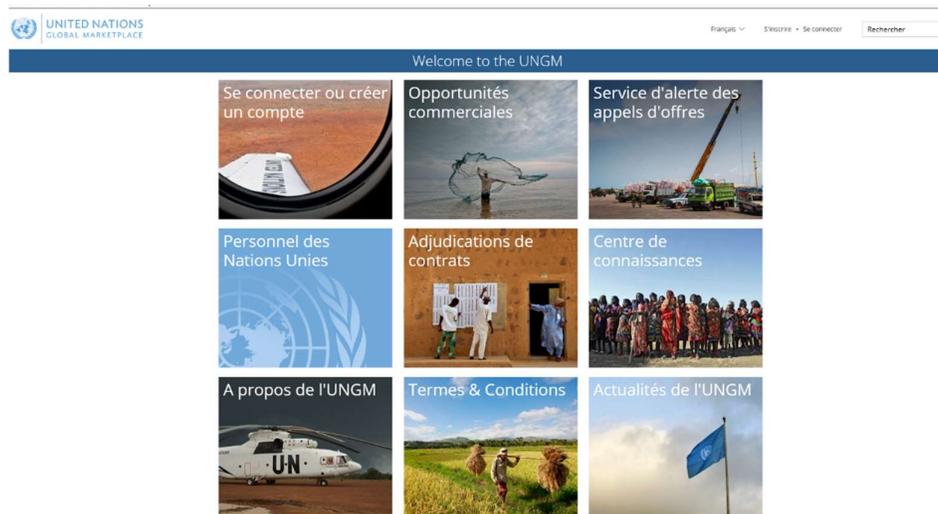
Neither In-Tend e-Tendering nor In-Tend Limited are responsible for the content of any external internet sites which are linked to via this web site.

INSTRUCTIONS AUX SOUMISSIONNAIRES POUR ACCEDER AUX DOCUMENTS D'APPELS D'OFFRES DE LA FAO ET SOUMETTRE SON ENVOI AVEC UNGM

L'inscription sur le Portail mondial pour les fournisseurs des organismes des Nations Unies UNGM (<https://www.ungm.org/ Vendor/Registration>) est obligatoire afin de participer aux appels d'offres de la FAO. Veuillez consulter le site web www.ungm.org pour plus d'informations sur l'inscription sur UNGM (si vous n'êtes pas encore inscrit).

12. INSCRIPTION SUR L'UNGM

Afin d'accéder aux documents de l'appel d'offres, vous devez vous inscrire sur UNGM (l'inscription au niveau de base est suffisante). Cliquez sur « Créer un compte », suivez les instructions et choisissez votre nom d'utilisateur (votre adresse e-mail) et votre mot de passe.



Veuillez-vous assurer que votre inscription au niveau de base UNGM avec la **FAO est complète**. Dans le cas contraire, veuillez insérer les informations requises par UNGM avant de continuer.

13. CONNECTION AU SITE UNGM

Une fois l'inscription au niveau de base terminée, veuillez-vous connecter à UNGM en utilisant votre adresse email et votre mot de passe.

14. ACCES AUX APPELS D'OFFRES OUVERTES DE LA FAO

Une fois connecté, sélectionnez « [Opportunités commerciales](#) » dans le menu de gauche pour visualiser les appels d'offres ouverts.



Cliquez sur **TOUT EFFACER** pour effacer les dates dans les champs « Publié entre le » et « Date d'échéance entre le ».

Cliquez sur **RECHERCHE AVANCEE** en haut à droite. Dans le champ « Organismes des Nations Unies », insérez FAO

Rechercher des avis de marché

! Le service d'alertes des appels d'offres connecte les fournisseurs aux avis de marché. Cliquez ici pour en apprendre davantage sur ce service.

Titre

Description

Référence

Publié entre le et le 10-déc.-2018

Date d'échéance entre le 10-déc.-2018 et le

Tout effacer

Recherche avancée

Le système vous donnera une vue d'ensemble de tous les appels d'offres en cours pour la FAO. A gauche du nom de chaque appel d'offres, vous verrez un bouton bleu "EXPRIMER INTERET" ou un bouton vert "VOIR DOCUMENTS".

S'il y a lieu, cliquez sur "EXPRIMER INTERET" pour signaler à la FAO que vous êtes intéressé par l'appel d'offres. Quelques seconds après, le bouton deviendra vert et changera en "VOIR DOCUMENTS".

Voir documents	test 2018,12,06	27-déc.-2018 15:44 (GMT 1.00)	06-déc.-2018	FAO	Appel d'offres	2018/CSAPC/TCESD/100212	Royaume-Uni
----------------	---------------------------------	-------------------------------------	--------------	-----	----------------	-------------------------	-------------

Cliquez sur le bouton vert "VOIR DOCUMENTS" pour accéder aux documents de l'appel d'offres.

15. ACCES AUX APPELS D'OFFRES RESTREINTES (FERMÉES) DE LA FAO

Une fois connecté, sélectionnez "Mes avis de marché" dans le menu de gauche. Le système vous donnera une vue d'ensemble des appels d'offres restreintes. Ces appels d'offres sont visibles seulement aux fournisseurs ajoutés/invités par des organismes UN. Dans cette page, les appels d'offres fermées se présentent le même que les appels d'offres publiques (Ouvertes) et peuvent être cherchée en utilisant la même méthode.

Mon espace UNGM

- Mon tableau de bord
- Mes paramètres
- Inscription au niveau de base
- Mes statuts d'inscription
- Niveau 1
- Mes documents
 - > Mes avis de marché
 - PNUD
 - OMS
 - UNICEF
 - UNOP

APPELS D'OFFRES RESTREINTES



Alternativement, dans “Mes avis de marché”, cliquez-vous sur ‘FAO’ pour avoir accès aux appels d’offres restreints de la FAO qui a expressément invitée votre entreprise à participer.

The screenshot shows the 'Appels d'offres' (Tenders) section of the United Nations Global Marketplace. The page features a search bar, a navigation menu with options like 'Accueil', 'Messages', 'Appels d'offres', 'UNGM', 'Aide (en anglais seulement)', and 'Déconnexion'. On the left, there are filters for 'Client' (set to 'All') and 'Participation' (set to 'Tous'). The main content area displays two tender listings:

- Animal feed (Syria)**: Status: 'Votre déclaration est considérée par nous', Description: '6 kg of vegetable seeds', Date limite: '11 Sep 2018 12:00'. A 'Voir les détails' button is present.
- Computer (Note Book) for TCP/MYA/3601 project**: Status: 'Votre expression d'intérêt dans l'appel d'offres est en cours a progressé de nous', Description: 'Note book computer I5, CPU 8550.....', Date limite: '20 Nov 2018 11:01'. A 'Voir les détails' button is present.

16. GESTION DES APPELS D’OFFRES

Après avoir cliqué sur le bouton VOIR DOCUMENTS, vous accéderez à la plate-forme des appels d’offres en ligne “Gestion des appels d’offres”.

The screenshot shows the 'Gestion des appels d'offres' (Tender Management) page. The page has a navigation bar with 'Appel d'offres', 'stage', 'Messages', and 'Historique'. A red banner at the top reads 'Votre retour n'a pas encore été envoyé'. Below, a detailed view of a tender titled 'test 2018.12.06' is shown, including the following fields:

Title :	test 2018.12.06
Reference :	2018/CSAPC/TCESD/100212
Description :	test 2018.12.06
Contact :	Massimo Gambineri
Date documents can be requested until :	20 Déc 2018 15:44
Process :	PUBLIC
Directive :	CONCESSION
Procédure :	ITB

A tout moment vous pourrez revenir à UNGM en cliquant sur UNGM en haut dans l’écran.

IMPORTANT: Au cas où vous rencontreriez des problèmes pour accéder à la plate-forme des appels d’offres en ligne, veuillez envoyer un message à le support UNGM pour assistance, en indiquant le numéro d’appel d’offres dans le sujet.

Vous êtes maintenant connecté à la plate-forme des appels d’offres en ligne de la FAO. Dans la page, des onglets sont affichés :

- **Appel d’offres :** Informations générales concernant l’appel d’offres
- **Stage:** IMPORTANT! Cet onglet affiche la date-limite de soumission des offres et tous les documents de l’appel d’offres. En bas dans l’écran, vous pouvez visualiser le bouton vert JE PARTICIPE pour confirmer votre participation y les répertoires réservés à la mise en ligne de votre offre et des documents y relatifs
- **Messages:** Vous pouvez utiliser la fonction MESSAGES pour envoyer à la FAO toute question concernant l’appel d’offres.
- **Clarifications/Précision:** Toute clarifications apportées par la FAO sont affichées dans cette section. Veuillez-vous assurer de lire toutes les clarifications, car elles font partie des spécifications.

17. TELECHARGEMENT DES DOCUMENTS D'APPEL D'OFFRE ET MISE EN LIGNE DES OFFRES COMMERCIALES ET TECHNIQUES

V. Sélectionnez l'onglet **STAGE** et déroulez la page pour voir et télécharger les documents de l'appel d'offres;

Accueil Messages Appels d'offres UNGM Aide (en anglais seulement) Déconnexion

Votre retour n'a pas encore été envoyé

Appel d'offres **stage** Messages Historique

Comment joindre et soumettre des documents

- Si des documents obligatoires ont été demandés, ils apparaîtront dans la section **Ma candidature/offre** plus bas sur votre écran et vous pourrez les mettre en ligne en cliquant sur **Mettre en ligne un document**. Sélectionnez votre document et cliquez sur ouvrir.
- Pour joindre d'autres documents à votre candidature/offre, cliquez sur le bouton **Joindre des documents** sous la section **Ma candidature/offre** (si autorisé).

Remarque: Les fichiers volumineux peuvent prendre un certain temps à se télécharger. Nous vous conseillons de ne pas dépasser la taille de 5MB pour vos fichiers.

- Si un questionnaire doit être complété obligatoirement, la mention **Voir le questionnaire** apparaîtra en rouge dans la section **Ma candidature/offre** ou bas de la page.
- Une fois que vous aurez terminé toutes les étapes ci-dessus et que vous serez prêt à soumettre votre candidature/offre, cliquez sur **Soumettre ma candidature/offre** tout en bas de cette page.

Heure du serveur : 10 Déc 2018 11:19:56 Date d'échéance : 27 Déc 2018 15:44:00 Temps restant : 2 Semaines 3 Jours 4 Heures 24 Minutes 3 Secondes Fuseau horaire : (1) Central European Time

Détails de l'appel d'offres

Stage Name	stage
Closing Date	27 Décembre 2018
Project Title	test 2018.12.06
Project Description	test 2018.12.06

Documents relatifs à l'appel d'offres reçus - Main	Description	Options
FAO Terms and Conditions.docx		Voir Télécharger

VI. Cliquez sur le bouton vert JE PARTICIPE pour confirmer votre participation ;

VII. Afin de télécharger tous les documents de votre offre dans les enveloppes correspondantes, cliquez sur les boutons rouges **METTRE EN LIGNE UN DOCUMENT** dans la section MA CANDIDATURE/OFFRE.

Confirmation de votre participation/offre

Veuillez vous assurer que vous nous informiez de votre intention de participer. Pour envoyer une candidature/offre, vous devez cliquer sur **Je participe**

Je participe: Cela nous confirmera votre participation et votre intention de soumettre une candidature/offre.
Je ne participe pas: Cela nous confirmera que vous ne soumettrez aucune candidature/offre. Vous pourrez expliquer la raison de votre non-participation et arrêter de recevoir les messages générés par notre système. Vous pouvez à tout moment, si vous changez d'avis, participer à cet appel d'offres.

Je participe Je ne participe pas

Ma candidature/offre - Principal	Description	Enveloppe	Options
General	Financial Offer: please upload your file here (each file max 2 Mb)	fin off	Mettre en ligne un document
General	Technical Offer: please upload your file here (each file max 3 Mb)	tech off	Mettre en ligne un document

Soumettre ma candidature/offre

Lorsque vous aurez terminé toutes les étapes ci-dessus et que vous serez prêts à soumettre votre candidature/offre, cliquez sur le bouton **Soumettre la candidature/offre**.

Remarque: Vous pouvez envoyer une ou plusieurs demandes de participation/offres lors de cette phase. Seule votre dernière offre sera prise en considération.

Soumettre candidature/offre

REMARQUE:

- Nous vous conseillons d'utiliser des fichiers inférieurs à 5MB.
- Ne télécharger pas de documents avec des caractères spéciaux, par exemple **- ! ***, parce que ils pourraient aboutir corrompus/illisibles, et dans ce cas votre offre sera considérée nulle.
- Au cas où il y aurait un **QUESTIONNAIRE** dont le remplissage est obligatoire, la mention « Voir le questionnaire » apparaîtra en rouge dans la section **MA CANDIDATURE/OFFRE** au bas de la page. Le remplissage du questionnaire est obligatoire.

IMPORTANT: Une fois que vous avez mis en ligne votre offre commerciale et technique (et le Questionnaire, s'il y a lieu) téléchargés, vous pouvez soumettre votre candidature/offre en cliquant sur SOUMETTRE MA CANDIDATURE/OFFRE tout en bas de cette page. Si la soumission est correctement faite, une fenêtre secondaire apparaîtra, affichant un accusé de réception que vous pouvez imprimer. L'accusé de réception pourra être aussi téléchargé en cliquant sous l'onglet HISTORIQUE

Historique : cette section affiche une liste de toutes les activités passées concernant l'appel d'offres.

Vous pouvez mettre en ligne des documents supplémentaires (facultatif) en cliquant sur JOINDRE DES DOCUMENTS.

Si votre entreprise ne souhaite pas soumissionner, la FAO apprécierait de recevoir une brève explication à ce sujet. Sélectionnez l'onglet INVITATION TO BID, cliquez sur le bouton rouge JE NE PARTICIPE PAS et sélectionnez une des raisons suivantes pour votre non-participation:

- Les spécifications ne relèvent pas des activités de mon entreprise
- Le temps pour la préparation de la soumission n'est pas suffisant
- Mon entreprise manque actuellement de ressources pour entreprendre plus de travail
- Une offre va être soumise par le Concessionnaire autorisé dans le pays destinataire
- Je participe en tant que sous-traitant d'un autre soumissionnaire
- Autres (veuillez préciser la raison ci-dessous)

The screenshot shows a web interface for submitting a bid. A modal window titled "Je ne participe pas" is open, asking the user to provide reasons for not participating. The user has selected "Requirements are outside our normal activities" from a dropdown menu. There is a checkbox for "Ne plus recevoir de messages". In the background, a table lists "Ma candidature/offre" with columns for "Description" and "Technical Offer". A red button "Soumettre ma candidature/offre" is visible at the bottom of the page.

18. COMMUNICATIONS AVEC LA FAO ET DEMANDES D'ECLAIRCISSEMENTS

Toutes les communications relatives à l'appel d'offres devront être envoyées dans les plus brefs délais en utilisant la fonction MESSAGES sous l'onglet correspondant.

The screenshot shows the "Gestion des appels d'offres" interface. The "Messages" tab is selected. A search bar is present with a "Chercher" button. Below it, there are filters for "Requis", "Envoyé", "Non lus", and "Log". A "Tout afficher" button is also visible. The main content area shows a table with columns "Date" and "Objet". A message is displayed: "- Il n'y a aucun résultat correspondant à vos critères -". The interface includes navigation tabs like "Appel d'offres", "stage", "Messages", and "Historique".

Les soumissionnaires ont la responsabilité d'examiner adéquatement les documents de cet appel d'offre. Toute erreur, omission, imprécision ou ambiguïté dans les documents doit être signalée à la FAO en utilisant la fonction MESSAGES.

Votre demande d'éclaircissements ne doit, en aucun cas, inclure une copie de votre offre ou révéler quelque information que ce soit concernant votre offre. Ceci entraînerait l'invalidation de votre offre.

19. REPONSE DE LA FAO AUX DEMANDES D'ECLAIRCISSEMENTS DE SOUMISSIONNAIRES

Les éclaircissements qui seront éventuellement apportés par la FAO seront communiqués à tous les soumissionnaires au même temps sur le portail UNGM. Le système enverra des notifications automatiques par e-mail à tous les soumissionnaires chaque fois qu'une clarification, ou toute autre communication relative à l'appel d'offres, serait faite par la FAO.

Toutes les réponses de la FAO aux demandes d'éclaircissements seront affichées dans votre page "Gestion des appels d'offres" sous l'onglet CLARIFICATIONS/PRECISIONS. Veuillez-vous assurer de lire toutes les clarifications, car elles font partie des spécifications.

The screenshot shows the 'Messages' section of the UN Global Marketplace. At the top, there is a navigation bar with 'Accueil', 'Messages', 'Appels d'offres', 'UNGM', 'Aide (en anglais seulement)', and 'Déconnexion'. Below this is a search bar and a filter section for 'Appel d'offres' (None), 'Contrat' (None), and 'Order' (None). The main content area displays a message with the following details:

- Objet:** RE:Delivery time
- Message:** 15 Oct 2018 Max
- Date:** 18 Jun 2018 20:36
- Direction:** Message reçu

Below the message details is a table listing recent messages:

Date	Objet	Associé à
05 Sep 2018 15:30	RE:request for info	Seeds for Project 567 to Uganda
18 Jun 2018 20:36	RE:Delivery time	Animal feed (Syria)
18 Jun 2018 17:28	RE:clarification 1	Tools (local supplier only)

20. MODIFICATION OU RETRAIT DES OFFRES

Le soumissionnaire peut, sans préjudice, modifier ou retirer son offre avant le délai de soumission des offres en cliquant sur le bouton rouge MODIFIER L'ENVOI. Aucune offre ne peut être modifiée après le délai de soumission des offres.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	View Download
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	View Download

Return Submitted

You have made a previous return for this tender on **30 November 2015**

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.

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

21. AIDE

Au cas où vous rencontreriez des problèmes pour accéder à la plate-forme des appels d'offres en ligne, veuillez envoyer un message sur la page AIDE de UNGM en indiquant le numéro d'appel d'offres de l'ITB/RFP dans le sujet.



The screenshot shows the 'Help' page of the United Nations Global Marketplace. At the top left is the UNGM logo. The page title is 'Help'. A navigation bar contains links for Home, Messages, Tenders, UNGM, Help, and Logout. The main content area is divided into several sections: 'Support Pages' with links for Help Overview, F.A.Q., and Step-by-Step Guide - Flowchart; 'Downloads' with a link for Miscellaneous Downloads; 'Web Site Information Pages' with links for Suggestions, Browser Compatibility, and Privacy Policy; 'Contact Us' with contact information for In-Tend e-Tendering; and 'Copyright Information' with a copyright notice for In-Tend Ltd. and a disclaimer regarding trademarks and external links.

UNITED NATIONS
GLOBAL MARKETPLACE

Help

Home Messages Tenders UNGM Help Logout

Support Pages

- [Help Overview](#)
- [F.A.Q.](#)
- [Step-by-Step Guide - Flowchart](#)

Downloads

- [Miscellaneous Downloads](#)

Web Site Information Pages

- [Suggestions](#)
- [Browser Compatibility](#)
- [Privacy Policy](#)

Contact Us

If you have any questions relating to tendering with In-Tend e-Tendering please contact support@in-tend.com or call us on +44 (0)1332 809400.
If you have any questions on how to use this web site please contact the In-Tend Support team at support@in-tend.com or call us on 0845 557 8079 / +44 (0) 114 407 0065. If this number is inoperative due to a fault then the alternative number is +44 (0)7785 355314 (please note this mobile number will only be active in the event of a fault on the main support number).

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INSTRUCCIONES PARA LOS LICITADORES SOBRE CÓMO ACCEDER A LOS DOCUMENTOS DE LICITACIÓN DE LA FAO Y ENVIAR OFERTAS A TRAVÉS DE UNGM

Registrarse en UNGM (<https://www.ungm.org/Vendor/Registration>) es obligatorio al fin de participar en las licitaciones de la FAO. Por favor visite el sitio web www.ungm.org para más información sobre cómo registrar su empresa en UNGM.

22. REGISTRO EN UNGM

Para acceder a los documentos de licitación, es necesario registrarse en UNGM (nivel básico es suficiente). Por favor haga clic en “Registrarse” o en “Inicio de sesión y nuevos registros”, siguiendo las instrucciones para definir su cuenta con el correo electrónico y contraseña.



Por favor asegúrese de que su registro (nivel básico) en UNGM con FAO está completo. Si no, por favor incluya el necesario para completar el registro antes de proceder.



23. INICIO DE SESIÓN EN EL SITIO UNGM

Cuando el registro de nivel básico es completo, por favor introduzca sus credenciales para acceder.

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Proceso de registro

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Términos y condiciones

Tender notices

Contract awards

Tender Alert Service

Centro virtual del conocimiento

Códigos UNSPSC

Help Centre

Comunicado de prensa

Inicio de sesión

Correo electrónico *

Contraseña *

Recordar mis claves

Restablecer contraseña

Iniciar sesión

Si no tiene una cuenta, puede registrarse haciendo clic en el botón "Crear una cuenta" que tiene a continuación.

Crear una cuenta

Español Registrarse Iniciar sesión Buscar en el Mercado Glo

Ayuda

24. CÓMO BUSCAR LAS LICITACIONES PUBLICAS EMITIDAS POR LA FAO

Desde la página inicial de UNGM, haga clic en "Anuncios de Licitaciones" y seleccione "Tender Notices" para acceder a la lista de los avisos de las licitaciones públicas.

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Buscar anuncios de licitaciones

Suscríbese al Servicio de alerta de licitaciones. 250 dólares al año!

Titulo

Descripción

Referencia

Publicado entre 29-nov-2018 y 29-nov-2018

Fecha límite entre el 29-nov-2018 y

Mostrar búsqueda avanzada

Borrar todo

Español Registrarse Iniciar sesión Buscar en el Mercado Glo

Ayuda

Haga clic en el botón "Borrar todo" para borrar las fechas en los campos "Publicado entre" y "Fecha límite entre el".

Home

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Centro virtual del conocimiento

Buscar anuncios de licitaciones

Suscríbese al Servicio de alerta de licitaciones. 250 dólares al año!

Titulo

Descripción

Referencia

Publicado entre y

Fecha límite entre el y

Mostrar búsqueda avanzada

Borrar todo

Español Registrarse Iniciar sesión Buscar en el Mercado Glo

Ayuda

Haga clic en el botón "Mostrar búsqueda avanzada" a la derecha y escriba FAO en el campo "Organismo de la ONU".

Buscar anuncios de licitaciones

Suscribase al Servicio de alerta de licitaciones. 250 dólares al año!

Título

Descripción

Referencia

Publicado entre y

Fecha límite entre el y

Borrar todo

Organismo de la ONU

País o territorio beneficiario

Códigos UNSPSC [Select UNSPSC](#)

Tipo

Sin especificar Solicitud de manifestación de interés Solicitud de propuesta

Solicitud de presupuesto Llamado a licitación Solicitud de precalificación

Solicitud de información Grant support-call for proposal Pre-bid notice

No mostrar búsqueda avanzada

Ayuda

El sistema automáticamente mostrará las licitaciones activas emitidas por la FAO. A la izquierda de cada aviso encontrará un botón azul **“Expresar interés”** o verde **“Visualizar documentos”**.

Visualizar documentos	Tractores Colombia	10-dic-2018 12:00 (GMT 1.00)	19-nov-2018	FAO	Llamado a licitación	2018/CSAPF/FLCOL/100709	Colombia
Expresar interés	Procurement of Uniforms for driver & messenger	05-dic-2018 14:00 (GMT 6.00)	19-nov-2018	FAO	Llamado a licitación	2018/FABGD/FABGD/100718	Bangladesh

Después del inicio de sesión en UNGM, haga clic en **“Expresar interés”** para notificar a la FAO su interés a participar en la licitación. Después de unos segundos, el botón azul se convertirá en un botón verde **“Visualizar documentos”**.

Visualizar documentos	Tractores Colombia	10-dic-2018 12:00 (GMT 1.00)	19-nov-2018	FAO	Llamado a licitación	2018/CSAPF/FLCOL/100709	Colombia
------------------------------	------------------------------------	------------------------------	-------------	-----	----------------------	-------------------------	----------

Haga Clic en **“Visualizar documentos”** para acceder a los documentos de una licitación específica.

25. CÓMO BUSCAR LAS LICITACIONES CERRADAS EMITIDAS PO LA FAO

Cuando está conectado, seleccione **“Mis licitaciones”** para visualizar los avisos de las licitaciones restringidas. Las licitaciones en esta área son visibles a su empresa solamente si ha sido invitada por las agencias UN. En esta página, las licitaciones restringidas están presentadas como las públicas y pueden ser buscadas con el mismo método.

Resultados: 1 - 60 de 1384

Proveedor	Título	Fecha límite	Publicado	Organismo de la ONU	Tipo de anuncio	Referencia	País/territorio beneficiario
Expresar Interés	Tool Kits and Lathhouse Construction Material (18/147)	10-dic-2018 16:30 (GMT 5.00)	29-nov-2018	FAO	Llamado a licitación	2018/FAPAK/FAPAK/100761	Pakistán
Expresar Interés	Safeguarding, Stowage and disposal of Obsolete Pesticides and Associated Waste in Benin	10-ene-2019 12:00 (GMT 1.00)	28-nov-2018	FAO	Llamado a licitación	2018/CSAPC/AGPMD/100726	Benin

Alternativamente, en “Mis licitaciones”, haga clic en “FAO” para acceder a las licitaciones cerradas, visibles a su empresa mediante invitación por la FAO. Esta página muestra solo las licitaciones restringidas por las que FAO ha expresamente invitado su empresa a participar (el contenido se mostrará en inglés).

The screenshot shows the UNGM Tenders interface. At the top, there are navigation links: Home, Messages, Tenders, UNGM, Help, and Logout. Below this is a search bar and a 'Showing 1 to 10 of 158' indicator. There are two main tender listings:

- Procurement of Air Screen Seed Cleaners (18/156)**: Date documents can be requested until: 17 Jul 2018 11:00. Status: Your return has not yet been sent. Description: Procurement of Air Screen Seed Cleaners (18/156). A 'View Details' button is present.
- "HPE ArcSight licenses support renewal"**: Date documents can be requested until: 26 Apr 2018 12:00. Status: Your return has not yet been sent. Description: The Food and Agriculture Organization of the United Nations (FAO) has launched a new Invitation to Bid for the provision of services related to 'HPE ArcSight licenses support renewal'.

26. GESTIÓN DE LAS LICITACIONES

Al dar clic en “View Details”, usted será transferido del portal UNGM a In-Tend. Ahora debería aparecer la página para la gestión de las licitaciones (Tender Management).

The screenshot shows the Tender Management page for the tender 'Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea'. The page includes a navigation bar with 'Home', 'Messages', 'Tenders', 'UNGM', 'Help', and 'Logout'. A red banner at the top states 'Your return has not yet been sent'. Below this, there are tabs for 'Tender', 'Invitation to Bid', 'Correspondence', 'Clarifications', and 'History'. The main content area displays the following details:

- Title:** Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea
- Reference:** 2015/CSAPF/RAPRD/100011
- Description:** The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the procurement of Precision Measuring Instruments and Navigation & Communication Equipment for Papua New Guinea. If you are interested in submitting an offer, please make sure to have, at least, a Basic Registration with UNGM (www.ungm.org). Instructions on how to access FAO tender documents through UNGM are attached to the present Notice under the 'DOCUMENTS' tab; please follow these instructions when submitting your bid.
- Date documents can be requested until:** 01 December 2015
- Customer:** CSAPF
- Process:** Public
- Directive:** PURCHASE ORDER
- Procedure:** ITB

En cualquier momento será posible volver al portal UNGM seleccionando “**UNGM**” en el menú superior.

IMPORTANTE: Si la página de la gestión de las licitaciones no aparece, gentilmente contacte al soporte de UNGM, haciendo referencia al número exacto de la licitación de la FAO.

Ahora usted está en el Sistema **In-Tend**. En esta área hay varias fichas.

- **LICITACIÓN:** información genérica.
- **Secunda Ficha:** **IMPORTANTE!** Aquí usted puede visualizar la **fecha límite** para **expresar interés**. En la misma área, hay el botón “Opt in / Opt out” para comunicar su interés en participar/no participar en la licitación y, en caso positivo, los placeholders” para **cargar la oferta y otros documentos**.
- **Correspondencia:** En esta sección, usted puede solicitar aclaraciones técnicas o comerciales a través de UNGM mismo.
- **Aclaraciones:** En esta sección, usted puede leer las aclaraciones emitidas por la FAO (visibles a todos los proveedores). Por favor asegúrese de leer todas las aclaraciones, porque ellas van a integrar la específicas de la licitación.
- **Historial:** Es un registro de todas las actividades relacionadas a la licitación.

27. DESCARGAR LOS DOCUMENTOS DE LA LICITACIÓN Y CARGAR SU OFERTA TECNICA Y FINANCIERA

VIII. Haga clic en la **secunda ficha** desplazándose de abajo para visualizar y descargar los documentos de la licitación;

The screenshot displays the UNGM portal interface for a tender. At the top, there are navigation tabs: Tender, Invitation to Bid, Correspondence, Clarifications, and History. Below this, a section titled "How To Attach & Submit Documents" provides instructions. A "Server Time" bar shows the current time and a countdown to the "Due Date: 01 Dec 2015 12:00:00". The "Tender Details" section includes fields for Stage Name (Invitation to Bid), Locked Until (01 December 2015), Closing Date (01 December 2015), and Project Title (Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea). The Project Description states that the Food and Agriculture Organization of the United Nations (FAO) invites offers for the procurement of Precision Measuring Instruments and Navigation & Communication Equipment for Papua New Guinea. Below this, the "Tender Documents Received - Main" section lists two documents: "FAO ITB 2015-CSAPF-RAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf" and "FAO General TCC_Goods_ - April 2015.pdf". Each document has "View" and "Download" buttons. At the bottom, the "Confirmation of Your Involvement" section contains "Opt In" and "Opt Out" buttons.

IX. Haga clic en el botón “**OPT IN**”;

X. Para cargar los documentos en el sobre designado, haga clic en los botones “**Upload Document**” en la sección “My Tender Return”.

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	Envelope	Options
General	Please insert here your technical offer	Technical Envelope	<input type="button" value="Upload Document"/>
General	Please insert here your financial offer	Financial Envelope	<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.

Envelope: (None)

NOTAS:

- Es altamente recomendable que el tamaño de cada fichero no exceda 5MB.
- No cargue ficheros con nombres que incluyen caracteres especiales como por ejemplo: **- ! ***, porqué el fichero resultará corrupto/ilegible, entonces la propuesta será considerada **nula**.

En el caso que los licitadores deberían completar un **Cuestionario**, el botón rojo **“Not Started”** será visible. En este caso es obligatorio que el cuestionario sea completado.

- IMPORTANTE:** Cuando las propuestas técnica y financiera están cargadas en el sistema (y el cuestionario también, si procede), por favor no olvide hacer clic en el botón rojo **“Submit Return”** al fin de enviar su propuesta. Si el procedimiento es completado correctamente, usted podrá visualizar y descargar el recibo en la pestaña **“HISTORY”**.

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	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>

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.

Envelope: (None)

Submit My Return

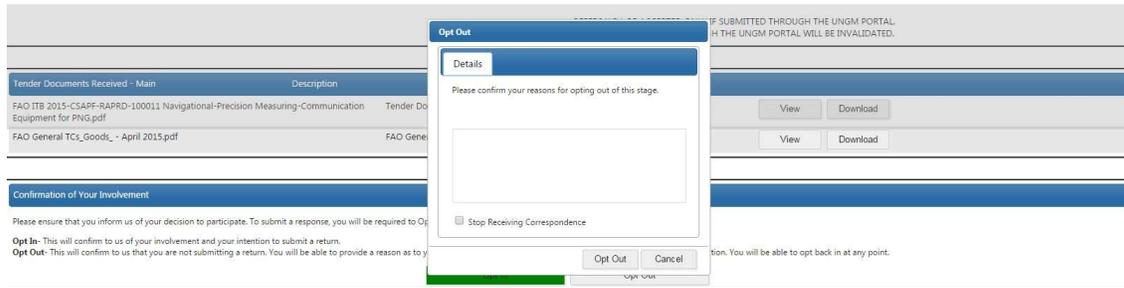
When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.
 Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

Es posible añadir documentos (que no son obligatorios) haciendo clic en el botón **“Attach Documents”**.

28. OPT -OUT

En caso que decida de no presentar una oferta, la agencia UN agradecería su comentario. Usted tendrá que hacer clic en el botón **“OPT OUT”** visible en la página UNGM por la gestión de la licitación y seleccionar una de las **siguientes razones** para no participar en ella:

- Los requisitos están fuera de nuestras actividades ordinarias
- No hay tiempo suficiente para preparar una oferta
- Falta de recursos actuales para emprender más trabajo.
- Oferta presentada por un distribuidor autorizado en el país de destino
- La empresa está participando como subcontratista a otro postor principal.
- Otro (Por favor especifique)



29. COMUNICACIONES Y ACLARACIONES

Todas las comunicaciones relacionadas a esta licitación tienen que ser enviadas a través de UNGM lo antes posible por la pestaña “CORRESPONDENCE”.



Los licitadores son responsables de examinar la licitación. Si usted encuentra discrepancias/omisiones en los documentos, si su significado aparece poco claro o ambiguo, o si surgen otras preguntas, usted tiene que enviar una solicitud de aclaración a través de la pestaña “CORRESPONDENCE”.

Cuando envía una solicitud de aclaración, por favor NUNCA adjunte una copia de sus propuestas o revele información sobre sus presupuestos. Esto invalidará su oferta.

30. CONTESTACIONES DE LA FAO A LAS SOLICITUDES DE ACLARACIÓN

Las contestaciones a las solicitudes de aclaración serán emitidas por la FAO a todos los proveedores simultáneamente a través de UNGM. A todos los licitadores el sistema le enviará un correo que notifique el recibo de una correspondencia.

Todas las contestaciones de la FAO serán cargadas en la pestaña “CLARIFICATIONS” de la página “Gestión de la licitación” y visibles a todos los licitadores. Por favor asegúrese de leer todas las aclaraciones porque ellas son parte de las específicas de la licitación.

Home Messages Tenders UNGM Help Logout

Clarifications

Your return has been received by us

Tender Invitation to Bid Correspondence **Clarifications** History

Search

Read
Unread
Show all..

Filter

Stage
None

Added **Title**

27
November
2015

Clarification no. 1

Clarification **Attachments**

Name: Clarification no. 1

Description: Dear Bidders,
Please find attached the Clarifications Notice containing bidders' questions and FAO's replies.

Best regards,
FAO
Procurement Office

Date: 27 November 2015

31. MODIFICACIÓN O RETIRADA DE LAS OFERTAS

Los licitadores pueden, sin perjudicarla, modificar o retirar la oferta antes la fecha límite utilizando la función "MODIFY RETURN". Después de la fecha límite para enviar las ofertas, estas no pueden ser modificadas.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	View Download
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	View Download

Return Submitted

You have made a previous return for this tender on **30 November 2015**

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.

You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

32. AYUDA

En el caso que usted tenga algún tipo de problema relacionado al portal UNGM, por favor visite la página de ayuda UNGM, incluyendo el numero FAO de la licitación.

UNITED NATIONS
GLOBAL MARKETPLACE

Help

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- F.A.Q.
- Step-by-Step Guide - Flowchart

Downloads

- Miscellaneous Downloads

Web Site Information Pages

- Suggestions
- Browser Compatibility
- Privacy Policy

Contact Us

If you have any questions relating to tendering with In-Tend e-Tendering please contact support@in-tend.com or call us on +44 (0)1332 869400.

If you have any questions on how to use this web site please contact the In-Tend Support team at support@in-tend.com or call us on 0845 557 8079 / +44 (0) 114 407 0005. If this number is inoperative due to a fault then the alternative number is +44 (0)7785 355314 (please note this mobile number will only be active in the event of a fault on the main support number).

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