

## 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](http://www.ungm.org) for more information on how to register your company in UNGM.

### 1. REGISTRATION IN UNGM

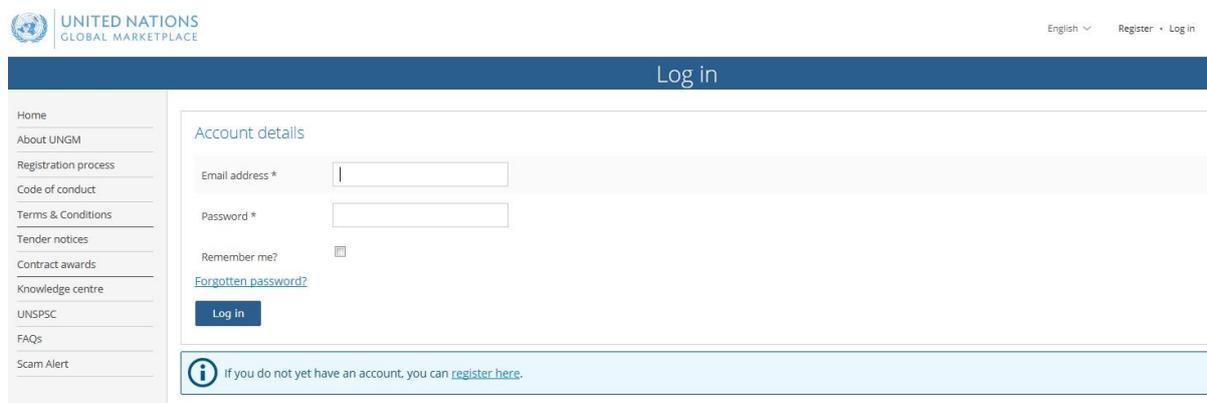
To access the tender documents, you need to be fully registered in UNGM (Basic Level is sufficient). Please click on "Register", follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.



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.

**PUBLIC TENDERS**

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](#).

Title:

Description:

Reference:

Published between:  and

Deadline between:  and

**Clear All**

UN Organization:  [\(remove\)](#) **Hide advance criteria**

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

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	<input type="text"/>	UN Organization	<input type="text"/>	<a href="#">Hide advance criteria</a>
Description	<input type="text"/>	Beneficiary Country/area	<input type="text"/>	
Reference	<input type="text"/>	UNSPSC Codes	<a href="#">Select UNSPSC</a>	
Published between	<input type="text"/> and <input type="text"/>	Type	<input type="checkbox"/> Not set <input type="checkbox"/> Request for EOI <input type="checkbox"/> Request for proposal <input type="checkbox"/> Request for quotation	
Deadline between	<input type="text"/> and <input type="text"/>		<input type="checkbox"/> Invitation to bid <input type="checkbox"/> Request for pre-qualification <input type="checkbox"/> Request for information	
			<input type="checkbox"/> Grant support-call for proposal	
<a href="#">Clear All</a>				

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”.

<a href="#">View Documents</a>	<a href="#">Procurement of Precision Measuring Instruments and Navigation &amp; Communication Equip for Papua New Guinea</a>	01-Dec-2015 11:00	17-Nov-2015	FAO	Invitation to bid	2015/CSAPP/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.

Home Messages Tenders UNGM Help Logout

## Tenders

Showing 1 to 10 of 158 [Next](#)

Search

My Tenders  
Awarded  
Show all..

Filter

Customer  
All

Involvement  
All

Sort Title Sort Date documents can be requested until

<b>Procurement of Air Screen Seed Cleaners (18/156)</b>	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 href="#">View Details</a>	

<b>"HPE ArcSight licenses support renewal"</b>	Date documents can be requested until: 26 Apr 2018 12:00
Status	Your return has not yet been sent
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".	

## 5. TENDER MANAGEMENT

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

UNITED NATIONS GLOBAL MARKETPLACE Tender Management

Home Messages Tenders UNGM Help Logout

Your return has not yet been sent

Tender Invitation to Bid Correspondence Clarifications History

Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea [View Synopsis](#)

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 :	CSAFP
Process :	Public
Directive :	PURCHASE ORDER
Procedure :	ITB

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 inform [support@in-tend.com](mailto:support@in-tend.com) , referencing the exact FAO ITB number.

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

- **Tender:** General information about this tender
- **Invitation to Bid/ Request for Proposal:** **IMPORTANT!** Here you can visualize the **deadline** all the **documents of the Invitation to Bid/ Request for Proposal**. In the same area, you have 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 **Invitation to Bid/ Request for Proposal 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.

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**Server Time:** 30 Nov 2015 11:01:25 **Due Date:** 01 Dec 2015 12:00:00 **Time Remaining:** 1 Day 58 Minutes 35 Seconds

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**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 ( <a href="http://www.ungm.org">www.ungm.org</a> ). 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.

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Tender Documents Received - Main	Description	Options
FAO ITB 2015-CSAPP-RAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf	Tender Document	<input type="button" value="View"/> <input type="button" value="Download"/>
FAO General TCU_Goods - April 2015.pdf	FAO General terms and conditions for goods	<input type="button" value="View"/> <input type="button" value="Download"/>

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**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.

- 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.

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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"/>

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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)

**NOTE:** It is highly recommended that the size of the files does not exceed 5MB.

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.

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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)]

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**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)

**Tender Documents Received - Main**

Description	Tender Doc
FAO ITB 2015-CSAPP-RAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf	
FAO General TCs_Goods, - April 2015.pdf	FAO Gene

**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**

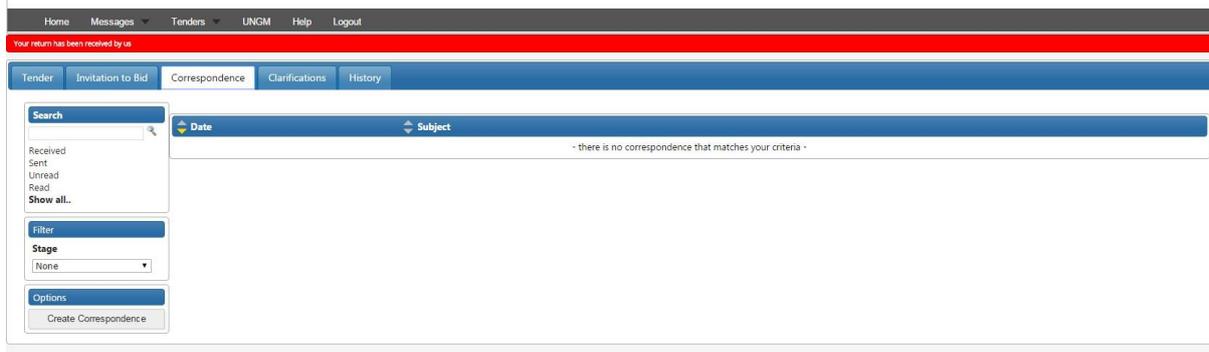
Please confirm your reasons for opting out of this stage.

Stop Receiving Correspondence

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

## 8. COMMUNICATING WITH FAO AND REQUESTING CLARIFICATIONS

All communications concerning this tender should mention the tender number (TENDER No. [...]) and should be submitted as soon as possible through the UNGM portal under the “CORRESPONDENCE” tab.



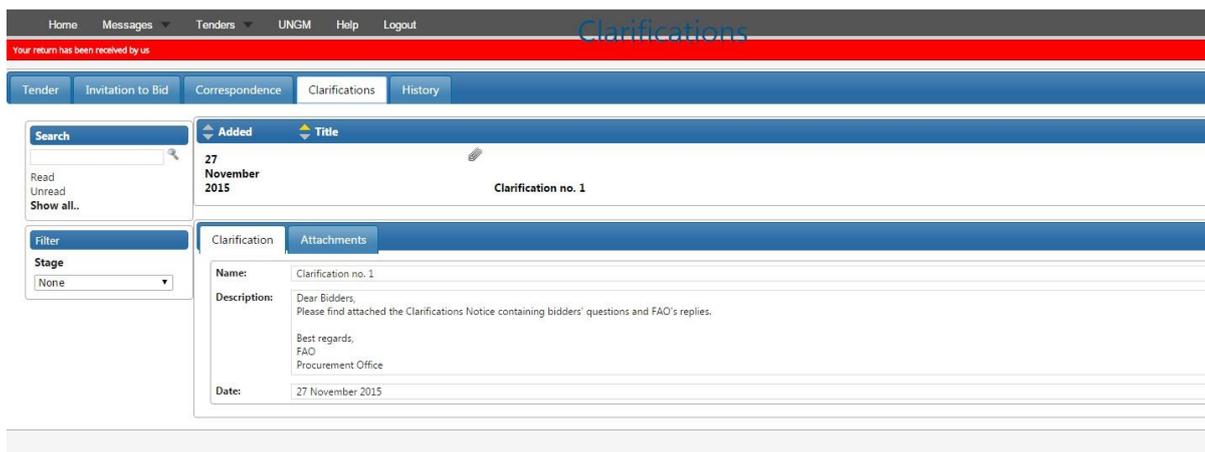
Bidders are responsible for appropriately examining this tender. If you find discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, you shall submit any request for clarification through the aforementioned “CORRESPONDENCE” 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	<a href="#">View</a>	<a href="#">Download</a>
TECHNICAL_OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	<a href="#">View</a>	<a href="#">Download</a>

**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 and/or contact: [support@in-tend.com](mailto:support@in-tend.com), referencing the exact FAO ITB/RFP 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](mailto: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](mailto: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)7795 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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# ІНСТРУКЦІЇ ДЛЯ УЧАСНИКІВ ЯК ОТРИМАТИ ДОСТУП ДО ТЕНДЕРНИХ ДОКУМЕНТІВ ФАО ТА ПОДАТИ ТЕНДЕРНУ ПРОПОЗИЦІЮ ЧЕРЕЗ UNGM

Реєстрація в UNGM (<https://www.ungm.org/Vendor/Registration>) є обов'язковою вимогою для участі у тендерах ФАО. Будь ласка, перейдіть за посиланням [www.ungm.org](http://www.ungm.org) для отримання додаткової інформації про те, як зареєструвати свою компанію в UNGM.

## 1. РЕЄСТРАЦІЯ В UNGM

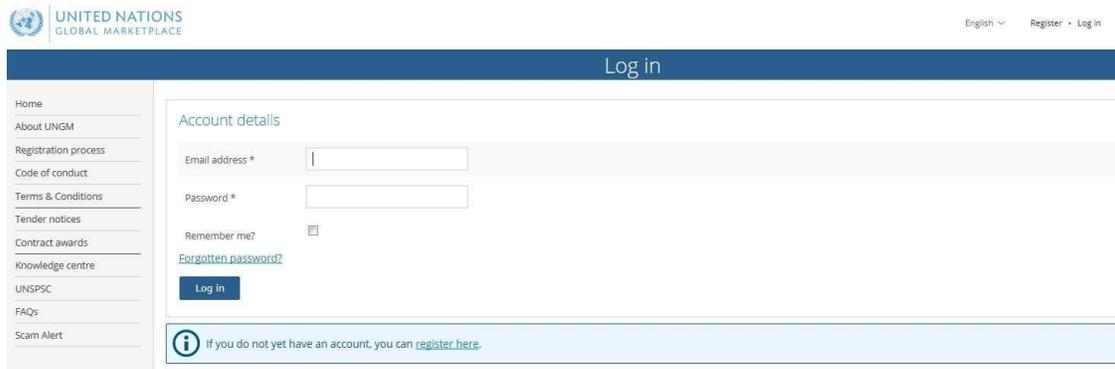
Щоб отримати доступ до тендерної документації, вам потрібно повністю пройти реєстрацію в UNGM (достатньо базового рівня). Натисніть "Register" («Зареєструватися»), дотримуйтесь інструкцій та створіть свій обліковий запис UNGM LOG-IN (ваш e-mail) та пароль.



Будь ласка, переконайтесь, що ваша ОСНОВНА РЕЄСТРАЦІЯ UNGM у ФАО завершена. Якщо ні, будь ласка, додайте інформацію, яку вимагає система UNGM, перш ніж продовжувати.

## 2. ВХІД НА ВЕБ-САЙТ UNGM

Після завершення реєстрації на базовому рівні, будь ласка, увійдіть за допомогою своєї адреси електронної пошти та пароля



**My Dashboard**

- Home
- About UNGM
- Registration process
- Code of conduct
- Terms & Conditions
- Tender notices
- Contract awards
- Knowledge centre
- UNSPSC
- FAQs
- Video Guides

**!** 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. ПОШУК ОГОЛОШЕНЬ ВІДКРИТИХ ТЕНДЕРІВ ФАО

На домашній сторінці UNGM натисніть “Business Opportunities” (“Можливості для бізнесу”) та виберіть “Tender Notices” (“Оголошення про тендери”) для доступу до списку оголошень про відкриті тендери.



Натисніть кнопку “Clear All” («Очистити все»), щоб очистити дати за замовчуванням у полях “Published between” («Опубліковано між») та “Deadline between” («Кінцевий термін між»).

**Search tender notices**

- Home
- About UNGM
- Registration process
- Code of conduct
- Terms & Conditions
- > Tender notices
- Contract awards
- Knowledge centre
- UNSPSC
- FAQs
- Video Guides
- Scam Alert

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

<p>Title <input type="text"/></p> <p>Description <input type="text"/></p> <p>Reference <input type="text"/></p> <p>Published between <input type="text"/> and <input type="text"/></p> <p>Deadline between <input type="text"/> and <input type="text"/></p>	<p>UN Organization <input type="text"/></p> <p>Beneficiary Country/area <input type="text" value="Type a country/area name"/></p> <p>UNSPSC Codes <a href="#">Select UNSPSC</a></p> <p>Type</p> <p><input type="checkbox"/> Not set <input type="checkbox"/> Request for EDI <input type="checkbox"/> Request for proposal <input type="checkbox"/> Request for quotation</p> <p><input type="checkbox"/> Invitation to bid <input type="checkbox"/> Request for pre-qualification <input type="checkbox"/> Request for information</p> <p><input type="checkbox"/> Grant support-call for proposal</p>
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[Hide advance criteria](#)

Натисніть кнопку “Show more criteria” («Показати більше критеріїв») у верхньому правому куті та введіть FAO у полі “UN Organization” («Організація ООН»).

**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](#)

Система автоматично покаже всі активні оголошення про тендери ФАО. У лівій частині кожного тендерного рядка ви побачите синю кнопку **“Express Interest”** («Висловити зацікавленість») (якщо застосовується) або зелену кнопку **“View Documents”** («Переглянути документи»).

Увійшовши в UNGM зі своїм обліковим записом постачальника, натисніть **“Express Interest”** («Висловити зацікавленість»), щоб повідомити ФАО про те, що ви зацікавлені в участі в цьому тендері. Через декілька секунд кнопка перетвориться на зелену кнопку **“View Documents”** («Переглянути документи»).

View Documents	<a href="#">Procurement of Precision Measuring Instruments and Navigation &amp; Communication Equip for Papua New Guinea</a>	01-Dec-2015 11:00	17-Nov-2015	FAO	Invitation to bid	2015/CSAPP/RAPRD/100011	Papua New Guinea
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Натисніть **“View Documents”** («Переглянути документи»), щоб отримати доступ до тендерної документації для кожного конкретного тендеру.

#### 4. ПОШУК ОГОЛОШЕНЬ ПРО ОБМЕЖЕНІ ТЕНДЕРИ ФАО

Здійснивши вхід, виберіть **“My Tenders”** («Мої тендери») для доступу до списку оголошень про обмежені тендери. Це тендери, до яких ваша компанія була запрошена агенціями ООН. На цій сторінці оголошення про обмежені тендери представлені так само, як і про відкриті, і їх можна шукати тими самими методами.



Як варіант, в розділі **“My Tenders”** («Мої тендери») натисніть «FAO», щоб отримати доступ до обмежених тендерів, на які ваша компанія була запрошена ФАО. На цій сторінці ви знайдете лише повідомлення про тендери, до участі у яких ФАО безпосередньо запросила вашу компанію.

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## Tenders

Showing 1 to 10 of 158 [Next](#)

Search

My Tenders Awarded Show all...

Filter

Customer: All

Involvement: All

Sort Title	Sort Date documents can be requested until
<b>Procurement of Air Screen Seed Cleaners (18/156)</b>	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 href="#">View Details</a>	
<b>"HPE ArcSight licenses support renewal"</b>	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".

## 5. КЕРУВАННЯ ТЕНДЕРАМИ

Вас буде переадресовано з порталу UNGM до системи електронних торгів ФАО, де має з'явитися екран "Tender Management" («Керування тендерами»).

UNITED NATIONS GLOBAL MARKETPLACE

### Tender Management

Home Messages Tenders UNGM Help Logout

your return has not yet been sent

Tender: Invitation to Bid Correspondence Clarifications History

Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea [View Synopsis](#)

Title :	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea
Reference :	2015/CSAPP/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 :	CSAPP
Process :	Public
Directive :	PURCHASE ORDER
Procedure :	ITB

У будь-який час ви зможете повернутися до UNGM, вибравши вкладку "UNGM" у верхньому меню.

**ВАЖЛИВО:** Якщо екран керування тендерами не відображається, будь ласка, зв'яжіться зі службою підтримки UNGM, вказавши точний номер тендеру ФАО.

Ви перебуваєте в системі електронних торгів ФАО. Тут є декілька вкладок меню.

- **Tender (Тендер):** Загальна інформація про цей тендер
- **Друга вкладка:** ВАЖЛИВО! Тут ви можете візуалізувати кінцевий термін для всіх тендерних документів. Також На цій сторінці ви знайдете кнопки Opt In/Opt Out («Брати участь/Відмовитись»), щоб повідомити про свою зацікавленість у участі / неприйнятті участі у тендері, а в позитивному випадку - поля для завантаження вашої пропозиції та всіх пов'язаних документів.
- **Correspondence (Зв'язок):** У цьому розділі ви можете надіслати запити на роз'яснення або будь-яке інше питання, з яким ви хочете звернутися до ФАО.

- **Clarifications (Роз'яснення):** У цьому розділі ви можете прочитати роз'яснення ФАО (доступні всім учасникам торгів). Будь ласка, ознайомтесь із усіма роз'ясненнями, оскільки вони є частиною тендерних специфікацій. Історія: Журнал **минулих подій**, пов'язаних з цим тендером.

## 6. СКАЧУВАННЯ ДОКУМЕНТИВ ТЕНДЕРУ ТА ЗАВАНТАЖУВАННЯ ТЕХНІЧНИХ ТА ФІНАНСОВИХ ПРОПОЗИЦІЙ

I. Натисніть на **другу вкладку** і прокрутити вниз, щоб переглянути і завантажити тендерну документацію;

**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 59 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 UNDM ( <a href="http://www.undm.org">www.undm.org</a> ). Instructions on how to access FAO tender documents through UNDM 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 UNDM PORTAL. OFFERS NOT SUBMITTED THROUGH THE UNDM PORTAL WILL BE INVALIDATED.

Tender Documents Received - Main	Description	Options
FAO ITB 2015-2349F-NAHQ-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf	Tender Document	<a href="#">View</a> <a href="#">Download</a>
FAO General TCL_Goods_L - April 2015.pdf	FAO General terms and conditions for goods	<a href="#">View</a> <a href="#">Download</a>

**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.

II. Натисніть **"OPT IN"** («Брати участь»);

III. Щоб завантажити всі файли в призначений конверт, натисніть на відповідні **"Upload Document"** («Завантажити документ») червоні кнопки в розділі **"My Tender Return"** («Моя тендерна декларація»).

**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	<a href="#">Upload Document</a>
General	Please insert here your financial offer	Financial Envelope	<a href="#">Upload Document</a>

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)

### НОТАТКИ:

1. Рекомендується, щоб розмір файлу не перевищував 5MB.
2. Не завантажуйте файли з кодами, які містять спеціальні символи, наприклад: **- ! \***, оскільки це може призвести до пошкодження або нечитабельної документації, яка вважатиметься **недійсною подачею**.

Якщо учасники торгів повинні заповнити **анкету**, вона буде показана червоним кольором і позначена кнопкою **"Not Started"** («Не розпочато»). Обов'язковим є заповнення будь-якої анкети.

IV. **ВАЖЛИВО:** Після завантаження технічних та фінансових файлів (і анкети, якщо є), будь ласка, не забудьте натиснути на червону кнопку **"Submit Return"** («Надіслати повернення»), щоб надіслати свою пропозицію. Якщо подання виконано належним чином, ви можете переглянути та завантажити квитанцію на вкладці **"HISTORY"** («Історія»).

**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.

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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)

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**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.

Ви можете завантажити додаткові (необов'язкові документи), натиснувши на кнопку “Attach Documents” («Додати документи»).

## 7. НЕМАЄ ПОВІДОМЛЕННЯ ПРО ТОРГИ

У випадку, якщо ваша компанія не зацікавлена в участі у тендері, Організація буде вдячна за ваш відгук “OPT OUT” («Відмовитись»), відображається на сторінці UNGM Tender Management і виберіть одну з наступних причин, відмови від участі у тендері:

- Вимоги виходять за рамки нашого бізнесу (Requirements are outside our normal activities)
- Недостатньо часу для підготовки заявки (There is insufficient time to prepare a bid)
- Наразі недостатньо ресурсів для проведення додаткових робіт (Present lack of resources to undertake more work)
- Заява, подана авторизованим дилером в країні призначення (Bid submitted by authorized dealer in destination country)
- Участь в якості субпідрядника іншому провідному учаснику торгів (Participating as subcontractor to another lead bidder)
- Інше (будь ласка, вкажіть коротко нижче) Other (please specify briefly below)

**Opt Out**

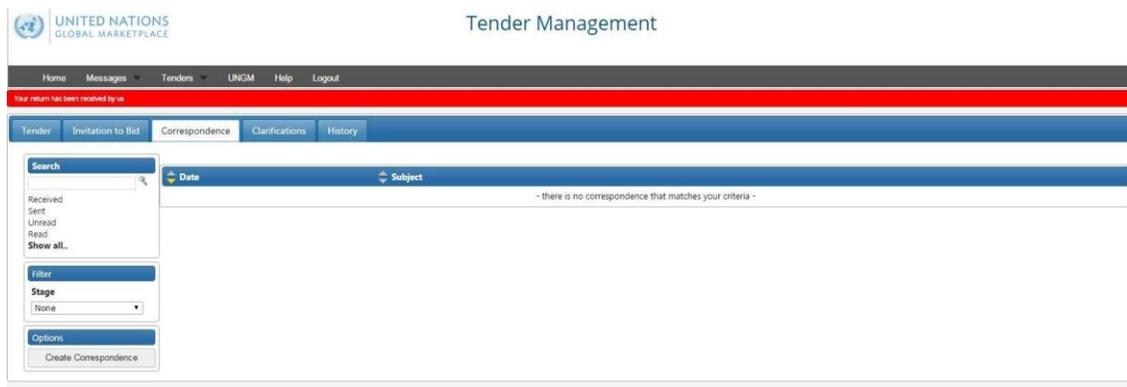
**Details**

Please confirm your reasons for opting out of this stage.

Stop Receiving Correspondence

## 8. КОМУНІКАЦІЯ З ФАО ТА ЗАПИТ НА РОЗ'ЯСНЕННЯ

Всі повідомлення, пов'язані з цим тендером, повинні бути представлені якомога швидше через портал UNGM на вкладці “CORRESPONDENCE” («Зв'язок»).



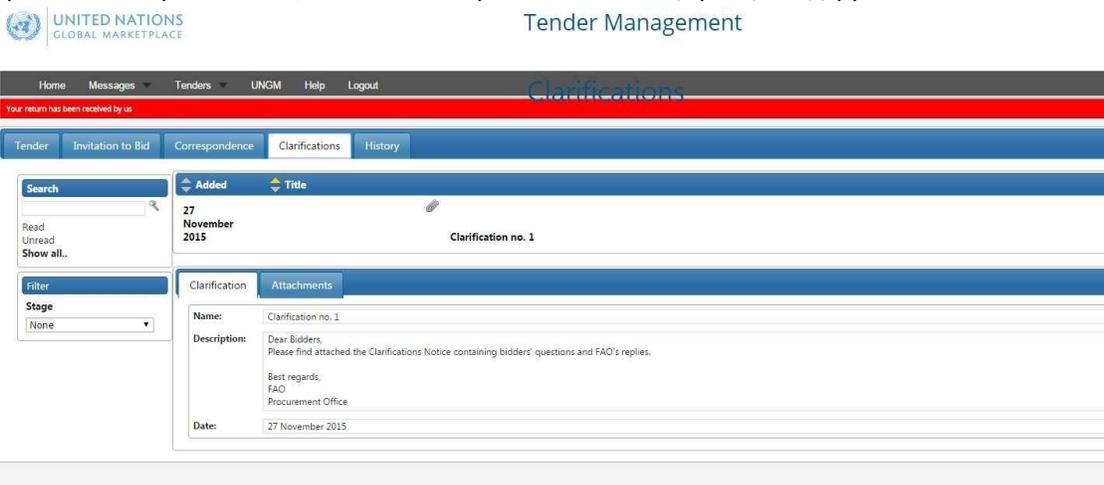
Учасники торгів несуть відповідальність за належне вивчення цього тендеру. Якщо ви виявите розбіжності або упущення у документах, або їхні наміри або значення незрозумілі чи неоднозначні, та у випадку виникнення будь-яких інших питань, ви повинні подати запит на роз'яснення через вищезазначену вкладку "CORRESPONDENCE" («Зв'язок»).

Подаючи запит на роз'яснення, будь ласка, ні за яких обставин не надсилайте копію вашої пропозиції або розголошуйте будь-яку інформацію про ваше передбачуване котирування, це призведе до скасування вашої пропозиції.

## 9. ВІДПОВІДІ ФАО НА ЗАПИТИ ЩОДО РОЗ'ЯСНЕНЬ

Відповіді на запити про роз'яснення будуть видаватися ФАО одночасно всім учасникам торгів через портал UNGM. Система надсилатиме автоматичні сповіщення електронною поштою всім учасникам торгів щоразу, коли ФАО надсилає пояснення або будь-яке інше повідомлення, пов'язане з тендерним повідомленням.

Всі відповіді на питання учасників торгів ФАО будуть завантажені під вкладкою "CLARIFICATIONS" («Роз'яснення») на сторінці Tender Management, які будуть доступні для всіх учасників. Будь ласка, обов'язково прочитайте всі роз'яснення, коли вони стануть частиною специфікації тендеру.



## 10. МОДИФІКАЦІЯ АБО СКАСУВАННЯ ПРОПОЗИЦІЇ

Учасники торгів, без жодних наслідків, можуть змінювати або відкликати свою пропозицію до кінцевого терміну, використовуючи функцію "MODIFY RETURN" («Зміни/повернення»). Подані пропозиції не можуть бути змінені після закінчення тендеру.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	<a href="#">View</a> <a href="#">Download</a>
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	<a href="#">View</a> <a href="#">Download</a>

**Return Submitted**

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

It is possible to modify 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. ДОПОМОГА

Якщо у вас виникли проблеми з навігацією та функціональністю системи UNGM, Будь ласка, відвідайте сторінку довідки UNGM, посилаючись на точний номер тендерної пропозиції ФАО (Tender Reference Number).



### Help

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**Support Pages**

- Help Overview
- FAQ
- StepByStep 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](mailto:support@in-tend.com) or call us on +44 (0) 332 909400.

If you have any questions on how to use this web site please contact the In-Tend Support team at [support@in-tend.com](mailto: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 333314 (please note this mobile number will only be active in the event of a fault on the main support number).

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