

eTendering

Frequently Asked Questions

For suppliers

Release No. 2

November 2013

TABLE OF CONTENTS:

Contents

REGISTERING AND ACCESSING THE eTENDERING SYSTEM **Error! Bookmark not defined.**

1. I cannot log in the system using the event.guest account. It says users name or password is not recognised.....	3
2. I have received the registration confirmation email but failed to log in the system. It says username or password do not recognised.	3
3. Where can I download the Instructions Manual for Suppliers?	3
4. I have logged in the system but I do not see any bid event.	3
5. How can I search for tenders issues by a specific country?	3
6. What can I put as user id during the registration?	3
7. Can I change the address in my profile in the system?	3
8. Can I change the details of the contacts in my profile?	4
9. I am not sure if I am interested to submit a bid. I would like to view the bid requirements first. How can I do that?	4
10. I declined the invitation in the system but now I am interested to participate. Can I still do it? ..	4
11. I have accepted the invitation but now I am not interested to submit a bid anymore. Can I cancel my participation?	4
12. Can I save a bid for later completion and submission?	4
13. Can I complete my bid offline?	4
14. I submitted a bid. How can I be sure that the bid is received?	4
15. How can I cancel a bid that I have already posted in the system?	4
16. Will I receive automatic email notifications if there is a change in the bid event?	5
17. I have a question related to a specific Tender launched in eTendering system. Whom should I contact from UNDP?	5
18. I have heard that UNDP has launched a tender but I cannot find it in the eTendering system... ..	5
19. I cannot upload a document. It gives an error message that I don't understand.	5
20. The system is slow and not responding very well. What can I do?	5
21. I see different links where I can upload documents. Which one should I use?	5
22. How can I edit my bid?	6

1. I cannot log in the system using the event.guest account. It says users name or password is not recognised.

Clear cache of your browser and try again. If the problem persists contact the focal point listed in the procurement event.

2. I have received the registration confirmation email but failed to log in the system. It says username or password do not recognised.

1. Wait for about 1 hour from the moment you received the confirmation email and try again.
2. Clear cache from your browser and retry.
3. Please make sure you are using <https://etendering.partneragencies.org>. Do not click on the link included in the confirmation email.
4. If the problem persists, contact the focal point listed in the procurement event .

3. Where can I download the Instructions Manual for Suppliers?

You can download the instructions Manual for Suppliers in any of the sources below:

- a) In eTendering system. The instructions manual is uploaded in the bid event and can be accessed from “Bidding Documents” link.
- b) Procurement notice published in UNDP website for any of the tenders conducted in eTenderig system.
- c) UNDP website.

4. I have logged in the system but I do not see any bid event.

Make sure that “Sell event” and “Request for Information” are selected at the search criteria section and search again.

5. How can I search for tenders issues by a specific country?

In the search criteria section, under Event ID tab, insert the country code in the first box. Country code is a specific code assigned for each country in the system. If you are not sure what the code is for the specific country you are searching, ask UNDP.

6. What can I put as user id during the registration?

The user ID must be composed in the following format: firstname.lastname. It is highly recommended that the user ID represents the company rather than an individual.

7. Can I change the address in my profile in the system?

Yes. You can change the address by going to “My bidder Profile” tab in the menu on the left and clicking on “addresses tab”. Here you can change the existing address or add additional alternative address.

8. Can I change the details of the contacts in my profile?

Yes. You can change the contact details by going to “My bidder Profile” tab in the menu on the left and clicking on “Contacts”. Here you can change the contact information details such as name, email address, telephone numbers, etc for all contacts registered under your profile. You can also add additional contacts or delete existing ones.

9. I am not sure if I am interested to submit a bid. I would like to view the bid requirements first. How can I do that?

Click on “View Bidding documents” in the start page of the bid event. It will show a list of attachments. One of the attachments with Description “Event details” is a consolidate document of the tender requirements in PDF format. Other attachments included in the Tender are available as well.

10. I declined the invitation in the system but now I am interested to participate. Can I still do it?

Yes. You can still submit a bid provided that it is still within the deadline.

11. I have accepted the invitation but now I am not interested to submit a bid anymore. Can I cancel my participation?

Yes. If you have not submitted a bid, simply do not submit one. If you have submitted a bid already, cancel it from the system.

12. Can I save a bid for later completion and submission?

Yes. However you have to provide responses to those bid questions which a response is mandatory before you can save. However, be aware that a saved bid is not submitted until you have clicked on “Submit Bid”.

13. Can I complete my bid offline?

Yes. You first have to download the bid document as XML file and complete your bid in Excel. Then you can upload the excel document to your bid in the system. Detailed instructions are provided in the Instructions Manual for Suppliers. However, the attachments must be uploaded directly online in the system.

14. I submitted a bid. How can I be sure that the bid is received?

An email confirmation is sent to the email address associated to your account in the system with a copy of your bid. However, you must log into the system and view the bids submitted and recorded in the system to make sure that you have a “posted” status in the corresponding bid event.

15. How can I cancel a bid that I have already posted in the system?

Go to the bid event for which you want to cancel your posted bid, click on “View, Edit, or copy from saved Bids” in the main page, and click on “Cancel” besides the bid you want to cancel. More detailed instructions are provided in the Instructions Manual for Suppliers.

16. Will I receive automatic email notifications if there is a change in the bid event?

Only bidders who have either accepted the bid invitation in the system, submitted a bid on the original version, or have been invited directly by UNDP in the system will receive automatic notification on changes. The rest will be able to see the changes made in the system for a particular bid event but will not receive email notifications.

17. I have a question related to a specific Tender launched in eTendering system. Whom should I contact from UNDP?

The focal points for each Tender event in eTendering is displayed in the corresponding Bid Event in the system. In addition, focal contact point are provided in the Data Sheet document attached in the Bid Event.

18. I have heard that UNDP has launched a tender but I cannot find it in the eTendering system.

If a tender has been launched by UNDP and you cannot find it in the system, it may be because:

- a) The tendering process is not being conducted in the eTendering system.
- b) The Tender is not based on an “Open ITB” process, meaning that the Solicitation Documents are sent only to a shortlist of suppliers.

Contact the corresponding UNDP office to get more information.

19. I cannot upload a document. It gives an error message that I don't understand.

Make sure that the file name is maximum 60 characters and try again. If the problem persists, contact UNDP.

20. The system is slow and not responding very well. What can I do?

Try to sign out and then sign in again. In addition try to use a different browser.

21. I see different links where I can upload documents. Which one should I use?

It depends on the type of document. If it is a document that pertains to general requirements of the bid, you can upload in the “View/Add General Comments and Attachments” tab at the header level of the bid event. If it is a document that is relevant to a specific header bid factors, you can upload it in “Add comments or attachments” tab besides the corresponding bid factor. If it is a document relevant to a particular item, you can upload it clicking on the comments tag beside the line which displays “View/Add comments and attachments”. If you are not sure, you can upload the document as a general attachment (first option described above).

22. How can I edit my bid?

There are different ways of how to edit a bid, depending on how the event is setup. If the changes you want to make are not triggered by changes made in the bid event in line items or bid factors, then you can simply open your bid (go to View/edit bid) and revise the information provided there and click on “submit bid” when you have finished. If there have been changes in the line items or bid factors made by UNDP, then you need to create a new bid (DO NOT try to copy from the previous version of your bid), submit it and cancel the previous version.

More is explained under “Viewing, Editing and Canceling submitted Bids” and “Amending your bid when bid event is amended” sections of the user guide.