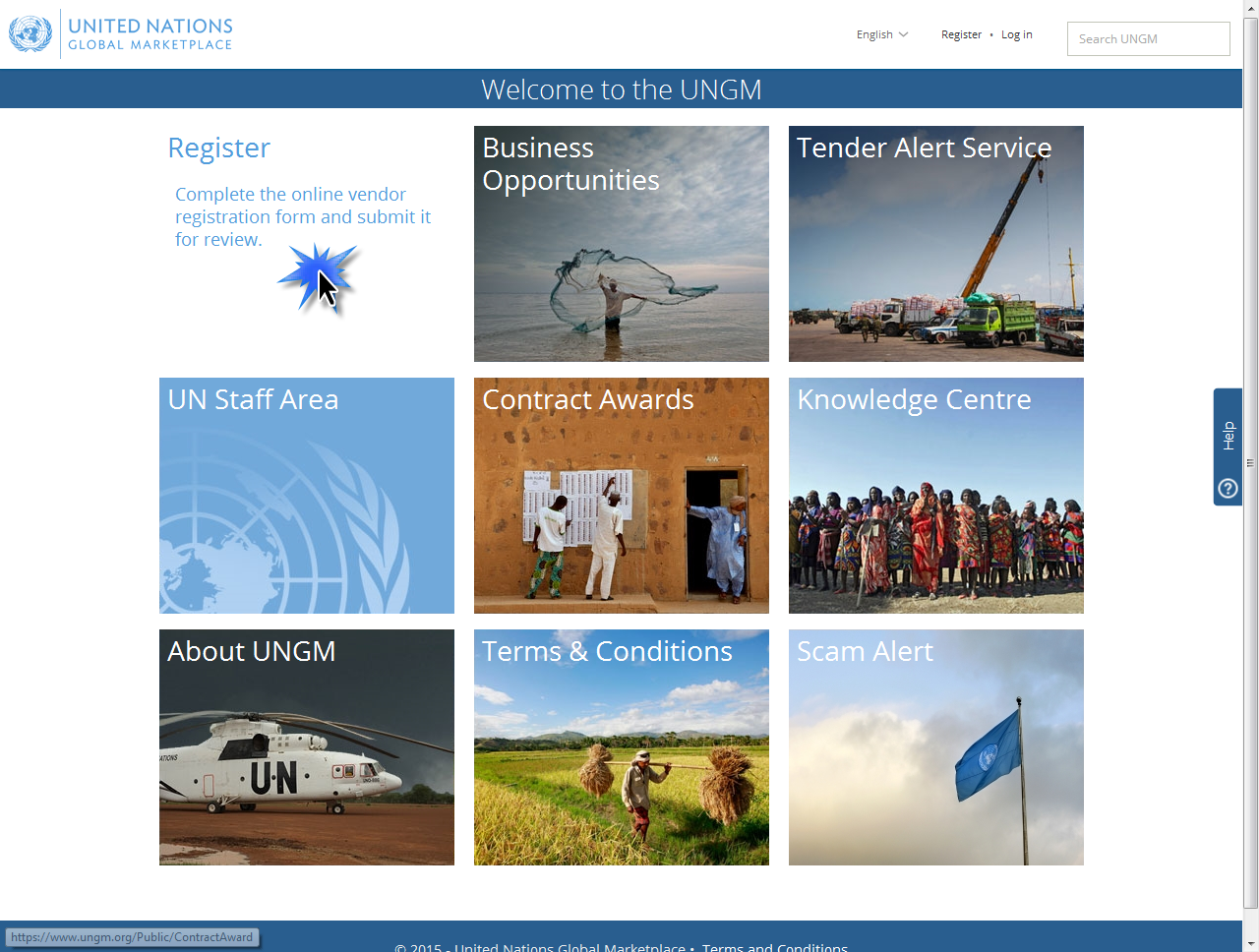
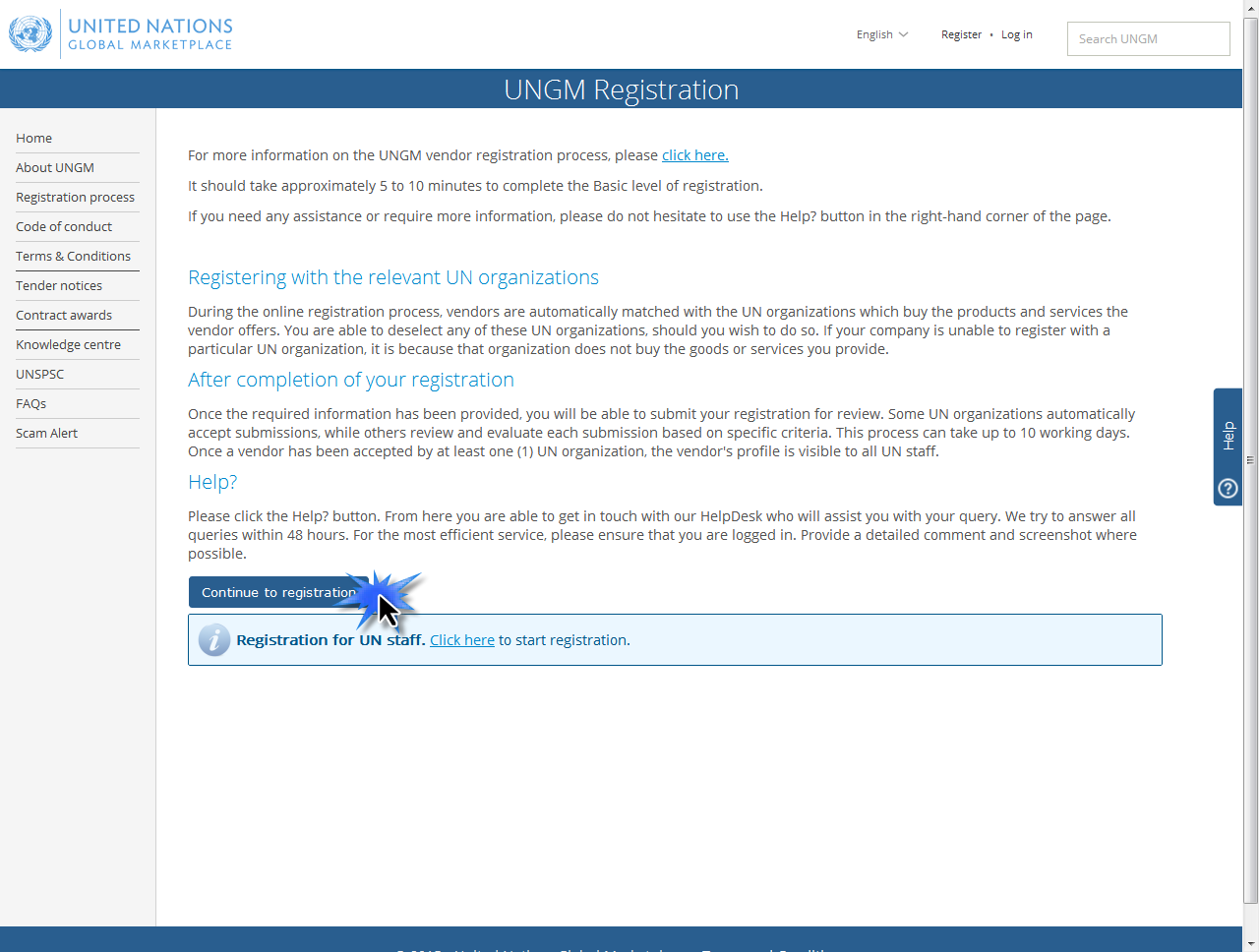
**INSTRUCTIONS ON HOW TO ACCESS ILO TENDERS AND SUBMIT A PROPOSAL**

ILO e-Tendering System (ETS) is integrated with the United Nations Global Marketplace portal ([www.ungm.org](http://www.ungm.org)). Please find below instructions on how to access the tender documentation.

1. **Registration on UNGM**

To access the tender documents, you need to be fully **registered on UNGM. Registration at basic level** is sufficient, since the ILO does not require level 1 and 2 registrations.

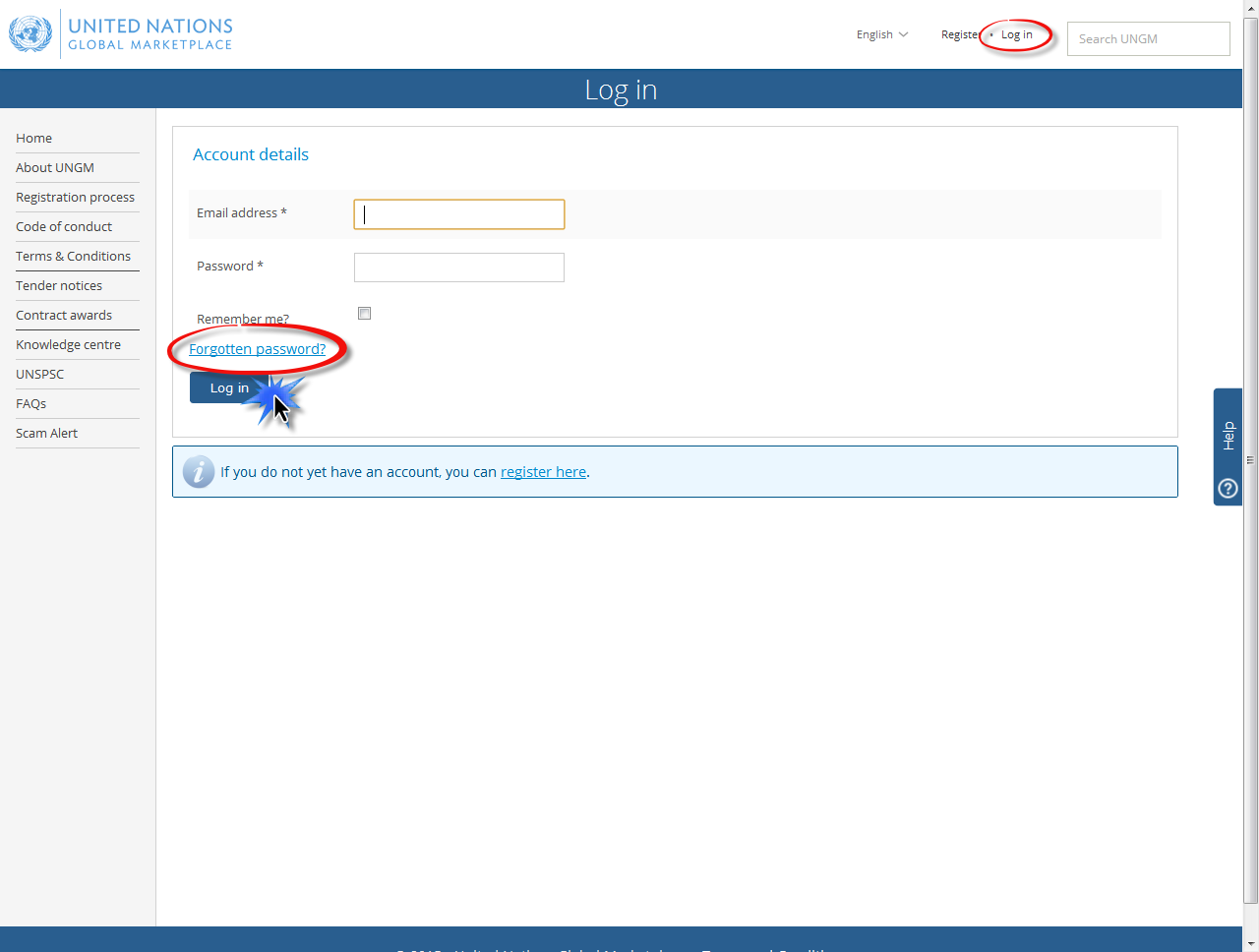




Once you have created your UNGM account, make sure to activate it. If you have not received the activation email to your personal email inbox, you can resend it to yourself by using your UNGM inbox.

1. **Log into your UNGM account**

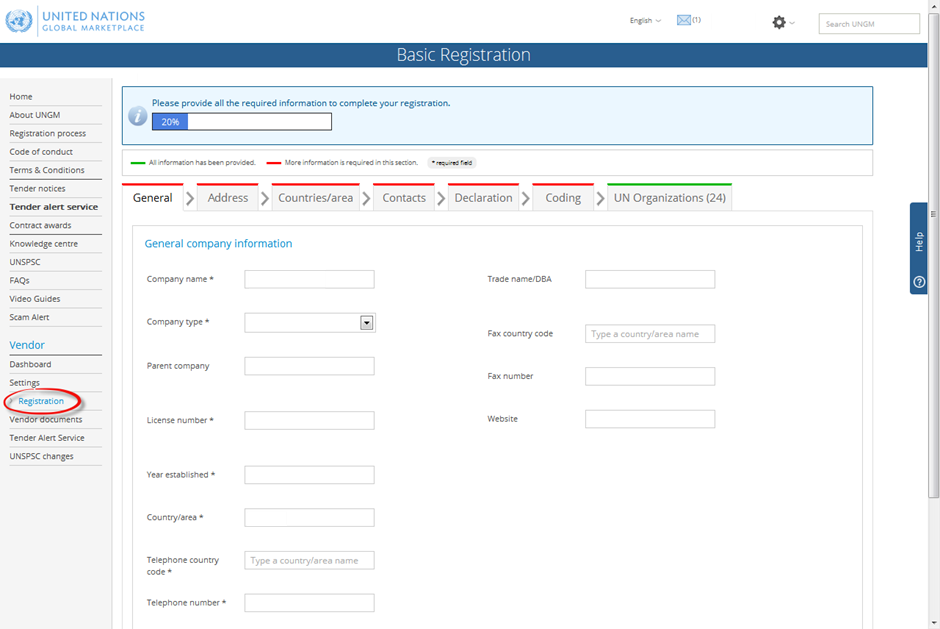
In order to log into your **UNGM** account, please click on the ‘Log in’ link at the top right-hand corner of the page. You will need to use your username, which is the email address you registered with, and your password. If you do not remember your password, please use the **‘forgotten password’** functionality.



1. **Complete your registration**

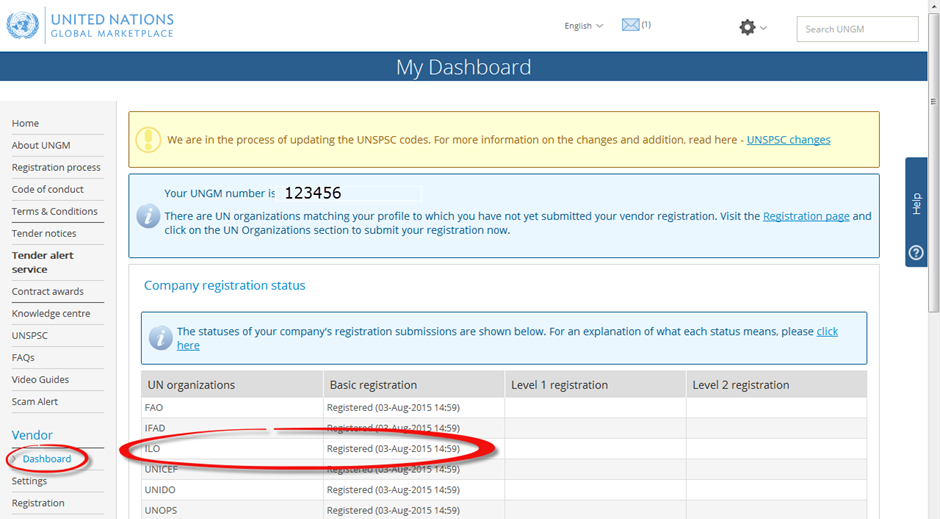
From **the Registration link in the left-hand menu**, you can complete your registration form. It only takes about 5-8 minutes to complete your Basic registration.

Please note that some **tabs appear in red and others in green**. The red tabs mean that you are missing information. The asterisk (\*) indicates information that is required and you will not be able to submit the registration until this information is provided.



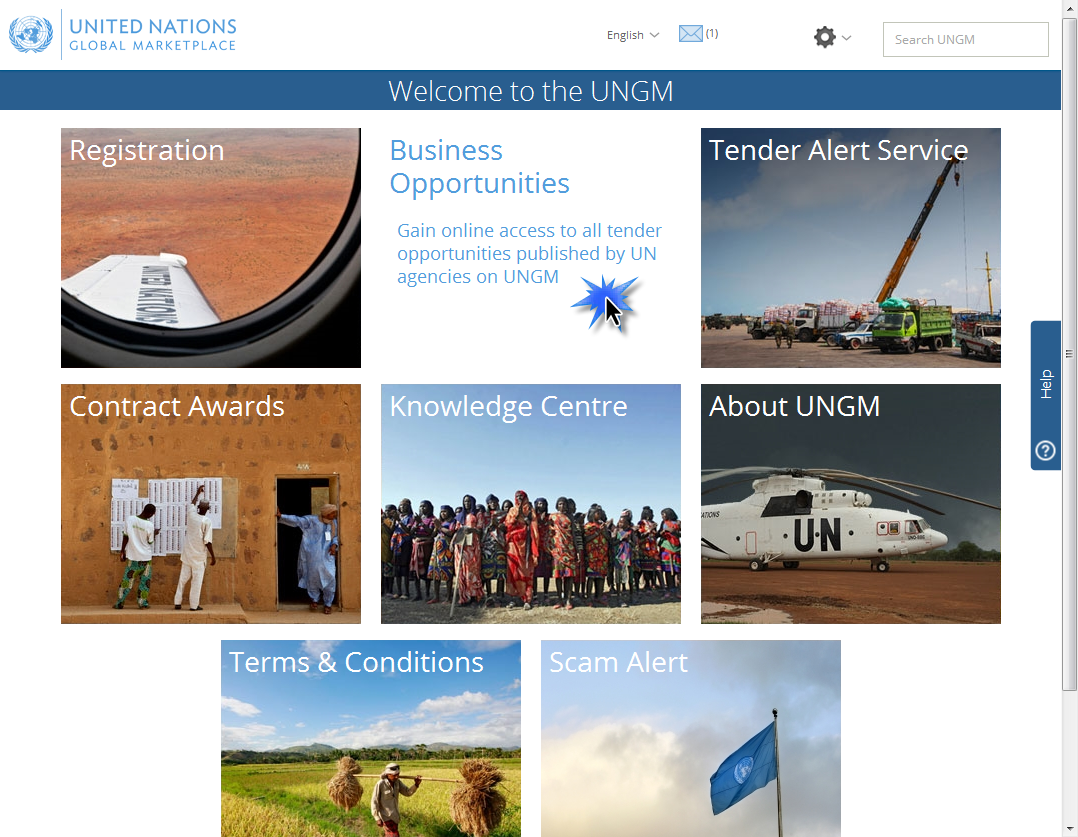
Please, do not forget to **submit your completed registration** to the UN organizations matching your company’s profile. Please verify that **ILO is part of the list of UN organizations which match your company’s profile** in the ‘UN organizations’ tab.

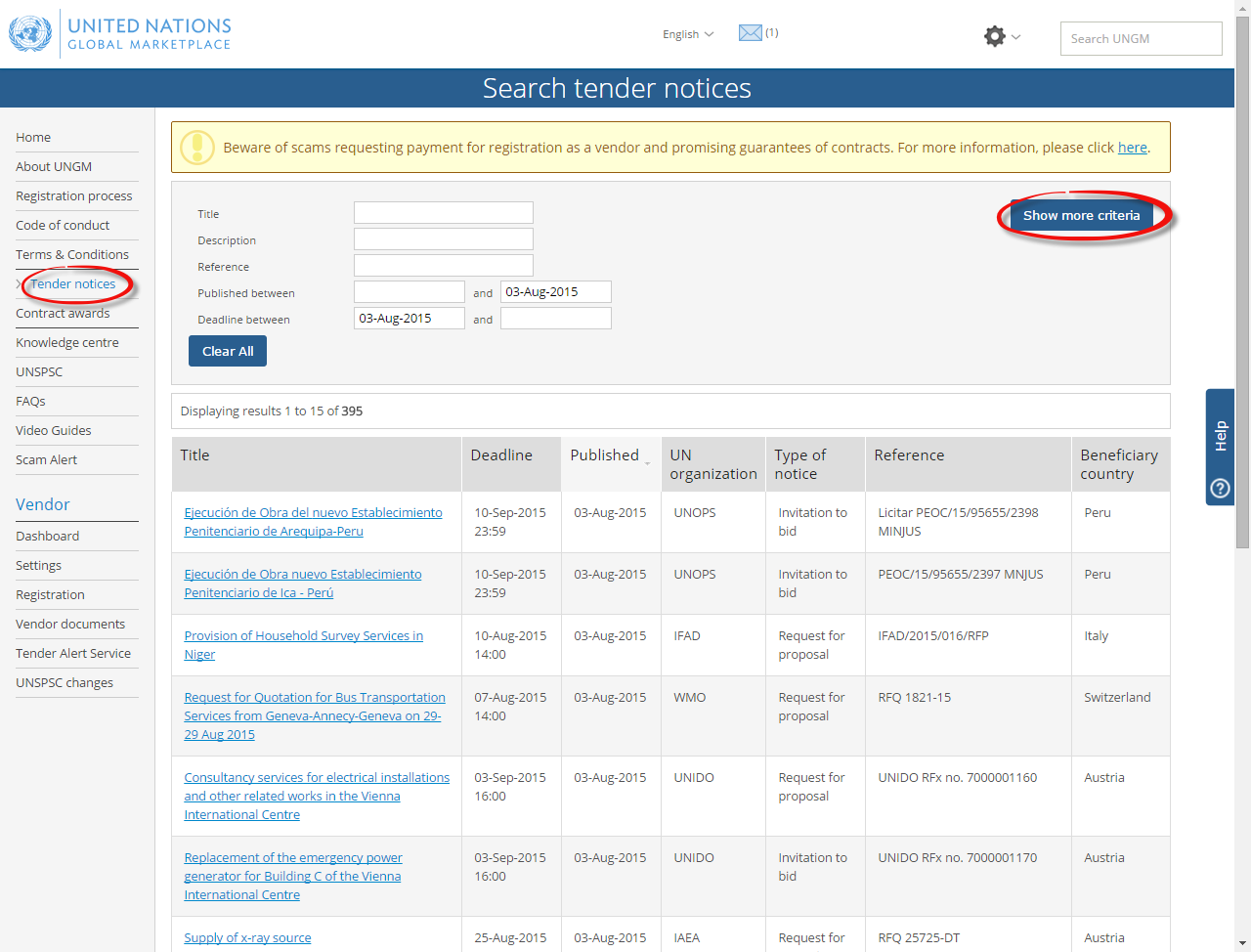
If you have completed your basic level registration in the past, please ensure that **your basic registration with ILO is complete**. You can either check this information from your **Dashboard** (for instance, your registration status is Registration/Vendor to Update) or directly in your registration. If your registration is not complete, please update/modify the information requested by the UNGM platform before proceeding.



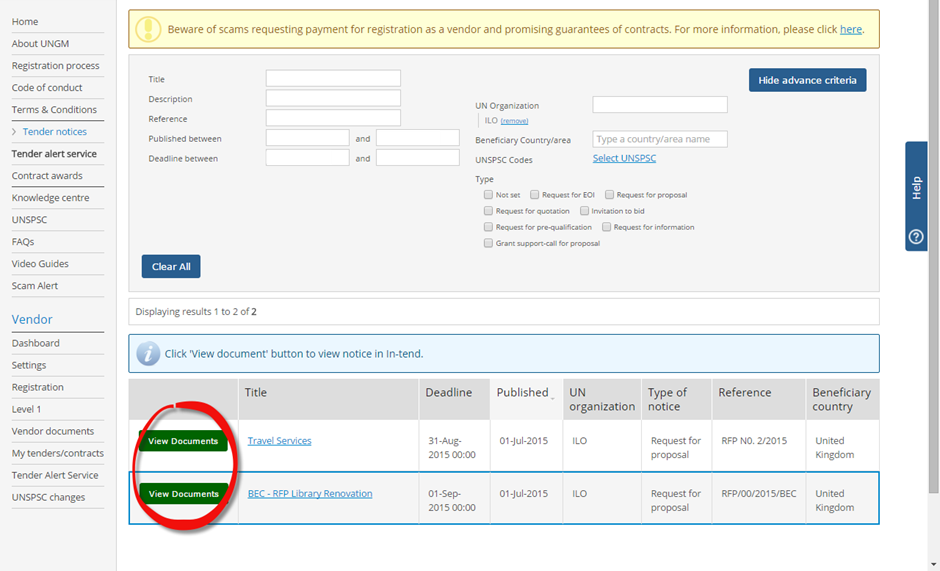
1. **Search for the tender notice issued by ILO**

From the UNGM homepage, click on the **‘Business Opportunities’** box or click on the **‘Tender notices’** link in the left-hand menu. Click on the ‘show more criteria’ button on the upper right side.





In the **‘UN organizations’** field, please type ILO. The system will automatically show all the **active tender notices issued by the ILO.**



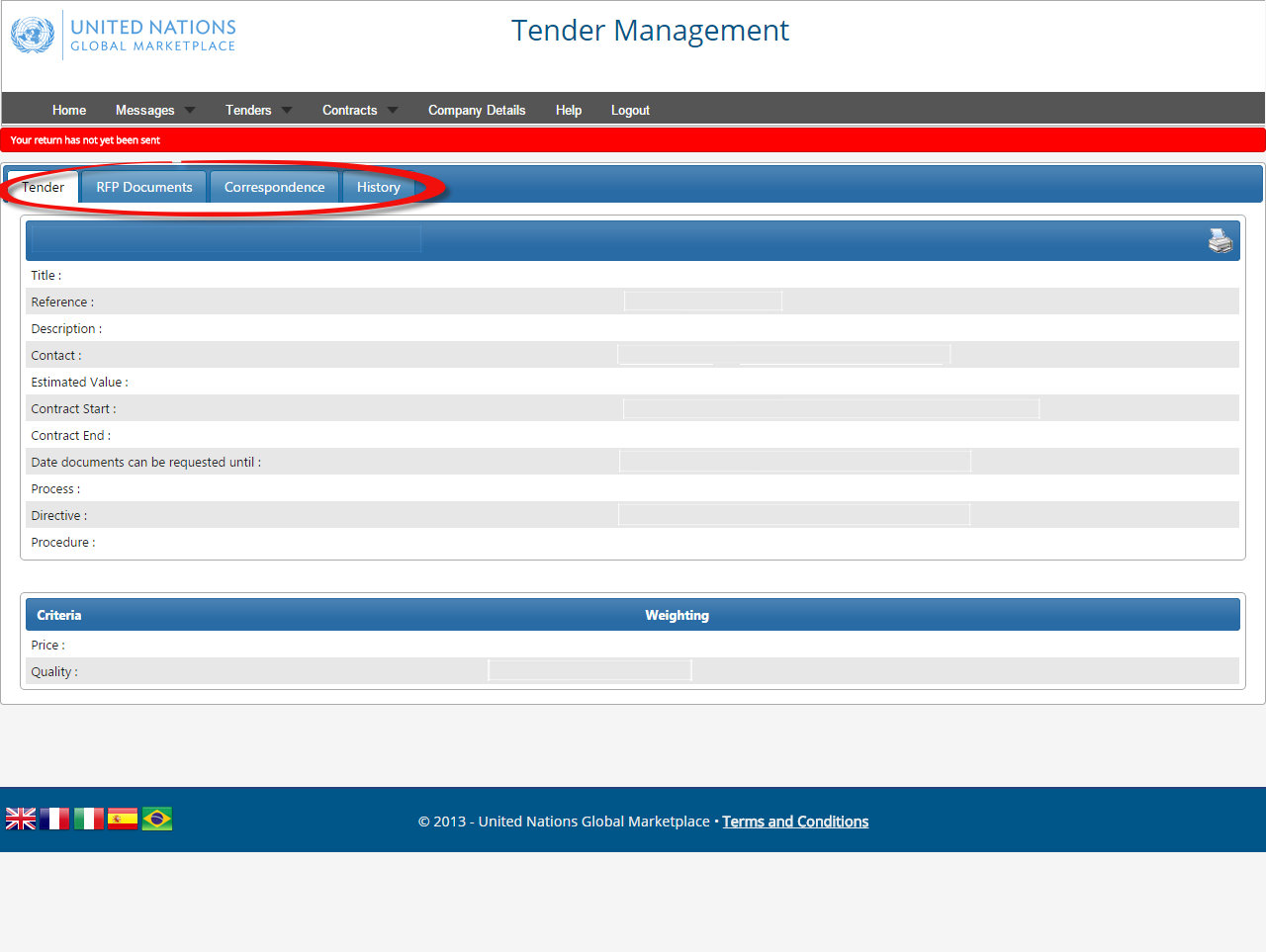
On the side of each tender notice, you will find a green button with either **‘Express interest’** (if this is the first time you view the notice) or **‘View documents’**.

In case of first access, click on ‘Express interest’ to notify ILO that you are interested in participating in this tender. After a few seconds, the button will change in a green button ‘View documents’ (on the left side). **Click on it and access the tender documents**.

1. **Tender Management**

You will be transferred from the UNGM portal to the **ILO e-tendering system**. The following **‘Tender Management’ screen should appear**.

**IMPORTANT: If it does not show the Tenders screen, please inform immediately the ILO at** [**pcrt@ilo.org.**](mailto:pcrt@ilo.org)



You are now in the ILO e-tendering system. Under this area you will find several menu tabs:

**Tender:** General information about this tender

**RFP documents:** IMPORTANT, here is the deadline plus all the documents of the tender process (RFP or ITB). In the same area, you have the placeholders for uploading your proposal and all your documents.

**Correspondence:** an area where you can write email and receive answers from ILO.

**Clarifications:** an area for reading the clarifications issued by ILO and made available to all bidders. Please ensure to read all the clarifications, as they become part of the specifications.

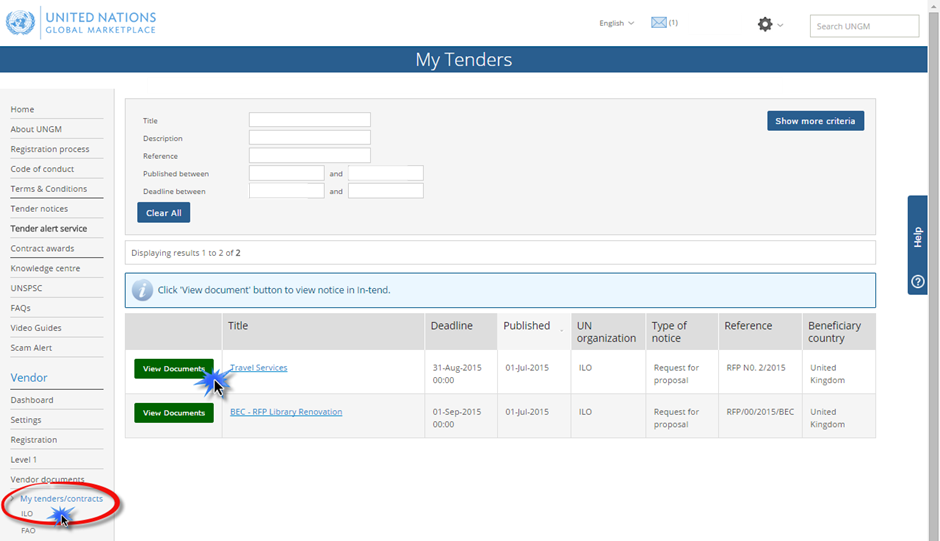
**History:** a log of past activities related to this tender.

From this point onwards, we think that the system is more intuitive and you should be able to navigate without major difficulties. However, should you have questions, please contact us by using the **CORRESPONDENCE** functionality of ILO e-Tendering System or via email at **pcrt@ilo.org**.

1. **If you re-enter UNGM at a later stage**

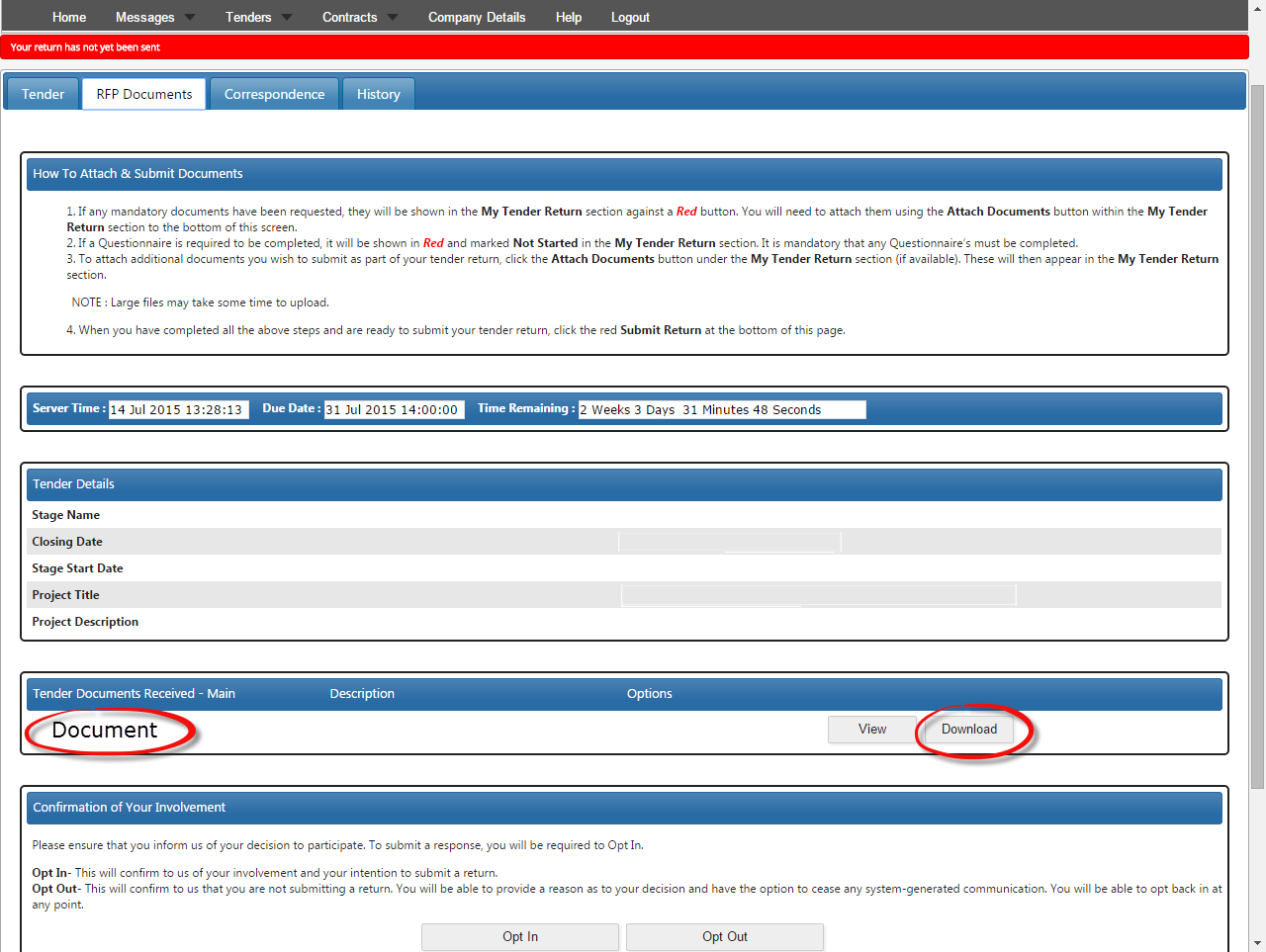
There is a **short-cut to – ILO tender notices**. After logging in UNGM, you shall select **‘My tenders/contracts’** option from the left-hand menu.

You can also click on the **‘View document’** button next to the notices or click on the ILO link under ‘My tenders/contracts’ in order to access ILO e-Tendering System and see details of the tender notice and its documents.



1. **How to download - tender documents**

In the **‘Tender Management’** page, please select the **‘RFP documents’** menu tab, scroll down until the section ‘Tender documents received’, and download all documents.



1. How to attach and submit documents

If any **mandatory documents** have been requested, they will be displayed in the **‘My tender return’** section against a red button. You will need to attach them by using the **‘Attach Documents’** **button** within ‘My Tender Return’ section to the bottom of this screen.

If a **Questionnaire** is required to be completed, it will appear **in Red and marked as ‘Not Started’** in the ‘**My Tender Return’ section**. **It is mandatory to complete any Questionnaire**.

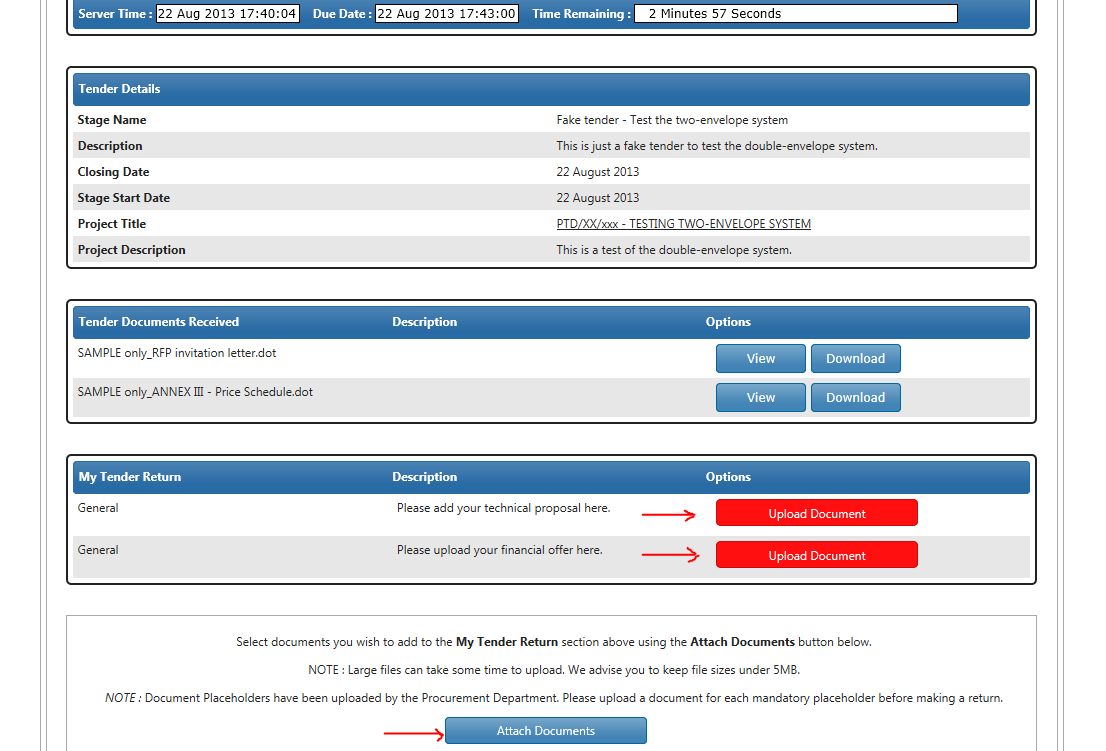
**8. How to submit the proposal and attach documents**

The TECHNICAL and FINANCIAL components of the proposal must be uploaded **separately and independently**, by using the **red buttons** **“Upload Document”**.

**The uploaded components must be clearly marked as “TECHNICAL” and “FINANCIAL”.**

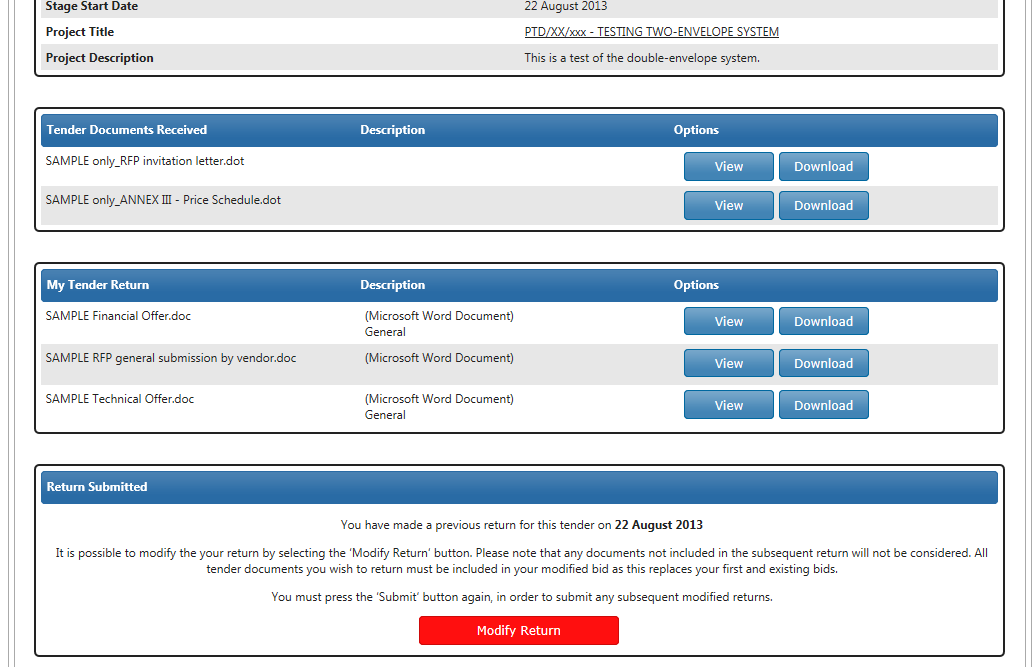
Any other document that could allow for a more comprehensive evaluation of the proposal must be uploaded by using **the blue** **“Attach Documents”** button.

The “Attach Document” button must not be used to upload the technical and financial components of the proposals. The ILO reserves the right to disqualify proposals that are not in line with these instructions.



**NOTE: Large files may take some time to upload. We advise you to keep the files under 5MB.**

Once all documents are uploaded, the below window should appear with the technical and financial components and any other attached documents displayed in **“My Tender Return”** section:



1. **Modification of your submission (return)**

You can modify your submission as many times as you wish before the submission deadline, by clicking on **“Modify Return”**.

