

**WIPO E-TENDERING SYSTEM : INSTRUCTIONS, CONDITIONS AND DISCLAIMER for the  
Submission of Electronic Documents**

1. WIPO will only accept documents for tenders or quotations placed on its e-tendering system to be received electronically unless explicitly stated otherwise in WIPO's instructions or upon WIPO's written agreement.
2. An "expression of interest" or a tender lodged electronically is deemed for all purposes to be the true and legal version, in writing, duly authorized and duly executed by the Bidder and intended to have binding legal effect. Electronic signatures are unnecessary due to the security built into the system.
3. "Expressions of interest" or tenders submitted via the Electronic Tendering System must be received in full prior to the closing time.
4. If the electronic files containing the expression of interest or the tender are corrupt, contain a virus or are unreadable for any reason, WIPO reserves the right to reject the expression of interest or the tender.
5. Immediately prior to submitting an expression of interest or a tender electronically, the Bidder must check the electronic files that constitute the expression of interest or the tender for viruses using fully current virus checking software and must remove all viruses from the files.
6. It should be noted, however, that depending on the quality of your internet connection, large-sized files (over and above 5 MB) may be difficult to upload. The complete uploading of all of the documents comprising your quotation must be finished before the expiry of the offer submission deadline. Naming convention: Bidder must ensure that all documents to be uploaded must follow best practices for file naming, i.e. the use of underscores instead of periods or spaces; otherwise you risk not being able to upload your document/s. Avoid using special characters in a file name, such as \ / : \* ? " < > ! [ ] & \$ , ; .
7. WIPO accepts no responsibility for you misunderstanding instructions or incorrect use of the system.
8. Bidder acknowledges and accepts, in respect of electronically transmitted tenders, that:
  - Lodgment of large electronic files may take time and as such they must allow sufficient time to fully transmit all files prior to the closing time.
  - Should there be any problem or question regarding the registration of your company within the WIPO e-tendering system, please call +41 22 338 9806 or +41 22 338 9763 or the In-Tend/WIPO technical support at +44 (0)1332 222 451; e-mail: [support@in-tend.co.uk](mailto:support@in-tend.co.uk).
  - Should there be any problem or question regarding the uploading of tender documents within the e-tendering system, please call +41 22 338 9763 or the In-Tend/WIPO technical support at +44 (0)1332 222 451; e-mail: [support@in-tend.co.uk](mailto:support@in-tend.co.uk).
  - [For any other question related to the legal, technical or commercial aspect of the tender, please send your queries via the "Create Correspondence" tool available in the left-hand menu in the WIPO e-Tendering System at <https://ungm.in-tend.co.uk/wipo.aspx/Home>]
  - WIPO shall not be liable or responsible for the loss, damage, destruction or corruption of any expression of interest or tender, however caused.
  - WIPO until after the tender closing time may not discover corrupted or unreadable files submitted via the Electronic Tendering System.
  - Faults in the Bidder's system are not the responsibility of the WIPO and no extension to the closing time will be made.
  - The Server Clock displayed within the e-tendering system shall govern the time.