

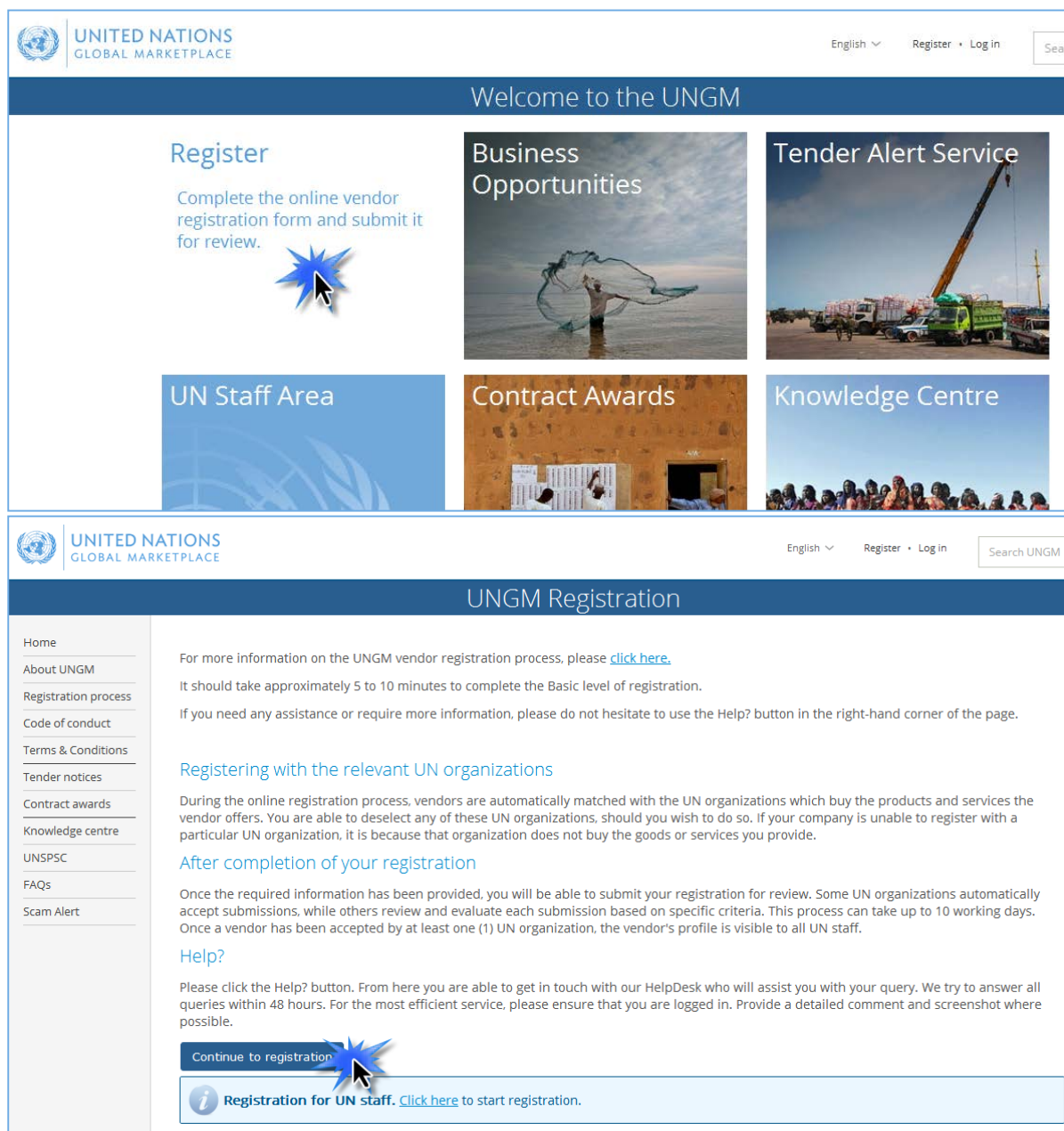
INSTRUCTIONS, CONDITIONS AND DISCLAIMER FOR THE SUBMISSION OF ELECTRONIC DOCUMENTS IN ILO'S E-TENDERING SYSTEM

A. 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). 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.

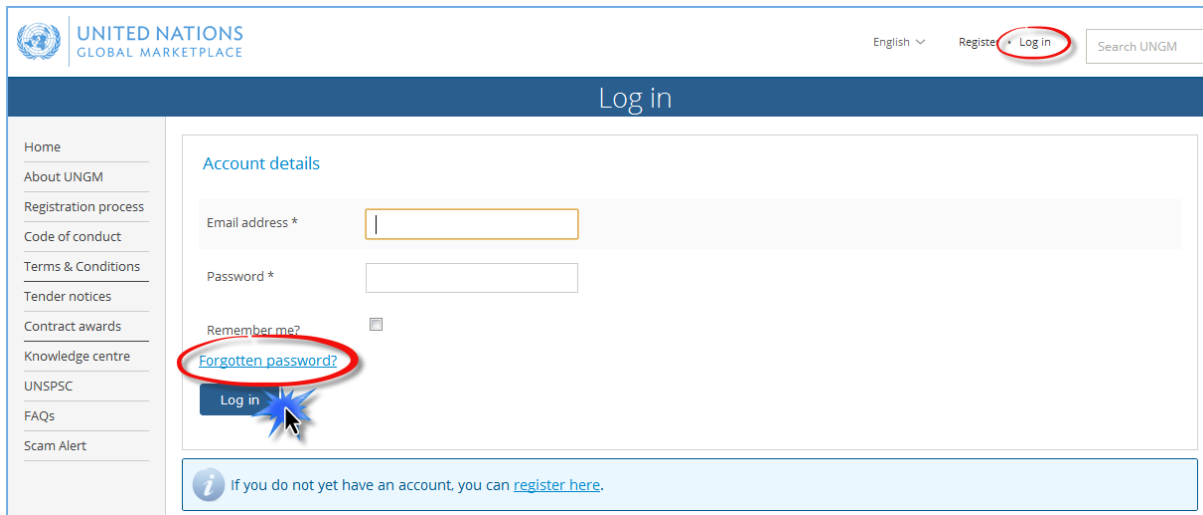


The screenshot displays the United Nations Global Marketplace (UNG) website. The top navigation bar includes the UN logo, 'UNITED NATIONS GLOBAL MARKETPLACE', language options (English), and links for 'Register' and 'Log in'. The main content area features a 'Welcome to the UNGM' banner and several tiles: 'Register' (with a blue star icon), 'Business Opportunities', 'Tender Alert Service', 'UN Staff Area', 'Contract Awards', and 'Knowledge Centre'. Below this, the 'UNG Registration' section is visible, containing a sidebar with links (Home, About UNGM, Registration process, Code of conduct, Terms & Conditions, Tender notices, Contract awards, Knowledge centre, UNSPSC, FAQs, Scam Alert) and a main text area. The main text area provides information about the registration process, including a link to 'click here' for more details, and a 'Continue to registration' button. A blue star icon is also present over the 'Continue to registration' button. At the bottom, there is a blue box with an information icon and the text: 'Registration for UN staff. Click here to start registration.'

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

2. 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.

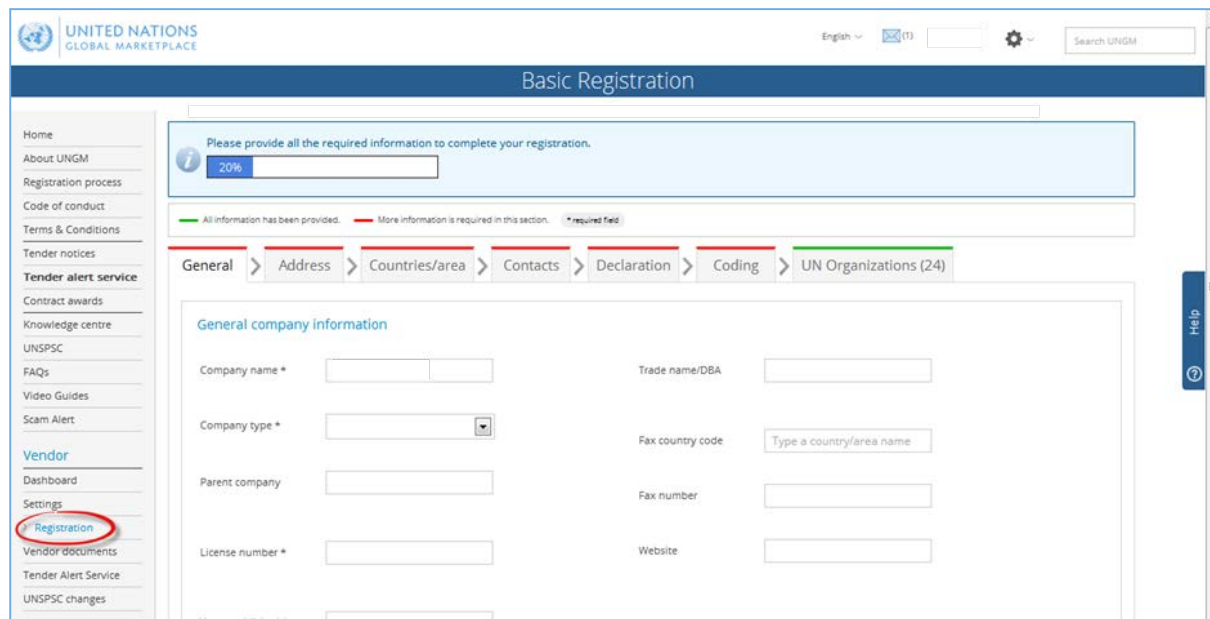


The screenshot shows the UNGM Global Marketplace login page. At the top right, there are links for 'English', 'Register', and 'Log in'. The 'Log in' link is circled in red. Below the header, the page title is 'Log in'. On the left, there is a navigation menu with links like 'Home', 'About UNGM', 'Registration process', etc. The main content area has a form titled 'Account details' with fields for 'Email address *' and 'Password *'. Below these fields, there is a 'Remember me?' checkbox and a link for 'Forgotten password?'. The 'Forgotten password?' link is circled in red. At the bottom of the form, there is a 'Log in' button. Below the form, there is a message: 'If you do not yet have an account, you can [register here](#).'

3. 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.

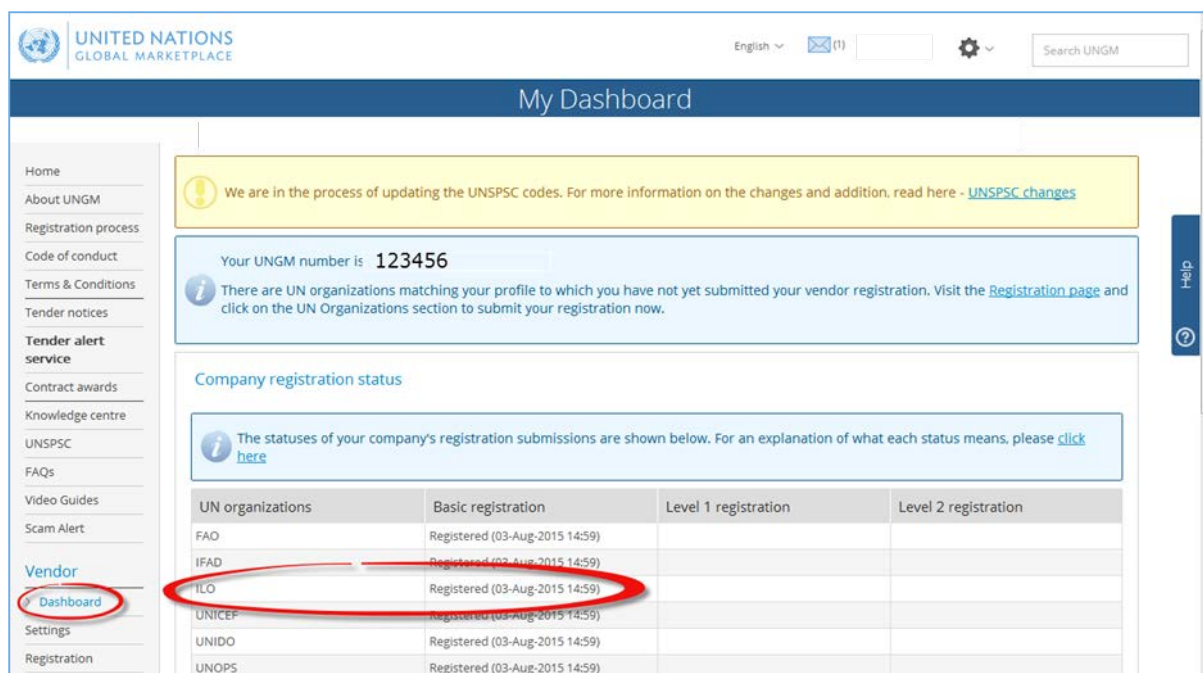
Please note that some **tabs appear in red and others in green**. The red tabs mean that you are missing information. The asterisk (*) indicates information that is required and you will not be able to submit the registration until this information is provided.



The screenshot shows the UNGM Basic Registration page. At the top, there is a progress bar indicating '20%' completion. Below the progress bar, there is a message: 'Please provide all the required information to complete your registration.' The page is divided into several tabs: 'General', 'Address', 'Countries/area', 'Contacts', 'Declaration', 'Coding', and 'UN Organizations (24)'. The 'General' tab is selected. The 'General' tab contains a form titled 'General company information' with fields for 'Company name *', 'Trade name/DBA', 'Company type *', 'Fax country code', 'Parent company', 'Fax number', 'License number *', 'Website', and 'Year established *'. The 'Registration' link in the left-hand menu is circled in red.

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** or directly in your Registration section. If your registration is not complete (for example if your registration status is "Registration/Vendor to Update"), please update the information requested by the UNGM platform before proceeding.



My Dashboard

English (1) [Settings] [Search UNGM]

Vendor

- Home
- About UNGM
- Registration process
- Code of conduct
- Terms & Conditions
- Tender notices
- Tender alert service**
- Contract awards
- Knowledge centre
- UNSPSC
- FAQs
- Video Guides
- Scam Alert
- Vendor**
 - Dashboard**
 - Settings
 - Registration

Alerts:

- 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 **123456**
- 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

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

UN organizations	Basic registration	Level 1 registration	Level 2 registration
FAO	Registered (03-Aug-2015 14:59)		
IFAD	Registered (03-Aug-2015 14:59)		
ILO	Registered (03-Aug-2015 14:59)		
UNICEF	Registered (03-Aug-2015 14:59)		
UNIDO	Registered (03-Aug-2015 14:59)		
UNOPS	Registered (03-Aug-2015 14:59)		

4. 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.


UNITED NATIONS
GLOBAL MARKETPLACE

English (1)

Search UNGM

Welcome to the UNGM



Registration

Business Opportunities

Gain online access to all tender opportunities published by UN agencies on UNGM





Tender Alert Service



Contract Awards



Knowledge Centre



About UNGM


UNITED NATIONS
GLOBAL MARKETPLACE

English (1)

Search UNGM

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

Vendor

Dashboard

Settings

Registration

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 03-Aug-2015 and

Deadline between 03-Aug-2015 and

[Show more criteria](#)

[Clear All](#)

Displaying results 1 to 15 of 395

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

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

Hide advance criteria

Clear All

Displaying results 1 to 2 of 2

Click 'View document' button to view notice in In-tend.

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
View Documents	Travel Services	31-Aug-2015 00:00	01-Jul-2015	ILO	Request for proposal	RFP N0. 2/2015	United Kingdom
View Documents	BEC - RFP Library Renovation	01-Sep-2015 00:00	01-Jul-2015	ILO	Request for proposal	RFP/00/2015/BEC	United Kingdom

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.**

5. 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 the Tender Management screen does not appear, please inform immediately the ILO at pcrt@ilo.org.

UNITED NATIONS
GLOBAL MARKETPLACE

Tender Management

Home Messages Tenders Contracts Company Details Help Logout

Your return has not yet been sent

Tender RFP Documents Correspondence History

Title :
Reference :
Description :
Contact :
Estimated Value :
Contract Start :
Contract End :
Date documents can be requested until :
Process :
Directive :
Procedure :

ANNEX I-A

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

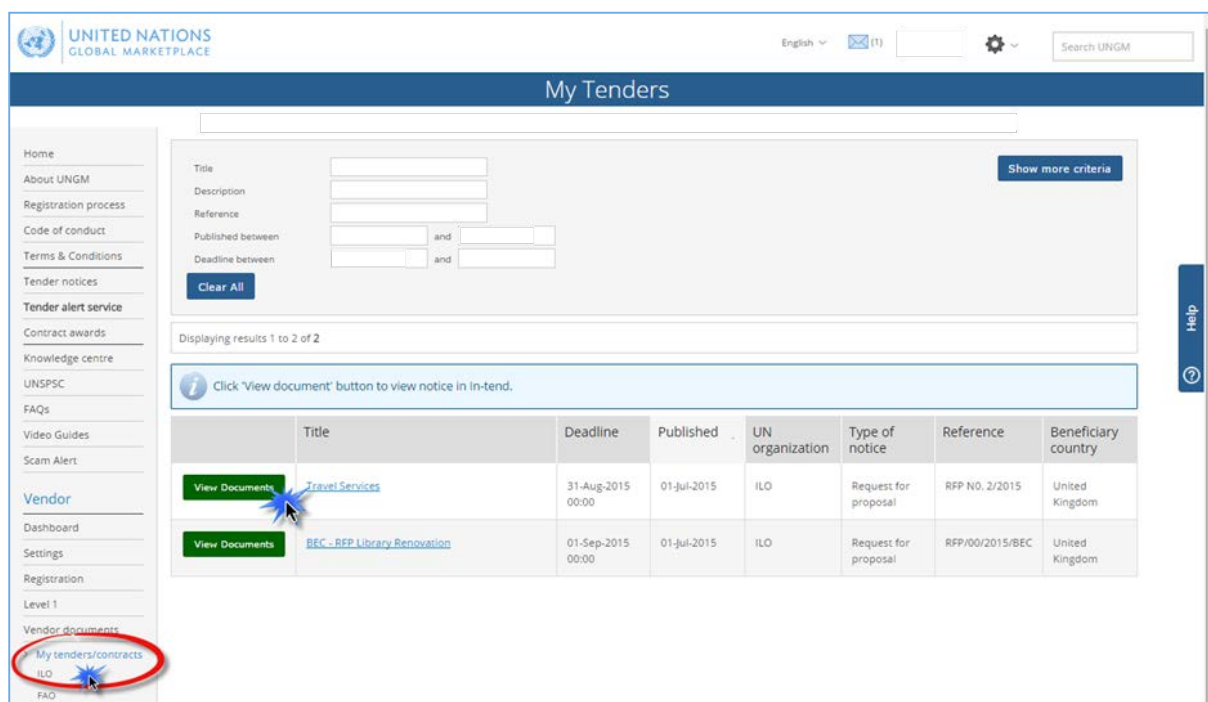
- **Tender:** General information about the tender process.
- **RFP documents:** IMPORTANT, here is the deadline plus all the documents of the tender process. (RFP or ITB). In the same area, you have the placeholders for uploading your proposal and all your documents.
- **Correspondence:** an area where you can write emails and receive answers from ILO.
- **Clarifications:** an area for reading the clarifications issued by ILO and made available to all bidders. Please check this section regularly, as all published clarifications 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.

6. If you re-enter UNGM at a later stage

There is a **short-cut to access ILO tender notices at a later stage**. After logging in UNGM, you should 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.



Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country
Travel Services	31-Aug-2015 00:00	01-Jul-2015	ILO	Request for proposal	RFP NO. 2/2015	United Kingdom
BEC - RFP Library Renovation	01-Sep-2015 00:00	01-Jul-2015	ILO	Request for proposal	RFP/00/2015/BEC	United Kingdom

7. 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.

Home Messages Tenders Contracts Company Details Help Logout

Your return has not yet been sent

Tender RFP Documents Correspondence History

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. You will need to attach them using the **Attach Documents** button within the **My Tender Return** section to the bottom of this screen.
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's 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 : 14 Jul 2015 13:28:13 Due Date : 31 Jul 2015 14:00:00 Time Remaining : 2 Weeks 3 Days 31 Minutes 48 Seconds

Tender Details

Stage Name	
Closing Date	
Stage Start Date	
Project Title	
Project Description	

Tender Documents Received - Main	Description	Options
Document		View Download

8. How to submit the proposal and attach documents

The documents that are part of the TECHNICAL and FINANCIAL components of the proposal must be uploaded **separately**, by using the button **“Attach Documents”**, after selecting the relevant component (technical or financial) from the drop-down menu “Envelope”.

The uploaded documents must be clearly marked as “TECHNICAL” or “FINANCIAL”.

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

by e-mail, mail or any other means will not be considered.


Project Description

On behalf of the International Labour Organisation (ILO), represented by the International Labour Office (ILO), we are pleased to invite any interested company to submit a tender for [INSERT DESCRIPTION] according to the technical documents attached to this tender. Under this tender case file, you will find all the necessary documents to prepare and submit an offer. Participation to this tender entails acceptance of the Terms and Conditions applicable to ILO contracts that are attached as Appendix VII. Non acceptance of said Terms and Conditions may result in the rejection of your offer. Submission of an offer does not create any obligation on the part of the ILO. Telephone contacts or meetings with members of the ILO are not allowed during the tender process other than what is authorized and requested by the ILO PROCUREMENT BUREAU in the framework of this tender. Any potential supplier not complying with these instructions may be disqualified.

Tender Documents Received - Main	Description	Options
20 -- Tool 6-3 Invitation to Bid.docx		View Download
21 -- Tool 6-4 Request for Proposal.docx		View Download

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) 

TECHNICAL COMPONENT
FINANCIAL COMPONENT

Submit My Return

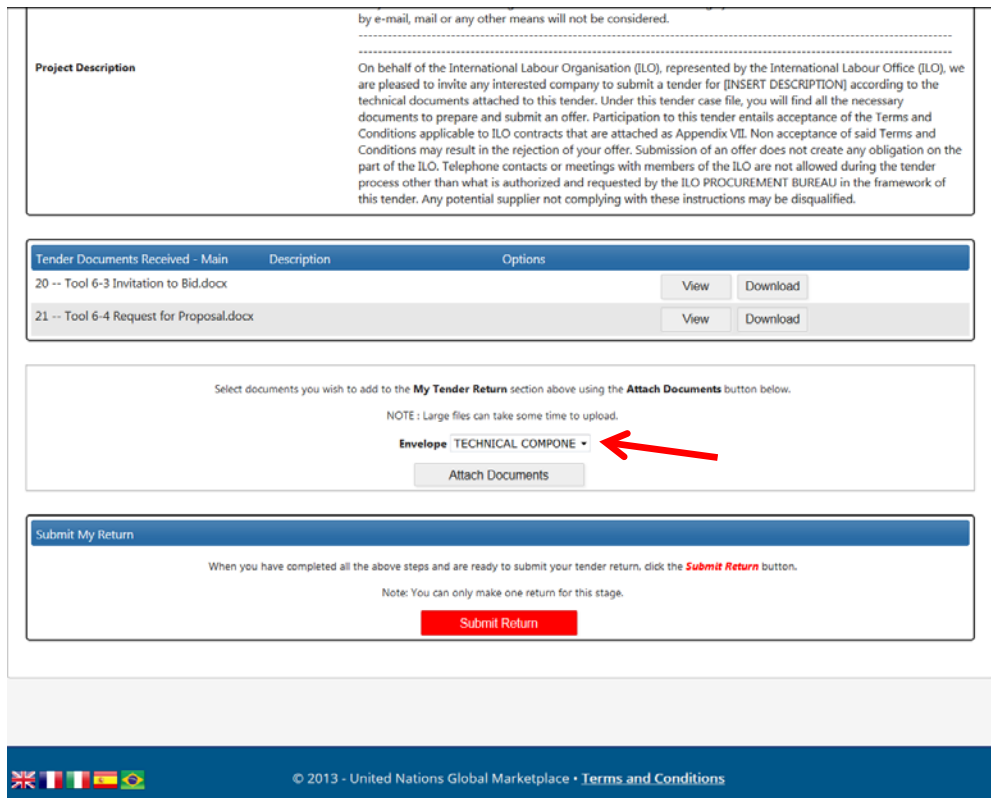
When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can only make one return for this stage.

Submit Return

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You are advised to first upload your technical documents by selecting the “Technical component” from the drop-down menu “Envelope”. **You must ensure that no financial document is included in the technical component of your proposal as this may result in disqualification of your offer.**



by e-mail, mail or any other means will not be considered.


Project Description

On behalf of the International Labour Organisation (ILO), represented by the International Labour Office (ILO), we are pleased to invite any interested company to submit a tender for [INSERT DESCRIPTION] according to the technical documents attached to this tender. Under this tender case file, you will find all the necessary documents to prepare and submit an offer. Participation to this tender entails acceptance of the Terms and Conditions applicable to ILO contracts that are attached as Appendix VII. Non acceptance of said Terms and Conditions may result in the rejection of your offer. Submission of an offer does not create any obligation on the part of the ILO. Telephone contacts or meetings with members of the ILO are not allowed during the tender process other than what is authorized and requested by the ILO PROCUREMENT BUREAU in the framework of this tender. Any potential supplier not complying with these instructions may be disqualified.

Tender Documents Received - Main	Description	Options
20 -- Tool 6-3 Invitation to Bid.docx		View Download
21 -- Tool 6-4 Request for Proposal.docx		View Download

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: TECHNICAL COMPONE 

[Attach Documents](#)

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 only make one return for this stage.

[Submit Return](#)

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Once all technical documents have been uploaded, you shall upload the financial documents by selecting “**Financial component**” from the drop-down menu and clicking on “**Attach Documents**”.




ANNEX I-A

Tender Documents Received - Main	Description	Options
20 -- Tool 6-3 Invitation to Bid.docx		View Download
21 -- Tool 6-4 Request for Proposal.docx		View Download

My Tender Return - Main	Description	Envelope	Options
Technical Document 1.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download Remove Envelope
Technical Document 2.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download Remove Envelope
Technical Document 3.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download Remove Envelope

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: 


[Attach Documents](#)

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 only make one return for this stage.

[Submit Return](#)



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Once all technical and financial documents are uploaded, they should be displayed in the “**Submit my Return**” section.

Tender Documents Received - Main	Description	Options
20 -- Tool 6-3 Invitation to Bid.docx		View Download
21 -- Tool 6-4 Request for Proposal.docx		View Download

My Tender Return - Main	Description	Envelope	Options
Financial Offer1.doc	(Microsoft Word Document)	FINANCIAL COMPONENT	View Download Remove Envelope
Financial Offer2.docx	(Microsoft Word Document)	FINANCIAL COMPONENT	View Download Remove Envelope
Technical Document 1.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download Remove Envelope
Technical Document 2.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download Remove Envelope
Technical Document 3.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download Remove Envelope

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: **FINANCIAL COMPONENT** ▼

[Attach Documents](#)

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 only make one return for this stage.

[Submit Return](#)

Conditions relating to the submission of proposals via the eTS

- Proposals submitted via the eTS must be received in full prior to the closing time.
- Immediately prior to submitting a proposal electronically, Bidders must check the electronic files that constitute the proposal for viruses using fully current virus checking software and must remove all viruses from the files.
- Naming convention: Bidders must ensure that all documents to be uploaded follow best practices for file naming, i.e. the use of underscores instead of periods or spaces; otherwise there is a risk that the document/s will not be uploaded. Avoid using special characters in a file name, such as \ / : * ? " < > ! [] & \$, ; .
- Large files can take a long time to upload and sent in the e-tendering system if they are sent without any type of compression. It is therefore strongly recommended that Bidders upload files that do not exceed 5 MB (megabytes) each.

9. 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"**.

process other than what is authorized and requested by the ILO PROCUREMENT BUREAU in the framework of this tender. Any potential supplier not complying with these instructions may be disqualified.

Tender Documents Received - Main	Description	Options
20 -- Tool 6-3 Invitation to Bid.docx		View Download
21 -- Tool 6-4 Request for Proposal.docx		View Download

My Tender Return - Main	Description	Envelope	Options
Financial Offer1.doc	(Microsoft Word Document)	FINANCIAL COMPONENT	View Download
Financial Offer2.docx	(Microsoft Word Document)	FINANCIAL COMPONENT	View Download
Technical Document 1.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download
Technical Document 2.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download
Technical Document 3.docx	(Microsoft Word Document)	TECHNICAL COMPONENT	View Download

Return Submitted

You have made a previous return for this tender on **04 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](#)

10. Technical Support

Should there be any problem or question regarding the registration of their company or the uploading of their tender documents within the ILO e-Tendering system, Bidders would call +41 22 799 7229 or +41 22 799 7879, or the In-Tend/ILO technical support in the UK at +44 (0)114 407 0065

B. DISCLAIMER FOR THE SUBMISSION OF PROPOSALS IN ILO'S e-TENDERING SYSTEM

- For tenders placed on its Electronic Tendering System (hereafter "e-Tendering system" or "eTS") in UNGM Portal, ILO will only accept documents to be received electronically, unless explicitly stated otherwise in ILO's instructions to Bidders or upon ILO's written authorization.
- A proposal 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.
- If the electronic files containing the proposal are corrupted, contain a virus or are unreadable for any reason, ILO reserves the right to reject the proposal.
- ILO accepts no responsibility for Bidders misunderstanding instructions or incorrect use of the system.
- Bidders acknowledge and accept, in respect of electronically transmitted proposals, that:
 - Lodgement 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.
 - ILO shall not be liable for the loss, damage, destruction or corruption of any expression of interest or tender, however caused.



- Bidders are advised that until after the tender submission deadline, ILO may not discover corrupted or unreadable files submitted via the eTS.
- Faults in the Bidders' own systems are not the responsibility of the ILO, and no extension of the submission deadline and time will be granted.
- The Server Clock displayed within the eTS shall govern the time.

The award of the contracts will be made at the absolute discretion of the ILO. The ILO's decision to award the contract to a preferred Bidder is final and shall not be questioned by any Bidder.

The Contract or the benefit of the Contract shall not be assigned, sub-contracted or otherwise transferred by the successful Bidder in whole or in part, without ILO's prior written consent, to be given at its sole discretion.