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EVENT ID: UNDP1 – CPUB17-003

UNDP/BMS/OIMT/ITB/2017/003 Metro Ethernet Internet Access for UNDP Headquarters

United Nations Development Programme September 19, 2017

Notice of Invitation

This procurement process is conducted through <u>UNDP eTendering online system</u> (interested applicants must register in the system in order to access the additional documents), or via electronic submission (email), if indicated in the "Bid Document". Detailed instruction on how to register in the online system can be found in the attached link provided below:

For first time registrants, use the following details to login and create access:

- i. URL: <u>https://etendering.partneragencies.org</u> Username: **event.guest** Password: **why2change (DO NOT change this password)**
- 0 -My Sell Events Menu Search: Event Name 0 ITB150722A: Supply and Delivery of Work Manage Events and Place Bids Boat - GRD View Terms & Conditions RFQ for Jacket Smock Apron for SWAPNO Project Main Menu 0-View Terms & Conditions UNDP/ITB/04/2015 - Construction of Channel ions for events liew terms and con RFP for Final Evaluation of CDMP-II Manage Events and Place Bids Provision of Internet Services Strategic Sourcing Events Register Bidder View Events and Place Bids See all of my events Menu - Classic 07 My Buy Events Authorization Error -- Contact your Security There are no events to view Administrator Top Menu Features Description 0 -Authorization Error -- Contact your Security Administrator 0.7 Login Login here as an existing User User ID: Password: Sign In Click here to register as a bidder and to be able to bid on events ? I forgot my password Click here to reset your password My Event Discussions 0 -You have no Event related discussion threads to display. See all authorized Forums
- ii. Click on "Register as Sourcing Bidder" see screenshot below:

iii. Follow steps as presented

Please note:

- 1. It is strongly recommended that you create your username with two parts, i.e. your first name and last name separated by '.' (e.g. john.smith).
- 2. The registration page enables you to create a user ID. The system will generate a temporary password that will be sent to the email address provided by you during registration process. Ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.
- 3. You will be prompted to create your own password. After this process, you will see and be able to bid on both public events and events to which you have been invited.

Please ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.

Deadline of submission is indicated in the online system. Any extensions or other amendments to the solicitation documents will be posted in the eTendering system. Bidders <u>must</u> click on "Accept invitation" button in order to receive automatic notifications if such amendments occur, and to be logged as having posted a bid.

Detailed guide and videos on eTendering available on UNDP website: Information for bidders

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.