

eTendering Webinars for UNDP users and Bidders
Schedule for May and June 2019

All participants can join the first rounds of training sessions through the direct skype links provided in the tables below. Additional training sessions will be organized in the next few months and their scheduled will be shared with all staff in due course. All sessions for UNDP users will be conducted in English Language, while for the bidders sessions, translations will be available in French on 6th May and Spanish on 17th May. The bidders session on 6th June will be delivered in Russian with no translation.

1. Sessions for Procurement + Other staff

Before attending a training session, participants are strongly encouraged to familiarize themselves with the eTendering module in Atlas by reviewing the guides/videos available on [eTendering Resources](#) intranet page.

| | Session date | Session time | Topic | Target audience | Connection link |
|---|--------------|-------------------------------------|------------------|---------------------------|------------------------------------|
| 1 | 07-May-19 | 18:00-20:00 Copenhagen time (GMT+2) | Event creation | Procurement staff | Join Skype Meeting |
| 2 | 08-May-19 | 09:00-11:00 Copenhagen time (GMT+2) | Event creation | Procurement staff | Join Skype Meeting |
| 3 | 14-May-19 | 18:00-20:00 Copenhagen time (GMT+2) | Event evaluation | Procurement + other staff | Join Skype Meeting |
| 4 | 15-May-19 | 09:00-11:00 Copenhagen time (GMT+2) | Event evaluation | Procurement + other staff | Join Skype Meeting |

2. Sessions for bidders

Country offices are kindly requested to share the below table of scheduled sessions with their respective bidders.

Before attending a training session, bidders are strongly encouraged to familiarize themselves with the eTendering system by reviewing the guides/videos available on [eTendering Resources for Bidders](#) on UNDP internet webpage.

| | Session date | Session time | Topic | Target audience | Language | Translation | Connection link |
|---|--------------|-------------------------------------|--|-----------------|----------|-------------|------------------------------------|
| 1 | 06-May-19 | 09:00-11:00 Copenhagen time (GMT+2) | How to register bidder profile/ How to submit a bid on eTendering | Bidders | English | French | Join Skype Meeting |
| 2 | 17-May-19 | 18:00-20:00 Copenhagen time (GMT+2) | How to register bidder profile/ How to submit a bid on eTendering | Bidders | English | Spanish | Join Skype Meeting |
| 3 | 06-Jun-19 | 10:00-12:00 Copenhagen time (GMT+2) | How to register bidder profile/ How to submit a bid on eTendering | Bidders | Russian | N/A | Join Skype Meeting |

For any questions regarding the above, please contact Roland Koxhaj (roland.koxhaj@undp.org) and/or Vladimir Popnikolov (Vladimir.popnikolov@undp.org).