How to find tenders, submit and manage bids.
<table>
<thead>
<tr>
<th>To obtain support</th>
<th>Other resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDP Users</td>
<td>UNDP Atlas Service Centre</td>
</tr>
<tr>
<td>UNFPA Users</td>
<td>My UNFPA</td>
</tr>
<tr>
<td>UNOPS Users</td>
<td>UNOPS Atlas Intranet Page</td>
</tr>
<tr>
<td>UNU Users</td>
<td>UNU Atlas Information Centre</td>
</tr>
<tr>
<td>UN Women Users</td>
<td>UN Women Atlas Intranet Page</td>
</tr>
</tbody>
</table>

"Atlas" signals our global presence and a reliable and comprehensive way for finding information and connecting countries to knowledge, experience and resources as we help people build better lives.

Important Messages:

Last updated on 27 May, 2016 at 11:20 AM New York time (ET)

Atlas applications are working normally. If you encounter any issues, please report them to your respective help desks.

Please clear your browser cache before signing onto ATLAS.
Navigate through the pages to view all available events!
View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

- Event ID: UNDP1-000000612
- Event Name: Bidder User Guide February 2016
- Event Type: Sell
- Event Status: Accepted
- Results Should Include:
  - Sell Event
  - Request For Information
  - Include Declined Invitations?

**Search Results**

- Event ID: UNDP1-000000612
- Event Name: Bidder User Guide February 2016
- Format: Sell
- Type: RFx
- End Date: 28/04/2016 04:31 EDT
Event Header Comments and Attachments

Event ID: 0000000484

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>bidder_registration_20.JPG</td>
<td>General Attachment 1</td>
</tr>
<tr>
<td>bidder_registration_19.JPG</td>
<td>General Attachment 2</td>
</tr>
</tbody>
</table>

To download attachments you must allow pop-up windows!
Accept invitation to receive automatic notifications if the tender is modified.

Amendments to tenders will only be notified through eTendering.
**Event Details**

- **Decline Invitation**
- **Bid on Event**

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Bidder User Guide February 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event ID:</td>
<td>UNDP1-0000000516</td>
</tr>
<tr>
<td>Event Format/Type:</td>
<td>Sell Event RFx</td>
</tr>
<tr>
<td>Event Round:</td>
<td>1</td>
</tr>
<tr>
<td>Event Version:</td>
<td>1</td>
</tr>
<tr>
<td>Event Start Date:</td>
<td>09/03/2016 6:27AM EST</td>
</tr>
<tr>
<td>Event End Date:</td>
<td>31/03/2016 09:02 AM EDT</td>
</tr>
</tbody>
</table>

**Bidding Shortcuts:**
- View Your Bid Activity
- View Bidding Documents
- Upload XML Bid Response

**My Bid Status:**
Decline Event Invitation

Event ID: 0000000484  Name: Bidder Guide February 2016

Please select a reason for declining this event invitation:

Please enter any additional comments:

Continue
View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

- Use Saved Search: [Select]
- Event ID:
- Event Name:
- Event Type:
- Event Status:
- Results Should Include:
  - Sell Event
  - Purchase Event
  - Request For Information
- Include Declined Invitations?

**Search Results**

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Name:</th>
<th>Format</th>
<th>Type</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDP1-00000000484</td>
<td>Bidder Guide February 2016</td>
<td>Sell</td>
<td>RFx</td>
<td>31/03/2016 09:02 EDT</td>
<td></td>
</tr>
<tr>
<td>UNDP1-00000000503</td>
<td>Open ITB - Simple Version - V1</td>
<td>Sell</td>
<td>RFx</td>
<td>31/03/2016 08:43 EDT</td>
<td>Accepted</td>
</tr>
</tbody>
</table>
**Event Details**

**Event Name:** Bidder Guide February 2016

**Event ID:** UNDP1.00000000484

**Event Format/Type:** Sell Event RFx

**Event Round:** 1

**Event Version:** 2

**Event Start Date:** 02/02/2016 08:02 EST

**Event End Date:** 31/03/2016 08:02 EDT

**Event Description:**
This is a demo event for the bidder guide February 2016.

**Contact:** Roland Koxhaj

**Phone:**

**Email:** roland.koxhaj@undp.org

**Online Discussion:**

**Live Chat Help:**

**Payment Terms:**

- My Bids: 0
- Edits to Submitted Bids: Allowed
- Multiple Bids: Not Allowed

**Display:** All Lines

**Bid Required:**

**Line Comments/Files:**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Unit</th>
<th>Requested Quantity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>computer</td>
<td>EA</td>
<td>10.0000</td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 3
Required Questions: 3

Event Questions

Do you accept UNDP's General Terms and Conditions attached in this Bid Event.

Response: Yes
Ideal: Yes

Have you provided all information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded?

Response: No Litigations

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparency/docs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/for full description of the policies) I have read, understood and accept UNDP Anti-Fraud Policy. I have read, understood and accept UNDP Protest procedure.

Response: I have read, understood and accept UNDP Anti-Fraud Policy, I have read, understood and accept UNDP Protest procedure
Ideal: I have read, understood and accept UNDP Anti-Fraud Policy, I have read, understood and accept UNDP Protest procedure
Event Details

Event Name: Bidder Guide February 2016
Event ID: UNDP1-0000000484
Event Format/Type: Sell Event RFx
Event Round: 1
Event Version: 2
Event Start Date: 02/02/2018 09:02 EST
Event End Date: 31/03/2018 09:02 EDT

View/Add General Comments and Attachments

Description:
This is a demo event for the bidder guide February 2016.

Contact: Roland Koxhaj
Phone: roland.koxhaj@unidp.org
Online Discussion:

Payment Terms:
Billing Location: United Nations Development Pro
Event Currency: Dollar
Conversion Rate: 1.00000000
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed
### General Comments and Attachments

**Business Unit:** UNDP1  **Event ID:** 0000000484

### Attachments

#### View Event Attachments

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>bidder_registration_20.JPG</td>
<td>General Attachment 1</td>
<td>View</td>
</tr>
<tr>
<td>bidder_registration_19.JPG</td>
<td>General Attachment 2</td>
<td>View</td>
</tr>
</tbody>
</table>

#### Add New Attachments

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
<th>Upload</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Comments

**Add New Comments**

[Upload button circled in red]
## General Comments and Attachments

**Business Unit:** UNDP1  **Event ID:** 0000000484

### Attachments

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>bidder_registration_20.JPG</td>
<td>General Attachment 1</td>
<td>View</td>
</tr>
<tr>
<td>bidder_registration_19.JPG</td>
<td>General Attachment 2</td>
<td>View</td>
</tr>
</tbody>
</table>

**Add New Attachments**

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Attachment Description</th>
<th>Upload</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

### Add New Comments

```

```

### File Attachment

- **Browse...**
- **Upload**
- **Cancel**

**OK**  **Cancel**
Restrictions when uploading documents:
✓ Name of file: maximum 60 characters
✓ File name and description: only characters from Latin alphabet
✓ Any restrictions as per the solicitation document
### Event Details

- **Event Name:** Bidder Guide February 2016
- **Event ID:** UNDP1-0000000484
- **Event Format/Type:** Sell Event, RFx
- **Event Round:** 1
- **Event Version:** 2
- **Event Start Date:** 02/02/2016 09:02 EST
- **Event End Date:** 31/03/2016 09:02 EDT

### Description:

This is a demo event for the bidder guide February 2016.

### Contact:

- **Roland Koxhaj**
- **Email:** roland.koxhaj@undp.org

### Payment Terms:

- **Billing Location:** United Nations Development Pro
- **Event Currency:** Dollar
- **Conversion Rate:** 1.00000000
- **Edits to Submitted Bids:** Allowed
- **Multiple Bids:** Not Allowed
**Event Details**

**Event Name:** Bidder Guide February 2016  
**Event ID:** UNDP1-00000000484  
**Event Format/Type:** Sell Event  
**Event Round:** 1  
**Event Version:** 2  
**Event Start Date:** 02/02/2016 09:02 EST  
**Event End Date:** 31/03/2016 09:02 EDT

**Description:**  
This is a demo event for the bidder guide February 2016.

**Contact:** Roland Koxhaj  
**Phone:**  
**Email:** roland.koxhaj@undp.org  
**Online Discussion:**

**Payment Terms:**  
**Billing Location:** United Nations Development Pro  
**Event Currency:** Dollar  
**Conversion Rate:** 1.00000000  
**Edits to Submitted Bids:** Allowed  
**Multiple Bids:** Not Allowed

---

**Message**

Please see message(s) at the top of the page. (18056.314)  

**Bid Currency:**  
**USD** US Dollar  

---
Event Details

Event Name: Bidder Guide February 2016
Event ID: UNDP1-0000000484
Event Format/Type: Sell Event
Event Round: 1
Event Version: 2
Event Start Date: 02/02/2016 09:02 EST
Event End Date: 31/03/2016 09:02 EDT

Bid ID: New
Bid Date: USD
Bid Currency: US Dollar

Description:
This is a demo event for the bidder guide February 2018.

Contact: Roland Koxhaj
Phone: roland.koxhaj@undp.org
Online Discussion:  

Payment Terms:
Billing Location: United Nations Development Pro
Event Currency: Dollar
Conversion Rate: 1.0000000
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed
Event Details

Event Name: Bidder Guide February 2016
Event ID: UNDP1-00000000484
Event Format/Type: Sell Event RFx
Event Round: 1
Event Version: 2
Event Start Date: 02/02/2018 09:02 EST
Event End Date: 31/03/2018 09:02 EDT

Description:
This is a demo event for the bidder guide February 2016.

Contact: Roland Koxhaj
Phone: 
Email: roland.koxhaj@undp.org
Online Discussion:

Payment Terms:
Billing Location: United Nations Development Pro
Event Currency: Dollar
Conversion Rate: 1.00000000
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

Submit Bid
Bid Confirmation

Your bid has been successfully submitted.

Bid ID: 1
Event ID: 0000000484
Event Format: Sell Event
Start Date: 02/02/2016 09:02 EST
Your Total Price: 4,650.00 USD

Bid Date: 08/03/2016 04:15:01 EST
Round: 1
Version: 2
End Date: 31/03/2016 09:02 EDT
Bid Confirmation

This is a confirmation of your bid placed on the UNDP Procurement event "UNDP1 - 0000000484 Bidder Guide February 2016" listed below. Please note that if you edit your posted bid and click on "Save for later", the system will automatically remove your originally posted bid. In order to re-post it, you must click on "Submit Bid" again. It is your full responsibility to ensure that your bid is successfully posted in the system. Please read the user guide for more guidance.

Ceci est une confirmation de votre offre placée sur la page des marchés UNDP Procurement event "UNDP1 - 0000000484 Bidder Guide February 2016" ci-dessous. Veuillez noter que si vous modifiez votre offre postée et que vous cliquez sur Sauvegarder pour plus tard "Save for later", le système va automatiquement supprimer votre offre initialement postée. Si vous voulez reposter ça encore, vous devrez cliquer sur Soumettre offre "Submit bid" à nouveau. Il est de votre entière responsabilité de vous assurer que votre offre est affichée avec succès dans le système. S'il vous plaît lire le mode d'emploi pour plus de conseils.

Conformément à la Offerte a été reçue en notre système comme UNDP Procurement event "UNDP1 - 0000000484 Bidder Guide February 2016", de manière conforme aux termes et conditions ci-dessus. Vous êtes responsable de l'offre reçue. La responsabilité de l'offre reçue se situe dans un système qui peut être considéré. Les erreurs de modification de l'offre reçue sont de votre responsabilité. Veuillez vous référer à la notice d'utilisation pour plus d'informations.

Bid Details

<table>
<thead>
<tr>
<th>Event ID:</th>
<th>UNDP1 - 0000000484 Round 1 Version 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name:</td>
<td>Bidder Guide February 2016</td>
</tr>
<tr>
<td>BID ID:</td>
<td>1</td>
</tr>
<tr>
<td>Date Posted:</td>
<td>08/03/2016 4:15:01AM EST</td>
</tr>
</tbody>
</table>

You may view your bid for this event by clicking on this link.
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Phone #:</td>
<td></td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City &amp; State:</td>
<td></td>
</tr>
<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

**Bid Attachments**

- File Name: eTendering_Instructions_Manual_for_Bidders_July_2015.pdf, File Description: Main Bid Document
- File Name: FAQ_for_bidders_Release_No_3_February_2015.pdf, File Description: Technical proposal
Event Details

Event Name: Bidder Guide February 2016
Event ID: UNDP1.00000000484
Event Format/Type: Sell Event RFx
Event Round: 1
Event Version: 2
Event Start Date: 02/02/2016 09:02 EST
Event End Date: 31/03/2016 09:02 EDT

Event Description:
This is a demo event for the bidder guide February 2016.

Contact: Roland Koxhaj
Phone: 
Email: roland.koxhaj@undp.org
Online Discussion: 
Live Chat Help:

Payment Terms:
My Bids: 1 In-Process and Submitted
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed
## View, Edit or copy from Saved Bids

### Event Information:
- **Event Name:** Bidder Guide February 2016
- **Event ID:** UNDP1-0000000484
- **Event Format/Type:** Sell Event
- **Event Round:** 1
- **Event Version:** 2
- **Event Start Date:** 02/02/2016 09:02 EST
- **Event End Date:** 31/03/2016 09:02 EDT
- **Multiple Bids:** Not Allowed
- **Currency:** US Dollar

### Bid Table:
<table>
<thead>
<tr>
<th>Bid ID</th>
<th>Round</th>
<th>Version</th>
<th>Bid Status</th>
<th>Event Status</th>
<th>Bid Last Saved</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
<td>Posted</td>
<td>Posted</td>
<td>03/03/2016 04:15 EST</td>
<td><img src="#" alt="View Link" /></td>
</tr>
</tbody>
</table>

*Return to Event Search*
Event Details

- Event Name: Bidder Guide February 2016
- Event ID: UNDP1-0000000484
- Event Format/Type: Sell Event RFx
- Event Round: 1
- Event Version: 2
- Event Start Date: 02/02/2016 09:02 EST
- Event End Date: 31/03/2016 09:02 EDT
- Bid ID: New
- Bid Date: 
- Bid Currency: USD US Dollar
- Description:
  This is a demo event for the bidder guide February 2016.

Contact:
- Roland Koxhaj
- Phone: 
- Email: roland.koxhaj@undp.org
- Online Discussion:

Payment Terms:
- Billing Location: United Nations Development Pro
- Event Currency: Dollar
- Conversion Rate: 1.0000000
- Edits to Submitted Bids: Allowed
- Multiple Bids: Not Allowed

If you “Save for Later”, you no longer have a valid bid in the system!
**UNDP implements a policy of zero tolerance on prescribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities.**

http://www.undp.org/Portals/0/files/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and


I have read, understood and accept UNDP Anti-Fraud Policy. I have read, understood and accept UNDP Procurement Procedure.

**Message**

Save Waming (20001,104)

Saving for later does not submit your bid and WILL ALSO WITHDRAW YOUR BID if you have already submitted one. Please use the "submit bid" button in order to have a VALID SUBMITTED BID in the system.

Session expired. Please log in again.

OK

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Unit</th>
<th>Requested Quantity</th>
<th>Your Bid Quantity</th>
<th>Your Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>computer</td>
<td>EA</td>
<td>10.0000</td>
<td>10.0000</td>
<td>550.0000 USD</td>
</tr>
<tr>
<td>2</td>
<td>Paper Flipchart 2' x 3'</td>
<td>PD</td>
<td>100.0000</td>
<td>100.0000</td>
<td>150.0000 USD</td>
</tr>
</tbody>
</table>
Always click on “Submit Bid” after editing your bid!
**View, Edit or copy from Saved Bids**

**Event Name:** Bidder Guide February 2016

**Event ID:** UNDP1-0000000484

**Event Format/Type:** Sell Event - RFx

**Event Start Date:** 02/02/2016 09:02 EST

**Event End Date:** 31/03/2016 09:02 EDT

**Event Round:** 1

**Event Version:** 2

**Multiple Bids:** Not Allowed

**Currency:** US Dollar

<table>
<thead>
<tr>
<th>Bid ID</th>
<th>Round</th>
<th>Version</th>
<th>Bid Status</th>
<th>Event Status</th>
<th>Bid Last Saved</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
<td>Posted</td>
<td>Posted</td>
<td>09/03/2016 04:15 EST</td>
<td>View, Edit Bid Response, Copy, Cancel, Upload</td>
</tr>
</tbody>
</table>

Return to Event Search
## Cancel Bid

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>UNDP1</th>
<th>Event Round:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event ID:</td>
<td>000000484</td>
<td>Event Version:</td>
<td>2</td>
</tr>
<tr>
<td>Event Name:</td>
<td>Bidder Guide February 2016</td>
<td>Event Format:</td>
<td>Buy</td>
</tr>
<tr>
<td>Bid ID:</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Status:</td>
<td>Posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Saved:</td>
<td>08/03/2016 04:44 EST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Cancel This Bid](#)
Are you sure you would like to cancel this bid? (18058,326)
Click Yes to cancel the bid.
Click No if you do not want to cancel this bid.
Event Details

Bidding Shortcuts:
- View/Edit or Copy from Saved Bids
- View Your Bid Activity
- View Bidding Documents
- Upload XML Bid Response

Event Name: Bidder Guide February 2016
Event ID: UNDP1-0000000484
Event Format Type: Sell Event RFx
Event Round: 1
Event Version: 2
Event Start Date: 02/02/2016 09:02 EST
Event End Date: 31/03/2016 09:02 EDT

Event Description:
This is a demo event for the bidder guide February 2016.

Contact:
Phone: 
Email: 
Online Discussion:
Live Chat Help:

Payment Terms:
My Bids: 1 In-Process and Submitted
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

Display: All Lines
Bid Required
Line Comments/Files
View, Edit or copy from Saved Bids

Welcome, Bidder Users Guide

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Bidder Guide February 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event ID:</td>
<td>UNDP1-0000000484</td>
</tr>
<tr>
<td>Event Format/Type:</td>
<td>Sell Event RFx</td>
</tr>
<tr>
<td>Event Start Date:</td>
<td>02/02/2016 09:02 EST</td>
</tr>
<tr>
<td>Event End Date:</td>
<td>31/03/2016 09:02 EDT</td>
</tr>
<tr>
<td>Event Round:</td>
<td>1</td>
</tr>
<tr>
<td>Event Version:</td>
<td>3</td>
</tr>
<tr>
<td>Multiple Bids:</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>Currency:</td>
<td>US Dollar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bid ID</th>
<th>Round</th>
<th>Version</th>
<th>Bid Status</th>
<th>Event Status</th>
<th>Bid Last Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>3</td>
<td>Cancelled</td>
<td>Posted</td>
<td>08/03/2016 04:48 EST</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>3</td>
<td>Posted</td>
<td>Posted</td>
<td>08/03/2016 05:00 EST</td>
</tr>
</tbody>
</table>

Return to Event Search
How to get support

✓ Consult user guide and videos at UNDP website:

✓ Read section 6 of the user guide for FAQs.

✓ If support is still needed, contact procurement focal point for the tender you are interested to participate. procurement.tt@undp.org

✓ Never share password or other confidential information when requesting support.