How to find tenders, submit and manage bids.



Important Messages:

Last updated on 27 May, 2016 at 11:00 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.



Event Name

Bidder Guide February 2016

Open ITB - Simple Version - V1

Event ID

UNDP1-0000000484

UNDP1-0000000503

Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime: 02.Feb.2016 14:17:27 GMT

Туре

RFx

RFx

End Date

31/03/2016 09:02 EDT

31/03/2016 08:43 EDT

Format

Sell

Sell

<u>Home</u>

Sign out

New Window | Help | Personalize Page | Little

Navigate through the pages to view all available events!



Menu Search: Manage Events and Place Bids View Events and Place Bids My Event Activity Maintain My User Contact My Bidder Profile My Categorizations My IM Settings Maintain IM Info - Hidden View Terms & Conditions

View Events and Place Bids

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

 Search Criteria 	1_					
Use Saved Search	h:	\overline{v}				
Event ID: — Event Name: Event Type: Event Status:	→ UNDP1 - 0000000612		R	esults Should In Sell Event Purchase Every Request For	vent	
✓ Include Declin	Clear	nago Sayod Soo	rehoe Sa	vo Sparch Critoria	- Advanced Search	Critoria
	<u> </u>	lage Saved Sea	iciics Sa	ve dearen omena		
Search Results	Fuent Name		armet Tun			1 of 1 Last
Event ID	Event Name	- I I	ormat Typ		<u>Date</u>	Status
JNDP1-000000061	Bidder User Guide February	/ 2016 Se	ell RFx	28/0	4/2016 04:31 EDT	Accepted





- My Categorizations - My IM Settings

- Maintain IM Info - Hidden View Terms & Conditions

Search:



- My Event Activity Accept Invitation - Maintain My User Contact - My Bidder Profile

Bid on Event

Bidding Shortcuts:

Event Name: Bidder Guide February 2016 My Bid Status: Event ID: UNDP1-0000000484 Event Format/Type: Sell Event RFx **Event Round: Event Version: 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: Payment Terms: Roland Koxhaj Phone: My Bids: 0 Email: roland.koxhaj@undp.org Edits to Submitted Bids: Allowed Online Discussion: Multiple Bids: Not Allowed Live Chat Help:





Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime: 02.Feb.2016 14:



Event Header Comments and Attachments

Attached File

Attached File

1 bidder_registration_20.JPG

2 bidder_registration_19.JPG

OK Cancel

Attachment Description

General Attachment 1

General Attachment 2

To download attachments you must allow pop-up windows!

Online Discussion:

All Lines

Live Chat Help:

Display:

<u>Home</u>

Sign o

New Window | Help | Personalize Page |

Amendments to tenders will only be notified through eTendering

Allowed

Line Comments/Files

Requested Quantity

Not Allowed

10.0000

Status

Multiple Bids:

EA

First 1-2 of 2 Last

*Bid Required

V

Description

computer

Find | View All | 🎑 | 🏭



Welcome Bidder USer Guide, Your Atlas Finance Last Login Datetime : 14.Mar.2016 10:25:23 GMT

Menu = Search: >>> Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- My Categorizations
- My IM Settings
- Maintain IM Info Hidden
- View Terms & Conditions

Event Details

Decline Invitation

Bid on Event

Bidding Shortcuts: View Your Bid Activity

View Bidding Documents

Upload XML Bid Response

Event Name: Bidder User Guide February 2016

Event ID: UNDP1-0000000516
Event Format/Type: Sell Event RFx

Event Round: 1
Event Version: 1

Event Start Date: 09/03/2016 6:27AM EST
Event End Date: 31/03/2016 09:02 AM EDT

My Bid Status:



Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime: 02.Feb.2

lenu = learch: Manage Events and Place Bids View Events and Place Bids Ny Event Activity Maintain My User Contact My Bidder Profile My Categorizations My IM Settings Maintain IM Info - Hidden View Terms & Conditions

Decline Event Invitation

Return to Event Search

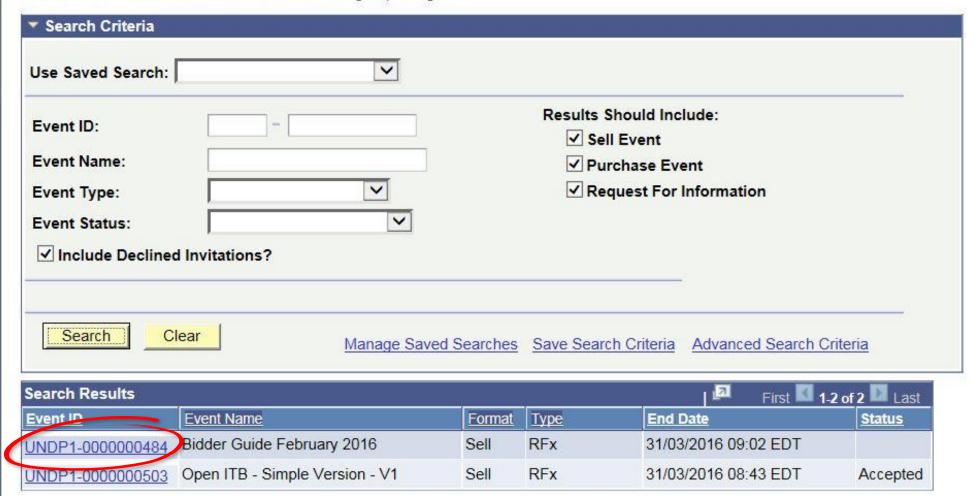
Name: Bidder Guide February 2016 Event ID: 0000000484 Please select a reason for declining this event invitation: Please enter any additional comments: Continue



Menu Search: (>>) Manage Events and Place Bids View Events and Place Bids Mv Event Activity Maintain My User Contact - My Bidder Profile My Categorizations - My IM Settings Maintain IM Info - Hidden View Terms & Conditions

View Events and Place Bids

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



Description

computer

Status

10 0000

Unit

FA

Requested Quantity





Menu Search: Manage Events and Place Bids View Events and Place Bids My Event Activity Maintain My User Contact My Bidder Profile My Categorizations My IM Settings Maintain IM Info - Hidden

View Terms & Conditions

Event Details

Submit Bid Save for Later Validate Entries

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

View/Add General Comments and Attachments

Hide Additional Event Info

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:

Bid ID:

Bid Date:

Bid Currency:

Billing Location: United Nations Development Pro

New

US Dollar

Event Currency: Dollar

Conversion Rate: 1.00000000
Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed





- My Categorizations

- View Terms & Conditions

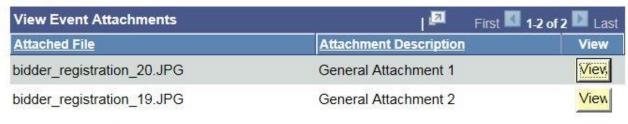
- Maintain IM Info - Hidden

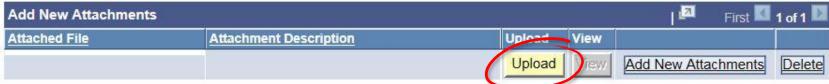
- My IM Settings

General Comments and Attachments

Business Unit: UNDP1 Event ID: 0000000484

Attachments





Comments



Cancel



Menu

Search:

Manage Events and Place Bids

View Events and Place Bids

My Event Activity

Maintain My User Contact

My Bidder Profile

My Categorizations

My IM Settings

Maintain IM Info - Hidden

View Terms & Conditions

Event Details

Submit Bid Save for Later

Validate Entries

Event Name: Bidder Guide February 2016

Event ID: UNDP1-0000000484

Event Format/Type: Sell Event RFx

Event Round: 1

Event Version:

Event Start Date: 02/02/2016 09:02 EST Event End Date: 31/03/2016 09:02 EDT

View/Add General Comments and Attachments

Hide Additional Event Info

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:

Bid ID:

Bid Date:

Bid Currency:

Billing Location: United Nations Development Pro

New

US Dollar

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed

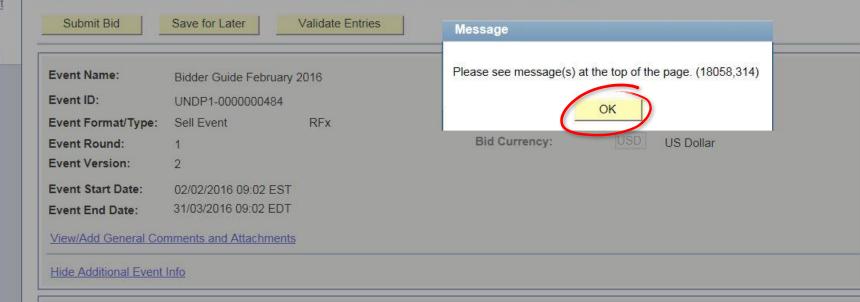
Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

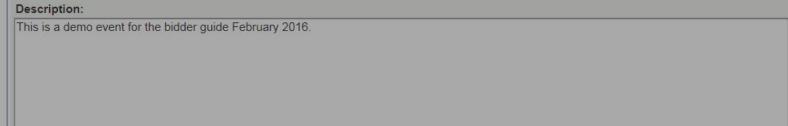


- Maintain My User Contact
- My Bidder Profile My Categorizations
- My IM Settings Maintain IM Info Hidden
- View Terms & Conditions

Event Details

! Your response must match ideal value for general question 1 - Do you accept UNDPs General Term ...





Contact: Roland Koxhaj

Phone:

roland.koxhaj@undp.org Email:

Online Discussion:

Payment Terms:

Billing Location: United Nations Development Pro

Dollar **Event Currency:**

1.00000000 Conversion Rate: Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed



Menu

Search:

Manage Events and Place Bids

- View Events and Place Bids

(3)

- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- My Categorizations
- My IM Settings
- Maintain IM Info Hidden
- View Terms & Conditions

Event Details

Submit Bid

Save for Later

Validate Entries

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

View/Add General Comments and Attachments

Hide Additional Event Info

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:

Bid ID:

Bid Date:

Bid Currency:

Billing Location: United Nations Development Pro

New

US Dollar

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed



Menu Search: Manage Events and Place Bids View Events and Place Bids My Event Activity Maintain My User Contact My Bidder Profile My Categorizations My IM Settings Maintain IM Info - Hidden

View Terms & Conditions

Event Details

Submit Bid

Save for Later

Validate Entries

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

View/Add General Comments and Attachments

Hide Additional Event Info

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:

Bid ID:

Bid Date:

Bid Currency:

Billing Location: United Nations Development Pro

New

US Dollar

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed



Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime: 02.Fe

Round:

Version:



Bid Confirmation

Your bid has been successfully submitted.

Bid ID: Bid Date: 08/03/2016 04:15:01 EST

Event ID: 0000000484 Bidder Guide February 2016

Event Format: Sell Event

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

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

Your Total Price: 4,650.00 USD 1 If there are problems with how this message is displayed, click here to view it in a web browser.

From: From: roland.koxhaj@undp.org

To: Cc:

Subject: Your

Your bid for "UNDP1-0000000484 Bidder Guide February 2016" has been received

Message Your_Bid.pdf (110 KB)

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. S'il vous plaît 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 posté. Si vous voulez reposter ça encore, vous devez 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.

Confirmamos que su Oferta ha sido recibida en nuestro sistema como UNDP Procurement event "UNDP1 - 0000000484 Bidder Guide February 2016", de acuerdo con los datos listados más abajo. Muy importante, por favor tenga en cuenta que si ahora Ud. procede a editar su Oferta una vez recibida y escoge la opción de "Save for later", el sistema automáticamente considerará su Oferta como no recibida. Por lo tanto, será necesario que vuelva a introducir/presentar su Oferta en el sistema para que sea considerada, una vez ha terminado los cambios. Es su entera responsabilidad asegurarse que su Oferta es debidamente introducida en el sistema. Por favor, refiérase a la guía de usuario para más información.

تقديم" على النقر يجب ،ذلك بعد حطائك بعد حطائك بعد حطائك بعد حطائك بإلاسك Procurement event "UNDP - 0000000484 Bidder Guide February 2016" بعد حطائك بإزالة تلقائياً سيقوم النظام أن "لاحق وقت الى حفظ" فـ وق تقـرت و بكم الفاص العطاء بتعـد نيل قمت إذا أنه الملاحظة برجي النقراء في بنجاح تقديم من لمزيد. النظام في بنجاح تقديم تم تم يك الفاص العرض أن الضمان الفاصة مســـــــــــ أنشاه الماحدة النعام العرض أن العاصة مســــــ أوليتك أنها، أخرى مرة "اءالعط

你对UNDP Procurement event "UNDP1 - 0000000484 Bidder Guide February 2016" 采购投标已确认。请注意,如果你修改了投标文件,点击"保存至下一步""Save for later",系统会自动移除原投标文件。为了成功提交,你必须再次点击"提交文件""Submit bid"。用户必须保证标书成功在系统提交。请阅读以下用户指南获取更多指引。

Данное сообщение является подтверждением поданной Вами заявки на участие в указанном ниже конкурсе по закупкам UNDP госигетелен event "UNDP1 - 0000000484 Bidder Guide February 2016". Пожалуйста, обратите внимание, в случае изменения Вашего предложения и нажатия кнопки "Coxpанить на потом" ("Save for later"), система автоматически удалит Ваше первоначальное предложение. Если Вы хотите вновь подать предложение, нажмите кнопку "Подать предложение" ("Submit bid"). Вы несете полную ответственность за успешную подачу Вашего предложения в системе. Пожалуйста, ознакомьтесь с руководством пользователя для получения более подробных инструкций

Bid Details

Event ID: UNDP1 - 0000000484 Round 1 Version 2

Event Name: Bidder Guide February 2016

Bid ID: 1

Date Posted: 08/03/16 4:15:01AM EST

Event URL

You may review your bid for this event by clicking on this link

Sent: Tue 08/03/2016 10:1

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Bid Attachments

File Name :eTendering_Instructions_Manual_for_Bidders_July_2015.pdf, File Description :Main Bid Documerile Name :FAQ_for_bidders_Release_No_3_February_2015.pdf, File Description :Technical proposal

Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT

AtlasFinance



Event Details

Bidding Shortcuts

My Bid Status:

View, Edit or Copy from Saved Bids

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:

Event Version:

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 Koxhai

Phone:

My Bids:

Payment Terms:

1 In-Process and Submitted

roland.koxhaj@undp.org Email:

Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed

Live Chat Help:

Online Discussion:

AtlasFinance



View, Edit or copy from Saved Bids

Welcome, Bidder Users Guide

Event Name: Bidder Guide February 2016

Event ID UNDP1-0000000484 Event Round:

Event Format/Type: Sell Event RFx Event Version: 2

Event Start Date: 02/02/2016 09:02 EST Multiple Bids Not Allowed

Event End Date: 31/03/2016 09:02 EDT Currency US Dollar

	a: :			500		2	First 1 of 1 Last
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved		
1	1	2	Posted	Posted	08/03/2016 04:15 View Edit Bid Res	sponse C	Copy Cancel Upload



Menu Search:

(3)

Manage Events and Place Bids

- View Events and Place Bids
- My Event Activity
- Maintain My User Contact
- My Bidder Profile
- My Categorizations
- My IM Settings
- Maintain IM Info Hidden
- View Terms & Conditions

Event Details

Submit Bid

Save for Later

Validate Entries

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

View/Add General Comments and Attachments

Hide Additional Event Info

Description:

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

If you "Save for Later", you no longer have a valid bid in the system!

Contact: Roland Koxhaj

Phone:

Email: roland.koxhaj@undp.org

Online Discussion:

Payment Terms:

Bid ID:

Bid Date:

Bid Currency:

Billing Location: United Nations Development Pro

New

US Dollar

Event Currency: Dollar

Conversion Rate: 1.000000000
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

			<u> </u> 23	revious Lines 1-2 o	f 2 Next Lines				
Line		Description	Unit		Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	女	computer	EA	10.0000	10.0000	550.000000	5,500.0000 USD	Bid	Q
2	×	Paper Flipchart 2' x 3'	PD	100.0000	100.0000	1.500000	150.0000 USD	Bid	0

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid

Save for Later

Validate Entries





View Terms & Conditions



Submit Bid Save for Later Validate Entries

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

View/Add General Comments and Attachments

Hide Additional Event Info

Description:

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

Always click on "Submit Bid" after editing your bid!

Bid ID:

Bid Date:

Contact: Roland Koxhaj

Phone:

Email: roland.koxhaj@undp.org

Online Discussion:

Payment Terms:

Billing Location: United Nations Development Pro

Event Currency: Dollar

Conversion Rate: 1.000000000
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed

New

Bid Currency:

ISD US Dollar

AtlasFinance



View, Edit or copy from Saved Bids

Welcome, Bidder Users Guide

Event Name: Bidder Guide February 2016

Event ID UNDP1-0000000484 Event Round: 1

Event Format/Type: Sell Event RFx Event Version: 2

Event Start Date: 02/02/2016 09:02 EST Multiple Bids Not Allowed

Event End Date: 31/03/2016 09:02 EDT Currency US Dollar

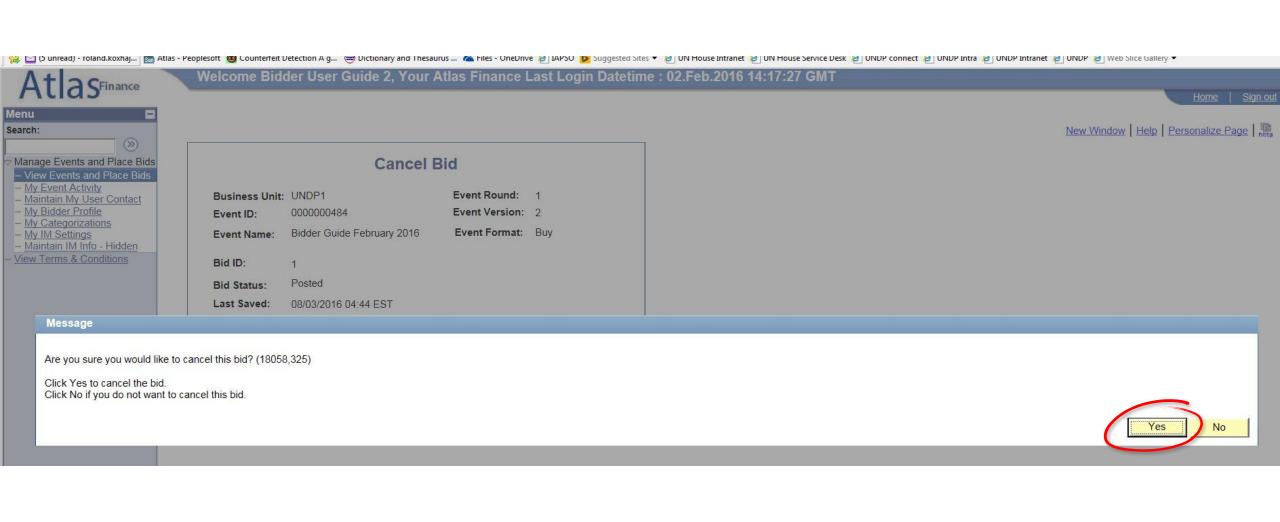
								First 1 1 of 1		
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved					
1	1	2	Posted	Posted	08/03/2016 04:15 EST	View	Edit Bid Response	Copy	Cancel Upload	



Welcome Bidder User Guide 2, Your Atlas Finance Last Login Datetime : 02.Feb.2016 14:17:27 GMT







Atlas ^{Finance}					
age Events and Place Bids we Events and Place Bids Event Activity wintain My User Contact Bidder Profile Categorizations IM Settings wintain IM Info - Hidden	Event Details Bid on Event			<u>Viev</u> <u>Viev</u>	v, Edit or Copy from Saved Bids v Your Bid Activity v Bidding Documents pad XML Bid Response
Terms & Conditions	Event Name:	Diddor Cuido Fobrugo 2016			
	Event ID:	Bidder Guide February 2016 UNDP1-0000000484		My Bid Status:	
	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	or the bidder guide February 2016.			
	Contact:			Payment Terms:	
	Phone:			My Bids:	1 In-Process and Submitted
	Email:			Edits to Submitted Bids:	Allowed
	Online Discussion:			Multiple Bids:	Not Allowed
	Live Chat Help:				
	Trans.				
	Display: All Lines	V	★Bid Required	(Line Comme	





View, Edit or copy from Saved Bids

Welcome, Bidder Users Guide

Event Name: Bidder Guide February 2016

Event ID UNDP1-0000000484 Event Round: 1

Event Format/Type: Sell Event RFx Event Version: 3

Event Start Date: 02/02/2016 09:02 EST Multiple Bids Not Allowed

Event End Date: 31/03/2016 09:02 EDT Currency US Dollar

							1/2	First	1-2 of	2 Last
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved					
1	1	3	Cancelled	Gosteu	08/03/2016 04:48 EST		<u>View</u>	Сору		
2	1	3	Posted	Posted	08/03/2016 05:00 EST	<u>View</u>	Edit Bid Response	Сору	Cancel	Upload

How to get support

- ✓ Consult user guide and videos at UNDP website:

 https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
- ✓ 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.