

# **UNDP eTendering System**

Presentation to suppliers

# Content and Agenda

- What is eTendering?
- Main features of the system.
- How to Register in the system.
- How to find tenders, submit and manage bids.
- Important tips to remember.
- How to get support

# What is eTendering

- Online system used by UNDP for launching tenders, managing solicitation process, receiving bids, and conducting evaluation.
- As of 1 September 2019, all UNDP International Competition Tenders valued above USD 150,000 are to be managed via eTendering system.
- Part of UNDP ERP system - PeopleSoft tool managed by Oracle.
- Secure and reliable system, meeting international standards on Information Security Management system through system supplier (Oracle) and internal UNDP global rules and procedures.

# Main features

- Self registration process online and self maintenance of the profile.
- Possible to download tender documents with a guest account. Need registration to submit offers.
- Submitting offers online, including uploading of supporting documentation.
- Withdraw or edit offers online with few steps.
- Automatic notifications such as: Amendments, updates to tenders subscribed, Bid receipt confirmation, tender status, non-award notification, etc.

## Main features – continued

- No late bids allows.
- Bid information secure and confidential. No one has access to bids before deadline.
- No changes allowed to bids information during evaluation.
- Automatic public bid opening report for ITBs.

Examples and screenshots from system:

## Bid receipt confirmation email

- Your bid for "UNDP1-0000001558 528224 retest 6" has been received

Personer

- [dalal.abdulrazzaq@undp.org](mailto:dalal.abdulrazzaq@undp.org)

Til @

📧 okt 6 kl. 5:18 PM ★

### Bid Confirmation

This is a confirmation of your bid placed on the UNDP Procurement event "UNDP1 - 0000001558 528224 retest 6" 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 - 0000001558 528224 retest 6" 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 reposer 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 - 0000001558 528224 retest 6", 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.

المنرجة انداء يرجى الملاحظة أنه إذا قامت بتعديل العطاء الخاص بكم و نقرت فوق "حفظ في وقت لاحق"، أن النظام سيقوم تلقائياً بإزالة عطاءك الأصلي. من أجل إعادة تقديم عطاءك بعد ذلك، يجب النقر على "تقديم العطاء" مرة "UNDP1 - 0000001558 528224 retest 6" UNDP Procurement event "UNDP1 - 0000001558 528224 retest 6" هنا تأكيد بأنه تم استلام عطاءك الخاصة لبرنامج الأمم المتحدة الإنمائي أخرى. أنها مسؤوليتك الخاصة لضمان أن العرض الخاص بك تم تقديمه بنجاح في النظام. نريد من التوجيه يرجى قراءة دليل المستخدم

你对UNDP Procurement event "UNDP1 - 0000001558 528224 retest 6" 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 Procurement event "UNDP1 - 0000001558 528224 retest 6". Пожалуйста, обратите внимание, в случае изменения Вашего предложения и нажатия кнопки "Сохранить 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 - 0000001558 Round 1 Version 2  
Event Name: 528224 retest 6  
Bid ID: 2  
Date Posted: 06/10/17 11:02:47AM EDT

#### Event URL

[You may review your bid for this event by clicking on this link.](#)







Your\_Bid.pdf

## Public bid opening report process

Public Bid Opening Notification for 0000001552 UNDP1 Inbox x



 noreply@undp.org  
to 

Oct 6 (12 days ago) ☆  

### Public Bid Opening Notice

Dear Bidders,

Please find the Public Bid Opening report for the referred event in which you have participated.

Please note that this is simply information on bids received through the system and does not indicate any ranking, scoring, or winner for this event.

All the bids received will be evaluated in line with the advertised criteria and upon completion of the evaluation process, successful and unsuccessful bidders will be notified accordingly.

Country Name	Company	Price	Bid Currency
United States	undpcompanyfive	990	USD
Afghanistan	Test Co One	930	USD
Afghanistan	Test Co Three	990	USD



# How to register in the system



[Video guide on how to register - ENGLISH](#)





# Important points related to registration

- ✓ Company name must be same as in legal registration documents. If not enough space, can be shortened to.
- ✓ If message appears that company name exists, do not create a new profile. Activate existing profile as suppliers should not have duplicate profiles. It is also in benefit of company to have only one profile for better management and control of profiles.
- ✓ Make sure you have full access and control to the email used for registration. **Profile is controlled via email address.** Advisable to use a specific email instead of emails linked directly to company employees, e.g. [UNDPbids.company@company.com](mailto:UNDPbids.company@company.com) This will allow to better control who has access to profile within company and how to auto-forward email notifications as well. This way company manager can control better who has access to eTendering profile, especially when employees leave company.

# Important points related to registration - continued

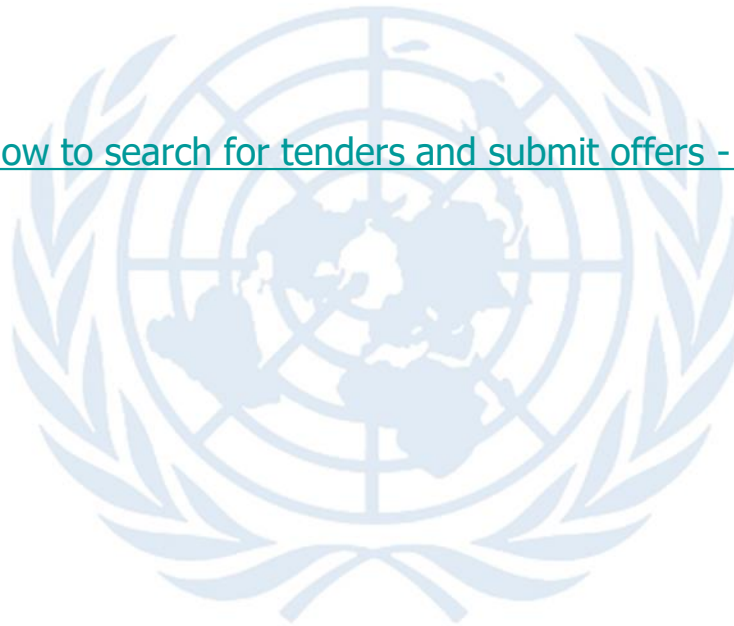


- ✓ Do not create more than one user. In all cases, at least one user must be associated with primary address.
- ✓ Save email with username and password in case you forget your username.
- ✓ Follow instructions on changing password: clear cache, close browser, type in password correctly and do not copy paste. Log in with temporary password first and then change password.
- ✓ Keep profile active. If you do not sign in for 3 months, your account becomes inactive and needs to be activated by UNDP.



# How to search for tenders and submit and manage offers in the system

[Video guide how to search for tenders and submit offers - ENGLISH](#)



# Important points related to submitting offers

- ✓ Remember to save bid after each file upload to not lose progress in case you are timed out without saving.
- ✓ Group files into zip files so you have less individual files to upload.
- ✓ Start preparing bid response in advance. **DO NOT LEAVE IT FOR LAST MOMENT.** You can upload historical documents (registration documents, financial statements, and save progress).



# Important points related to submitting offers

- ✓ To update bid response, go to event hyperlink, navigate to saved bids link, and start editing bid response. Remember to submit bid once completed.
- ✓ Once bid is submitted, make sure to check and verify you have uploaded all attachments. Check files list in the email confirmation or directly in the system.
- ✓ When editing a bid response, remember to update information properly. For example, if you are updating/changing price, remember to reflect the change in eTendering system also. If you are replacing one of the attachments, remember to remove the old attachment, etc.

# How to get support

- Consult user guide and videos at UNDP website: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>
- ✓ If support is still needed, contact procurement focal point for the tender you are interested to participate.
- ✓ Never share password or other confidential information when requesting support.

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**THANK YOU FOR  
YOUR ATTENTION**

