eTendering

Online tendering system for United Nations Development Programme
Topics covered:

- Finding tenders and viewing bidding documents
- Submitting bids
- Manage submitted bids

http://procurement-notices.undp.org
User name:  
Password:  
Login | Change Password | Forgotten Password

To obtain support:
- UNDP Users: UNDP Atlas Service Centre
- UNFPA Users: My UNFPA
- UNOPS Users: UNOPS Atlas Intranet Page
- UNU Users: UNU Atlas Information Centre
- UN Women Users: UN Women Atlas Intranet Page

Other resources:
- UNDP Atlas Service Centre
- My UNFPA
- UNOPS Atlas Intranet Page
- UNU Atlas Information Centre
- UN Women Atlas Intranet Page

Atlas

"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 a better life.

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.

This site for authorized users only
version 1.0
Enter a valid email address

The user name cannot contain special characters or spaces

Navigate through the pages to view all available events!

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Name</th>
<th>Format</th>
<th>Type</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDP1:0000000434</td>
<td>Bidder Guide February 2016</td>
<td>Sell</td>
<td>RFx</td>
<td>31/03/2016 09:02 EDT</td>
</tr>
<tr>
<td>UNDP1:0000000503</td>
<td>Open ITB - Simple Version - V1</td>
<td>Sell</td>
<td>RFx</td>
<td>31/03/2016 08:43 EDT</td>
</tr>
</tbody>
</table>
View Events and Place Bids

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

Search Criteria

- Use Saved Search: [Dropdown]
- Event ID: UNDP1-000000612
- Event Name: [Input]
- Event Type: [Dropdown]
- Event Status: [Dropdown]
- Results Should Include:
  - Sell Event
  - Purchase Event
  - Request For Information
- Include Declined Invitations? [Checkbox]

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>UNDP1-000000612</td>
<td>Bidder User Guide February 2016</td>
<td>Sell</td>
<td>RFx</td>
<td>28/04/2016 04:31 EDT</td>
<td>Accepted</td>
</tr>
</tbody>
</table>
To download attachments you must allow pop-up windows!
Amendments to tenders will only be notified through eTendering.
Event Details

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

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

My Bid Status:

Menu
- 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

Search:

Decline Invitation
Bid on Event
Decline Event Invitation

Event ID: 000000484  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:**
- **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 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:** 0
- **Edits to Submitted Bids:** Allowed
- **Multiple Bids:** Not Allowed

### Display

<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

<table>
<thead>
<tr>
<th>Event Question</th>
<th>Response</th>
<th>Ideal</th>
<th>Weighting</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you accept UNDP's General Terms and Conditions attached in this Bid Event.</td>
<td>Yes</td>
<td>Yes</td>
<td>Add Comments or Attachments</td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td>No Litigations</td>
<td></td>
<td>Add Comments or Attachments</td>
<td></td>
</tr>
<tr>
<td>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 <a href="http://www.undp.org/about/transparency/docs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf">http://www.undp.org/about/transparency/docs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf</a> and <a href="http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/">http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/</a> 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.</td>
<td>I have read, understood and accept UNDP Anti-Fraud Policy. I have read, understood and accept UNDP Protest procedure</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For RFP’s:

- Enter Bid Price: 1
- Upload financial proposal as password protected attachment

---

### Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

<table>
<thead>
<tr>
<th>Lines in This Event:</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lines That Require a Response:</td>
<td>2</td>
</tr>
<tr>
<td>Your Total Line Pricing:</td>
<td>4,650.0000 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Unit</th>
<th>Requested Quantity</th>
<th>Your Bid Quantity</th>
<th>Your Total 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>450.0000</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>1.500000</td>
</tr>
</tbody>
</table>

At any point in the bid response process you may save an in-progress bid and resume completion at later times. When your bid response is complete, submit for consideration.
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: 1.00000000
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed
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_18.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>
</table>

**Comments**

**Add New Comments**

![Upload button highlighted]
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

<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</td>
</tr>
<tr>
<td>Event Round</td>
<td>1</td>
</tr>
<tr>
<td>Event Version</td>
<td>2</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>
</tbody>
</table>

**Bid Information**

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

**Event Details**

- **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**

- **Billable Location**
- **Event Currency**: Dollar
- **Conversion Rate**: 1.00000000
- **Edits to Submitted Bids**: Allowed
- **Multiple Bids**: Not Allowed
**Event Details**

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

- **Submit Bid**
- **Save for Later**
- **Validate Entries**

**Message**

Please see message(s) at the top of the page: (180658314)

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Bidder Guide February 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event ID:</td>
<td>UNDP1-00000000484</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>2</td>
</tr>
<tr>
<td>Event Start Date:</td>
<td>02/02/2016 09:00 EST</td>
</tr>
<tr>
<td>Event End Date:</td>
<td>31/03/2016 09:02 EDT</td>
</tr>
</tbody>
</table>

**Description:**

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

**Contact:**

Roland Koxhaj

**Phone:**

roland.koxhaj@undp.org

**Payment Terms:**

Billing Location: United Nations Development Project

Event Currency: Dollar

Conversion Rate: 1.00000000

Edits to Submitted Bids: Allowed

Multiple Bids: Not Allowed

**Bid Currency:**

USD US Dollar
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
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
Saving Warning (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.

Enregistrer pour envoi ultérieur ne soumet pas votre offre et VA PAR AILLEURS RETIRER LA SOUMISSION INITIALE du système. S'il vous plaît pour avoir UNE OFFRE VALIDE dans le système cliquez sur soumettre offre.

Guardando los cambios para más tarde, no constituye la entrega de su oferta y, de hecho, SUPONDRÁ LA RETIRADA DE SU OFERTA en el caso de que ya hubiese entregado una anteriormente. Por favor utilice el botón de “Entrega de la Oferta” (“Submit Bid”) para así tener una OFERTA VÁLIDA Y ENTREGADA en el Sistema.

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.
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
Event Currency: Dollar
Conversion Rate: 1.00000000
Edits to Submitted Bids: Allowed
Multiple Bids: Not Allowed
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 "UNDP-1 - 000000484 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 "UNDP-1 - 000000484 Bidder Guide February 2016" ci-dessus. Si vous modifiez votre offre postée et que vous cliquez sur "Enregistrer pour plus tard" « Save for later », le système va automatiquement supprimer votre offre initialement postée. Si vous souhaitez reposer cc encore, vous devez cliquer sur "Soumettre l'offre" « Submit bid » à nouveau. Il est de votre entière responsabilité de vous assurer que votre offre est affichée avec succès dans le système. Si vous plafonnez le mode d'emploi pour plus de conseils.

Conformamos que su oferta ha sido recibida en nuestro sistema como UNDP Procurement event "UNDP-1 - 000000484 Bidder Guide February 2016", de acuerdo con los datos listados más arriba. Es importante, por favor tenga en cuenta que si ahora Ud. procede a editar su oferta que recibida y escoge la opción de "Save fer later", el sistema automáticamente considerará su oferta como no recibida. Por lo tanto, se recomienda que vuelva a introducir su oferta en su sistema para que sea considerado, una vez que se haya terminado el plazo. Es su entera responsabilidad asegurarse que su oferta se debidamente introduzido en el sistema. Para favor, refiérase a la guía de usuario para más información.

BID DETAILS

| Event ID: | UNDP-1 - 000000484 Round 1 Version 2 |
| Event Name: | Bidder Guide February 2016 |
| Bid ID: | 1 |
| Date Posted: | 08/03/16 4:15:01AM EST |

You may review your bid for this event by clicking on the link.
### Bidder Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Data</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>
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<td>Street Address:</td>
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<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

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Bidder Guide February 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event ID</td>
<td>UNDP1-0000000464</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>2</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>
</tbody>
</table>

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

## Contact:
Roland Koxhaj
roland.koxhaj@undp.org

## 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 Name: | Bidder Guide February 2016 |
| Event ID | UNDP1-0000000494 |
| 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>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
<td>Posted</td>
<td>Posted</td>
<td>08/03/2016 04:15 EST</td>
<td>View</td>
</tr>
</tbody>
</table>

[Return to Event Search](#)
If you “Save for Later”, you no longer have a valid bid in the system!
Saving Warning (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.

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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>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
<td>Posted</td>
<td>Posted</td>
<td>08/03/2016 04:15 EST</td>
<td>View</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Edit Bid Response</td>
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<td></td>
<td>Copy</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Cancel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Upload</td>
</tr>
</tbody>
</table>
Cancel Bid

Business Unit: UNDP1
Event ID: 0000000434
Event Name: Bidder Guide February 2016
Event Round: 1
Event Version: 2
Event Format: Buy
Bid ID: 1
Bid Status: Posted
Last Saved: 08/03/2016 04:44 EST

[Cancel This Bid]

Return to Event Search
Are you sure you would like to cancel this bid? (19058325)
Click Yes to cancel the bid.
Click No if you do not want to cancel this bid.
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
Multiple Bids: Not Allowed
Currency: US Dollar
Event Start Date: 02/02/2016 09:02 EST
Event End Date: 31/03/2016 09:02 EDT

<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>
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<td>3</td>
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