

EVENT ID: UNDP1 – CPUP21-011

UNDP/BMS/RFP/2021/011

**Administrative and Analytical Support Services for the Bureau
of Management Services**

**United Nations Development Programme
October 22, 2021**

Notice of Invitation

This procurement process is conducted through UNDP eTendering online system (interested applicants must register in the system in order to access the additional documents), or via electronic submission (email), if indicated in the “Bid Document”. Detailed instruction on how to register in the online system can be found in the attached link provided below:

For first time registrants, use the following details to login and create access:

- i. URL: <https://etendering.partneragencies.org>
Username: **event.guest**
Password: **why2change** (DO NOT change this password)
- ii. Click on “Register as Sourcing Bidder” – see screenshot below:

- iii. Follow steps as presented

Please note:

- 1. It is strongly recommended that you create your username with two parts, i.e. your first name and last name separated by '.' (e.g. john.smith).***
- 2. The registration page enables you to create a user ID. The system will generate a temporary password that will be sent to the email address provided by you during registration process. Ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.***
- 3. You will be prompted to create your own password. After this process, you will see and be able to bid on both public events and events to which you have been invited.***

Please ensure that the email address you provide is correct as your login password will be sent there. If you do not receive an email within an hour, please check your junk mail.

Deadline of submission is indicated in the online system. Any extensions or other amendments to the solicitation documents will be posted in the eTendering system. Bidders **must** click on "Accept invitation" button in order to receive automatic notifications if such amendments occur, and to be logged as having posted a bid.

Please visit the [eTendering Resources](#) site for more information on eTendering including guides and videos.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.