UNDP eTendering System

Presentation for suppliers

Content and Agenda

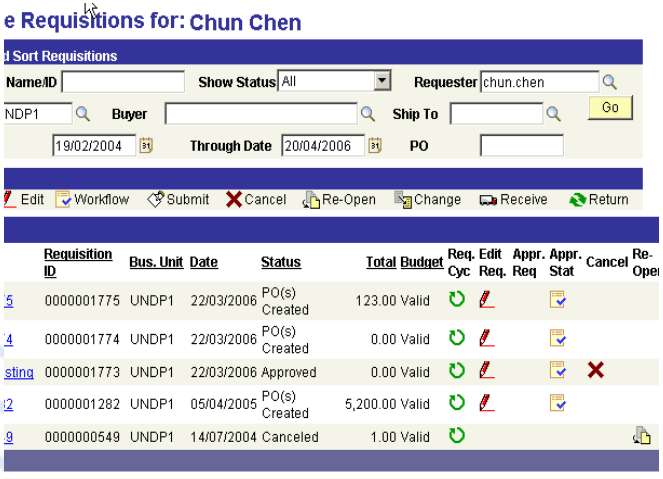
- What is eTendering?
- Main features of the system.
- How to Register in the system.
- How to find tenders, submit and manage bids.
- Important tips to remember.
- How to get support
- Questions and Answers.

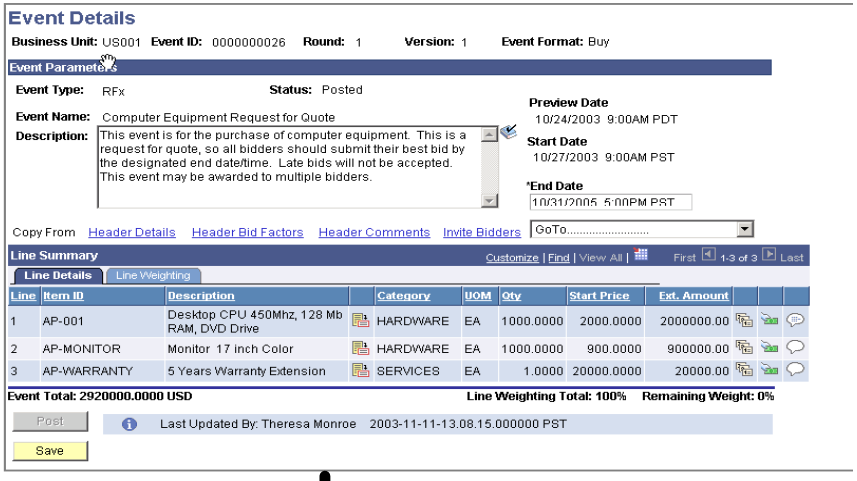
What is eTendering

- Online system used by UNDP for launching tenders, managing solicitation process, receiving bids, and conducting evaluation.
- As of September 1st, 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.

eTendering Architecture Overview

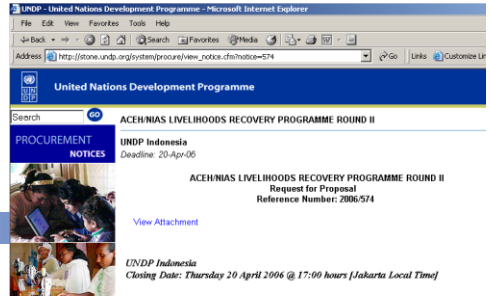
Buyer





Create Even

Create Requisition



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:

Bidder trying to submit bid after deadline

Welcome undpcompany two, Your Atlas Finance Last Login Datetime : 18.Oct.2017 17:18:03 GMT

Event Details

Bidding Shortcuts: View Your Bid Activity

Event Name:	email test	My Bid Status:	
Event ID:	UNDP1-0000001566		
Event Format/Type:	Request For Information RFx		
Event Round:	1		
Event Version:	1		
Event Start Date:	18/10/2017 11:00AM EDT		
Event End Date:	RFI Completed		

Event Description:

Contact:	Dalal Abdulrazzaq	Payment Terms:	Net 30
Phone:		My Bids:	0
Email:	dalal.abdulrazzaq@undp.org	Edits to Submitted Bids:	Not Allowed
Online Discussion:		Multiple Bids:	Not Allowed
Live Chat Help:			

Return to Event Search

Event Details

Event Completed. You are not allowed to enter a bid after events completion.

Submit Bid | Save for Later | Validate Entries

Event Name:	notifications		
Event ID:	UNDP1-0000001564	Bid ID:	New
Event Format/Type:	Sell Event RFx	Bid Date:	
Event Round:	1	Bid Currency:	USD US Dollar
Event Version:	1		
Event Start Date:	18/10/2017 9:31AM EDT		
Event End Date:	15/11/2017 09:31 AM EST		

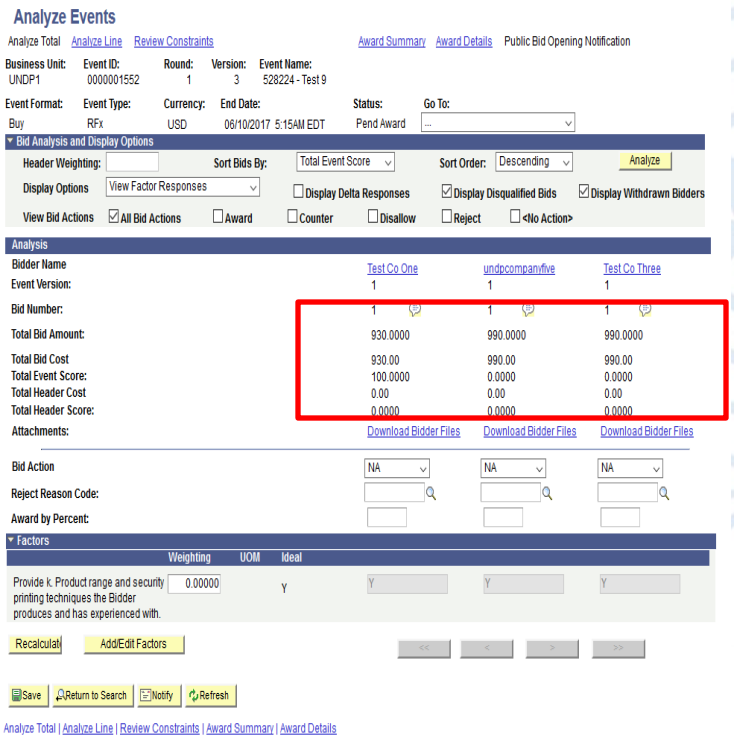
View/Add General Comments and Attachments

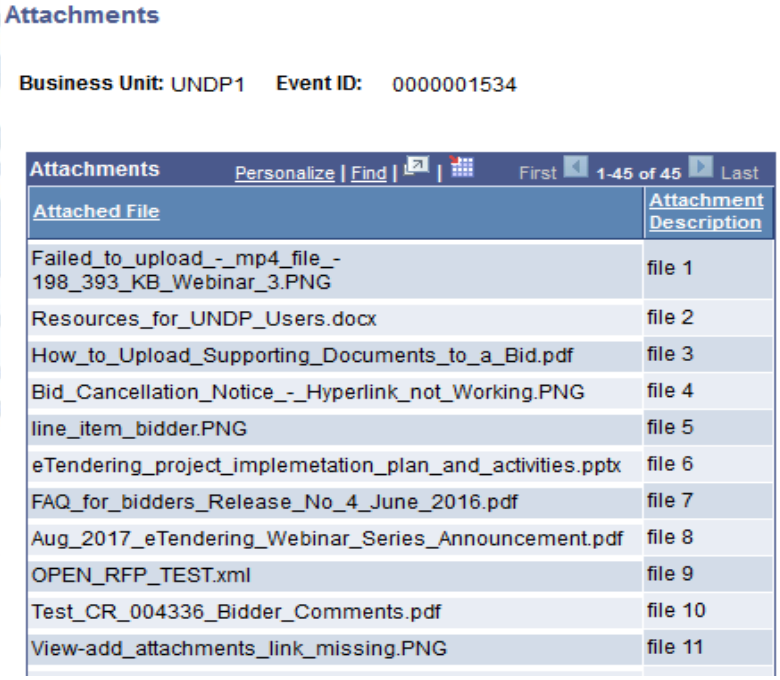
Hide Additional Event Info

Description:

Contact:	Roland Koxhaj	Payment Terms:	Net 30
Phone:		Billing Location:	United Nations Development Pro
Email:	roland.koxhaj@undp.org	Event Currency:	Dollar
Online Discussion:		Conversion Rate:	1.00000000
		Edits to Submitted Bids:	Allowed
		Multiple Bids:	Allowed

Bids information not editable in the system





Attachments

Business Unit: UNDP1 **Event ID:** 0000001534

Attachments Personalize | Find | First 1-45 of 45 Last

Attached File	Attachment Description
Failed_to_upload_-_mp4_file_-198_393_KB_Webinar_3.PNG	file 1
Resources_for_UNDP_Users.docx	file 2
How_to_Upload_Supporting_Documents_to_a_Bid.pdf	file 3
Bid_Cancellation_Notice_-_Hyperlink_not_Working.PNG	file 4
line_item_bidder.PNG	file 5
eTendering_project_implemetation_plan_and_activities.pptx	file 6
FAQ_for_bidders_Release_No_4_June_2016.pdf	file 7
Aug_2017_eTendering_Webinar_Series_Announcement.pdf	file 8
OPEN_RFP_TEST.xml	file 9
Test_CR_004336_Bidder_Comments.pdf	file 10
View-add_attachments_link_missing.PNG	file 11

Bid receipt confirmation email

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

Personer

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 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 - 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.

هذا تأكيد بانه تم استلام عطائكم للمناقصة الخاصة لبرنامج الأمم المتحدة الإنمائي UNDP Procurement event "UNDP1 - 0000001558 528224 retest 6" مرة "تقديم العطاء" على " انقر يجب ذلك، بعد عطائك تقديم إعادة أجل من. الأصلي عطائك بإزالة تلقائياً سيقوم النظام أن "، لاحق إلى وقت فوق "احفظ إذا قمت بتعديل العطاء الخاص بكم و نقرت فوق المدرجة أدناه. يرجى الملاحظة أنه إذا قمت بتعديل العطاء الخاص بكم و نقرت فوق "احفظ الى وقت لاحق"، أن النظام سيقوم تلقائياً بإزالة عطائك الأصلي. من أجل إعادة تقديم عطائك بعد ذلك، يجب النقر على " تقديم العطاء" مرة أخرى. أنها مسؤوليتك الخاصة لضمان أن العرض الخاص بك تم تقديمه بنجاح في النظام. لمزيد 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"，系統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統提交。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

PDF bid system generated file, one at the top showing total bid price and time bid was posted one with the list of attachments uploaded with the bid

UN Development Programme

Event Details

Procurement Notice

Event ID	Format	Type	Page
UNDP1-0000001558	Sell	RFx	1
Event Round	**Version**		
1	2		
Event Name			
528224 retest 6			
Start Time		**Finish Time**	
10/06/2017 16:21:00 CET		10/23/2017 17:21:00 CET	

Event Currency: US Dollar
Bids allowed in other currency: №

Bid Number: 2
Bid Date: 10/06/2017 17:02:17 CET
Total Bid Amount: 420.00

Event Description

Bidder: undpcompanytwo
UNDPCOMPANYTWO
Tampa FL
United States

Submit To: UN Development Programme
UNDP Headquarters Office in New York
One United Nations Plaza
DC-1-1790
New York NY 10017
United States

Contact: Dalal Abdulrazzaq
Phone:
Email: dalal.abdulrazzaq@undp.org

UN Development Programme

Event Details (cont.)

Procurement Notice

Event ID	Format	Type	Page
UNDP1-0000001565	Sell	RFx	2
Event Round	**Version**		
1	1		
Event Name			
Email notification for RFI			
Start Time		**Finish Time**	
10/18/2017 16:38:00 CET		11/18/2017 16:50:00 CET	

Event Currency: US Dollar
Bids allowed in other currency: No

Bid Number: 1
Bid Date: 10/18/2017 16:54:49 CET
Total Bid Amount: 3,000.00

Bidder: Test Co One
Test Co One
Kabul
Afghanistan

Submit To: UN Development Programme
UNDP Headquarters Office in New York
One United Nations Plaza
DC-1-1790
New York NY 10017
United States

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

Bidder Information

Firm Name:
Name: **Signature:** **Date:**
Phone #: **Fax #:**
Street Address:
City & State: **Zip Code:**
Email:
Bid Attachments: File Name :Screenshot_from_the_system.docx, File Description :test document

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

Video guide on how to register - FRENCH

Video guide on how to register - SPANISH

Video guide on how to register - RUSSIAN

Video guide on how to register - ENGLISH WITH ARABIC SUBTITLES

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 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

Video guide how to search for tenders and submit offers - FRENCH

Video guide how to search for tenders and submit offers - SPANISH

Video guide how to search for tenders and submit offers - RUSSIAN

Video guide how to search for tenders and submit offers - ENGLISH WITH ARABIC SUBTITLES

Important points related to submitting offers

- ✓ If you use advanced search, make sure you clear filter for future searches, otherwise you will not see other tenders.
- ✓ For Request for Proposals (RFP), remember to put price as 1 in the system and upload financial proposal as password protected file. Failure to comply may result in rejection of your offer.
- ✓ Make sure you follow the right steps for uploading documents: upload>browse>open>upload. Then to upload another file: Add new attachment, then again upload>browse>open>upload.
- ✓ Remember to save bid after each file upload to not loose 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/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.

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

Questions