

e-Procurement Proposal User Guide

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Click the 'Register' button as shown below.

REGISTRATION

1. E-TENDERING WEBSITE

This step by step e-procurement guide contains important information for vendors to make successful submissions to UN Women solicitation documents advertised on UNGM and its e-procurement vendor portal.

We recommend Chrome web browser for best experience. From your browser, navigate to UN Women e-tendering website:

<https://ungm.in-tend.co.uk/unwomen/asp/home>

2. TECHNICAL SUPPORT

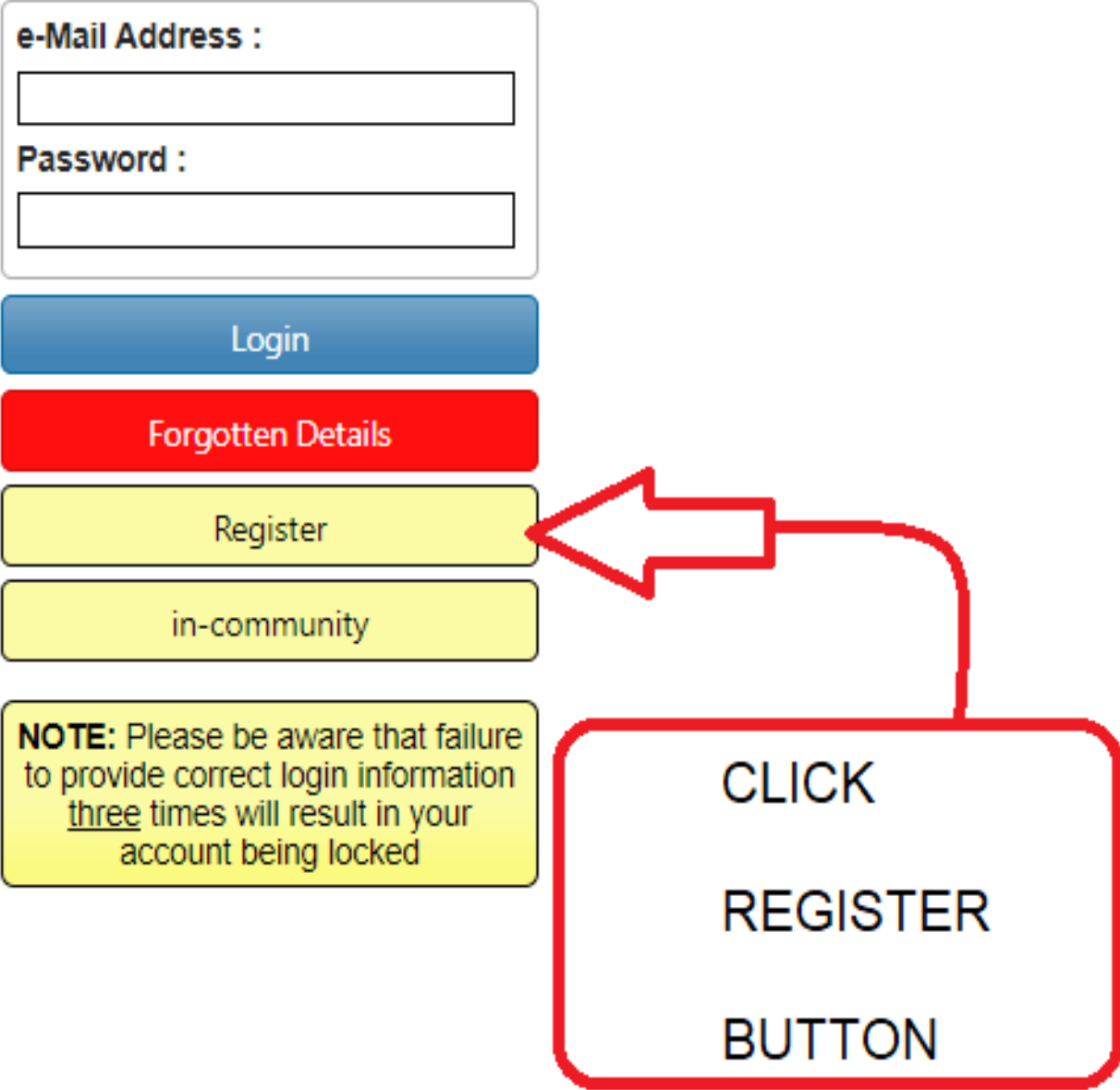
Users that experience difficulties registering, unsuccessful login attempts and or require technical assistance should contact e-tendering support email:

etendering.support@unwomen.org

3. REGISTRATION PAGE

Navigate to home page:

<https://ungm.in-tend.co.uk/unwomen/asp/home>



4. [NAVIGATING THE REGISTRATION PAGE](#)

COMPANY DETAILS TAB:

Under 'Company Details' section, you must complete and fill out all 'Mandatory' fields in Yellow'.

Provide your Company Registration number and or click 'I do not have a Company Reg Number' radio button. Provide a 'Company Name'. Address Line 1 is mandatory. Select a 'Country' that your company is registered in. Provide a postal and or zip code that you company is registered in. From the 'Structure' dropdown select an appropriate structure of your company. For example: 'Private Limited Company (Ltd)'. If your company structure is not listed, please select 'Legal Structure not listed' from the dropdown field. Under 'Company Summary' type overview of your company information.

The screenshot shows the 'Company Details' form with several fields highlighted in yellow and red arrows pointing to them. The fields are: 'Company Reg No', 'Company Name', 'Address Line 1', 'Postcode/Zip', 'Country' (set to 'United States of America'), and 'Structure'. A radio button labeled 'I do not have a Company Reg Number' is also highlighted. A red arrow points to the 'Company Summary' text area.

CONTACT DETAILS:

The screenshot shows the 'Contact Details' form. The 'Telephone' field is highlighted in yellow with a red arrow pointing to it. A callout box with a yellow border and red text says 'Enter your phone number with country and area code'. The 'Website' field is also visible.

PRIMARY USER DETAILS:

While registering a user can add only one point of contact. Once registration is complete, the system will allow the vendor to add additional contacts.

Type in the details of the contact from your company or organization who will be receiving notices. This important section and all mandatory fields in this section must be filled out.

Provide a contact first and last name, along with valid email address. You must confirm your email address and choose a memorable password in the appropriate fields.

The screenshot shows the 'Primary User Details' form with several fields highlighted in yellow and red arrows pointing to them. The fields are: 'Contact First Name', 'Contact Last Name', 'Email Address', 'Confirm Email Address', 'Password', and 'Confirm Password'.

ADDITIONAL USER DETAILS:

These are not mandatory fields. (Skip)

Next: Navigate and click on Information tab as shown below.

INFORMATION TAB:

Pre-requisites for Eligibility section. You must read and answer all questions and select all radio buttons as shown.

Pre-requisites for Eligibility

Question 1 : Vendor is not in the list of entities/firms or associated with a company or individual under procurement prohibition by the United Nations including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists (available at: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>)

Question 2 : Vendor is not currently removed or suspended by the United Nations or other UN agencies (including the World Bank)

Question 3 : Vendor is not under formal investigation nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices

Question 4 : Vendor has not declared bankruptcy and are not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future

Question 5 : Vendor does not employ or anticipate employing any person(s) who is or has been a UN staff member within the last year (if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN). In accordance with UN post-employment restrictions published in ST/SGB/2006/15 available at: http://www.un.org/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&Lang=E

Question 6 : Vendor undertakes not to engage in proscribed practices with the UN or any other party and to conduct business in a manner that averts any financial/operational/reputational or other undue risk to the UN

Question 7 : Vendor abides by the UN Supplier Code of Conduct which sets forth the expectations of all suppliers with whom the UN Women and all UN agencies do business

Question 8 : The Vendor shall immediately inform UN Women details of the changes and UN Women will advise on required procedures to re-validate vendor status in the case that a Vendor's situation changes regarding any of the above listed statements and provided information

Gender Details section. What percentage of the company is owned by women? (a legally registered business in any sector at least 51% owned, managed and controlled by one or more women is considered a women-owned business). UN Women collects this important data. Please provide a correct percentage in numbers. If number is not known at the time of the registration 'enter 0'.

Gender Details

What percentage of the company is owned by women? (a legally registered business in any sector at least 51% owned, managed and controlled by one or more women is considered a women-owned business) :

Navigate 'Next' to 'Business Classification' tab.

BUSINESS CLASSIFICATION TAB:

Company Details Information Business Classifications Company Categories

Classifications

Please type in a keyword and click "Search". To add a classification, use the "+" icon.

Search :

Category	Title
- there are no selections for your current criteria -	

Category	Title
----------	-------

Business Classification. Search for your product / services classification. UN Women uses UNSPSC (The United Nations Standard Products and Services) codes for its eprocurement website.

Click the '+' from the search results as shown to add the category code. You must enter at least one.

Category	Title
44111503	Desktop trays or organizers
43211507	Desktop computers

COMPANY CATEGORIES TAB:

You must select at least one company category from the radio button.

- Micro Organisation (<10 Employees)
- Small Organisation (10-49 employees)
- Medium-sized Organisation (50-249 employees)
- Large Organisation (250+ employees)
- Black and Minority Ethnic Organisations (BME)
- Companies Owned or Managed by Women
- Community and Voluntary Organisations (CVO)
- Community Interest Companies (CIC)
- Social Enterprise Partnership
- Social Enterprises (SE)
- Environmentally Friendly suppliers (and products)
- Fair Trade suppliers (and products)
- Enterprises

5. REQUIRED FIELDS

If you receive such errors in 'red' you have missed one or many mandatory fields and must navigate to previous tabs to correct.

Registration

Business Classifications : is required

What percentage of the company is owned by women? (a legally registered business in any sector at least 51% owned, managed and controlled by one or more women is considered a women-owned business) : is required

Company Name : is required

6. PROBLEMS REGISTERING

UN Women makes every attempt to update its database from UNGM (United Nations Global Marketplace). Our database does not allow duplicate company names. If you have already registered and or believe your company has been previously registered, you must contact support [email](#).

Message

There has been a problem registering your companies details. The following may already be registered to another company:

Registration Number: The registration number you have entered is already registered to another company, please contact the following person for more details: Fund me consulting - John Doe

OK

7. [LOGIN INSTRUCTIONS](#)

To login, navigate to:

<https://ungm.in-tend.co.uk/unwomen.aspx/Home>

You must enter email address and password. Your email address is your 'Username'. After you enter your email address and your password, click 'Login' button below as shown.

Click login

8. [LOGOUT](#)

To logout, click the button(s) shown below.

Logout

9. [TENDERS WINDOW](#)

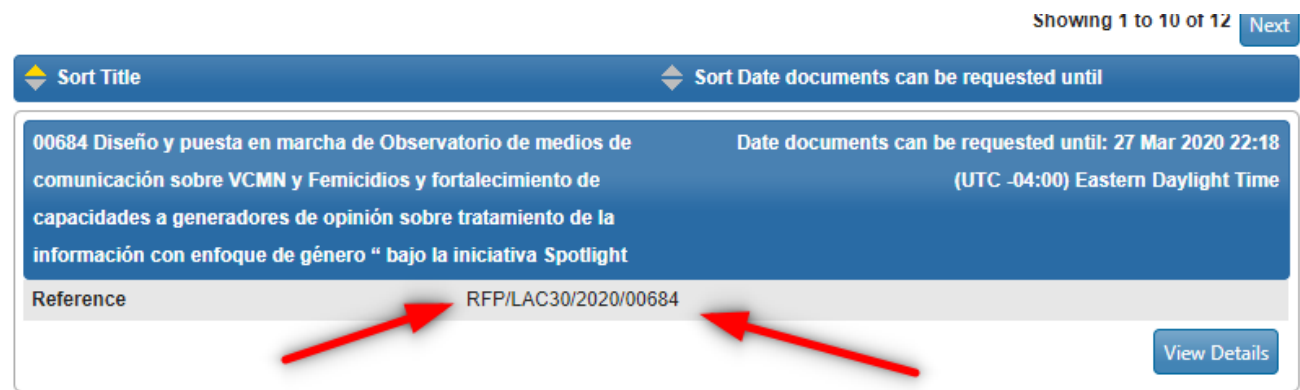
After login, you will see our current open and public tenders. You can sort, search and view details.

Showing 1 to 10 of 12

Sort Title	Sort Date documents can be requested until	Reference
00684 Diseño y puesta en marcha de Observatorio de medios de comunicación sobre VCMN y Femicidios y fortalecimiento de capacidades a generadores de opinión sobre tratamiento de la información con enfoque de género " bajo la iniciativa Spotlight	Date documents can be requested until: 27 Mar 2020 22:18 (UTC -04:00) Eastern Daylight Time	RFP/LAC30/2020/00684
Company/Civil Society Organisation to assess the functionality of multidisciplinary teams in Cahul and Ungheni districts	Date documents can be requested until: 18 Mar 2020 23:59 (UTC +02:00) E. Europe Standard Time	RFP/MDA30/2020/00662

10. [REFERENCE NUMBERS](#)

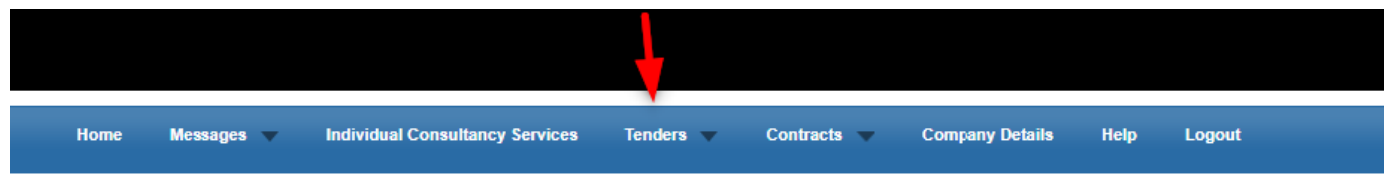
We use a system generated reference number(s) to track solicitation documents published. If you are communicating with us from your email, or have any technical questions, please use reference number as shown:



11. [SEARCHING TENDERS](#)

Use last 3 digits of the system generated reference number(s) to search for the solicitation documents.

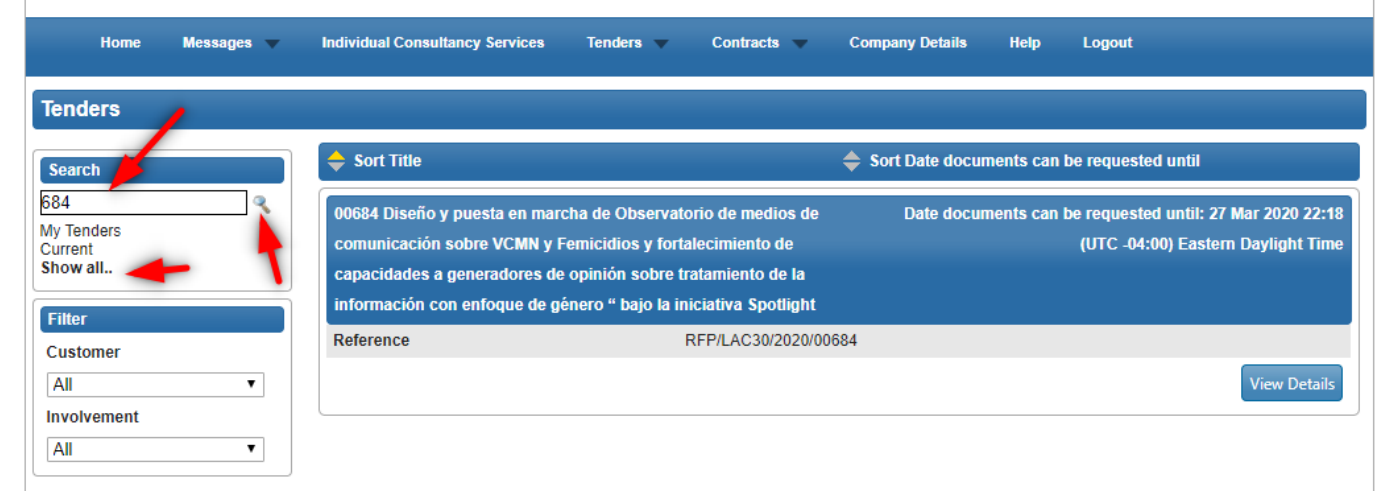
From the 'Tenders' menu, click and choose, my 'My Tenders' link.



If the case reference number is known, click search field on the left and click 'Show All' link.

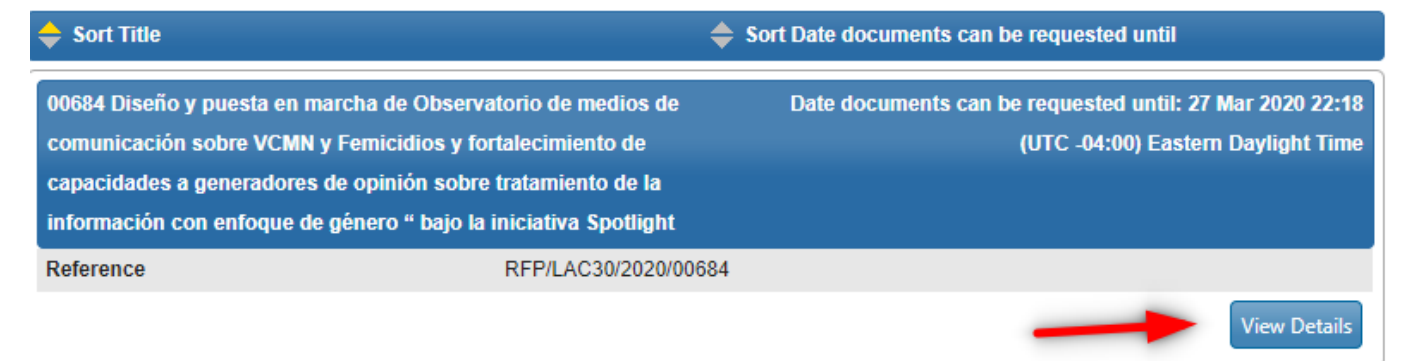
Type or paste in full or last digits of the case number and click the search icon.

If the full reference number is known enter that e.g. (RFP/LAC30/2020/00684)



12. [NAVIGATING TO TENDERS MANAGEMENT WINDOW](#)

Click 'View Details' button as shown



13. [EXPRESS INTEREST BUTTON](#)

After clicking 'View Details' button, tender process information is shown ('RFP' in this example). Please note the deadline for Submitting Clarification Questions, Offer Validity period and any Pre-Proposal Bid Meetings if applicable. Scroll down and Click 'Express Interest' button.

Process :	RFP
Directive :	Services
Deadline for Submitting Clarification Questions	13/03/2020 14:18:00
Offer Validity Period	90
Pre-Proposal/Bid Meeting	Not Applicable

[Express Interest](#)

14. [TENDER MANAGEMENT WINDOW](#)

Tender Management

Your return has not yet been sent

Tender Tender Documents Correspondence History

Please note: All date & time fields are being displayed using (UTC -04:00) Eastern Daylight Time

00684 Diseño y puesta en marcha de Observatorio de medios de comunicación sobre VCMN y Femicidios y fortalecimiento de capacidades a generadores de opinión sobre tratamiento de la información con enfoque de género " bajo la iniciativa Spotlight [View Synopsis](#)

Title : 00684 Diseño y puesta en marcha de Observatorio de medios de comunicación sobre VCMN y Femicidios y fortalecimiento de capacidades a generadores de opinión sobre tratamiento de la información con enfoque de género " bajo la iniciativa Spotlight

Reference : [RFP/LAC30/2020/00684](#)

Description : Instrucciones para los proveedores de UNGM:
Todas las propuestas deben ser presentadas a través del Portal de Mujeres Vendedoras de la ONU. Puede acceder a nuestro portal en la pestaña "Enlaces" (haga clic en "Ir al

After clicking 'Express Interest' button the system will bring the user to 'Tender Management' window consisting of 'Tender', 'Tender Documents', 'Correspondence', and 'History' tabs.

Carefully read the information provided in the Title. Check that the reference number you are making submission against is correct. Read the Description and instructions.

15. TENDER DOCUMENTS

Your return has not yet been sent

Tender Documents | Correspondence | History

How to Attach & Submit Documents

1. If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
2. If a Questionnaire is required to be completed, it will be shown in **Red** and marked **Not Started** in the **My Tender Return** section. It is mandatory that any Questionnaire's must be completed.
3. To attach additional documents you wish to submit as part of your tender return, click the **Attach Documents** button under the **My Tender Return** section (if available). These will then appear in the **My Tender Return** section.
4. When you have completed all the above steps and are ready to submit your tender return, click the red **Submit Return** at the bottom of this page.

NOTE: Large files may take some time to upload.

Tender Deadline Information

Tender Deadline : 27 Mar 2020 22:18:00 (UTC -04:00) Eastern Daylight Time

Local Tender Deadline : 27 Mar 2020 22:18:00

Time Remaining : 1 Week 3 Days 43 Minutes 43 Seconds

Tender Time : 27 Mar 2020 21:34:16 (UTC -04:00) Eastern Daylight Time

Local Time : 27 Mar 2020 21:34:16

Tender Details

Stage Name : Tender Documents

Closing Date : 27 March 2020

Stage Time Zone : (UTC -04:00) Eastern Daylight Time

20658 Diseño y puesta en marcha de Observatorio de medios de comunicación sobre VCMU y Fenómenos y

Annotations:

- Read**: Points to the 'Submit Return' button in the instructions.
- Note tender deadlines and time remaining.**: Points to the 'Tender Deadline Information' section.
- Scroll down**: Points to the bottom of the page.

Scroll down and view main 'Tender Documents Received – Main'. 'View' – information field only.

Download buttons allows the user to download documents received when necessary.

Tender Documents Received - Main

Description	Options
2. Terminos de Referencia.pdf	View Download
3. Metodología de Evaluación.pdf	View Download
4. Anexo - Propuesta Técnica.docx	View Download
5. Anexo - Propuesta Financiera.docx	View Download
6. Formulario de Presentación de Propuesta.docx	View Download
7. Contrato Profesional de Servicios.pdf	View Download
8. Condiciones Generales de Contratación.pdf	View Download

My Tender Return - Main

Description	Envelope	Options
Evaluation	Not Started	View Questionnaire
Financial	Propuesta Financiera Firmada	Upload Document
General	Soporte para el perfil y experiencia de la firma - Antecedentes técnicos de la empresa / Organización que presenta la propuesta presentada.	Upload Document
General	Soportes para el Plan de Trabajo y Enfoque Propuestos	Upload Document
General	Soporte documental del Equipo Técnico Líder, Investigador/a social y formador/a de capacidades.	Upload Document
General	Soporte documental del Equipo Técnico Líder, Investigador/a social y formador/a de capacidades.	Upload Document

Annotations:

- View or download documents**: Points to the 'View' and 'Download' buttons in the 'Tender Documents Received' table.
- Red means you must view and answer online questionair and or upload documents**: Points to the 'View Questionnaire' button in the 'My Tender Return' table.
- Read and answer all information.**: Points to the 'View Questionnaire' button in the 'My Tender Return' table.

Ensure that all mandatory fields are complete and appropriate envelopes are chosen when attaching 'Technical' and 'Financial' documents.

Submit my Return section - Provide the total amount of requested goods / services.

This is a mandatory field. You can only submit your return after filling out the bid value and submitting all requested documents. Otherwise, you will receive an error.

submissions, a copy is always available under 'History' tab. Use the 'Print' button to print a hard copy for your records. Click the 'Close' button to close the 'Return Receipt' window.

16. HISTORY TAB

History tab allows the user to view the history, date, time and description of actions performed. When a user makes a submission, system generates a submission receipt. Providing proof of submission. For all successful submissions, a copy is always available under 'History' tab. Click 'View Receipt' button to see the digital receipt.

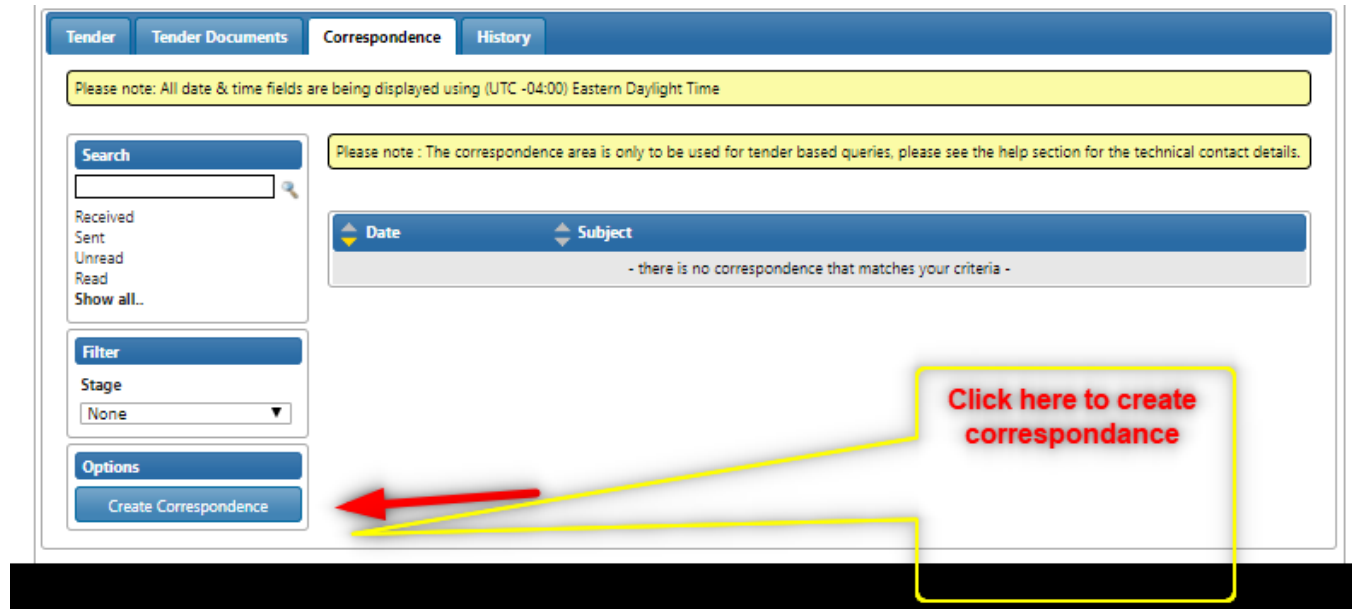
Date	Description
20 Feb 2020 04:07	Your return is being considered by us for Stage 'Tender Documents'
19 Feb 2020 07:20	Your return was opened by us for Stage 'Tender Documents'
19 Feb 2020 06:59	Your return was received by us for Stage 'Tender Documents'
19 Feb 2020 06:59	Your return has been sent to us for Stage 'Tender Documents'
19 Feb 2020 06:59	Your bid was reopened to allow a subsequent return.

18. CREATE CORRESPONDENCE

All communications and questions regarding solicitation documents must be directed via creating a system correspondence. This allows the user to be in contact with the buyer directly and receive any clarifications and or addendums.

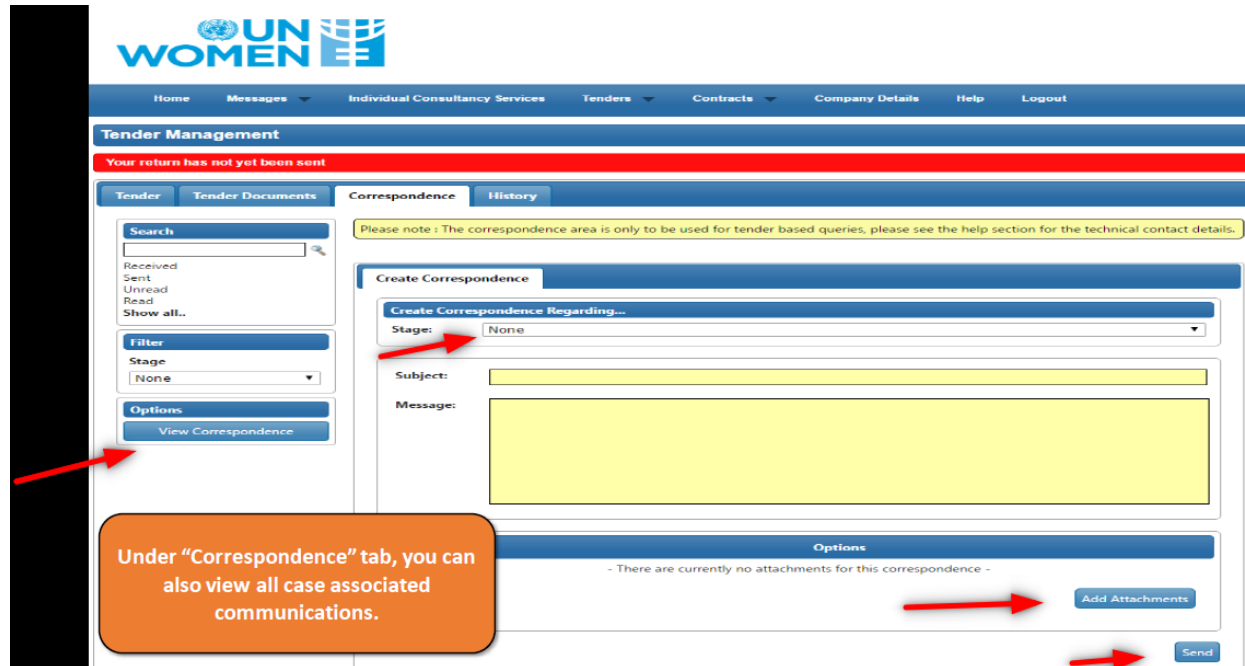
17. PROOF OF SUBMISSION

When a user makes a submission, system generates a 'Return Receipt'. Tracking and providing proof of submission to the user. For all successful



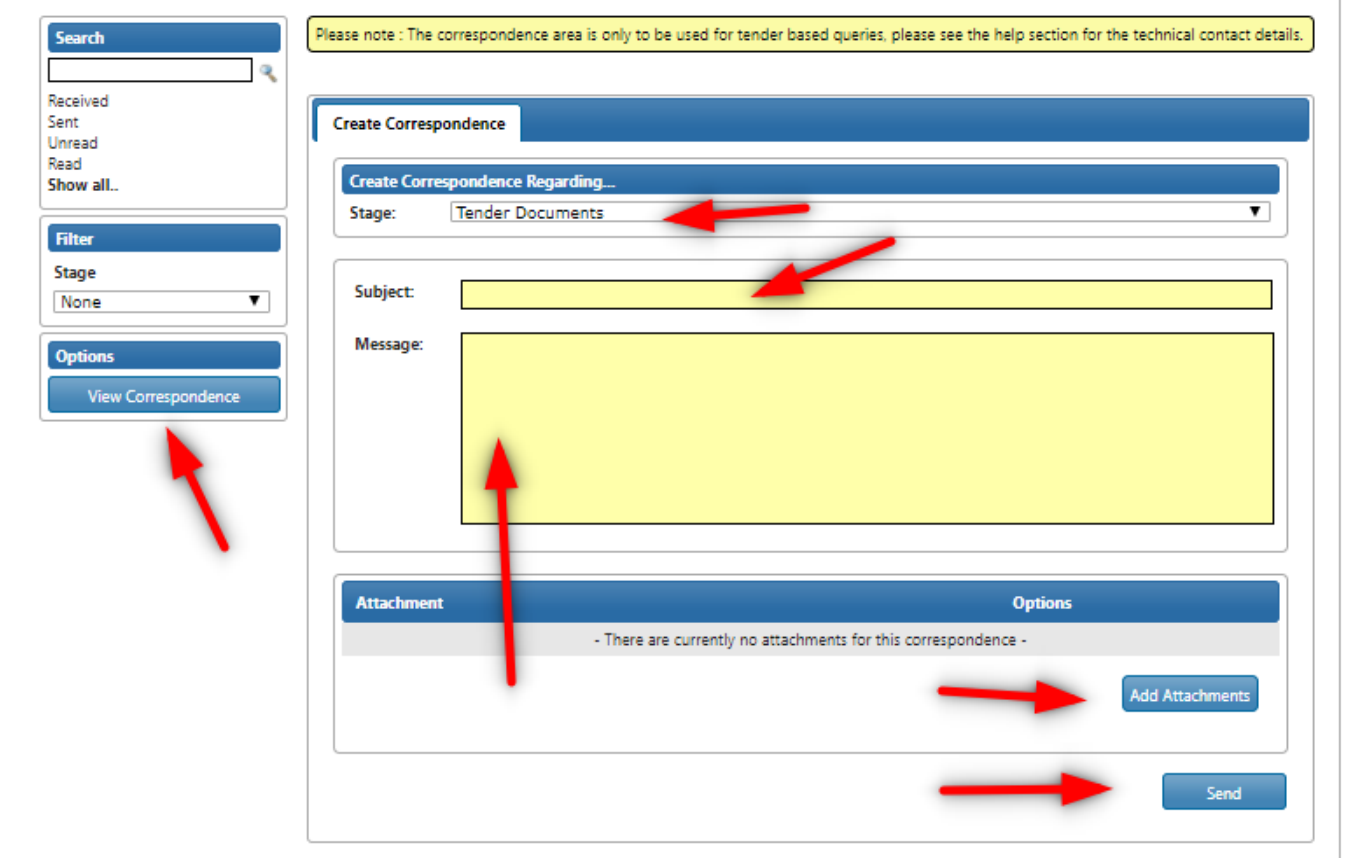
19. [SEND CORRESPONDENCE](#)

Press 'Create Correspondence' to create one. Fill out all mandatory fields: Choose 'Tender Documents' from Stage dropdown list. Enter 'Subject' field. Write your questions in the 'Message' field. Attach any files by clicking 'Add Attachments', button. Choose appropriate file e.g. (pdf, docx etc.). Click 'Send' button. To view correspondence created, received, click 'View Correspondence' as shown.



20. [VIEW CORRESPONDENCE](#)

Press 'View Correspondence' button to view correspondence created, received, click 'View Correspondence' as shown.



21. [VIEW CLARIFICATIONS](#)

Press 'View Correspondence' button to view correspondence created, received, click 'View Correspondence' as shown. Clicking the date of the clarifications received user can view individual clarification and any attachments received. Clicking the 'View Procurement' button brings the user back to the 'Tender Management' window. Clarification for the solicitation will be visible under 'Clarifications' tab. User can also navigate to view all clarifications via the 'Messages' menu located by the 'Home' menu at the top of the screen.

Clarifications

Search

Read
Unread
Show all..

Filter

Procurement
None

Added	Title	Procurement
18 February 2020	Clarifications	Provision of Cleaning Services
18 February 2020	addendum 1	Provision of Cleaning Services
20 November 2019	Q&A_20112019	Advertising Agency to Provide Technical and Creative Expertise in Execution of the National Campaign

Clarification

Name: Clarifications

Description: Dear Sir/Madam,
1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is seeking quotation(s) for the procurement of [Title of Service].
2. To prepare a responsive quotation, you must carefully review, and understand the contents of the following

Date: 18 February 2020

View Procurement

23. CHANGE PASSWORDS

If you do not have an account, you must register first in our vendor portal.

Step 1. Login using the provided username and password credentials received from UN Women e-tendering support. In case you have issues, contact: etendering.support@unwomen.org

Step 2. Under 'Company Details' → 'Contact Details' tab, click choose a contact from the dropdown field.

Step 3. Edit and change password fields and click on 'Save Contact' button.

(Repeat the above steps for any contacts on the dropdown list if required).

Company Details

Details | Gender Details | Documents | Business Categories | **Contact Details**

Contact : e-Tendering Support Team UN Women

Title :

First Name : e-Tendering Support Team

Surname : UN Women

Telephone :

Fax :

e-Mail : intend.user1@unwomen.org

Confirm Email : intend.user1@unwomen.org

Mobile :

Job Title :

Department :

Office :

Password : *****

Confirm Password : *****

Send a copy of all e-Mails to this user

Don't send project correspondence

Don't send contract correspondence

Don't send order correspondence

Remove Contact

Save Contact

Key : Mandatory

22. SEND CORRESPONDENCE (WITHOUT LOGIN)

Messages menu allows the user to send correspondence to UN Women directly without login. Fill out the subject and messages field, these are mandatory fields and click 'Send' button.

UN WOMEN

Home | Messages | Tenders | Register | Help

Correspondence

Create Correspondence

Subject: [Empty Field]

Message: [Empty Text Area]

Send

24. REMOVING CONTACTS

Step 1. Under 'Company Details' → 'Contact Details' tab, click choose a contact from the dropdown field.

Step 2. Click 'Remove Contact' button.

The screenshot shows the 'Company Details' form with the 'Contact Details' tab selected. The 'Contact' dropdown menu is set to 'e-Tendering Support Team UN Women'. The 'Remove Contact' button is highlighted with a red arrow. Other fields include Title, First Name (e-Tendering Support Team), Surname (UN Women), Telephone, Fax, e-Mail (intend.user1@unwomen.org), Confirm Email (intend.user1@unwomen.org), Mobile, Job Title, Department, Office, Password (masked with asterisks), and Confirm Password (masked with asterisks). There are also checkboxes for 'Send a copy of all e-Mails to this user' (checked) and 'Don't send project correspondence', 'Don't send contract correspondence', and 'Don't send order correspondence' (unchecked).

25. ADDING AND CREATING NEW CONTACTS

Step 1. Under 'Company Details' → 'Contact Details' tab, click choose '—New Contact—'

Step 2. Fill out all mandatory fields.

Step 3. Select 'Send a copy of all-emails to this user' if required.

Step 4. Click 'Save Contact' Button

The screenshot shows the 'Company Details' form with the 'Contact Details' tab selected. The 'Contact' dropdown menu is set to '--New Contact--'. The 'Save Contact' button is highlighted with a red arrow. A yellow callout box with the text 'Fill out all mandatory fields' points to the form fields. Other fields include Title, First Name, Surname, Telephone, Fax, e-Mail, Confirm Email, Mobile, Job Title, Department, Office, Password, and Confirm Password. There are also checkboxes for 'Send a copy of all e-Mails to this user' (checked) and 'Don't send project correspondence', 'Don't send contract correspondence', and 'Don't send order correspondence' (unchecked). A key indicates that yellow fields are mandatory.