UNOPS eSourcing: vendor guide

A guide for vendors to register on UNGM, and submit responses to UNOPS tenders in the UNOPS eSourcing system

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1. Purpose of this guide

In January 2016, the United Nations Office for Project Services (UNOPS) started progressively implementing an e-tendering system (UNOPS eSourcing) to conduct its tender processes. In order to access the full UNOPS tender details and submit a vendor response to a tender using the system, vendors need to be registered as a UNOPS vendor on the United Nations Global Marketplace (UNGM).

This guide provides vendors with instructions on how to register on UNGM and how to access and submit offers to UNOPS tenders in the UNOPS eSourcing system. In UNOPS eSourcing, vendors can view full tender details, express interest in tenders, inform UNOPS about their intention to submit a tender, request clarifications about tenders, submit responses to tenders, and respond to UNOPS evaluation clarifications.

UNOPS will periodically review and update this guide to reflect new system functionalities and user feedback.

What is UNGM?

UNGM (www.ungm.org) is the common procurement portal of the United Nations system of organizations.

It brings together UN procurement staff and the vendor community. The United Nations represents a global market of over USD 19.9 billion annually for all types of products and services in 2019.

The UNGM acts as a self-service portal where potential suppliers can register with one or more of the 29 UN organizations using the UNGM as their vendor database and sourcing tool. These organizations account for over 98% of the total UN procurement spent. The UNGM therefore provides an excellent way to introduce your products and services to many UN organizations, countries and regions by completing only one registration form. UNGM also provides an overview of procurement notices, such as tenders, published by more than 54 UN organisations and other entities. There is no cost to register on UNGM or to view the procurement notices on the website. Also, additional information about procurement practices can be found on the UNGM website.

UNGM is the entry point for various UN agencies’ e-procurement systems which are integrated with the UNGM website, such as the UNOPS eSourcing system.

What is UNOPS eSourcing?

UNOPS eSourcing is an e-procurement system that facilitates the procurement processes conducted at UNOPS by handling on-line sourcing, solicitation, bid opening, evaluation and award. These functions are currently done offline, so the new eSourcing system will streamline how UNOPS and vendors interact, providing increased efficiency and governance to the procurement process.

UNOPS acknowledges the change this represents for vendors and appreciates their effort in using the system and providing valuable feedback.

Please note that this guide is for UNOPS-related procurement tenders carried out with the UNOPS eSourcing system, and does not cover other eTendering systems used by other UN Organizations. For help with tenders posted by other UN Organizations using other eTendering systems, please contact the specific Organization.

What is new in version 1.8 of this guide?

The following changes have been made compared to version 1.7:

- Updated section 4.3 to include Supplier Forms
- Other minor changes and adjustments
2. Register on the UNGM portal

In order to access the full UNOPS tender details and respond to a tender in the UNOPS eSourcing system, you must first register as a UNOPS vendor on UNGM.

Registration at basic level is sufficient, as UNOPS does not require level 1 and 2 registrations.

Please note that registration at UNGM is free of charge. In addition, UNGM enables vendors to keep informed of upcoming tender notices through a paid service called Tender Alert Service. By subscribing to the Tender Alert Service, vendors can receive relevant business opportunities directly by email.

2.1 Register

To access the tender documents, you need to be fully registered on UNGM. The registration at basic level will be sufficient as UNOPS does not require level 1 and 2 registrations.

Go to www.ungm.org

Click on the ‘Login and New Registrations’ section.

Click on «New Registration» button.
Select the type of registration by clicking on the relevant box. If you represent a company or an NGO, click on the ‘Company’s/NGOs’ box.

Introduce your company details and accept the UN Supplier Code of Conduct.

Please provide your company name as written in your company’s Certificate of Incorporation. If an error message appears informing you that a company with a similar name already exists, please contact UNGM using the contact form in the Help Center.

Then, click on the ‘Send the activation link’ button.
2.2 Activate your UNGM account

Once you have created your UNGM account, please do not forget to **activate it**.

Go to your personal email inbox, where you should have received an email from UNGM containing an activation link. Please activate your UNGM account by clicking on the ‘Activate’ button.
If you have not received the activation email, please note that you can resend it to yourself. You can either do it from the ‘I have not received the email, please resend it to me’ button:

Or from your UNGM inbox accessible from the little envelope symbol in the top right side of the page:

If you have not received the activation email because you have provided an incorrect email address when creating your account, please read the following support article How to resend the activation email to another email address.
Once your UNGM account is activated, you should be redirected to the following page. Click on the ‘Complete the registration’ button to complete the UNGM registration. You can also click on the ‘Registration’ link in the left-hand menu:

2.3 Complete your vendor registration form in UNGM

You will be redirected to the UNGM registration form. It only takes about 5-8 minutes to complete the registration.

In order to successfully complete the registration process, please provide the required details and click on the Save & continue button for each of the 6 steps. After clicking the Save & continue button, the provided details will be saved and you will be automatically redirected to the following step of the registration process.

The asterisk (*) indicates information that is required/mandatory to complete the step.
Note: UNGM is currently available in 7 languages: English, French, Spanish, Portuguese, Arabic, Russian and Mandarin. The default language is English. If you want to change to another language, click on the language icon in the top-right corner of the page and select your preferred language.

1. General

Under ‘General,’ please provide basic details about your company.

It is important to provide the exact same company name as provided in your company's certificate of incorporation or any other legal document relating to the establishment of your company.

The license number refers to the reference number from a city, state and/or federal document that grants the bearer the ability to engage in specific business activities within the designated area.

Once you have completed the step, click on the ‘Save & Continue’ button in the bottom right of the page.
Under ‘Address’, please provide your company’s address information.

Once you have completed the step, click on the ‘Save & Continue’ button. If you wish to go back to the previous step to edit some information, click on the ‘General info’ button at the bottom left of the page.
Under ‘Registration type’, please inform whether you prefer **to do business only in your country** or if you prefer **to do business internationally**. Click on either ‘National’ or ‘International’.

Once you have completed the step, click on the ‘Save & Continue’ button. If you wish to go back to the previous step to edit some information, click on the ‘Address’ button.

Under Contacts, please provide your **own contact details**.
Once you have completed the step, click on the ‘Save & Continue’ button. If you wish to go back to the previous step to edit some information, click on the ‘Registration type’ button.

Please note that you can also invite/add colleagues to your company’s account on UNGM at the ‘Contacts step’. They will receive a link to the account and will be able to log into the account in future with their own email address and password. To invite colleagues to the UNGM account, click the ‘Invite another contact’ button at the bottom of the page.

Under ‘Coding’, please select codes which best describe the goods and/or services which your company is able to provide following the UNSPSC classification for products and services.
Search for new UNSPSC codes either by typing keywords or using the trimmed tree classification. To select a code, **tick the checkbox next to the code**.

If you are unable to find the correct codes for your products and services, please contact UNGM using the contact form in the [Help Center](#) and provide us with a description of the products/services.

Once you have completed the step, click on the ‘Save & Continue’ button. If you wish to go back to the previous step to edit some information, click on the ‘Contacts’ button.

6. Declaration

The **declaration of eligibility** is a formal and explicit statement on behalf of your company. Under ‘Declaration’, please review the seven statements and select the most appropriate option by **ticking the corresponding checkbox**.
Once you have completed the step, click on the ‘Save & Continue’ button. If you wish to go back to the previous step to edit some information, click on the ‘Coding’ button.

Once you have clicked on the ‘Save & Continue’ button, you will have successfully completed your registration and will be redirected to the ‘What’s next?’ step. This section gives you access to your registration status with UN organizations and to some information about the optional Tender Alert Service.

Please note that this guide is for UNOPS related procurement activities, and does not describe or support other UN Organizations. For help with procurement activities related to other UN Organizations, please contact the specific Organization.

In case you see the following message informing that a duplicate account has been identified, please contact UNGM using the contact form in the Help Center.
2.4 Verify your UNOPS vendor registration status

In order to verify your UNOPS vendor registration status, click on the ‘Manage agency submissions’ link in the navigation menu.

To access UNOPS tender details and respond to a tender, you need to have the Registered status with UNOPS at Basic level. The Basic registration level is sufficient to access UNOPS tender information.

If UNOPS does not appear in your list of UN organizations, please ensure you have successfully completed your registration at basic level.

If you need assistance to activate or complete your registration, please do not hesitate to contact UNGM using the contact form in the Help Center. The Help Center contains +100 support articles covering the registration on UNGM.
2.5 Identify your UNGM number

Your UNGM number is a six digit number which enables the UN personnel to identify your company's account on UNGM. You might be requested to provide this UNGM number when participating in tenders. You can find your UNGM number under your 'Dashboard' once you are logged into your UNGM account.
3. **Search for a UNOPS tender notice, express interest and view tender details**

### 3.1 Search for a UNOPS tender notice

UNOPS advertises both open competition and limited competition business opportunities through UNGM. For the purpose of this guide, *tender* means any of the following procurement methods: Request for Quotation (RFQ), Invitation to Bid (ITB), Request for Proposals (RFP), Request for Information (RFI), Request for Expressions of Interest (EOI), and Prequalification (PQ). (See the Glossary at the end of this guide for a definition of these procurement methods.)

**Open competition** refers to business opportunities accessible to all vendors. Vendors have to respond to these tenders either through traditional methods (hard-copy submission or email) or through the UNOPS eSourcing system as per instructions specified in the tender notice.

**Limited competition** refers to business opportunities accessible to select vendors through UNGM. The vendors selected may respond to these tenders only through the UNOPS eSourcing system.

#### 3.1.1 Open competition tenders

Go to [www.ungm.org](http://www.ungm.org)

From the UNGM [Home page](http://www.ungm.org), click the [Business Opportunities](http://www.ungm.org) box. If you are already past the [Home](http://www.ungm.org) page, click the [Tender notices](http://www.ungm.org) link on the left hand menu.
Click on the **UN organization** column title to list the business opportunities by UN organization. Then, scroll down to find the opportunities from UNOPS. Alternatively, click on the **Show more criteria** button and type **UNOPS** in the **UN Organization** field. UNGM will automatically show all the active tender notices issued by UNOPS. If you click on the title of a tender, UNGM will display information about the tender organized under these tabs: Documents, **Contacts**, **Links**, **UNSPSC** (codes applicable to tender), and **Revisions**.

The list of UNOPS tender notices will include both tenders that vendors have to respond to through traditional methods (hard-copy submission or email) or through the UNOPS eSourcing system.

Please remember to log in to UNGM and complete your registration process as a UNOPS vendor to be able to see the full details of the tender and respond to it.

### 3.1.2 Limited competition tenders

Go to [www.ungm.org](http://www.ungm.org) and log in with your username and password.

Go to My Tenders in the navigation menu.

If you have been invited to a limited competition tender, you will receive an email notification alerting you of this opportunity.
You will only see these green buttons if you are logged in to UNGM (with your username and password), AND you are already a registered UNOPS vendor at UNGM.

3.2 Express interest in a tender

To the left of each UNOPS tender notice you will find a button displaying either Express interest if this is the first time you are viewing the notice, or View documents.

Click on the tender’s title to display information about the tender. If you are interested in this tender click on the Express Interest button.
After a few seconds, the text in the blue button will change to View Documents and the button will become green. Please note that for limited competition tenders there is no need to express interest, as you will only see the View Documents button.

If the Express interest button appears in grey and is disabled, please read the Why is the express interest button disabled? support article.

Note: expressing interest in a tender is an important step. All vendors who have expressed interest in a tender will receive automatic notifications about the tender, such as when the deadline for submissions is approaching, or when clarifications or amendments to the tender have been added by UNOPS. Once you have expressed interest in a tender, that tender can be found by clicking My tenders in the left-hand menu.
3.3 View full tender details by logging into the UNOPS eSourcing system

Once you've clicked on Express interest, the button will now say View documents. Click on the green View Documents button for the tender. This will automatically transfer you from the UNGM portal to the UNOPS eSourcing system.

The following UNOPS eSourcing screen will appear. If this screen does not appear, please contact UNOPS Helpdesk at: esourcing@unops.org

Insert your email address and password and click on the Log in button. Note that the email address and password are the same of your UNGM account. UNOPS eSourcing system does not require a specific (different) account, it is the same as UNGM. All account aspects (emails, passwords, etc.) are managed directly in UNGM as per guidance in section 2 of this guide.

Please note that if you are responding to a tender from another UN organization, that tender will not be accessible through the UNOPS eSourcing system. This guide is for UNOPS related procurement tenders carried out with the UNOPS eSourcing system, and does not cover other eTendering systems used by other UN Organizations. For help with tenders posted by other UN Organizations using other eTendering systems, please contact the specific Organization.

3.4 Navigate the UNOPS eSourcing system

Once you have logged in, you will have access to the tender on the UNOPS eSourcing system. You will see a screen with the below information. Please see below a description of the key areas which you'll see in the screen.
Key points in navigating the UNOPS eSourcing system:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Home</td>
<td>List of all tenders that you have drafted and submitted. It shows a grid showing the tender reference, title, date published, deadline date, submission status and tender status.</td>
</tr>
<tr>
<td>2</td>
<td>Help</td>
<td>Access user guides, FAQs, helpdesk contact details and other support resources.</td>
</tr>
<tr>
<td>3</td>
<td>Language</td>
<td>Select language of the eSourcing system. Note that at the date of issuing this version of the guide, the system is available in English, Spanish and French.</td>
</tr>
<tr>
<td>4</td>
<td>Email address</td>
<td>Email address used to log into the UNOPS eSourcing system. This email address is as per the vendor’s UNGM account. Note that a vendor can set up more than one email address in UNGM and can access UNGM and UNOPS eSourcing through each of those addresses included in the UNGM vendor profile. You can also Log out of eSourcing here by clicking the small arrow.</td>
</tr>
<tr>
<td>5</td>
<td>Actual time in UTC</td>
<td>Actual time in UTC terms. UTC refers to the Coordinated Universal Time which is a time standard commonly used across the world. UNOPS uses UTC as the standard for all its tenders published through the eSourcing system in order to avoid confusions regarding time zones and considering that our offices and vendors are based across the world.</td>
</tr>
<tr>
<td>6</td>
<td>Tender reference</td>
<td>UNOPS tender reference. It shows the tender type / year / ID number, for instance “RFP/2017/17875”.</td>
</tr>
<tr>
<td>7</td>
<td>Countdown timer</td>
<td>Countdown timer showing how much time remains until the tender deadline. Count down timer showing how much time remains until the clarification deadline.</td>
</tr>
<tr>
<td>8</td>
<td>Tender title</td>
<td>Title of the tender.</td>
</tr>
</tbody>
</table>
9 Submission status
Status of your submission showing either Draft (blue colour) or Submitted (green colour).

Access the tender details, arranged in the following tabs:

- **General information**: general information about the tender, such as the solicitation method, type of requirement, description, deadline, deadline for clarifications, contact person, etc.
- **Tender particulars**: more detailed information about the tender, such as: scope of the tender, eligibility, clarifications and pre-bid meeting information, validity period, type of contract to be awarded, etc.
- **Evaluation criteria**: criteria how the tender will be evaluated on.
- **Documents**: all attachments related to the tender. These can be downloaded individually, or all at the same time. The documents include both PDF documents and other documents in editable format (Word, Excel) for vendors to complete and submit with their response.
- **Revisions**: responses to clarifications and amendments to the tender posted by UNOPS.
- **Request a clarification**: where a vendor can request clarifications on the tender.

10 Tender information

11 Vendor confirmation
Where vendors can inform UNOPS of their intention to submit or not a vendor response to the tender.

12 Vendor submission
Aspects that a vendor needs to complete in order to be able to submit a response. It can include the following tabs (some of them might not display, depending on the specific tender):

- **Lots**: if the solicitation tender provides for bidding by lots, a vendor can select here the lot(s) the vendor wants to bid for
- **Questionnaires**: requested information by UNOPS in the form of on-line questionnaires
- **Document checklist**: requested information by UNOPS by which vendors upload documents.
- **Financial offer details**: requested price information by UNOPS (total financial offer or unit price, currency)
- **Submit**: Where vendors can submit or withdraw their vendor response.

13 Evaluation clarifications
Correspondence between UNOPS and the vendor at evaluation stage.

4. Submit a vendor response to a UNOPS tender

4.1 Inform UNOPS about your intention to submit or not a tender response

UNOPS would like to know in advance of your intention to submit or not a vendor response to the tender as that is very useful information for our procurement process.

In order to do this, click on the Vendor confirmation tab.

Click on either of the two buttons displayed:

- YES, we intend to submit a response (green button)
● **NO, we do not intend to submit a response** (red button). If you select this option you will be requested to state a reason.

Please note that you can only click on YES or NO once. This is done only for information purposes and you will still be able to submit a vendor response even if you originally selected the NO option.

For a tender with lots, you can inform UNOPS about your to submit or not a tender response per lot.

### 4.2 Request a clarification on a tender

If you have questions about this tender, you can submit a request for clarification to UNOPS.

To submit a request for clarification of a tender, click the **Request a clarification** tab (under the **Tender information** tab) and then the **Request a clarification** button.
Enter your question(s) and click the **Submit clarification request** button. The requests for clarification that you enter will only be visible to you and not any other vendor.

Please note that the system will only allow you to submit clarifications **prior to the deadline for clarifications**. This deadline can be found in the **General Information** tab.
Once UNOPS responds to your request for clarification, it will be posted in the Revisions tab, under Tender Information. Any responses to clarification requests will be visible to all vendors but they will not identify the vendor that submitted such request to clarification.

4.3 Submit a response to a tender

To respond to a tender, complete the requirements under the following tabs (note that some of these four tabs might not display, depending on the specific tender):

- **Questionnaires**: requested information by UNOPS in the form of on-line questionnaires
- **Supplier forms**: a list of forms that you must submit as part of your response
- **Document checklist**: requested information by UNOPS by which vendors upload documents.
- **Financial offer details**: requested price information by UNOPS (total financial offer or unit price, currency)

These are all displayed under the Vendor submission tab.

Once all the required information has been uploaded, the display colour beside each tab will change colour, from Red (0/7), to Green (7/7).
4.3.1 Questionnaires

As part of the tender process, UNOPS may require vendors to complete information in the form of on-line questionnaires.

Click on the Questionnaires tab to view the questions and enter your responses. When you have completed the questionnaire(s), click on the Save button at the bottom of the page. Note that questions marked with an asterisk (*) are mandatory.
4.3.2 Supplier forms

To add the information to each form, click in Load to display the questions in the form. To save your answers, click Save. The system will tell you when your answer has been saved.

Please note that once you have saved your answers for a specific form, for any subsequent tenders when you load that form again, your answers will be pre-populated by the system and then you can change them if applicable.

4.3.3 Document checklist

As part of the tender process, UNOPS may require you to submit documents as part of your response. This could include documents such as your financial statements or specific forms. If there is a requirement to upload specific forms (e.g. Form E: Proposal Submission Form) you will be able to download editable versions of the forms in the Documents tab under Tender Information.

When you have completed the documents, click on the Documents checklist tab to upload your files to the eSourcing system. You can upload files either by clicking on the Choose Files button or by dragging them.
directly to the **Or drop files here** section. Note that you can upload more than one document against each document checklist if needed. The maximum allowed size for each document uploaded to eSourcing is **20 MB** (twenty megabytes).

Before you upload a file against a document checklist, the document name heading will display as orange colour (if the document is mandatory) or blue colour (if it's optional). Once you have uploaded a file, the document name heading will change to green.

Please note that if the tender is a Request for Proposals (RFP) there will **not** be a document checklist requesting financial/price information. In an RFP you may only submit financial/price information through the financial envelope section under the **Financial offer details** tab (see below section for more information).

### 4.3.4 Financial offer details

As part of the tender process, UNOPS may require you to complete the financial offer details of your offer. Click on the **Financial offer details** tab and enter your details: total financial offer or unit price (mandatory field) currency (mandatory), and comments (optional).

When you are done, click the **Save** button at the bottom of the page.
Note: If the tender requires unit price, you will find under the financial offer details the field of “Unit price” (mandatory field).

If the tender is a Request for Proposals (RFP) there will be a Financial envelope documents section. You can upload files either by clicking on the Choose Files button or by dragging them directly to the Or drop files here section.
4.3.5 Submit your vendor response

Verify that you have completed all the required information by checking that the boxes beside Questionnaires, Documents checklist and Financial offer details are green.

Then, click on the Submit tab. After that, click the Submit button to send your response to UNOPS.

**Note:** the system will not allow you to submit unless all required information has been completed or if it is past the deadline for submission, which is specified in the General Information tab under Tender information. If you have not completed all information and/or it is past the deadline you will not be able to see the Submit button.

Please therefore ensure you prepare your vendor response with sufficient time and care by progressively adding responses to the questionnaires and uploading documents against document checklists once they are ready. We suggest you allow plenty of time to complete all the information required. The system allows you to save your draft responses to questionnaires, document checklists and financial offer details. Once your response is complete and ready to send, you can click on Submit.
Once you have clicked on **Submit**, your submission status will change from **Draft** (blue colour) to **Submitted** (green colour).

You will receive an automatic email notification once you have submitted your vendor response.

### 4.3.6 Submit a response for a tender with lots

If the solicitation tender specifies that the evaluation will be done per lot (this would be explained in the **Tender information** tab), the vendors will be able to make submissions per lot using the eSourcing functionality.

If the tender includes lots, go to the **Vendor submission** tab and then click on **Lots**. You will see a number of rows showing the lot number, description and a section called Vendor submission.

**Important note:** For tenders with any number of lots, under **Vendor submission**, the default setting will be “no bid” (red colour) for all lots.
If you are interested in bidding for a specific lot, then move the slider button for that lot to the left until it shows “Bid” (green colour). This will automatically add the information that you need to submit in your bid i.e. it will adjust the Questionnaires, Document checklist and Financial offer details tabs.

Once that you have decided which Lots to bid for, complete the required information under the Vendor submission tab and submit the vendor response using the instructions in section 4.3 of this guide. Please note that if you have selected more than one lot to bid for, you cannot submit the bid until you have completed all the mandatory information for all the lots you have selected to bid for.

4.4 Submit an alternative offer to a tender

The system allows you to submit alternative offer(s) if so specified in the Tender particulars tab under Tender information. Note that alternative offer(s) can only be submitted before the deadline for submission specified in the General information tab under Tender information.

After you have submitted a response to a tender and your status is Submitted (green color), you can submit alternative offer(s) if so allowed for in that tender.

Go to the home tab of the tender submission and click on the Submit an alternative offer button.
A new Draft vendor submission will be created. Please complete the required information under the Vendor submission tab and submit the vendor response using the instructions in section 4.3 of this guide.

Once you have submitted the alternative offer, you will be able to view both your Original submission and the Alternative offer(s) submitted.
4.5 View, edit and withdraw a vendor response to a tender

Once you have submitted a vendor response to a tender, you can perform the following actions: view, edit, and withdraw your response(s). Note that you can only edit and withdraw before the deadline for submission as specified in the General information tab under Tender information.

4.5.1 View and access your vendor responses

Once you have expressed interest in a tender in UNGM, you can access the tender details and your vendor response in two ways:

- Option 1 – through UNGM
- Option 2 – through the UNOPS eSourcing system directly

**Option 1 – through UNGM**

Go to [www.ungm.org](http://www.ungm.org) and log in with your UNGM user name and password.

Go to **My Tenders** on the left-hand menu and click on the **View documents** button next to the tender you want to access.
You will be automatically transferred from the UNGM portal to the tender in the UNOPS eSourcing system.

Note that if you are not logged in to the UNOPS eSourcing system you will be prompted to log in using your UNGM account details (email address and password). See section 3.3 of this guide for details.

**Option 2 – through the UNOPS eSourcing system directly**

Go to [https://esourcing.unops.org/](https://esourcing.unops.org/) and log in using your UNGM account details.

Then click on the **Home** button.
This will display a list of all tenders that you have expressed interest in with the following information:

- **Reference:** tender reference. To access the tender you are interested in, click on the hyperlink showing the tender reference.
- **Title:** tender title
- **Date published:** date the tender was published by UNOPS
- **Deadline:** deadline to submit a vendor response to the tender, expressed in UTC terms
- **Your submission status.** There are two possible submission status:
  - **Draft** (blue colour): when you have not submitted yet a vendor response
  - **Submitted** (green colour): once you submit a vendor response
- **Tender status.** There are three possible tender status:
  - **Open** (green colour): when the deadline has not passed yet.
  - **Evaluation** (orange colour): when the deadline has passed and UNOPS is making an evaluation of the vendor submissions received. You cannot submit a vendor response once the tender status is on Evaluation.
  - **Finalized** (blue colour): when UNOPS has already finalized the evaluation and determined the results.
  - **Cancelled** (grey colour): when the tender has been cancelled by UNOPS.

You can also filter the results by clicking on the **Filtering criteria** section.

You can sort the tenders according to their reference, title, date published and deadline by clicking on the column heading.

### 4.5.2 Edit a vendor response

You cannot edit a vendor response that has been submitted. In order to edit your response, you must first withdraw your submission (see next section of this guide). Once your submission is withdrawn, the status will change from **Submitted** (green colour) to **Draft** (blue colour), and you will be able to edit the content.

When you are finished editing your vendor response, remember to **submit** the response again (see instructions in section 4.3 of this guide). All vendor responses must be submitted **before the deadline for submission**, which is specified in the **General Information** tab under **Tender information**.

You will receive an automatic email notification every time you submit a vendor response.
When a tender amendment is issued by UNOPS, and the amendment has any new/additional mandatory requirements (e.g. new/additional mandatory question/questionnaire or new/additional mandatory document to be submitted), vendors who had already submitted a response to that tender will get their responses automatically withdrawn. Such vendors will receive an automatic email notification informing them that they need to fill in the pending information, amend their submissions accordingly and re-submit again.

4.5.3 Withdraw a vendor response

At any time before the submission deadline you may withdraw a response that you have already submitted. Select the tender you would like to withdraw your vendor response from. Then, go to the Vendor submission tab, then Submit tab and click Withdraw submission.

The status will change from Submitted (green colour) to Draft (blue colour).

If you have submitted alternative response(s) to the tender, you may also withdraw them. You may also withdraw the original vendor response. Note that if the original response is withdrawn then all the alternative responses will be withdrawn.
5. **RESPOND TO UNOPS EVALUATION CLARIFICATIONS**

After you have submitted a submission to a tender, UNOPS may request a clarification of your submission. UNOPS issues any clarifications after the deadline for submission has passed, i.e. during the tender evaluation stage.

You will receive an automatic email notification if UNOPS requests an evaluation clarification from you. Please respond to any UNOPS requests for clarification in a promptly manner.

5.1 **View evaluation clarifications**

Access the tender through the direct link in the clarification email you received, or go to the **Evaluation clarifications** tab of the tender.

5.2 **Respond to an evaluation clarification**

In the **Evaluation clarifications** tab, click on the **Reply** button.

This will open a text box where you can type in your response. You can also upload documentation if requested by clicking the **Choose files** button. Click the **Submit** button when you are done.
6. Check tender status and results

6.1 Check tender status

If you would like to check the status of any of the eSourcing tenders that you expressed interest in, go to [https://esourcing.unops.org/](https://esourcing.unops.org/) and log in using your UNGM account details and click on the View my tender submissions button. Or if you are already logged in, go to My tenders.

The Tender status will show in the right column of the table. There are four possible tender statuses:

- **Open** (green colour): when the deadline has not passed yet.
- **Evaluation** (orange colour): when the deadline has passed and UNOPS is making an evaluation of the vendor submissions received. You cannot submit a vendor response once the tender status is on Evaluation.
- **Finalized** (blue colour): when UNOPS has finalized the evaluation and determined the results. If there have been any contracts awarded as a result of this tender, the Finalized button will also have a hyperlink to the UNGM contract awards page (see section 6.2 for details).
- **Cancelled** (grey colour): when the tender has been cancelled by UNOPS.

If you submitted a vendor submission for a tender using eSourcing, you will receive an automatic email notification once UNOPS has finalized the tender evaluation. This email will inform you on the outcome: whether you have been shortlisted or not (in EOI and PQ tenders) or whether you have been awarded a contract or not (in solicitation tenders: RFQ, ITB, RFP). These automatic emails will also include the contact details of the UNOPS personnel responsible for the tender if you would like to seek further information. And in case there have been any contracts awarded as a result of this tender it will also provide a link to the UNGM contract awards page (see section 6.2 for details). If a tender has been cancelled and you have expressed interest, you will receive an automatic email notification.

6.2 Check contract awards

When UNOPS has finalized the evaluation of a tender using eSourcing and there have been any contract awards made resulting from the tender, it will publicly publish the main details on the UNGM contract awards page.

To access the page, go to [https://www.ungm.org/Public/ContractAward](https://www.ungm.org/Public/ContractAward).

Search the contract award you are looking for by either: title, description, reference, supplier, or award date. You can also search by additional criteria (UN Organization, country/area, or UNSPSC codes) if you click on the Show more criteria button.

Note: if you already know the eSourcing tender reference (e.g. RFP/2016/124) you can insert it in the Reference field of the UNGM contract awards page. The eSourcing reference is the same as the contract award reference to facilitate linkages amongst the two.

Once you have identified the contract award you are interested in, click on the hyperlink with the title. This will open a new screen showing the following information distributed in four tabs:
- General: shows general information about the contract award (title, UN Organization, reference, award date, contract value in USD, description) and the beneficiary countries the award relates to.
- Supplier: name of the awarded supplier. Note: in exceptional circumstances, UNOPS may decide to withhold the name of the supplier for security reasons.
- Contacts: contact details of UNOPS personnel in charge of the award.
- UNSPSC: category code(s) related to the award.
7. **Contact and Resources**

7.1 **UNGM**

For more general information please visit [www.ungm.org](http://www.ungm.org).

For further assistance on the UNGM vendor registration process:

- Use the Help functionality available on the site
- Check the Frequently Asked Questions (FAQ) section on the site

7.2 **UNOPS eSourcing**

For more general information about UNOPS please visit [www.unops.org](http://www.unops.org).

For general information about UNOPS procurement please visit [https://www.unops.org/business-opportunities](https://www.unops.org/business-opportunities).

For further assistance on the UNOPS eSourcing system:

- Use the Help functionality available on the top left corner of the site. You can also access it directly on this link: [https://esourcing.unops.org/#/Help/Guides](https://esourcing.unops.org/#/Help/Guides).
- Check the Guides, Videos and Frequently Asked Questions (FAQ) included in the Help functionality

Contact the UNOPS Helpdesk at: esourcing@unops.org. Please provide your UNGM user name, your UNGM Registration Number and the tender reference (e.g. RFP/2016/296).
### 8. Glossary

This glossary defines the important terminology used in this document.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOI</td>
<td>Request for Expression of Interest is a sourcing method by which an advertisement is made to identify suppliers that wish to participate in a future solicitation. Information provided by interested suppliers is assessed and suppliers are considered for inclusion on the short list of companies that are invited to submit detailed offers/proposals.</td>
</tr>
<tr>
<td>ITB</td>
<td>Invitation to Bid is a formal method of solicitation where prospective suppliers are requested to submit a bid for the provision of goods or services. Normally used when the requirements are clearly and completely specified. The evaluation methodology applied is lowest priced, substantially compliant offer.</td>
</tr>
<tr>
<td>PQ</td>
<td>Pre-qualification is a formal sourcing method to assess suppliers against pre-determined criteria included in the invitation for Pre-qualification. Only suppliers who meet established criteria are invited to submit detailed offers/proposals.</td>
</tr>
<tr>
<td>RFI</td>
<td>Request for Information is an instrument to conduct a market survey in order to obtain information that can be used to identify available or potential solutions for fulfilling identified needs.</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposal is a formal method of solicitation where prospective suppliers are requested to submit a proposal for the provision of goods, works or services, based on the specifications, statement of work, or terms of reference included in the solicitation documents. Normally used in cases where the requirements are complex, cannot be clearly or completely specified, and where detailed technical evaluations are to be performed, and/or where pricing or cost may not be the sole basis of award. RFPs are conducted through a &quot;two-envelope&quot; system, by which technical and financial proposals are submitted separately. The evaluation methodology applied is combined analysis of technical and financial proposals.</td>
</tr>
<tr>
<td>RFQ</td>
<td>Request for Quotation is an informal method of solicitation whereby suppliers are requested to submit a quotation for the provision of goods or services. Normally used for standard, off-the-shelf items, where the value of the procurement falls below the established threshold for formal methods of solicitation. The evaluation methodology applied is lowest priced, most technically acceptable offer.</td>
</tr>
<tr>
<td>Tender</td>
<td>For the purpose of this guide, tender means any of the following procurement methods: Request for Quotation (RFQ), Invitation to Bid (ITB), Request for Proposals (RFP), Request for Information (RFI), Request for Expressions of Interest (EOI), and Prequalification (PQ)</td>
</tr>
<tr>
<td>UNGM</td>
<td>United Nations Global Marketplace is the common procurement portal of the United Nations system of organizations.</td>
</tr>
<tr>
<td>UNOPS</td>
<td>United Nations Office for Project Services is an operational arm of the United Nations supporting implementation of partners' peacebuilding, humanitarian and development projects around the world.</td>
</tr>
<tr>
<td>UNSPSC</td>
<td>The United Nations Standard Products and Services Code (UNSPSC) is an open, global, multi-sector standard for classification of products and services to aid in procurement spend analysis and procurement optimization</td>
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</tbody>
</table>
9. **Key recommendations for vendors using UNOPS eSOURCING**

Please see below our key recommendations for vendors in using the UNOPS eSourcing system.

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Register as a UNOPS vendor in UNGM</td>
<td>This is important as you must be registered as a <strong>UNOPS vendor</strong> in UNGM in order to submit vendor responses to tenders carried out with the UNOPS eSourcing system. If you are already registered, please ensure that <strong>UNOPS</strong> is amongst the UN organizations in your UNGM profile. See <a href="#">section 2</a> of this guide for details.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Express interest in a tender</td>
<td>After searching for tenders that might interest you, remember to click on the <strong>Express interest</strong> button in UNGM. All vendors who have expressed interest in a tender will receive automatic notifications about the tender, such as when the deadline for submissions is approaching, or when clarifications or amendments to the tender have been added by UNOPS. See <a href="#">section 3.1</a> and <a href="#">section 3.2</a> for full details.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>View tender details, especially the submission deadline</td>
<td>Remember to review all the details of a tender before responding to it. If you want to submit a response to a tender, you must do so before the submission deadline. The <strong>Deadline</strong> is under the <strong>General information</strong> tab of the tender. See <a href="#">section 3.3</a> for full details.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Inform UNOPS whether you intend to submit or not</td>
<td>It is important for UNOPS to know in advance of your intention to submit or not a vendor response to the tender as that is very useful information for our procurement process. Please do this through the <strong>Vendor confirmation</strong> tab. See <a href="#">section 4.1</a> for full details.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Request clarifications on a tender if you have questions</td>
<td>If you have questions about a tender, you may request a clarification from UNOPS. You have to do this before the <strong>Deadline for clarifications</strong> which is under the <strong>General information</strong> tab of the tender. See <a href="#">section 4.2</a> for full details.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Save your submission in draft and don't wait for the last minute</td>
<td>You may progressively save information as you complete it (i.e. responding to online <strong>Questionnaires</strong> or uploading documents against the <strong>Document checklist</strong>) and save your submission as <strong>Draft</strong>. Don't wait for the last minute to complete your submission as you cannot submit a vendor response after the <strong>Deadline</strong> has passed. Once you have completed all the information, click the <strong>Submit</strong> button. See <a href="#">section 4.3</a> for full details.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Respond to all UNOPS evaluation clarifications in a promptly manner</td>
<td>After the deadline for submission has passed, UNOPS may send you a request for clarification during the evaluation process. Please respond to these <strong>evaluation clarifications</strong> in a promptly manner. See <a href="#">section 5</a> for full details.</td>
</tr>
</tbody>
</table>
UNOPS eSourcing system is working with automatic email notifications as described under section 3.4 Navigate the UNOPS eSourcing system. All email notifications from the eSourcing system to our vendors are sent from the no-reply@unops.org address. When sending notification emails from "no-reply" addresses such as this one, there is a risk that the email ends up on a blacklist for spam servers. It is ultimately the responsibility of our vendors to ensure that UNOPS' domain is not blocked and that your mail server accepts emails from the UNOPS domain ("unops.org"). Vendors can do that through their IT department or their Internet Service Provider.