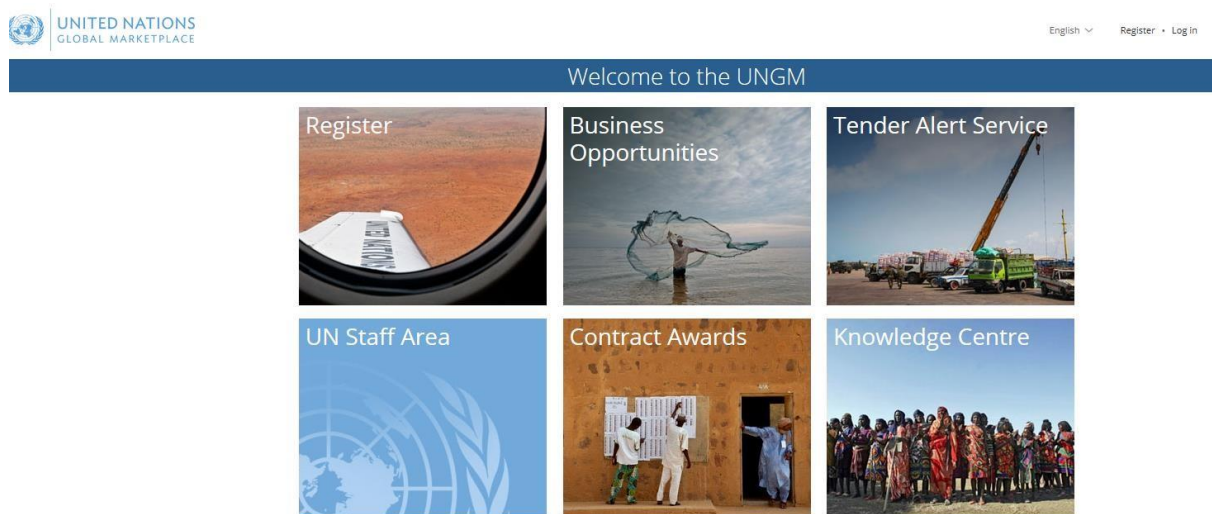


# BIDDERS' INSTRUCTIONS ON HOW TO ACCESS FAO TENDER DOCUMENTS and SUBMIT BIDS THROUGH UNGM

The registration with UNGM (<https://www.ungm.org/Vendor/Registration>) is a mandatory requirement in order to participate to FAO's tenders. Please visit [www.ungm.org](http://www.ungm.org) for more information on how to register your company in UNGM.

## 1. REGISTRATION IN UNGM

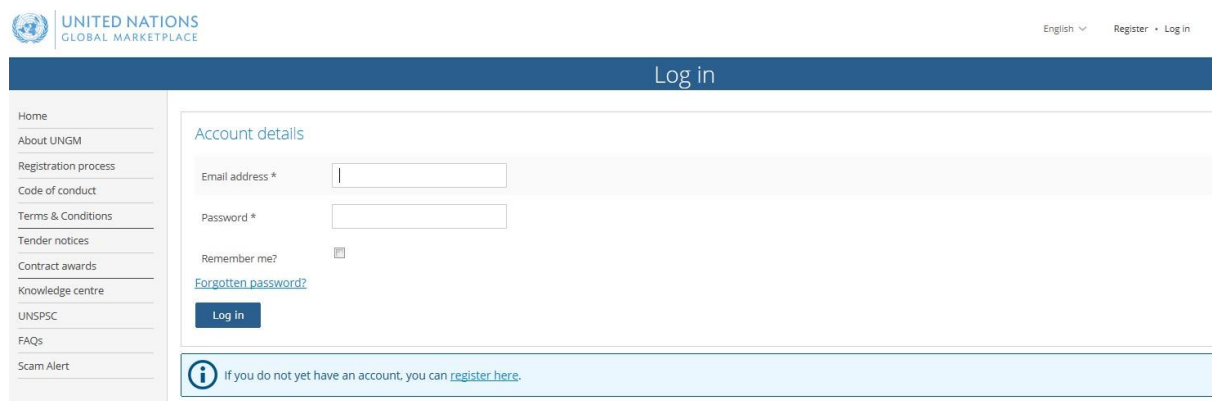
To access the tender documents, you need to be fully registered in UNGM (Basic Level is sufficient). Please click on "Register", follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.



Please ensure that your UNGM BASIC REGISTRATION with **FAO is complete**. If not, please add the information requested by the UNGM system before proceeding.

## 2. LOG-IN TO THE UNGM WEBSITE

Once the registration at Basic Level is complete, please log-in with your e-mail address and password



**My Dashboard**

**!** We are in the process of updating the UNSPSC codes. For more information on the changes and addition, read here - [UNSPSC changes](#)

Your UNGM number is 406344

**i** There are UN organizations matching your profile to which you have not yet submitted your vendor registration. Visit the [Registration page](#) and click on the UN Organizations section to submit your registration now.

Company registration status

**i** The statuses of your company's registration submissions are shown below. For an explanation of what each status means, please [click here](#)

### 3. SEARCH FOR PUBLIC TENDER NOTICES ISSUED BY FAO

From the UNGM home page, click on “Business Opportunities” and select “Tender Notices” to access the list of public tender notices.

**PUBLIC TENDERS**

Click on the “Clear All” button to clear the default dates in the fields “Published between” and “Deadline between”.

**Search tender notices**

**!** Beware of scams requesting payment for registration as a vendor and promising guarantees of contracts. For more information, please click [here](#).

<p>Title <input type="text"/></p> <p>Description <input type="text"/></p> <p>Reference <input type="text"/></p> <p>Published between <input type="text"/> and <input type="text"/></p> <p>Deadline between <input type="text"/> and <input type="text"/></p> <p style="text-align: center;"><b>Clear All</b></p>	<p>UN Organization <input type="text" value="FAO"/> <a href="#">(remove)</a> <span style="float: right;"><b>Hide advance criteria</b></span></p> <p>Beneficiary Country/area <input type="text" value="Type a country/area name"/></p> <p>UNSPSC Codes <a href="#">Select UNSPSC</a></p> <p>Type</p> <p><input type="checkbox"/> Not set <input type="checkbox"/> Request for EOI <input type="checkbox"/> Request for proposal <input type="checkbox"/> Request for quotation</p> <p><input type="checkbox"/> Invitation to bid <input type="checkbox"/> Request for pre-qualification <input type="checkbox"/> Request for information</p> <p><input type="checkbox"/> Grant support-call for proposal</p>
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Displaying results 1 to 15 of 158

Click on “Show more criteria” button in the upper right side and type **FAO** in the “UN Organization” Field.

**My Tenders**

Title

Description

Reference

Published between  and

Deadline between  and

[Clear All](#)

UN Organization

Beneficiary Country/area

UNSPSC Codes [Select UNSPSC](#)

Type

Not set    Request for EOI    Request for proposal    Request for quotation

Invitation to bid    Request for pre-qualification    Request for information

Grant support-call for proposal

[Hide advance criteria](#)

The system will automatically show all the active tender notices issued by FAO. On the left side of each tender line, you should see a blue button “Express Interest” (if applicable) or a green button “View Documents”.

After logging into the UNGM with your supplier account, click on “Express Interest” to notify FAO that you are interested in participating in this Tender. After few seconds, the button will change in a green button “View Documents”.

<a href="#">View Documents</a>	<a href="#">Procurement of Precision Measuring Instruments and Navigation &amp; Communication Equip for Papua New Guinea</a>	01-Dec-2015 11:00	17-Nov-2015	FAO	Invitation to bid	2015/CSAPP/RAPRD/100011	Papua New Guinea
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Click on “View Documents” to access to the tender documents for each specific tender.

#### 4. SEARCH FOR RESTRICTED TENDER NOTICES ISSUED BY FAO

Once you have logged in, select “My Tenders” to access the list of restricted tender notices. These are the tenders your company has been invited to by the UN Agencies. In this page, restricted tender notices are presented in the same way as public ones and can be searched using the same methods.



Alternatively, under My Tenders, click on ‘FAO’ to access restricted tenders your company has been invited to by FAO. In this page you will only find tender notices for which FAO has expressly invited your company to participate.

## 5. TENDER MANAGEMENT

You will be transferred from the UNGM portal to the FAO e-tendering system. The “Tender Management” screen should now appear.

At any time you will be able to return to UNGM by selecting the “UNGM tab” on the upper menu.

**IMPORTANT:** If the Tender Management screen does not display, please contact UNGM Support, referencing the exact FAO Tender Reference Number.

You are now in the FAO e-tendering system. In this area, you have few menu tabs.

- **Tender:** General information about this tender
- **Second Tab:** **IMPORTANT!** Here you can visualize the **deadline** all the **tender documents**. On the same page, you will find the Opt In/Opt Out buttons to communicate your interest in participating / not participating to the tender and, in positive case, the placeholders for **uploading your proposal and all the related documents**.
- **Correspondence:** In this section, you can send requests for clarification or any other question you want to address to FAO.

- **Clarifications:** In this section, you can read the **clarifications issued by FAO** (made available to all bidders). Please ensure to read all the clarifications, as they are part of the tender specifications.  **History:** a log of past activities related to this tender.

## 6. DOWNLOADING THE TENDER’S DOCUMENTS and UPLOADING YOUR TECHNICAL AND FINANCIAL OFFERS

I. Click on the **second tab** and scroll down to view and download the tender documents;

The screenshot shows the tender portal interface with the following sections:

- Navigation Tabs:** Tender, Invitation to Bid, Correspondence, Clarifications, History.
- How To Attach & Submit Documents:**
  - If any mandatory documents have been requested, they will be shown in the **My Tender Return** section against a **Red** button.
  - 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 must be completed.
  - 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.

NOTE: Large files may take some time to upload.

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.
- Server Time:** 30 Nov 2015 11:01:25 | Due Date: 01 Dec 2015 12:00:00 | Time Remaining: 1 Day 58 Minutes 35 Seconds
- Tender Details:**

Stage Name	Invitation to Bid
Locked Until	01 December 2015
Closing Date	01 December 2015
Project Title	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea
Project Description	The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the procurement of Precision Measuring Instruments and Navigation & Communication Equipment for Papua New Guinea. If you are interested in submitting an offer, please make sure to have, at least, a Basic Registration with UNGM (www.ungm.org). Instructions on how to access FAO tender documents through UNGM are attached to the present Notice under the 'DOCUMENTS' tab; please follow these instructions when submitting your bid. OFFERS WILL BE ACCEPTED ONLY IF SUBMITTED THROUGH THE UNGM PORTAL. OFFERS NOT SUBMITTED THROUGH THE UNGM PORTAL WILL BE INVALIDATED.
- Tender Documents Received - Main:**

Description	Options
FAO ITB 2015-CSAPP-RAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf	Tender Document <a href="#">View</a> <a href="#">Download</a>
FAO General TCl_Goods - April 2015.pdf	FAO General terms and conditions for goods <a href="#">View</a> <a href="#">Download</a>
- Confirmation of Your Involvement:**

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

**Opt In:** This will confirm to us of your involvement and your intention to submit a return.

**Opt Out:** This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

[Opt In](#) [Opt Out](#)

II. Click on the **“OPT IN”** button;

III. To upload all the files in the designated envelope, click on the relevant **“Upload Document”** red buttons in **“My Tender Return”** section.

The screenshot shows the 'My Tender Return' section with the following details:

- Confirmation of Your Involvement:** (Same as above)
- My Tender Return - Main:**

Description	Envelope	Options
General: Please insert here your technical offer	Technical Envelope	<a href="#">Upload Document</a>
General: Please insert here your financial offer	Financial Envelope	<a href="#">Upload Document</a>
- Attach Documents:**

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE: Large files can take some time to upload.

NOTE: Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

Envelope: (None)

[Attach Documents](#)

### NOTES:

1. It is highly recommended that the size of the files does not exceed 5MB.
2. Do not upload files with filenames containing special characters such as: **\_ - ! \***, as this may result in corrupt/unreadable documentation, which would be considered as an **invalid submission**.

In case bidders are required to complete a **Questionnaire**, it will be shown in Red and marked with a **“Not Started”** button. It is mandatory that any Questionnaire is completed.

IV. **IMPORTANT:** Once both technical and financial files are uploaded (and the Questionnaire, if applicable), please remember to click on the red button **“Submit Return”** to send your offer. If the submission is properly completed, you will be able to view and download a receipt under the **“HISTORY”** tab.

**Confirmation of Your Involvement**

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

**Opt In-** This will confirm to us of your involvement and your intention to submit a return.  
**Opt Out-** This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	<input type="button" value="View"/> <input type="button" value="Download"/> <input type="button" value="Remove"/>

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE: Large files can take some time to upload.

Envelope: [(None)]

**Submit My Return**

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

You can upload additional (non-mandatory documents) by clicking on the “**Attach Documents**” button.

## 7. NO BID NOTICE

In the event that your company is not interested to participate to this tender, the Organization would appreciate your feedback. In this case, you are kindly requested to click on the “**OPT OUT**” button displayed on your UNGM Tender Management page and select one of the following reason(s) for non-participation:

- Requirements are outside our normal activities
- There is insufficient time to prepare a bid
- Present lack of resources to undertake more work
- Bid submitted by authorized dealer in destination country
- Participating as subcontractor to another lead bidder
- Other (please specify briefly below)

Tender Documents Received - Main	Description	Envelope	Options
FAO ITB 2015-CSAPP-RAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf	Tender Doc		<input type="button" value="View"/> <input type="button" value="Download"/>
FAO General TCs_Goods, - April 2015.pdf	FAO Gene		<input type="button" value="View"/> <input type="button" value="Download"/>

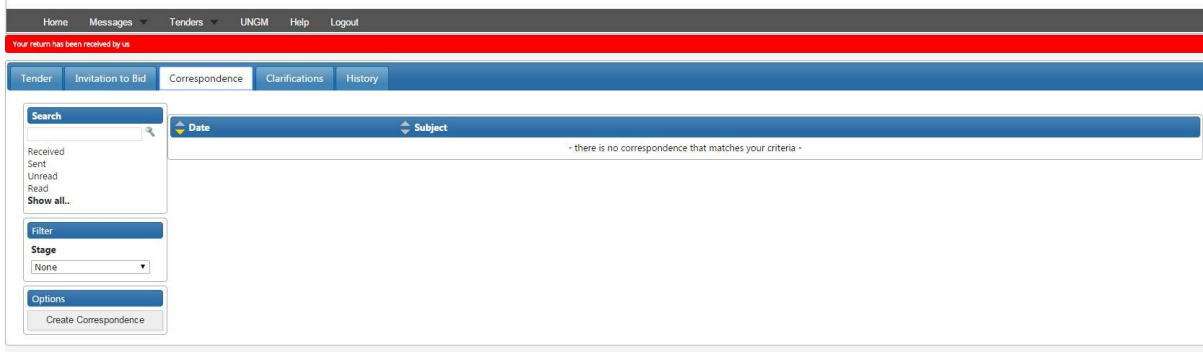
**Confirmation of Your Involvement**

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

**Opt In-** This will confirm to us of your involvement and your intention to submit a return.  
**Opt Out-** This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

## 8. COMMUNICATING WITH FAO AND REQUESTING CLARIFICATIONS

All communications concerning this tender should mention the tender number (**TENDER No. [...]**) and should be submitted as soon as possible through the UNGM portal under the “**CORRESPONDENCE**” tab.



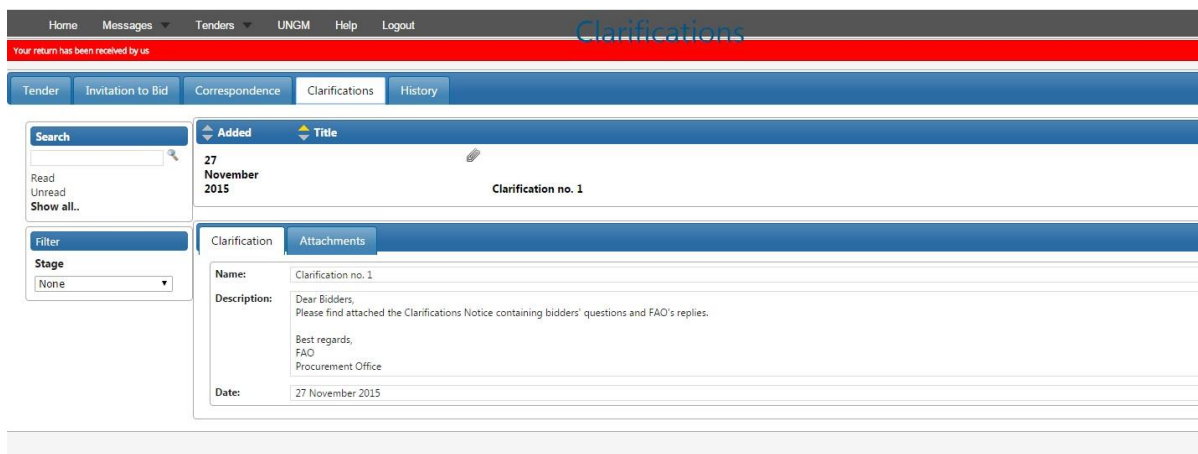
Bidders are responsible for appropriately examining this tender. If you find discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, you shall submit any request for clarification through the aforementioned “CORRESPONDENCE” tab.

In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

## 9. FAO’s REPLIES TO BIDDERS’ REQUESTS FOR CLARIFICATION

Responses to clarification enquiries will be simultaneously issued by FAO to all bidders through the UNGM portal. The system will send automatic e-mail notifications to all bidders every time a clarification, or any other communication related to the tender notice, is sent out by FAO.

All FAO’s responses to bidders’ questions will be uploaded under the “CLARIFICATIONS” tab of your Tender Management page and made available to all bidders. Please ensure to read all the clarifications as they become part of the tender specifications.



## 10. MODIFICATION OR WITHDRAWAL OF YOUR OFFER

Bidders may, without prejudice, modify or withdraw their offer before the deadline using the “MODIFY RETURN” function. Submitted offers cannot be modified after the tender deadline.

My Tender Return - Main	Description	Envelope	Options	
FINANCIAL_OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	<a href="#">View</a>	<a href="#">Download</a>
TECHNICAL_OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	<a href="#">View</a>	<a href="#">Download</a>

**Return Submitted**

You have made a previous return for this tender on **30 November 2015**

It is possible to modify the your return by selecting the 'Modify Return' button. Please note that any documents not included in the subsequent return will not be considered. All tender documents you wish to return must be included in your modified bid as this replaces your first and existing bids. You must press the 'Submit' button again, in order to submit any subsequent modified returns.

[Modify Return](#)

## 11. HELP

In case you have issues concerning the UNGM system navigation and functionality please visit the UNGM Help page, referencing the exact FAO Tender Reference Number.



### Help

[Home](#) | [Messages](#) | [Tenders](#) | [UNGM](#) | [Help](#) | [Logout](#)

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**Support Pages**

- [Help Overview](#)
- [FAQ](#)
- [Step-By-Step Guide - Flowchart](#)

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**Downloads**

- [Miscellaneous Downloads](#)

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**Web Site Information Pages**

- [Suggestions](#)
- [Browser Compatibility](#)
- [Privacy Policy](#)

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**Contact Us**

If you have any questions relating to tendering with In-Tend e-Tendering, please contact [support@in-tend.com](mailto:support@in-tend.com) or call us on +44 (0)1332 869400.

If you have any questions on how to use this web site please contact the In-Tend Support team at [support@in-tend.com](mailto:support@in-tend.com) or call us on 0845 557 8079 / +44 (0) 114 407 0065. If this number is inoperative due to a fault, then the alternative number is +44 (0)7795 355314 (please note this mobile number will only be active in the event of a fault on the main support number).

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