

Guide for UNDP suppliers using Quantum Portal

Manage posted bids

March 2024



Manage Bids

This document guides the Supplier on how to view, revise, or re-submit that is already saved or submitted in the system.

- [View bid responses](#)
- [Revise/Edit a bid response](#)
- [Manage a bid after negotiation is amended](#)
- [Withdraw submitted bid response](#)
- [View or retrieve information from previously posted bids](#)

Manage Bids – View Bid Response(s)

To view your bid responses for the negotiations that you participated, login to your Supplier profile and go to **“Supplier Portal”**. Click on **“Manage Bid Responses”**.

You can use different Search criteria. If you know the ID of the negotiation, enter it in the **"Negotiation"** field and click the **“Search”** button. Your bid response for that negotiation will be displayed in the Search Results.

You can also search your bid responses by selecting one of the values in the dropdown list for the **"Response Status"**:

Search Results

Revising a draft response automatically locks it.

Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	No Negotiation Tit	Time Remaining	Unread Messages	Monitor	Award Amount
13206		Draft	Popnikolov, Vla...		UNDP-PSU-00157	00° Request f...	15 Hours 59 Min...	0	📄	
13210		Draft	Popnikolov, Vla...		UNDP-PSU-00179	00° Request f...	15 Days 20 Hours	0	📄	
13207		Draft	Popnikolov, Vla...		UNDP-MD-00031	ITE Invitation t...	47 Days 15 Hours	0	📄	
8207		Draft	Popnikolov, Vla...		UNWOMEN-DMA-2021-00057	Tes Invitation t...	418 Days 12 Ho...	0	📄	
14207		Draft	Popnikolov, Vla...		UNDP-PSU-00193	Tes Invitation t...	0 Seconds	0	📄	

Active – to see bid responses submitted for ongoing negotiations;

Active or draft – to see both the submitted and draft responses for ongoing negotiations;

Awarded – to see your awarded bid responses;

Disqualified – to see your bid responses which were disqualified during the evaluation process;

Draft – to see the bid responses which were saved as draft (not submitted);

Pending Award – to see your bid responses which are awaiting an award decision;

Rejected – to see your bid responses that were not awarded;

Resubmission required – to see your bid responses which have to be resubmitted because the negotiations were amended.

Click the button **“Search”** and all bid responses with that status will be listed.



Manage Bids – View Bid Response(s) for ongoing negotiations

To view your bid response(s) for the on-going (Active) negotiations, login to the system, click on the **“Supplier Portal”** icon and then **“View Active Negotiations”** link. All on-going negotiations will be listed.

The negotiations for which you have not created a bid response will have value **0** in the column **Your Responses**.

The negotiations for which you created a draft or submitted a bid response will have the value **1** in the column **Your Responses**. To open the bid response, click the number **1**.

Active Negotiations

Search

Manage Watchlist

** Negotiation:

** Title:

** Negotiation Close By: dd-mmm-yyyy

** Invitation Received: No

Response Submitted:

Negotiation Open Since: dd-mmm-yyyy

Search Results

Actions: View, Format, Freeze, Detach, Wrap, Accept Terms, Acknowledge Participation, Create Response

Negotiation	Title	Ne Ty	Bu	Sup Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate
UNDP-MD-00031	ITB-Proc Notice	I...			21 Days 18 Hours	31-Aug-2021 04...	Sealed	1	
UNDP-MD-00032	RFO-Proc Notice	R..			17 Days 18 Hours	27-Aug-2021 04...	Sealed	0	
UNDP-MD-00033	RFQ-Proc Notice	R..			24 Days 18 Hours	3-Sep-2021 04...	Sealed	0	
UNDP-MD-00034	RFO-Proc Notice Attachment testing	R..			10 Days 21 Hours	20-Aug-2021 07...	Sealed	0	
UNDP-MD-00035,1	ITB-Proc Notice Attachment testing	I...			10 Days 23 Hours	20-Aug-2021 09...	Sealed	0	
UNDP-MD-00036	ITB-Proc Notice Attachment testing	R..			24 Days 22 Hours	3-Sep-2021 08...	Sealed	0	



Manage Bids – View and Edit/Revise your Bid Responses

In the column **“Response Status”** you will see the status of your bid. For a bid to be successfully submitted, the status must show as **“Active”**. Then, click on the number displayed in the column **“Response”** and the system will open your submitted bid.

Click on different **Sections** to view the entered info. To revise the bid response, click the **“Revise”** button. The bid response will be open for editing.

DEV4
Manage Responses

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms **Revise**

Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Ne Negotiation Tit Type	Time Remaining	Unread Messages
13208	000123	Active	Popnikolov, Vla...		UNDP-MD-00031	I... Invitation t...	21 Days 18 Hours	0

DEV4

Bid Response: 13208 (Invitation to Bid UNDP-MD-00031)

Currency = US Dollar

Messages **Revise** Actions

Title ITB-Proc Notice Time Remaining 21 Days 18 Hours

Response Status Active Close Date 31-Aug-2021 04:40:10

Overview Requirements **Lines**

Response Amount 1,000.00

View Format Freeze Detach Wrap

Line	Description	Rank	Response Price	Transform Rank	UOM Name	Estimated Quantity	Response Minimum Release Amount	Response Amount	Notes	Attachments
1	Beverages	Sealed	1,000.00	Sealed	Each			1,000.00		

Columns Hidden 10



Manage Bids – View and Edit/Revise Your Bid Response (2)

You can also edit a bid response by clicking on **“Actions”** and then **“Revise”**.

The screenshot shows the 'Manage Responses' interface for 'DEV4'. It includes a search bar, a table of bid responses, and an 'Actions' dropdown menu. The 'Revise' option is highlighted in the dropdown.

DEV4

Manage Responses

Search [Advanced] [Manage Watchlist]

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation	Ne Negotiation Title	Negotiation Type	Time Remaining
00123	Active	Popnikolov, Vla...		UNDP-MD-00031	I...	Invitation t...	21 Days 18 Hours

Accept Terms
Revise
Unlock Draft
Delete Draft



Manage Bids – View and Edit/Revise Your Bid Responses (3)

To view and edit the data entered in different sections of your bid response (Overview, Requirements or Lines), click on the appropriate step of the response. Once you implemented the changes, click the **“Submit”** button to post your revised bid response.

 **IMPORTANT**
Make sure that you submit your bid after you edit/revise it.



Manage Bids – Manage a bid after negotiation is amended

If the negotiation for which you submitted a bid response is amended, your bid response will not be valid anymore and its status will change for **Active** to **Resubmission Required**. You will receive a notification e-mail generated by the system with this information. You can also find a notification in your Supplier profile once you login to the system.

! IMPORTANT

Please note that whenever a negotiation is amended, bids posted prior to the amendment are automatically withdrawn and must be resubmitted.

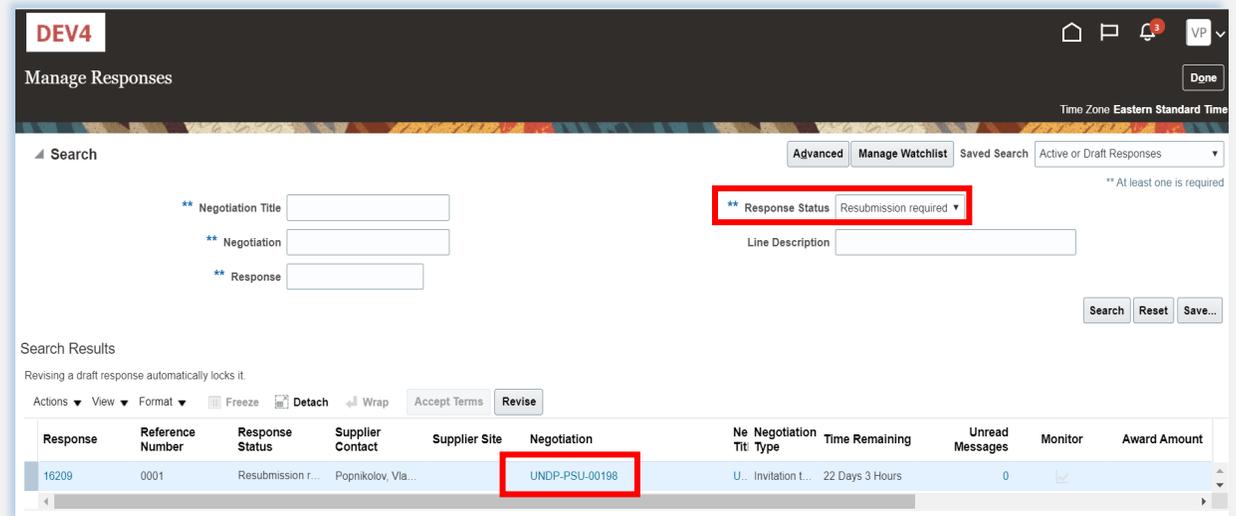
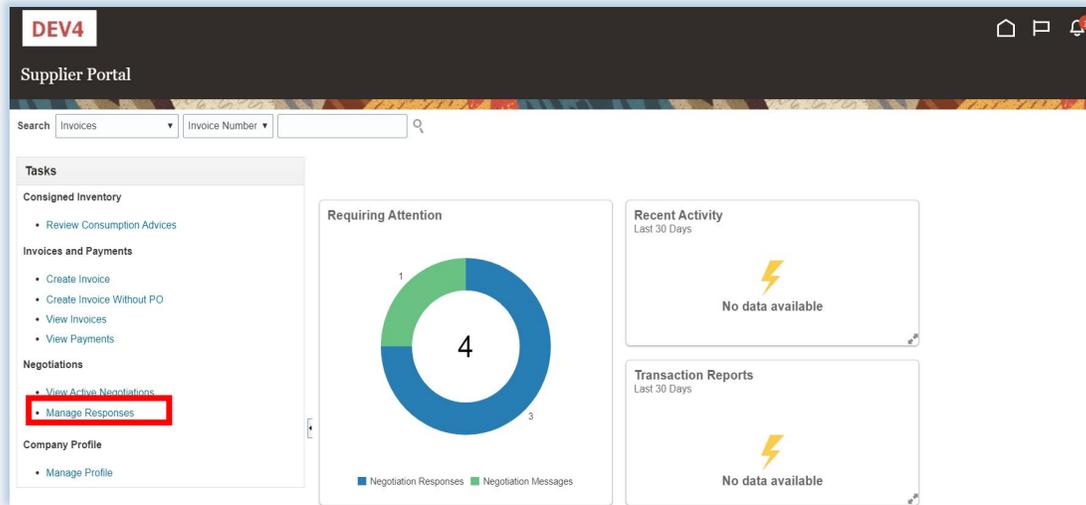
The screenshot shows the 'Supplier Portal' interface. A 'Notifications' pop-up window is open, highlighting a notification: 'FYI Amendment 1 for Negotiation UNDP-PSU-00198 (UNDP PSU ITB for Supplier Guide) Requires Your Attention' with a 'Dismiss' button. The background interface includes a search bar, a 'Tasks' sidebar with sections like 'Consigned Inventory', 'Invoices and Payments', 'Negotiations', and 'Company Profile', and a 'Requiring Attention' donut chart showing 4 items (1 Negotiation Message, 3 Negotiation Responses). A 'No data available' message is also visible at the bottom right.



Manage Bids – Manage a bid after negotiation is amended

You have to acknowledge the amendment first and then you will be able to resubmit your bid response. Click on the “**Supplier Portal**” icon and then click on “**Manage Responses**”.

In the Search Criteria, select the option **Resubmission required** in the field **Response Status**. Your bid responses that have to be resubmitted for amended negotiations will be listed in the **Search Results**. Click the negotiation for which you wish to acknowledge the amendment and resubmit your bid response.



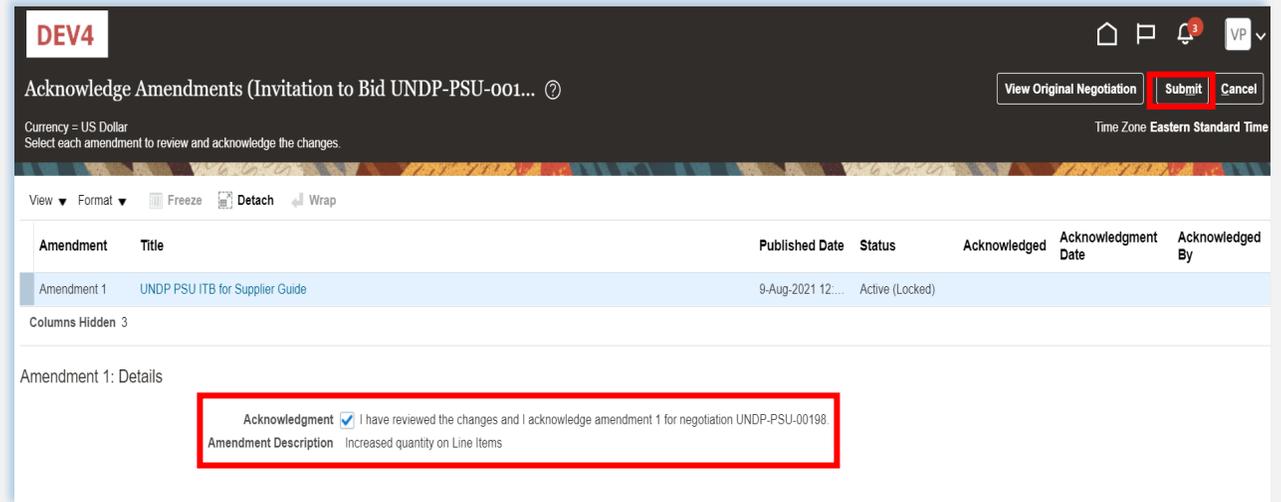
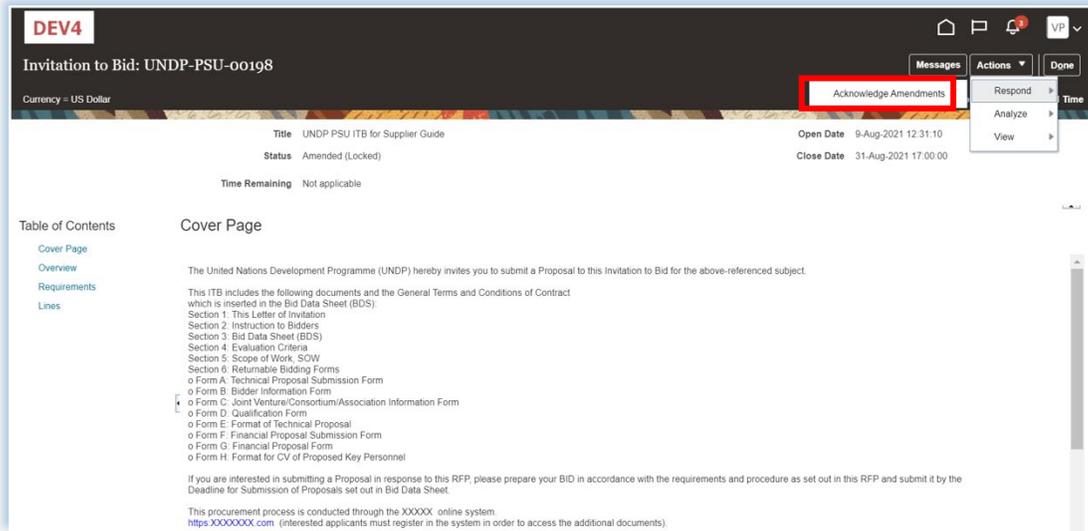
[Click to return to Manage Bid Main page](#)

Manage Bids – Manage a bid after negotiation is amended

The amended negotiation will open. Click the button “**Actions**”, then select the option “**Respond**” and click on “**Acknowledge Amendments**”.

A short description of the changes in the amended negotiation will be displayed in the **Amendment Description** part. Scroll up and down to see more details of the amended negotiation.

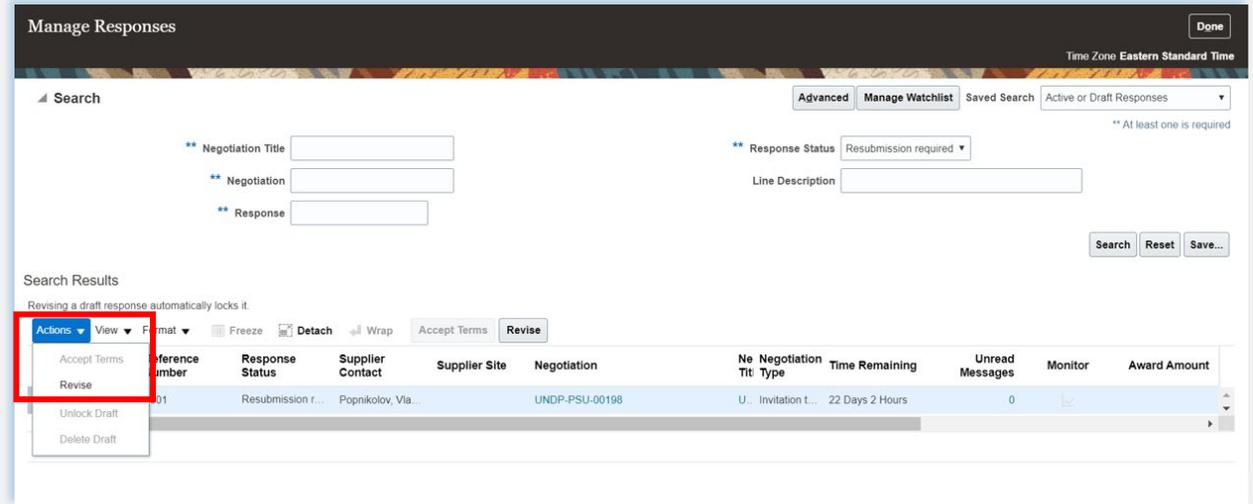
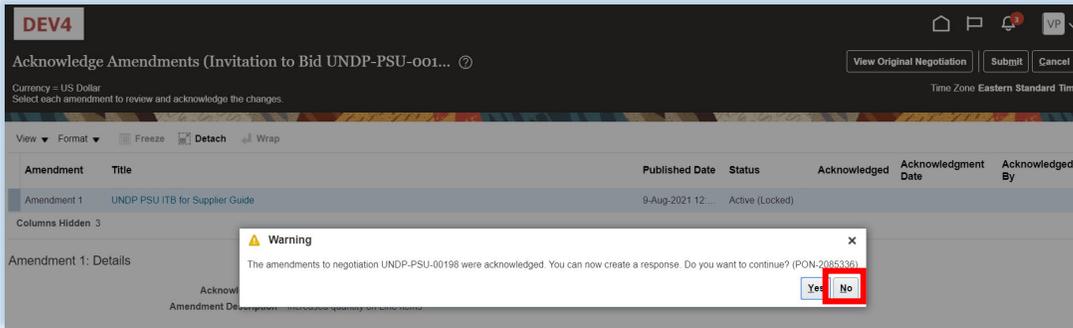
To acknowledge the amendment, check the box in front of the text "I have reviewed the changes and I acknowledge amendment 1 for negotiation XXXXX" and click the button “**Submit**”.



Manage Bids – Manage a bid after negotiation is amended

A warning message informing you that you acknowledged the amended version of the negotiation and new bid response will be created will popup. Select the option “**No**”, as you are not going to create new bid response but revise the existing one.

Click the option “**Actions**” and select the option Revise.



Manage Bids – Manage a bid after negotiation is amended

All answers submitted in the bid response for the previous version of the negotiation will be displayed and all the fields will be open for editing. Click on each section of the bid response and you will be able to edit the info/data. Once your revised bid response is complete, click the **“Submit”** button.

A confirmation message that your bid response is submitted will be displayed on your screen.

Line	Description	Required Details	Category Name	Item	Revision	Rank	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Target Release Date
1	Desktop Computer		Computers			Sealed	<input type="text"/>	300	Each			
2	Computer accessor		Computer accessor			Sealed	<input type="text"/>	300	Each			



Withdraw your bid response

Currently the system does not allow supplier to withdraw an already submitted bid. If you need to withdraw your bid before the tender deadline has passed, please contact the procurement focal point managing the tender/negotiation.



Viewing and retrieving information from bid responses for closed tenders

If you want to review information included in a posted bid, you can do so following the instructions included in this part of the document.

1. Navigate to Supplier portal and open “Manage Responses” under “Negotiations” section.

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Bid Response: 329771 (Request for Mini Bid UNDP-ZMB-00139,1)
 Currency = US Dollar
 Title: RFQ mini-bid COMPUTERS, LAPTOPS and SOFTWARE
 Time Remaining: 0 Seconds
 Close Date: 10/10/2023 13:02
 Response Status: Pending award

Section 2. Secondary bid submission / Technical requirement

1. Secondary Bid Submission form

Please provide your best offer for the requirements listed in the table(s) attached covered by the LTA with UN/UNDP. Your secondary bid should reflect the exact specifications, currency, unit of measure, manufacturer and price as described in the signed LTA. Discounts on prices contained in the LTA may be provided as a percentage discount on the lump sum order price.

Bidders are required to complete the attached document and submit as their technical proposal along with all required documentation (Target: Secondary bid submission form attached)

Attachments: Annex 4_Request for Mini Bid1

Secondary bid submission form attached

Response Attachments: m70t G4 datasheet.pdf (6 more...)

2. Use various filters to search for the negotiation you want to review, then click on the Response number.

Manage Responses

Search filters:

- Negotiation Title:
- Negotiation: UNDP-ZMB
- Response:
- Response Status:
- Line Description:

Search Results

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
329771	Pending award	UNDP-ZMB-00139,1	RFQ mini-bid COMPUTERS, LAPTOPS and SOFTWARE	Request for Mini...	0 Seconds	0	
366672	Pending award	UNDP-ZMB-00187	RFQ mini-bid IT COMMUNICATION EQUIPMENT	Request for Mini...	0 Seconds	0	
366948	Pending award	UNDP-ZMB-00168	RFQ mini-bid Laptops	Request for Mini...	0 Seconds	0	
412584	Pending award	UNDP-ZMB-00200	International Consultancy Firm to Study Nature Related Financial Risks in Zambia	Request for Pro...	0 Seconds	5	
40180	Pending award	UNDP-ZMB-00036	Tender for Supply of Laptops and Desktop Computers (PEMS -Zambia Police)	Request for Quo...	0 Seconds	0	
361298	Pending award	UNDP-ZMB-00182	RFQ Mini-Bid-ICT EQUIPMENT/OFFICE OF THE VICE PRESIDENT (OWP)	Request for Mini...	0 Seconds	0	
339285	Pending award	UNDP-ZMB-00160	RFQ mini-bid IT EQUIPMENT/ZPS PROJECT	Request for Mini...	0 Seconds	0	
332815	Pending award	UNDP-ZMB-00143	RFQ mini-bid - Laptops BIOFIN	Request for Mini...	0 Seconds	0	

3. Navigate through “Overview”, “Requirements” and “Lines” tabs to review respective information. You can also generate a PDF print of your bid response from “Actions” >> “View Response PDF”.



[Click to return to Manage Bid Main page](#)

Practical tips

1. Make sure that your bid is posted in the system. Use “View Response” feature to view status, and if needed re-submit your bid response.
2. Pay attention to system notifications, especially when you are required to [re-submit your bid](#) response. It will happen if there has been an amendment to the negotiation after you have posted your bid.
3. You can [review your bid responses](#) at any time, including after a negotiation has closed.

Thank you for using UNDP Quantum Supplier Portal!

To view additional resources, please click [here](#).

If you need support with using the system, please contact the focal point for the tender you are interested to participate, or contact the corresponding UNDP office managing the tender or that has issued your contract.

