

Guide for UNDP suppliers using Quantum Portal

How to submit bids

February 2024



Submit a Bid – Content Overview

This section covers the bid submission process including how to search and view negotiations in the system, how to participate in a negotiation and prepare your bid response, and how to make the final bid submission and confirm that the bid has been submitted.

Search for Tenders

- [Log in and Search for Active Negotiations](#)
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Prepare a bid Response

- [Subscribe to a tender/Accept invitation](#)
- [Bid on negotiation](#)
- [Provide responses to the Requirements/Upload Supporting Documents](#)
- [Insert Line Items, Quantity and Unit Prices](#)
- [Save Bid for Later](#)

Submit Bid

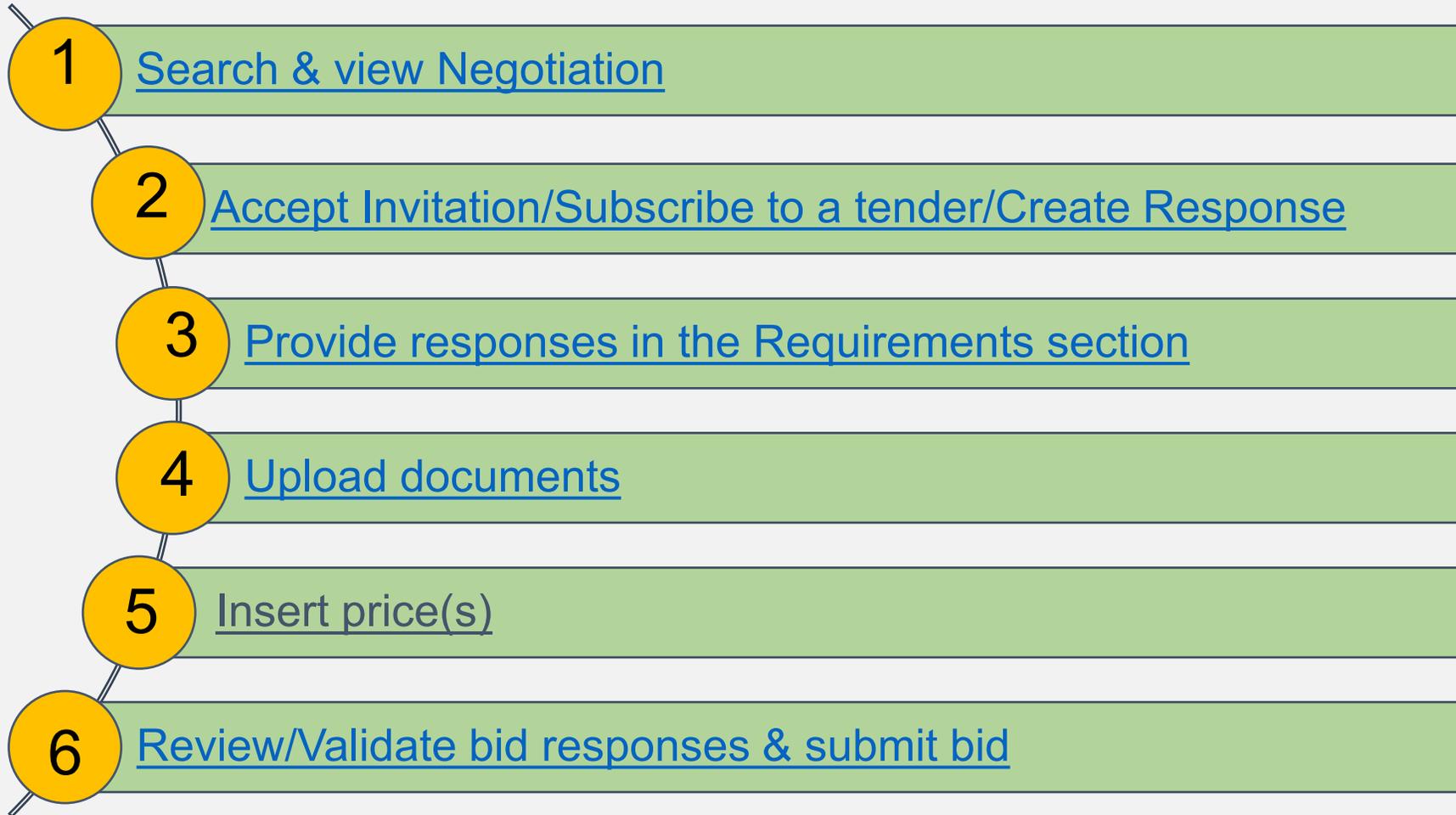
- [Validate Responses](#)
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A Quick Guide to Submitting a Bid in Quantum

The main steps to submitting a bid in UNDP Quantum Supplier portal are as follows:



Search for Negotiations – Log in the system

To search for all UNDP Open Competition Tenders, please visit : [UNGM](#), [UNDP Procurement Notices](#)

To start participating in a tender through the UNDP Quantum Supplier Portal, use the

URL <http://supplier.quantum.partneragencies.org> and log in using your registered user ID (e-mail address) and password.

Complete the steps for the MFA verification process.

QUANTUM
UN Quantum
Suppliers Account Sign In

User Name

Password

Sign In

[Need help signing in? Click here](#)

[Cookie Preferences](#)



IMPORTANT

If you are already registered in the system but do not remember your password, please do not register again.

If you have forgotten your password, use the option **Need help signing in? Click here** and complete the steps required for **Forgot Password** option.

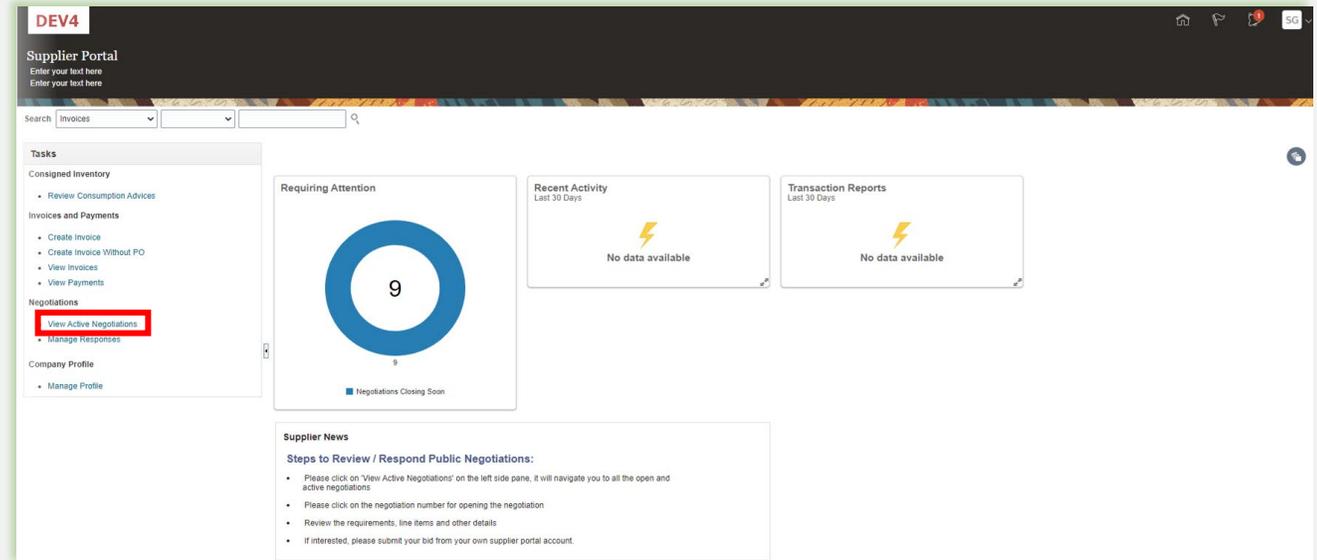
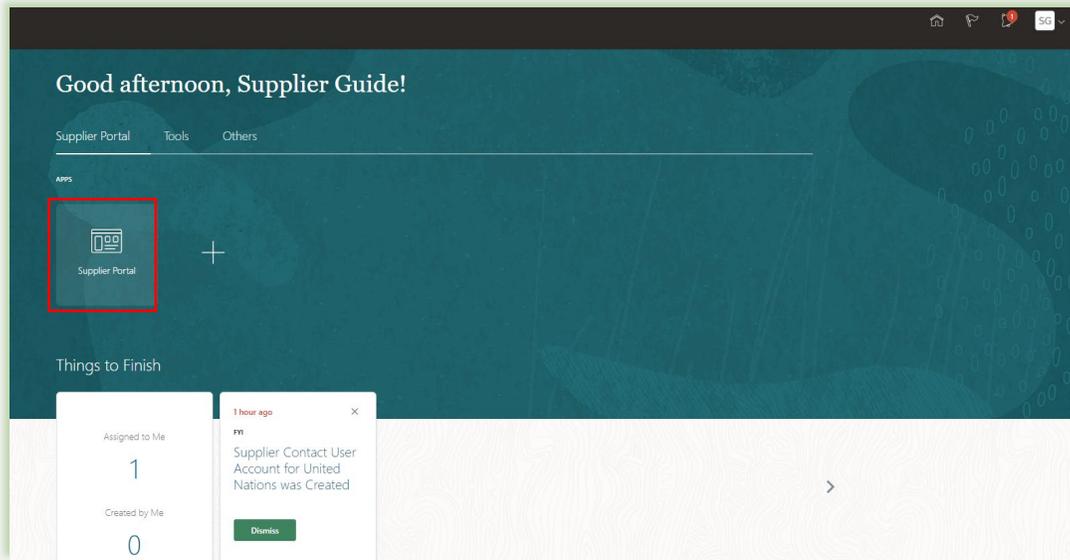


Search for Negotiations – Go to Search Page

Once you are logged in to your Supplier profile account, click on **"Supplier Portal"**.

Then, click the **"View Active Negotiations"** link.

Negotiation is a term used for a tender in the UNDP Supplier Portal.



Search for Negotiations – Use search filters

All ongoing public tenders (negotiations) will be listed.
 You can use the search engine to filter and view ongoing tenders by Negotiation ID, Title, Negotiation Open/Close dates or Invitation Received.

- Negotiation - The ID of the tender is indicated in the related procurement notice.
- Title – It is also indicated in the related procurement notice.
- Negotiation publishing dates and closure deadlines.
- **Invitation Received – always leave it blank.**



Example

To filter and view public tenders launched by UNDP in a specific Country, search by the three-digit country code ([ISO country codes](#)) e.g. Iraq, type UNDP-IRQ in the "Negotiation" field and leave blank in the field "Invitation Received". Click on "**Search**". All results for ongoing tenders from Iraq will be displayed on the screen. The code for tenders issued y HQ units is UNDP-HQ

The screenshot shows a search interface with the following filters:

- Negotiation: UNDP-IQ
- Title: (empty)
- Negotiation Close By: dd-mmm-yyyy
- Invitation Received: No
- Response Submitted: (empty)
- Negotiation Open Since: dd-mmm-yyyy

Buttons: Search, Reset, Save...

Search Results:

Negotiation	Title	Negotiation Type	Buyer	Supplier Site	Time Remaining	Close Date	All Responses	Your Responses	Will Participate	Monitor	Unread Messages	View PDF	Response Spreadsheet
UNDP-IQ-00081	IRQ RFP - Award Approval Notification	Request for Pro...			3 Days 13 Hours	3-Jul-2021 17.3...	Sealed	0			0		
UNDP-IQ-00081	IRQ RFP - Award Approval Notification	Request for Pro...			3 Days 13 Hours	3-Jul-2021 17.3...	Sealed	0			0		
UNDP-IQ-00081	IRQ RFP - Award Approval Notification	Request for Pro...			3 Days 12 Hours	3-Jul-2021 16.5...	Sealed	0			0		
UNDP-IQ-00071	IRQ RFP - Award Approval Notification	Request for Pro...			2 Days 13 Hours	2-Jul-2021 18.1...	Sealed	0			0		



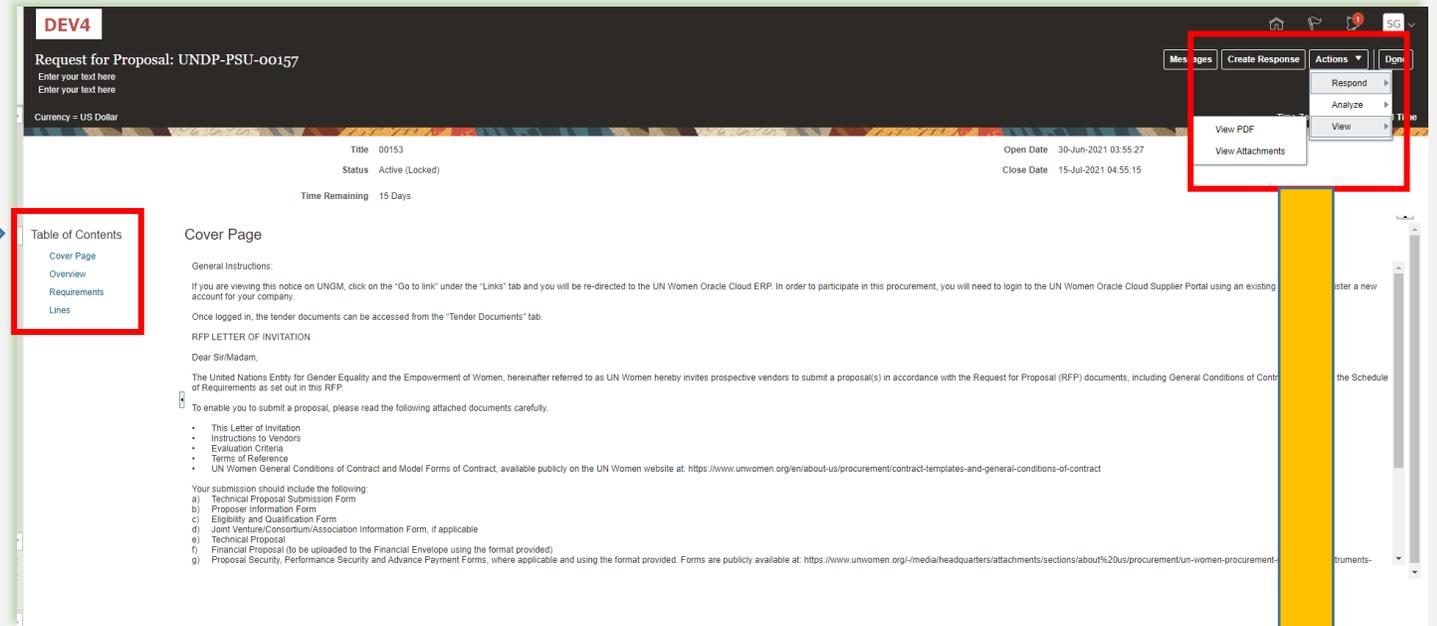
Search for Negotiations - View/Download attachments

Each negotiation in the system has multiple sections. To view each section, click on the corresponding link in the **“Table of Contents”**.

Once you open the **“Overview section”**, click on **“Expand All”** to see all the details.

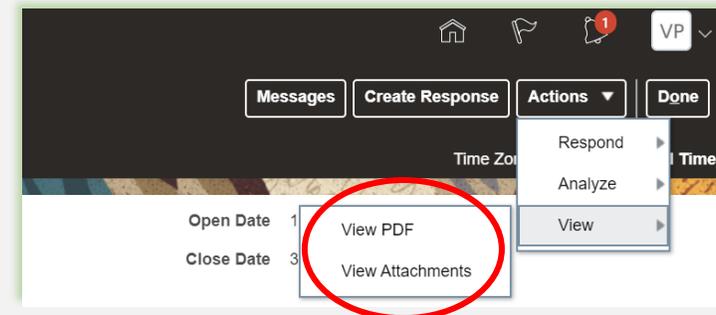
 **IMPORTANT**

On each page the **Open** and **Close** date is presented. These dates are indicating the beginning of the solicitation period and the **deadline for the bid submission**.



To view PDF version of the Negotiation, select the **“View PDF option”**.

To download the files attached to the Negotiation, click on the **“Actions”** button. Then select **“View”** >> **“View Attachments”**.



Search for Negotiations- View negotiation/Download attachments

Attachments (Request for Proposal UNDP-PSU-00157) Done

Enter your text here
Enter your text here

Search

Actions

File Name or URL	Level	Attached To	Title	Size
RFP - Instructions to Vendors ...	Header		RFP - Instructions to Ven...	438 KB
Voluntary Agreement to Promot...	Header		Voluntary Agreement to P...	129 KB

Rows Selected 1 Columns Hidden 3

All files attached to the negotiation are listed on the “**Attachments**” page. To download all attachments, click the “**Actions**” button and then select the option “**Download All**”. The attachments will be downloaded in a zip folder, which may contain several sub-folder with attachments. Open the zip folder with an appropriate application and unzip (unpack) the folder(s).



Accept invitation for a limited competition negotiation

The screenshot shows the Quantum system interface. At the top left, there is a 'DEV4' label and 'Active Negotiations' section. A 'Notifications' pop-up window is open, displaying 'ACTION REQUIRED' and 'You are Invited to Participate for the Negotiation'. Below this, there is a search bar and a table of negotiations. The table has columns: Negotiation, Title, Ne Ty, Bu Site, Sup Time Remaining, Close Date, All Responses, Your Responses, Will Participate, and Monit. The first row in the table is highlighted in blue and contains the following data: UNDP-IQ-00091,1, IT Equipment for CO Iraq, I..., 20 Days, 22-Jul-2021 09:..., Sealed, 0, No. Above the table, there are several buttons: 'Accept Terms', 'Acknowledge Participation', and 'Create Response'. The 'Create Response' button is highlighted with a red box. To the right of the table, there is a dropdown menu with 'Actions' selected, showing options: 'Accept Invitation' and 'Decline Invitation'. This dropdown menu is also highlighted with a red box.

TIP

It is very important to subscribe to an ongoing negotiation that you are interested to participate. This is the only way to receive automatic e-mail notifications with the information on any changes related to that tender.

After you login the system, there are two ways to **accept the invitation**:

- 1) On the **“Search”** page, select the option **“Yes”** in the **“Invitation Received”** field and click the **“Search”** button. Identify/Select the Negotiation for the tender in question and click the button **“Acknowledge Participation”**.
- 2) Click the **“Notifications”** icon, identify the corresponding notification, click on the **“Actions”** button and select the option "Accept Invitation" form the dropdown menu.

To decline the invitation, select the option **“Decline Invitation”** in the same dropdown menu.



Subscribe to a Public Negotiation

To subscribe to a negotiation, please click on "**Create Response**" button. Then, click the button "**Save**" and the draft bid response will be created/saved. You can continue working on the draft response at any moment during the solicitation period



Invitation to Bid: UNDP-PSU-00178

Currency = US Dollar

Time Zone Eastern Standard Time

Messages Create Response Actions Done

Title Supplier Guide Document Open Date 30-Jun-2021 05:05:20

Status Active (Locked) Close Date 2-Jul-2021 08:30:35

Time Remaining 23:15:58

Table of Contents

- Cover Page
- Overview
- Requirements
- Lines

Cover Page

[@Dirección de entidad jurídica de unidad de negocio de compras: línea 1@][@Dirección de entidad jurídica de unidad de negocio de compras: línea 1@]

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Invitation to Bid for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Scope of Work, SOW
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form



Participate in Negotiations –Key Components of an online Bid

In order to submit a bid in the supplier portal, suppliers are usually required to complete the following 3 key processes:

- [Answer the questions in the *Requirements* section and upload supporting documents](#)
- [Insert unit prices for the items required.](#)
- [Validate and submit the bid response](#)

Follow the instructions in the guide to complete your bid.



Tip

Use the **Save/Save and close** function to save the progress of your bid response. After some time of inactivity, the system times out and you may lose any unsaved changes to your bid. Therefore, use frequently the Save function.



Prepare Bid Response – Provide responses in the Requirements section

Suppliers will be prompted to answer negotiation questions (Requirements) that will be used in the final evaluation and awarding of the tender. The questions may vary by the type of response that is required. Some will require a “yes/no” response, others may require typed/textual answers, or numerical input. Please read each question carefully before submitting your response

Create Response (Bid Response 12207): Requirements

Enter your text here
Enter your text here

Time Remaining 2 Days 3 Hours

Section 1. Eligibility and Forms

* 1. Is the Bidder eligible to submit a bid?

1. A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.

2. It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. (Target: Confirm that I meet eligibility criteria)

a. Confirm that I meet eligibility criteria

b. Am included in ineligibility list, see attached

Comments

* 2. Have your submitted Form B: Bidder Information form, completed with information as required in the Tender document?

a. Yes

* Response Attachments None +

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	AddLinesTemplate-Negotiation.txt	AddLinesTemplate-Negoti	Bidder information form	Supplier Guide	30-Jun-2021 05:13:38

Rows Selected 1 Columns Hidden 1

OK Cancel

IMPORTANT

Response Required: When a question is marked by a star, it means that answering the question is mandatory to submit a bid response.



Tip

Some questions may already be answered. These questions were part of the registration process and the answers that you provided automatically appear in your bid response. You may revise your answers if necessary to update the information.



Prepare Bid Response – Upload supporting documents

* 2. Quality of the Items to be delivered (Compliance with manufacturing standards)

Response Attachments None +

For some of the questions in the Requirements Section you may be asked to upload supporting documents in addition to your response. To upload the files, click on the + icon.

Attachments ×

Actions ▾ View ▾ + ×

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File ▾	Choose File No file chosen	<input type="text"/>	<input style="border: 2px solid red;" type="text"/>	Vladimir Popnik...	6-Jul-2021 08:04:43

Rows Selected 1 Columns Hidden 1

OK Cancel

Click the + button to add an attachment. Then, click the "Choose File" button and select the file on your computer that you wish to upload/attach. Once the file is uploaded, enter the description.

To add more attachments, click the + button and repeat the same process for each file.

Attachments ×

Actions ▾ View ▾ + ×

Type	* File Name	Title	Description	Attached By	Attached Date
File ▾	test document.docx Update...	test document.docx	Legal Registration paper	Vladimir Popnik...	6-Jul-2021 08:22:50
File ▾	demo.pdf Update...	demo.pdf	Bid Security	Vladimir Popnik...	6-Jul-2021 08:14:40

Rows Selected 1 Columns Hidden 1

OK Cancel

To delete an uploaded file, first select the file by clicking on the appropriate row. The selected row becomes highlighted (in light blue). Then, click the X icon.

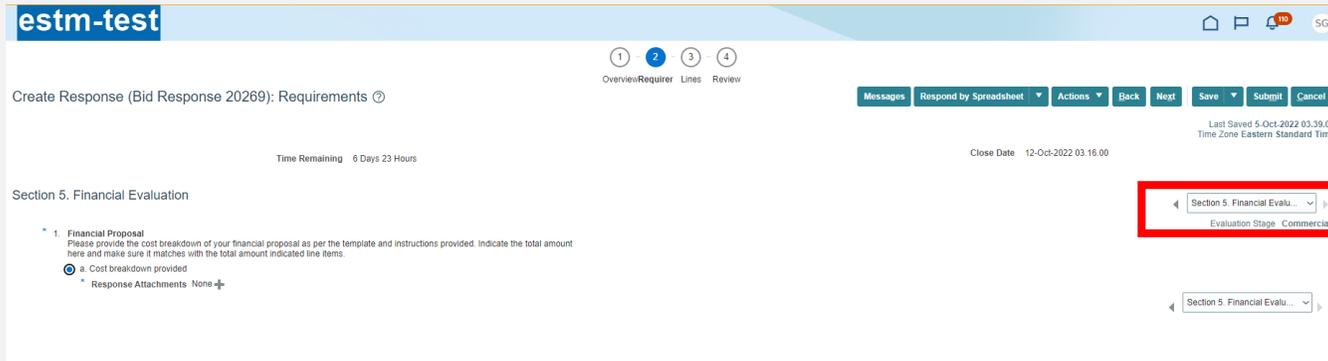
To go back to the previous screen, click OK.



Prepare Bid Response – Financial information for Request for Proposals

For Negotiations that are Request for Proposals (Two envelope procurement method), there will be two evaluation stages – Technical and Commercial.

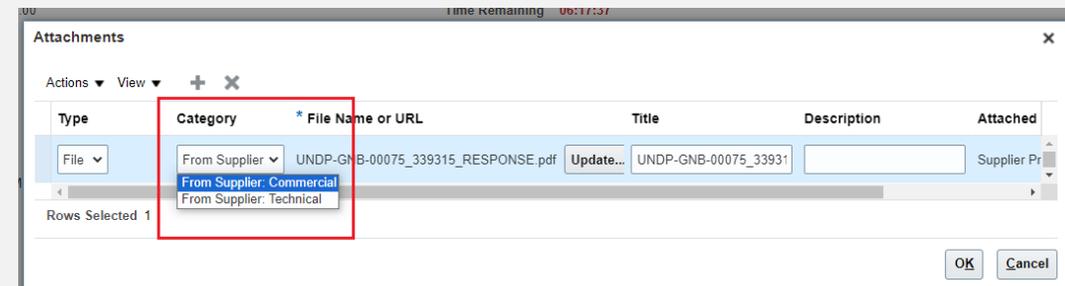
The portal maintains two envelopes through these stages. Information posted in the stage marked as “Commercial” is not disclosed until technical evaluation is completed and financial are opened for only those suppliers that pass the technical evaluation.



IMPORTANT

Do not enter any information/ attachment related to financial proposal or total cost/value of the proposal in evaluation stage marked as “Technical”.

Additionally, when uploaded files part of your technical proposal in header attachments section, make sure that you select “Technical Section”. Otherwise they will be classified as commercial and will not be available at technical evaluation stage.



Prepare Bid Response – Financial information for Request for Proposals

Never put **1** for the “**Response Value**” but enter the total value of your proposal OR as instructed in the Negotiation. Please see below two examples:

1. Breakdown of outputs

1 2 3 4
Overview Requiren Lines Review

Create Response (Bid Response 20269): Lines

Currency = US Dollar

Time Remaining 6 Days 23 Hours

Close Date 12-Oct-2022 03:16:00

Line	Description	Category Name	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Output 1	Business and corpo	<input type="text"/>				dd-mmm-yyyy
2	Output 2	Business and corpo	<input type="text"/>				dd-mmm-yyyy

Grand Totals
All response lines are included.
Response Amount 0.00

2. Total bid price

estm-test

Lines: Edit Line: 1 (Bid Response 20269)

Currency = US Dollar

Item

Revision

Description Output 1

Category Name Business and corporate management consultation services

Start Price

* Response Price

Rank Sealed

Close Date 12-Oct-2022 03:16:00

Location UNDP Afghanistan

Requested Delivery Date 30-Oct-2022

Promised Delivery Date 30-Oct-2022

Note to Buyer

Attachments None



Prepare Bid Response – Save for later

You can save your bid response and come back later to add additional information. Click on **“Save or Save and close”**. **Note that saving for later does not submit the bid response.**

The screenshot shows a web interface for creating a bid response. At the top, there are four numbered steps: 1, 2, 3, and 4. Step 2 is highlighted with a green circle. Below the steps are tabs for 'Overview', 'Requirements', 'Lines', and 'Review'. The main title is 'Create Response (Bid Response 13207): Requirements'. There are several buttons: 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', and 'Submit'. The 'Save and Close' button is highlighted with a red border. Below the header, there is a 'Time Remaining' section showing '55 Days 19 Hours' and a 'Close Date' of '31-Aug-2021 04:40:10'. The main content area is titled 'Section 1. Technical' and contains two numbered items. Item 1 is 'Capacity to deliver the articles under the DAP Incoterm in 45 days, complying with all technical requirements.' It has a text input field containing '100', a 'Response Attachments' section with 'test document.docx (1 more...)', and a 'Comments' section. Item 2 is 'Quality of the Items to be delivered (Compliance with manufacturing standards)'. It has a text input field containing 'test test test', a 'Response Attachments' section with a plus sign, and a 'Comments' section.



Prepare Bid Response – Save for later

To open a saved draft bid response and continue with the completion of the bid, click on **Manage Responses**.

DEV4

Portal de proveedor
Introduzca aquí el texto
Introduzca aquí el texto

Buscar Facturas Número de factura

Tareas

Inventario consignado

- Revisar avisos de consumo

Facturas y pagos

- Crear factura
- Crear factura sin orden de compra
- Ver facturas
- Ver pagos

Negociaciones

- Gestionar respuestas**

Perfil de compañía

- Gestionar perfil

Requieren atención

13

10 Negotiation Responses 3 Negotiations Closing Soon

Actividad reciente
Ultimos 30 días

No hay datos disponibles

Informes de transacciones
Ultimos 30 días

No hay datos disponibles

Noticias de proveedor

Steps to Review / Respond Public Negotiations:

- Please click on 'View Active Negotiations' on the left side pane, it will navigate you to all the open and active negotiations
- Please click on the negotiation number for opening the negotiation
- Review the requirements, line items and other details
- If interested, please submit your bid from your own supplier portal account.

IMPORTANT

Be aware that saving your bid for later does not submit it in the system. To submit your bid, you must click on **“Submit Bid”**.



Prepare Bid Response – Save for later

Select the option **Draft** in the field "**Response status**" and click the button "**Search**". All bid responses which are saved but not submitted will be listed. In the column **Negotiation** the ID of the negotiation is displayed. This will help you to identify the tender/draft bid response that you wish to complete.

Manage Responses
Done

Time Zone Eastern Standard Tin

Search

Advanced
Manage Watchlist
Saved Search
Active or Draft Responses

** Negotiation Title

** Negotiation

** Response

** Response Status Draft

Line Description

** At least one is require

Search
Reset
Save...

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	Monitor	Award Amount
13206		Draft	Popnikolov, Vla...		UNDP-PSU-00157	001 Request f...	15 Hours 59 Min...	0		
13210		Draft	Popnikolov, Vla...		UNDP-PSU-00179	001 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		



Prepare Bid Response – Save for later

Identify the bid response that you wish to continue to work on and select it.
Click **Actions**.

To continue working on your draft bid response and complete it, click the option **“Revise”**.

To delete the draft response and create new draft bid response from scratch, click the option **Delete Draft**.

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
13207	Draft	Popnikolov, Vla...		UNDP-PSU-00157
13207	Draft	Popnikolov, Vla...		UNDP-PSU-00179
13207	Draft	Popnikolov, Vla...		UNDP-MD-00031
8207	Draft	Popnikolov, Vla...		UNWOMEN-DMA-2021-00057
14207	Draft	Popnikolov, Vla...		UNDP-PSU-00193



Prepare Bid Response – Select Bid Currency

In some negotiations supplier can select a different currency to submit their offer, from the list of currencies allowed. You can see what currencies are allowed when viewing the overview section of the negotiation, under Terms >> Currency part.

When creating a bid response, in the general overview section, make sure to change the response currency if you want to bid in another currency from the default one.

Business Terms

Payment Terms Net 30

Shipping Method None

Currency

Negotiation Currency USD

Allow responses in other currencies

Response Currency Settings

View Format Freeze Detach Wrap

Response Currency	Description
USD	US Dollar
UAH	Hryvnia

Create Response (Bid Response 412585): Overview

Title 16_Conversion of a specialized mobile forens

Close Date 12/03/2024 16.59

General

Supplier A...

Negotiation Currency USD

Response Currency UAH

Price Precision UAH

Conversion Rate 0.02631579



Prepare Bid Response – Insert price(s)

To enter your price offer on the Line Item(s), click on the **Lines** step of the bid response.

Enter your price offer in the "**Response Price**" field for each Line Item that you wish to bid.

You can add attachments on the Line Item level. Select the Line Item (it should become highlighted in light blue) and click the **Edit** icon.

1 - 2 - **Lines** - 4
Overview - Required - Review

Create Response (Bid Response 12207): Lines ?
Enter your text here
Enter your text here

Currency = US Dollar Last Saved 30-Jun-2021 05:24:39
Time Zone Eastern Standard Time

Time Remaining 2 Days 3 Hours Close Date 2-Jul-2021 08:30:35

Line	Description	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	Desktop computers		Computer printers	800.00	100	Each	80,000.00	
2	Laptop computers		Computers	1,000.00	200	Each	200,000.00	
3	Servers		Computers	5,000.00	2	Each	10,000.00	

Rows Selected 1 Columns Hidden 5

Grand Totals
All response lines are included.
Response Amount 290,000.00



3.2 Prepare Bid Response – Insert price(s)

Lines: Edit Line: 2 (Bid Response 12207) Messages 2: Laptop computers

Enter your text here
Enter your text here
Currency = US Dollar

Item	Close Date	2-Jul-2021 08:30:35
Revision	Target Minimum Release Amount	
Description	Response Minimum Release Amount	<input type="text"/>
Category Name	Note to Buyer	<input type="text"/>
Start Price		
* Response Price		<input type="text" value="1,000.00"/>
Estimated Quantity		<input type="text" value="200"/>
UOM		Each
Rank		Sealed

Attachments: 60140_SUPPLIER.pdf **+** **X**

To add attachments on the Line Items level click the **+** icon on the Attachment field.

Click the **+** button to add an attachment. Then, click the "Choose File" button and select the file on your computer that you wish to upload/attach. Once the file is uploaded, enter the description.

To **add more attachments**, click the **+** button and repeat the same process for each file.

To **delete an uploaded file**, first select the file by clicking on the appropriate row. The selected row becomes highlighted (in light blue). Then, click the X icon.

To go back to the previous screen, click **"OK"**.

Attachments ×

Actions ▼ View ▼ **+** **X**

Type	Category	* File Name or URL	Title	Description	Attached By
File ▼	From Supplier ▼	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	Vladimir Popn

Rows Selected 1



Submit Bid – Validate the bid response

Create Response (Bid Response 12207): Lines

Time Remaining: 2 Days 3 Hours

Close Date: 2-Jul-2021 08:30:35

Line	Description	Required Details	Category Name	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount
1	Desktop computers		Computer printers	800.00	100	Each	80,000.00	
2	Laptop computers		Computers	1,000.00	200	Each	200,000.00	
3	Servers		Computers	5,000.00	2	Each	10,000.00	

Grand Totals
All response lines are included.
Response Amount: 290,000.00

You can validate the bid response prior to the submission. Click the **"Actions"** button and select the option **Validate** from the dropdown list.

The system will perform a validation of the bid response. If no errors are identified, you can proceed with the submission.

Error

You must respond to at least one line in the negotiation before you submit your response. (PON-2085013)

OK

If the validation process identified an issue with the bid response (e.g., missing mandatory data), an error message will pop up and inform you what exactly is not correct on the bid response (e.g., which data is missing).



Submit Bid – Review and Submit Bid Response

You can review your bid response by clicking "Review". Then click on different Sections to view the entered info. Once your bid is complete and your responses have been validated, click on **“Submit”** to post it in the system.

Review Response: Bid Response 13208

Currency = US Dollar

Last Saved 8-Jul-2021 03:57:33
Time Zone Eastern Standard Time

Title ITB-Proc Notice

Close Date 31-Aug-2021 04:40:10

Time Remaining 54 Days

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	Beverages		Beverages	1,000.00	Each	1,000.00			

Columns Hidden 6



Submit Bid – Submit Bid Response

A confirmation message will pop up on your screen informing you that the bid response was submitted.



You will also receive an automatically generated e-mail notification confirming that the bid response was submitted. Alternatively, you can check the posted bid response from Manage responses menu.

From: noreply@undp.org <ecaa-dev4_fa_sender@workflow.mail.em2.cloud.oracle.com>
 To: "tenders@xyzexpimp.com" <tenders@xyzexpimp.com>
 Sent: Thursday, June 10, 2021, 03:46:32 PM GMT+2
 Subject: Your bid for "UNDP-PSU-00156,1" has been received

Bid Confirmation

This is a confirmation of your bid placed on the Procurement Negotiation "UNDP-PSU-00156,1" listed below. If you edit/revise your posted bid and click on "Save", the system will save the new bid response as a draft, while the previous version will still be active. To submit the revised bid response, you must click on "Submit" button for the new version prior to the expiry of the negotiation end date/time.

If you wish to withdraw your posted bid and cancel your participation in this negotiation, please contact the procurement focal point managing this negotiation.

If an amendment is created by the Organization, the system will automatically remove your originally posted bid. In order to repost it, you must Acknowledge the amendment, review your bid response (if necessary) and Re-Submit the bid again. It is your full responsibility to ensure that your bid is successfully posted in the system prior to the expiry of the negotiation end date/time. Please refer to the detailed instructions in the user guide.

Esta es una confirmación de su oferta realizada en la Negociación de Adquisiciones "UNDP-PSU-00156,1", enumerada más abajo. Si edita o revisa su oferta ya publicada y hace clic en "Guardar", el sistema guardará la nueva oferta como borrador, si bien la versión anterior seguirá activa. Para enviar la oferta revisada, debe hacer clic en el botón "Enviar" en la nueva versión antes de que expire el plazo establecido para el envío de ofertas.

Si desea retirar su oferta ya publicada y cancelar su participación en esta Negociación, por favor póngase en contacto con la persona de contacto establecida en la Negociación.

Si la Organización crea una enmienda, el sistema eliminará automáticamente su oferta inicial. Para volver a enviarla, deberá reconocer la enmienda, revisar su oferta (si es necesario) y volver a enviarla. Es su responsabilidad asegurarse de que su oferta se ha enviado correctamente a través del sistema antes de que finalice el plazo establecido para el envío de ofertas para esta Negociación. Puede acceder a instrucciones detalladas en la guía de usuario.

Ceci est une confirmation de votre offre placée sur le dossier d'appels d'offres « UNDP-PSU-00156,1 » référencé ci-dessous. Si vous modifiez/révisiez votre offre publiée et cliquez sur « Enregistrer », le système enregistrera la nouvelle offre sous forme de brouillon, tandis que la version précédente sera toujours active. Pour soumettre l'offre révisée, vous devez cliquer sur le bouton « Soumettre » pour la nouvelle version avant l'expiration de la date/heure limite de soumission.

Si vous souhaitez retirer votre offre soumise et annuler votre participation à cette négociation, veuillez contacter le point focal d'approvisionnement qui gère cet appel d'offres.

Si une modification est créée par l'Organisation, le système supprimera automatiquement votre offre initialement soumise. Pour la reprendre, vous devez prendre connaissance de la modification, examiner votre réponse à l'offre (si nécessaire) et soumettre à nouveau l'offre. Il est de votre responsabilité totale de vous assurer que votre offre est affichée avec succès dans le système avant l'expiration de la date ou de l'heure limite de soumission. Veuillez consulter les instructions détaillées du guide de l'utilisateur.

Supplier Name	Supplier Contact	BU Name	Negotiation Type	Negotiation Number	Response Number	Response Submission Date & Time	Time zone	Bid Response Withdrawn?
XYZ Export-Import	User One	UNDP-PSU	Invitation to Bid	UNDP-PSU-00156,1	8206	6/10/2021 9:42 AM	0:00	NA



Prepare a Bid Submission Offline – Submit Bid in .XML

Suppliers have the option to prepare their bid responses offline by downloading the entire negotiation package to their computer in .XML file format.

The .XML file negotiation package will contain all the questions from the Requirements Section and the Line items that must be completed by the suppliers before submitting their bid online.

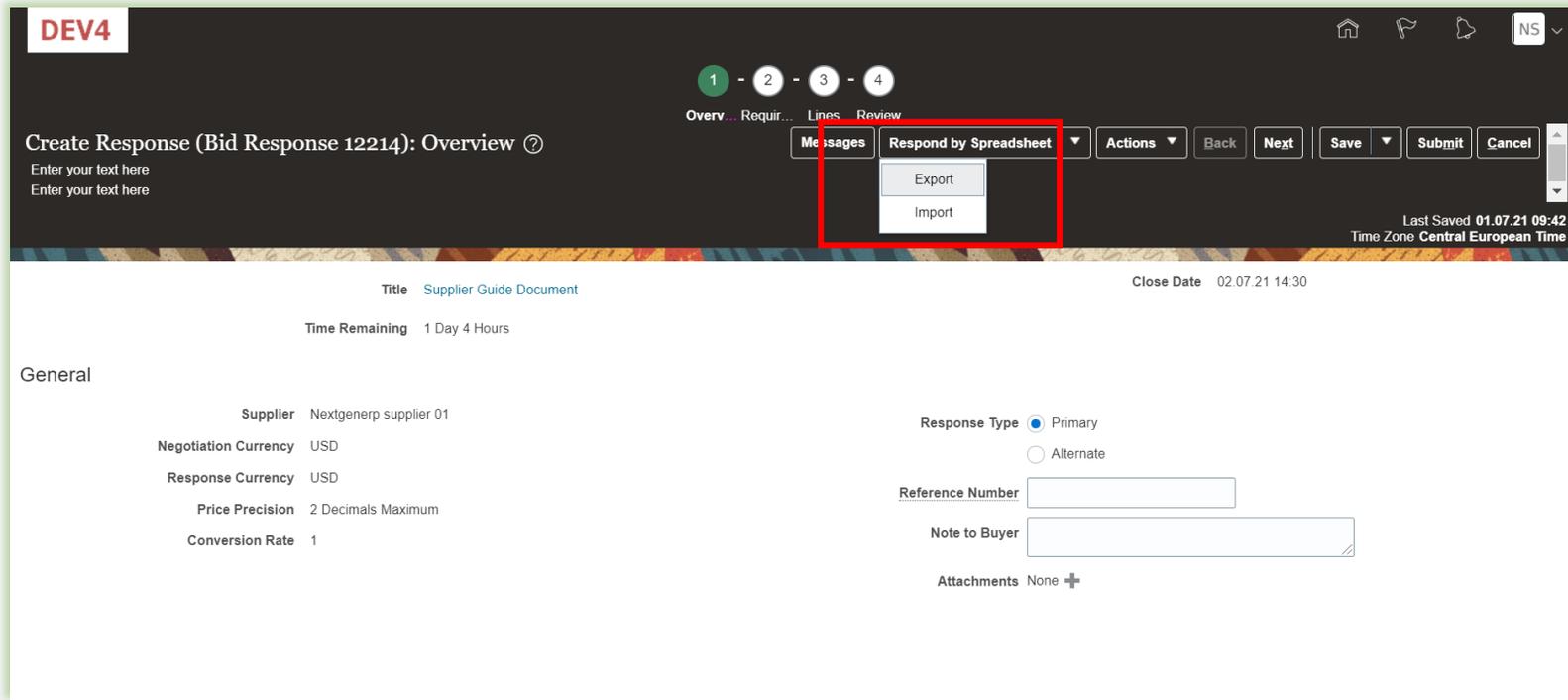
To do this, the Supplier must download the .XML file, save it as an excel file to their computer, complete required fields, and then upload their bid response to the negotiation in the system.

Please note that if you choose this optional method of submitting your bid, you must also ensure that you have also uploaded all the necessary supporting documents directly to the system before submitting your bid.



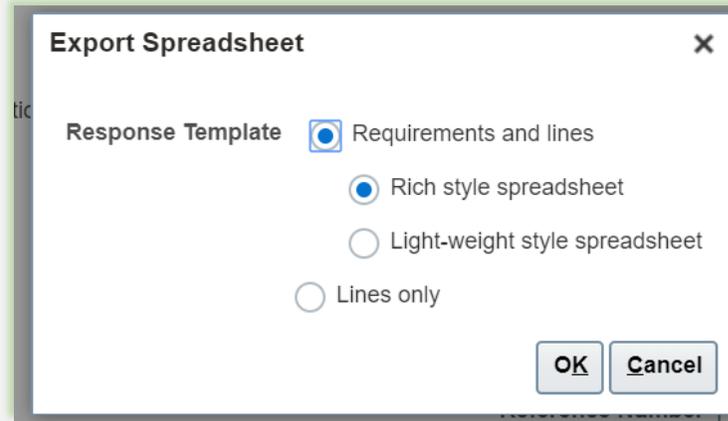
Prepare Bid Response Offline - Export/Download XML file

To begin preparing your bid response offline, you must first export/download the .XML file to your computer. To export the .XML file, open the negotiation in question, click the **"Create Response"** button and click "Save". Then, click the button **"Response by Spreadsheet"** and from the dropdown list select the option **"Export"**.



Prepare Bid Response Offline – Download XML file and open in Excel

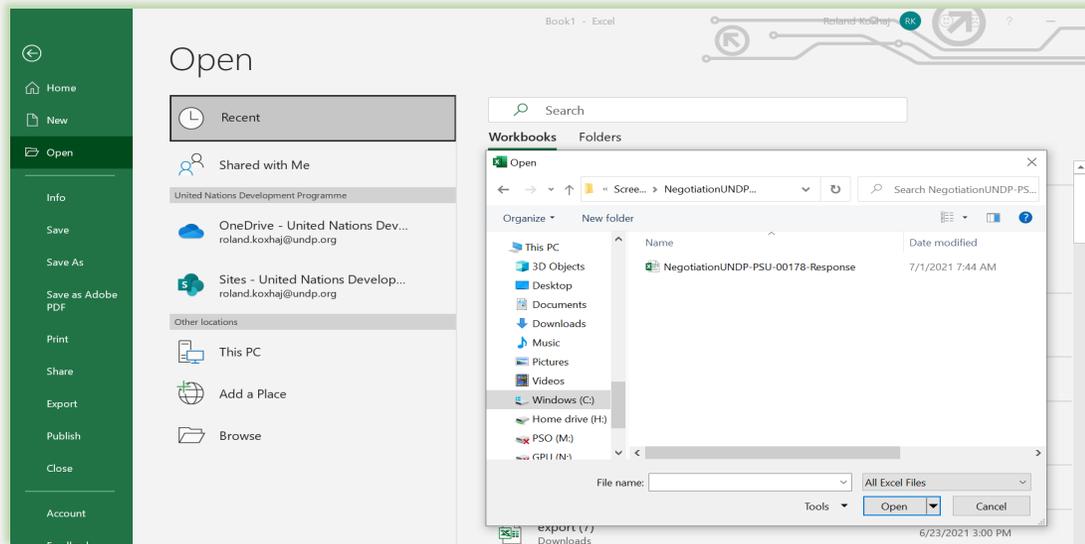
Select the options "Requirements and lines" and "Rich style spreadsheet" and click OK. The system will export and download the .XML file in a ZIP folder on your computer. Use an appropriate application to extract the file .XML file from the ZIP folder.



IMPORTANT

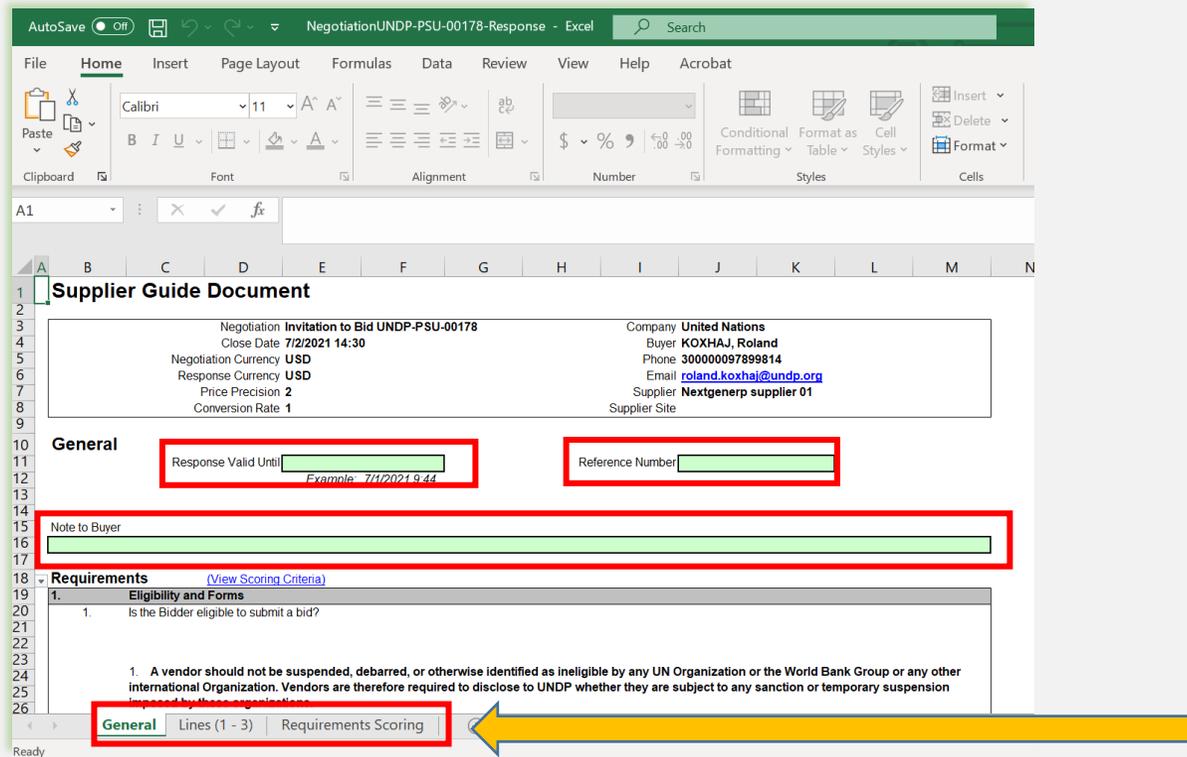
Please note that the system generates a new .XML file every time a negotiation is amended. Make sure you are using the latest .XML file when submitting your bid.

Open the saved .xml-file in **Excel** by going to the “**Excel**” application, clicking on “**Open**”  “**Browse**” and then browsing the file location.



Prepare Bid Response Offline – Complete bid responses in Excel

Once you have opened the file in Excel, complete all the required info/data on each sheet tab of the .XML document.



 **IMPORTANT**
Please make sure not to change any details of other cells than the ones in which you should enter the required answers and price offers.

 **IMPORTANT**
Please check all the sheet tabs at the bottom of the excel file and make sure that you have answered all required fields.



Prepare Bid Response Offline – Complete bid responses in Excel

Follow the instructions next to the cells that should be completed.

If the instruction says "**Target: Yes**" it means you can answer that question only with "Yes", thus type "**Yes**" in the answer cell.

In the "**Comments**" cells you can type any textual comment related to the answer that you provided in the answer cell.

If the instruction says "**Numeric value only**", type only a number in the answer cell.



Prepare Bid Response Offline – Complete bid responses in Excel

Enter the price offer in the "**Response Price**" field for each line item that you wish to bid. If the negotiation requires bidding for all line items, enter the price offer in the "**Response Price**" filed for each line item listed.

If you have any note/comments related to the line items, type them in the field "**Note to Buyer**" of the corresponding line item.

Supplier Guide Document

Negotiation Invitation to Bid UNDP-PSU-00178
 Close Date 7/2/2021 14:30
 Negotiation Currency USD
 Response Currency USD
 Price Precision 2
 Conversion Rate 1

Company United Nations
 Buyer KOXHAI, Roland
 Phone 300000097899814
 Email roland.koxhaj@undp.org
 Supplier Nextgenerp supplier 01
 Supplier Site

Lines

Response Amount (USD) 361,000.00

Line	Item	Revision	Start Price	UOM	Estimated Quantity	Estimated Total Amount	Target Minimum Release Amount	Response Price	Response Minimum Release Amount	Note to Buyer	Target Price	Category Name	Note to Suppliers
1	Desktop computers			Each	100			900.00		Notes and comments if any		Computer printers	As per specifications provided
2	Laptop computers			Each	200			1,300.00				Computers	As per specifications provided
3	Servers			Each	2			5,500.00				Computers	including installation

Last Downloaded 7/1/2021 9:44



Prepare Bid Response Offline – Upload responses and submit

When you have completed all fields, save the document as an XML. Spreadsheet. Login to the system, click on the "Supplier Portal" icon and click the link **"Manage Responses"**.

Supplier Portal

Search: Invoices [v] Invoice Number [] []

Tasks

- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses**
- Company Profile
 - Manage Profile

Requiring Attention

7

Legend: ■ Negotiation Responses ■ Negotiations Closing Soon

Select the draft response that you created for the negotiation in question and click the **"Revise"** button. You can also click the **"Action"** icon and select the **"Revise"** option. Your draft bid response will open.

** Response []

Accept Terms

Revise

Unlock Draft

Delete Draft

automatically locks it.

Actions [v] View [v] Format [v] Freeze [] Detach [] Wrap []

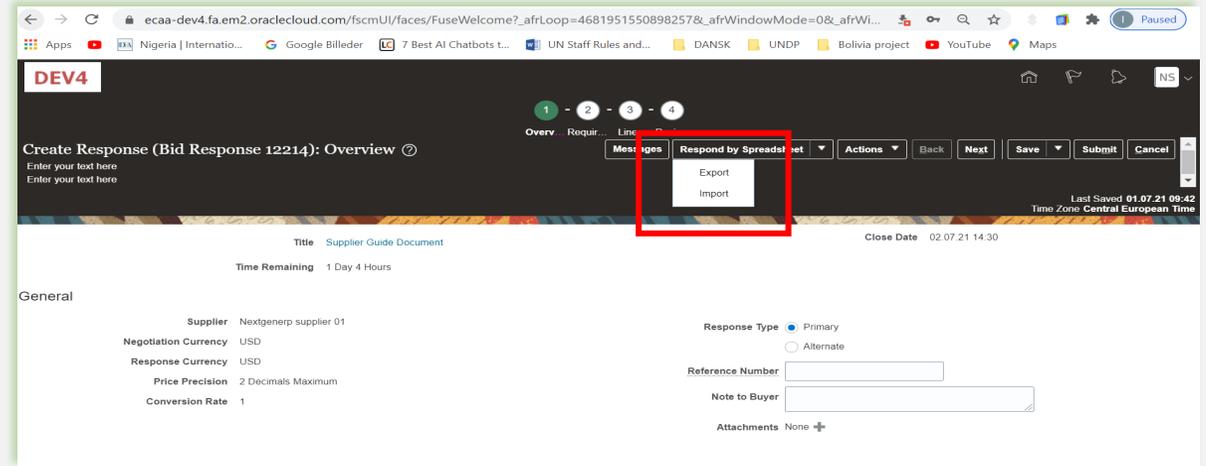
Accept Terms [] **Revise** []

Response	Reference Number	Response Status	Supplier Contact	Supplier Site	Negotiation
13206		Draft []	Popnikolov, Vla...		UNDP-PSU-00157
13209		Draft []	Popnikolov, Vla...		UNDP-PSU-00179

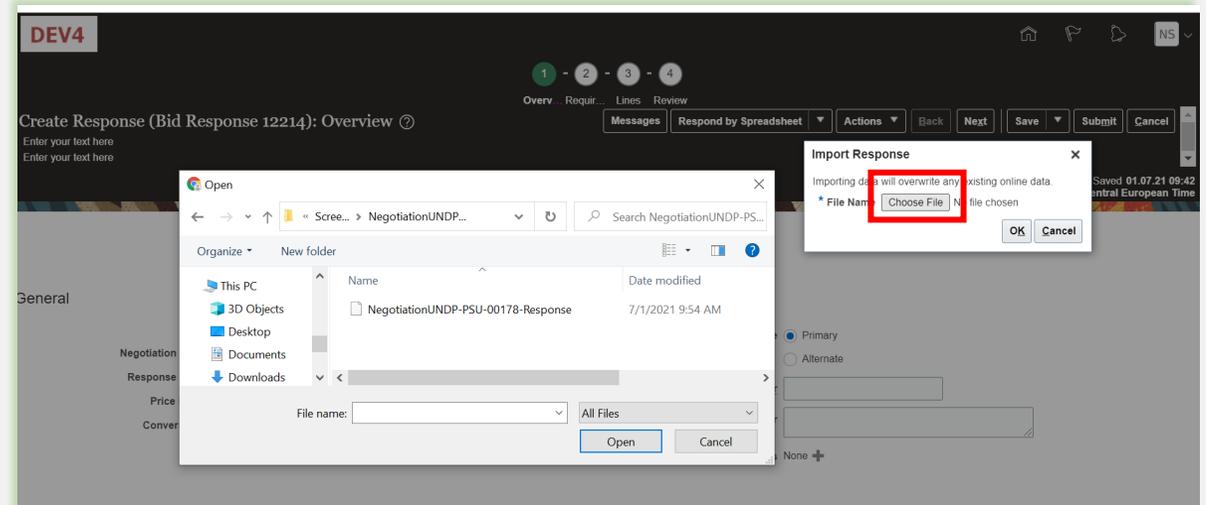


Prepare Bid Response Offline – Upload responses and submit

To upload the completed .XML file in the negotiation, click the button **"Respond by Spreadsheet"** and select the option **"Import"**.



Click on "Choose File" button and select the completed .XML file on your computer. Click **"OK"**. When the .xml-file is imported/uploaded, your answers will be automatically populated in each section of the Negotiation. Please review the answers to make sure everything is correct and add any attachments before validating your entries and submitting your Negotiation.



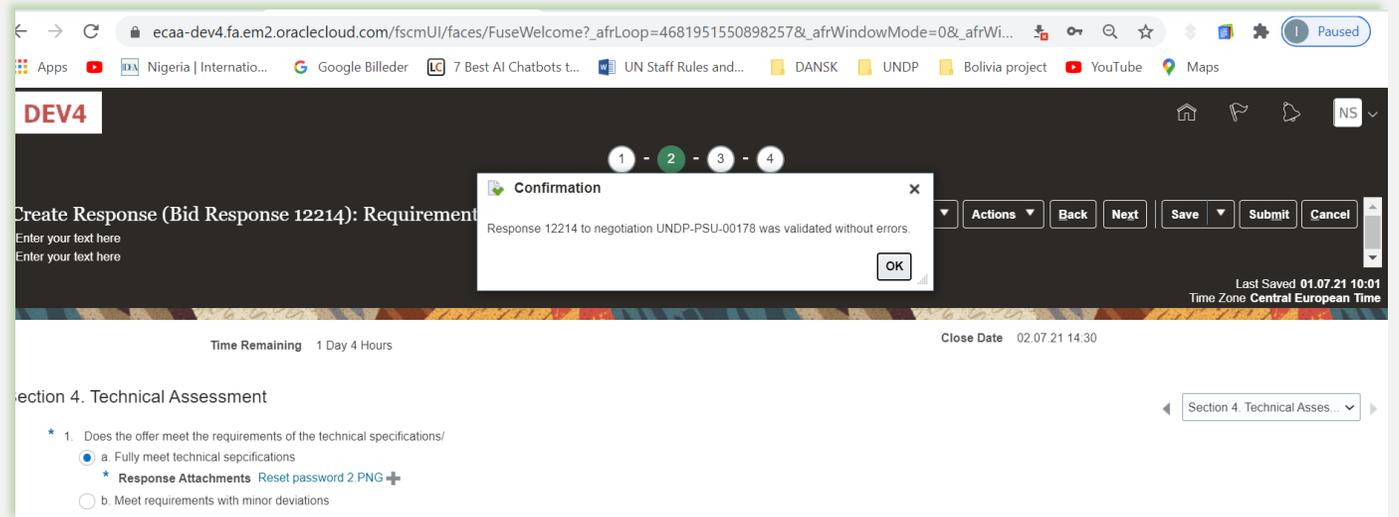
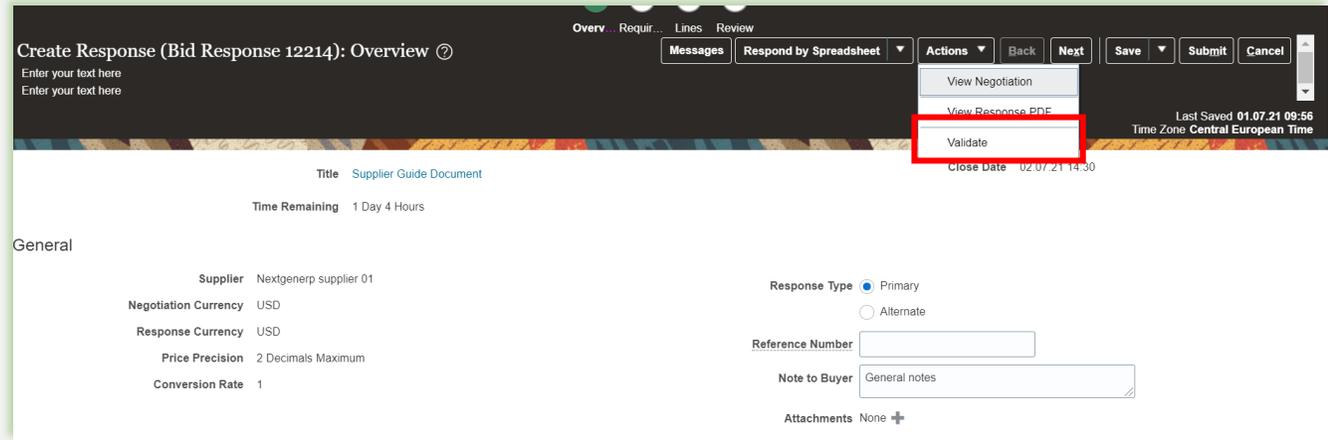
Prepare Bid Response Offline – Validate bid response and submit

You can validate the bid response prior to the submission. Click the "**Actions**" button and select the option Validate from the dropdown list.

The system will perform a validation of the bid response.

If no errors are identified, you can proceed with the submission.

If the validation process identified an issue with the bid response (e.g., missing mandatory data), an error message will pop up and inform you what exactly is not correct on the bid response (e.g., which data is missing).



Prepare Bid Response Offline – Review bid response and submit

You can review your bid response by clicking **"Review"**. Then click on different Sections to view the entered info. Once your bid is complete and your responses have been validated, click on **"Submit"** to post it in the system.

Review Response: Bid Response 13208

Currency = US Dollar

Last Saved 8-Jul-2021 03:57:33
Time Zone Eastern Standard Time

Title ITB-Proc Notice

Close Date 31-Aug-2021 04:40:10

Time Remaining 54 Days

Overview Requirements **Lines**

View Format Freeze Detach Wrap

Line	Description	Details	Category Name	Response Price	UOM Name	Line Amount	Estimated Total Amount	Response Minimum Release Amount	Attachments
1	Beverages		Beverages	1,000.00	Each	1,000.00			

Columns Hidden 6



Prepare Bid Response Offline – Submit Bid Response

A confirmation message will pop up on your screen informing you that the bid response was submitted.



You will also receive an automatically generated e-mail notification confirming that the bid response was submitted.

From: noreply@undp.org <scaa-dev4_fa_sender@workflow.mail.em2.cloud.oracle.com>
 To: "tenders@xyzexpimp.com" <tenders@xyzexpimp.com>
 Sent: Thursday, June 10, 2021, 03:46:32 PM GMT+2
 Subject: Your bid for "UNDP-PSU-00156,1" has been received

Bid Confirmation

This is a confirmation of your bid placed on the Procurement Negotiation "UNDP-PSU-00156,1" listed below. If you edit/revise your posted bid and click on "Save", the system will save the new bid response as a draft, while the previous version will still be active. To submit the revised bid response, you must click on "Submit" button for the new version prior to the expiry of the negotiation end date/time.

If you wish to withdraw your posted bid and cancel your participation in this negotiation, please contact the procurement focal point managing this negotiation.

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XYZ Export-Import	User One	UNDP-PSU	Invitation to Bid	UNDP-PSU-00156,1	8206	6/10/2021 9:42 AM	0:00	NA



Practical tips

1. Always [subscribe to the tender](#) in order to receive automatic notifications for amendments, deadline extensions, etc.
2. Do not wait until the last moment to submit your bid. You can start preparing your bid response in advance and use [Save for Later](#) feature and then submit in due time.
3. Make sure to upload financial documents as [Commercial section and technical documents as Technical section](#).
4. Make sure to [change the currency](#) of your bid response as needed.
5. You should check and [validate your responses](#) before submitting.
6. Normally you should receive an email notification confirm [bid receipt](#). If you do not receive an email, you can still check the status of your bid. Follow the steps shows in managing bid responses guide for more details.



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.

