

March 2024



Guide for UNDP suppliers using Quantum Portal

Manage posted bids





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
- <u>Revise/Edit a bid response</u>
- 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":

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Click the button "Search" and all bid responses with that status will be listed.

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.

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**.



Manage Bids – View and Edit/Revise your Bid Responses

Columns Hidden 10

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.

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Click to return to Manage Bid Main

<u>page</u>

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

You can also edit a bid response by clicking on "Actions" and then "Revise".

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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.

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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.

<u> important</u>

Please note that whenever a negotiation is amended, bids posted prior to the amendment are automatically withdrawn and 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





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 Reponses".

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.

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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*".



Click to return to

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.





page

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.

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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.



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



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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 <u>re-submit your bid</u> response. It will happen if there has been an amendment to the negotiation after you have posted your bid.
- 3. You can <u>review your bid responses</u> 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.

