

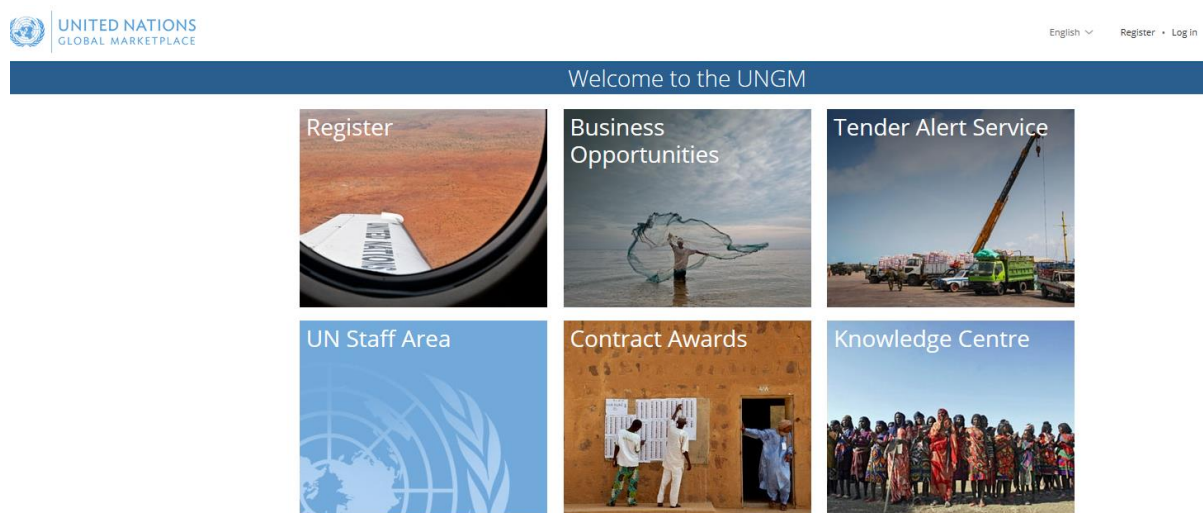
BIDDERS' INSTRUCTIONS ON HOW TO ACCESS FAO TENDER DOCUMENTS and SUBMIT BIDS THROUGH UNGM

The registration with UNGM (<https://www.ungm.org/Vendor/Registration>) is a mandatory requirement in order to participate to FAO's tender. Please visit 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).

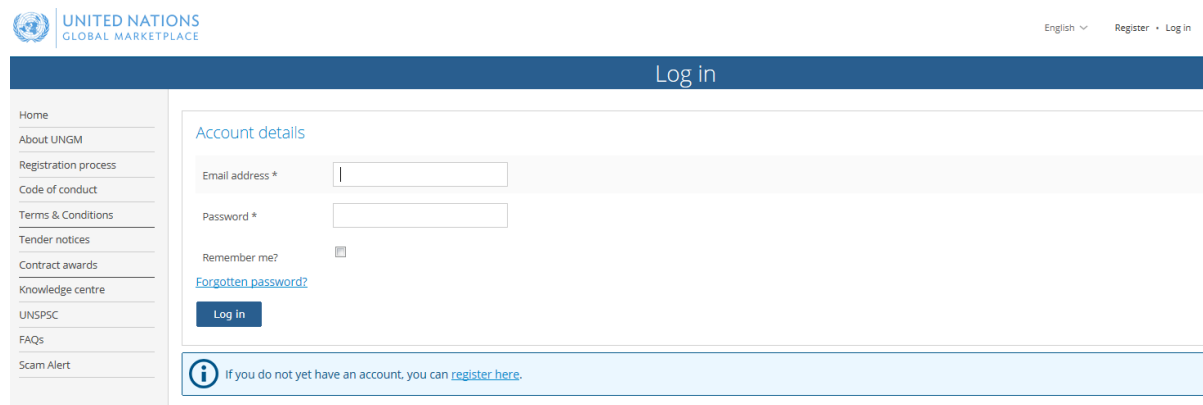
Please click on "Register", follow the instructions and define your UNGM LOG-IN account (your e-mail) and password.



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

- Home
- About UNGM
- Registration process
- Code of conduct
- Terms & Conditions
- Tender notices
- Contract awards
- Knowledge centre
- UNSPSC
- FAQs
- Video Guides

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

i 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 THE TENDER NOTICES ISSUED BY FAO

Once you logged in, select “Tender Notices”.

- Home
- About UNGM
- Registration process
- Code of conduct
- Terms & Conditions
- > **Tender notices**
- Contract awards
- Knowledge centre
- UNSPSC
- FAQs
- Video Guides
- Scam Alert
- Vendor

Click on **CLEAR ALL** 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;">Clear All</p>	<p>UN Organization <input type="text" value="FAO"/> (remove) Hide advance criteria</p> <p>Beneficiary Country/area <input type="text" value="Type a country/area name"/></p> <p>UNSPSC Codes Select UNSPSC</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** on the upper right side. In the “UN Organization” Field, type **FAO**.

The system will automatically show all the active tender notices issued by FAO.

On the right side of each tender line, you should see a green button with either **“EXPRESS INTEREST”** (if applicable) or **“VIEW DOCUMENTS”**.

If applicable, 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”**.

View Documents	Procurement of Precision Measuring Instruments and Navigation & Communication Equip for Papua New Guinea	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 this **VIEW DOCUMENTS green button** to access to the tender documents of each specific tender.

4. TENDER MANAGEMENT

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

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

IMPORTANT: If it does not show the Tender Management screen, please inform support@in-tend.com , referencing the exact FAO ITB number.

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

- **Tender:** General information about this tender

- **Invitation to Bid/ Request for Proposal:** IMPORTANT! Here you can visualize the **deadline** all the **documents of the Invitation to Bid/ Request for Proposal**. In the same area, you have 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.

5. DOWNLOADING THE TENDER'S DOCUMENTS and UPLOADING YOUR TECHNICAL AND FINANCIAL OFFERS

I. Click **Invitation to Bid/ Request for Proposal tab** and scroll down to view and download the tender documents;

The screenshot shows the 'Invitation to Bid' tab selected. Below the navigation bar, there is a section titled 'How To Attach & Submit Documents' with instructions on how to handle mandatory documents, questionnaires, and attachments. A server time bar indicates the current time and the deadline. The 'Tender Details' section provides information about the tender stage, dates, and title. Below this is a table of 'Tender Documents Received - Main' with columns for Description and Options (View, Download).

Tender Documents Received - Main	Description	Options
FAO ITS 2015-CSAPF-SAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf	Tender Document	View Download
FAO General TCs_Goods_ - April 2015.pdf	FAO General terms and conditions for goods	View Download

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 under the **"MY TENDER RETURN"**.

The screenshot shows the 'Confirmation of Your Involvement' section with 'Opt In' and 'Opt Out' buttons. Below it is the 'My Tender Return - Main' table, which lists envelopes for technical and financial offers, each with an 'Upload Document' button.

My Tender Return - Main	Description	Envelope	Options
General	Please insert here your technical offer	Technical Envelope	Upload Document
General	Please insert here your financial offer	Financial Envelope	Upload Document

Below the table, there is a section for attaching documents, including a dropdown menu for 'Envelope ((None))' and an 'Attach Documents' button.

NOTE: It is highly recommended that the size of the files does not exceed 5MB.

In case bidders are required to complete a **Questionnaire**, it will be shown in Red and marked **"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 MY 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.

The screenshot shows two main sections of a web portal. The top section is titled "Confirmation of Your Involvement" and contains instructions for participation, with "Opt In" and "Opt Out" buttons. The middle section is titled "My Tender Return - Main" and displays a table of uploaded documents:

My Tender Return - Main	Description	Envelope	Options
FINANCIAL OFFER.pdf	(Adobe Acrobat Document) General	Financial Envelope	View Download Remove
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	View Download Remove

Below the table is an "Attach Documents" button and a note: "NOTE: Large files can take some time to upload." The bottom section is titled "Submit My Return" and features a prominent red "Submit Return" button.

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

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:

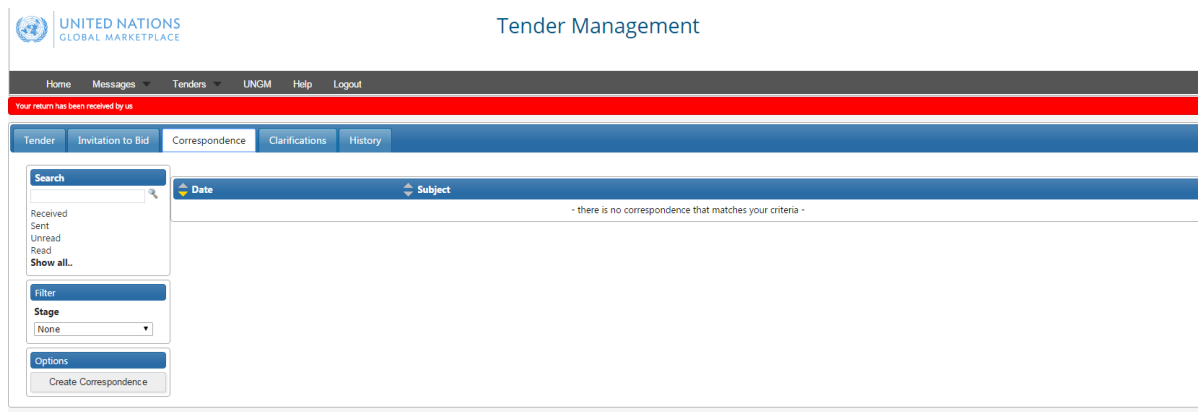
- Requirements are outside our normal activities
- There is insufficient time to prepare a bid
- Present lack of resources to undertake more work
- Bid submitted by authorized dealer in destination country
- Participating as subcontractor to another lead bidder
- Other (please specify briefly below)

The screenshot shows the "Tender Documents Received - Main" section of a web portal. It contains a table with columns for "Description" and "Tender Do". Two documents are listed: "FAO ITB 2015-CSJAPP-RAPRD-100011 Navigational-Precision Measuring-Communication Equipment for PNG.pdf" and "FAO General Tcs_Goods_ - April 2015.pdf". An "Opt Out" dialog box is open in the foreground, prompting the user to confirm their reasons for opting out. The dialog box includes a "Details" tab, a text area for reasons, a checkbox for "Stop Receiving Correspondence", and "Opt Out" and "Cancel" buttons. In the background, the "Confirmation of Your Involvement" section is visible, showing the "Opt Out" button.

6. 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.

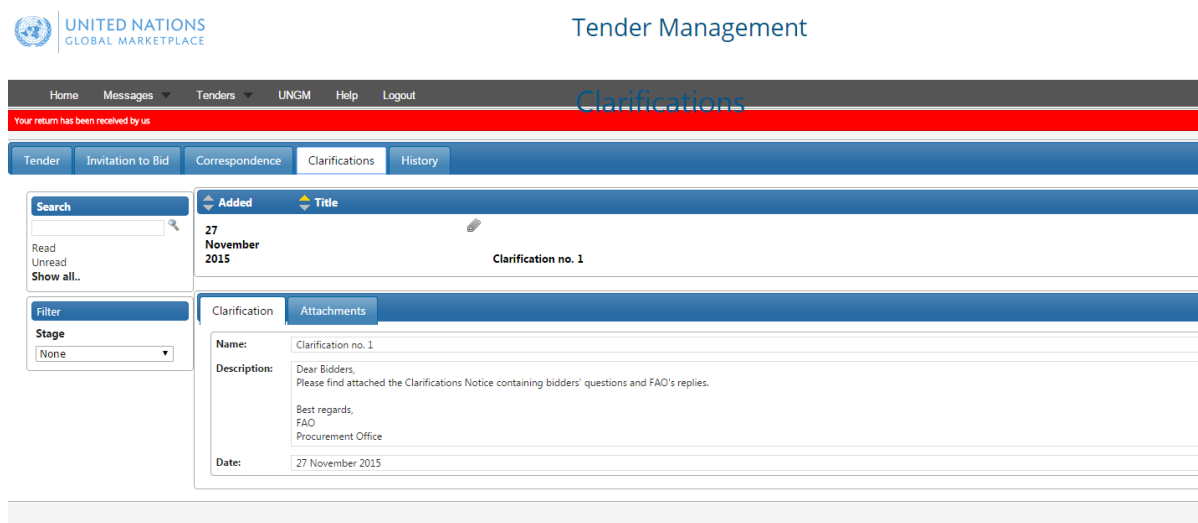
In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

7. 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.



8. 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	View Download
TECHNICAL OFFER.pdf	(Adobe Acrobat Document) General	Technical Envelope	View Download

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](#)

9. HELP

In case you have issues concerning the UNGM system navigation and functionality please visit the UNGM Help page and/or contact: support@in-tend.com, referencing the exact FAO ITB/RFP number.



Help

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

Support Pages

- Help Overview
- FAQ
- Step-By-Step Guide - Flowchart

Downloads

- Miscellaneous Downloads

Web Site Information Pages

- Suggestions
- Browser Compatibility
- Privacy Policy

Contact Us

If you have any questions relating to tendering with In-Tend e-Tendering please contact support@in-tend.com or call us on +44 (0)1332 859450.
If you have any questions on how to use this web site please contact the In-Tend Support team at 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)7785 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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