



UNGM and UNOPS eSourcing system

Training for vendors
11 March 2021

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 **UNOPS**

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INTRODUCTION TO UNOPS

UNOPS

- UNOPS helps the UN and its partners provide peace and security, humanitarian and development solutions. Our mission is to help people build better lives and countries achieve peace and sustainable development.
- We are focused on implementation, committed to UN values and private sector efficiency.



UNOPS Procurement

- Annually, UNOPS procures around **\$1 billion worth of goods and services** in order to support the delivery of our projects. We do this with **more than 5,000 suppliers from over 170 countries**, including many micro, small and medium-sized enterprises.



Doing Business with UNOPS

- UNOPS has developed an **online course** with the aim of improving the knowledge of our current and potential suppliers on how to do business with us, including our expectations on sustainability and ethics. We strive to enhance our procurement outcomes through additional competition, transparency and value for money.
- The online course is free of charge and is available in English, French and Spanish. It takes approximately **1–1.5 hours** to complete.

More details here: <https://www.unops.org/business-opportunities/doing-business-with-unops>

- Suppliers must be registered in the United Nations Global Marketplace (UNGM) at the “Basic” registration level.



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INTRODUCTION TO UNGM AND UNOPS eSOURCING

United Nations Global Marketplace (UNGM)

- **Common procurement portal** of the United Nations system of organizations
- Brings together **UN procurement staff and the vendor community**.
- **Self-service** portal where potential suppliers can register with one or more of the **29 UN organizations** using the UNGM as their vendor database and sourcing tool. These organizations account for over 99% of the total UN procurement spent (approx. USD 17.7 Bn. per year)
- Excellent way to introduce products and services to many UN organizations, countries and regions by completing **only one registration form**
- **No cost** for vendor's to register
- UNGM also provides an overview of **tender notices**
- **Entry point for various UN agencies'** e-procurement systems which are integrated with the UNGM website, such as the **UNOPS eSourcing system**

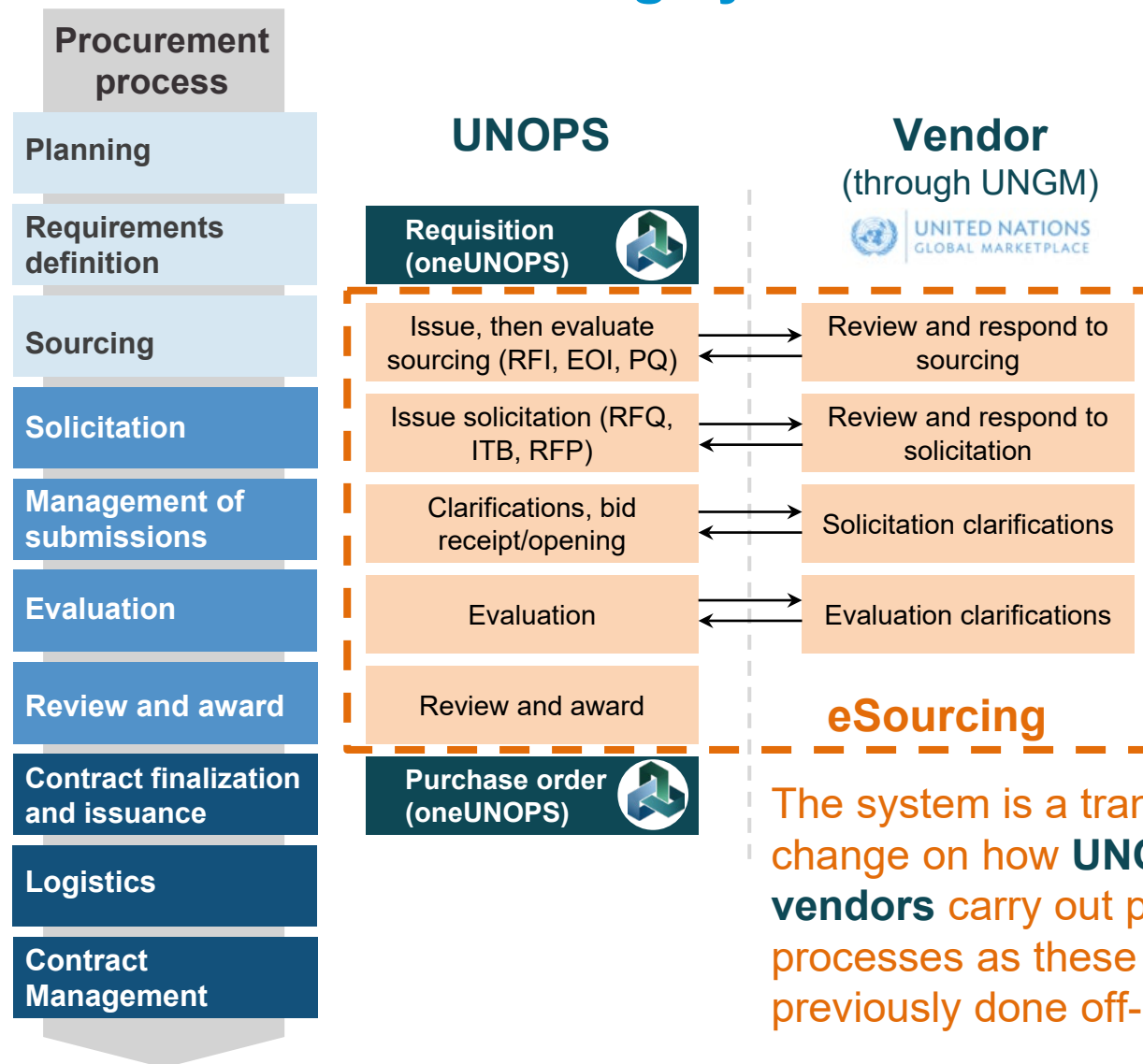


UNOPS eSourcing

- UNOPS eSourcing is an **e-tendering system** developed by UNOPS to conduct its tender processes
- The system handles **on-line** the sourcing, solicitation, bid opening, evaluation and award stages of the procurement process (next slide: system scope)
- Streamlines how UNOPS and our vendors interact, providing **increased efficiency and governance** to the procurement process
- In order to access the full UNOPS tender details and submit a vendor response to a tender using the system **vendors must be registered as a UNOPS vendor on UNGM**
- Roll out eSourcing started at UNOPS progressively from February 2016 and from beginning of 2018 all procurement processes will be done in the system



Scope of UNOPS eSourcing system



Why implement eSourcing: advantages for our vendors

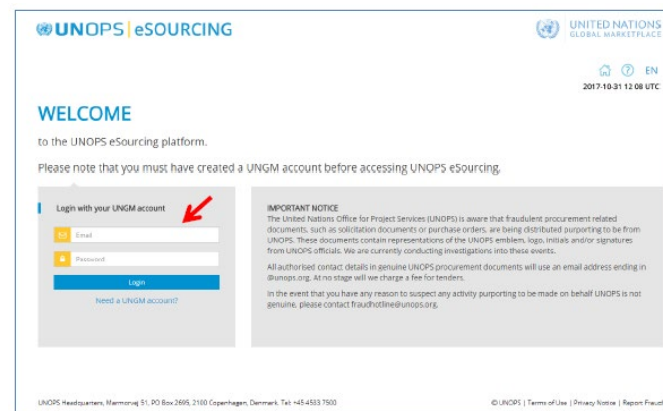
1

UNGM as single entry to UNOPS + other UN agencies e-Tendering systems



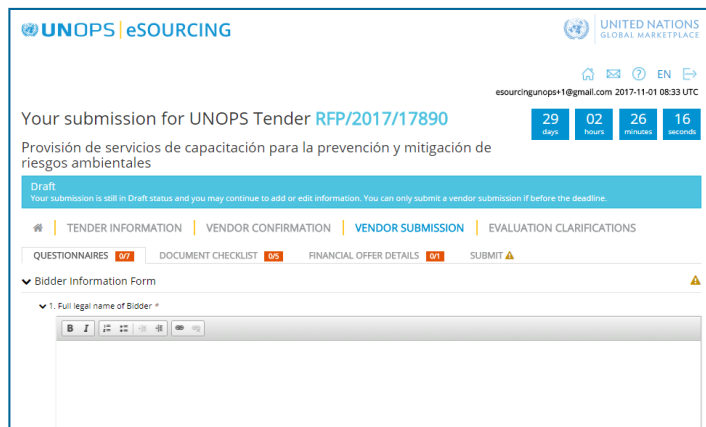
2

Simple to use, clear UI. All functions, incl. clarifications in one place



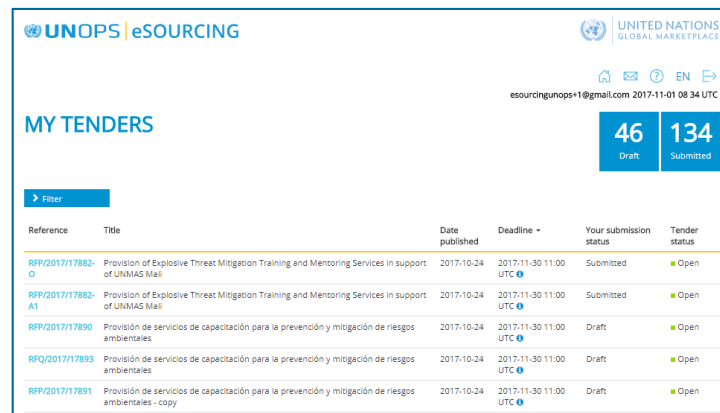
3

Can save draft responses and avoid issues to submit in the last minute



4

Easy to track tender and submission status. Automatic email notifications





3

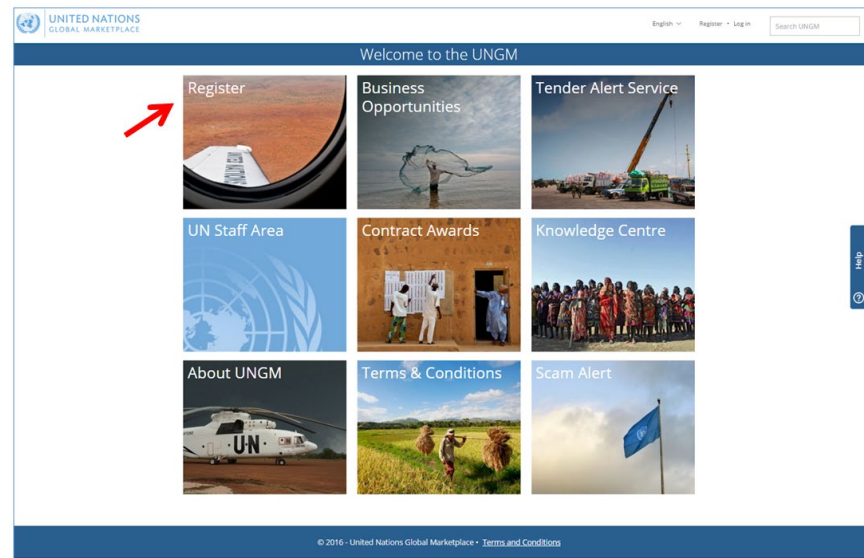
**REGISTER ON THE
UNGM PORTAL**

UNGM registration

- **Registration is critical:** in order to access the full UNOPS tender details and respond to a tender in the UNOPS eSourcing system, you must first register as a **UNOPS vendor** on UNGM
- Once you have registered, the **log-in details is the same** for UNGM and UNOPS eSourcing
- Registration at **basic level** is sufficient, as UNOPS does not require level 1 and 2 registrations
- Registration should take **under 10 minutes** to complete
- Please note that registration at UNGM is **free of charge**

How to register

- Go to www.ungm.org
- Click on the **Register** section
- Follow the instructions on the screen, and enter the required information. Consult the user guide for details
- At the end of the process, click **Create login**



- You will be requested to Activate Account
- Log in UNGM with your username (email address), and your password. This is the same log in details used in UNOPS eSourcing
- Complete your registration filling in info on: general, address, countries/area, contacts, declaration, coding, UN organizations

If you are already registered, please ensure your information is complete

- Go to www.ungm.org
- Click on the **Registration** section
- Please review in particular:
 - **Contacts:** email addresses used for UNOPS eSourcing notifications
 - **Agencies:** ensure you are registered as a UNOPS vendor so that you can use the UNOPS eSourcing system

Vendor

- Dashboard
- Settings
- Registration
- Level 1
- Vendor documents
- My tenders
- My TAD
- Tip
- My Business Seminar

MY UNGM REGISTRATION - STATUS

1 Account created 2 Account activated 3 Registration started 4 Registration completed but not submitted 5 Registration submitted

Right now
493
active tenders in UNGM

Tender Alert Service - CONNECTING Vendors to Tenders

Ready to do business?
Your UNGM registration is the first step. Now you need to actively seek and participate in tenders. With the Tender Alert Service you will receive an email with tenders matching your products and services.
[Show me more!](#)
[+ SUBSCRIBE NOW](#)

MY AGENCY SUBMISSIONS

Agency	Basic level	Level 1	Level 2
FAO	Registered	15-Mar-2017	
UN Secretariat	Registered	15-Mar-2017	
UNAIDS	Registered	15-Mar-2017	
UNDP	Registered	15-Mar-2017	
UNESCO	Registered	15-Mar-2017	
UNEP	Registered	15-Mar-2017	
UNICEF	Registered	15-Mar-2017	
UNOPS	Registered	15-Mar-2017	



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**SEARCH TENDER
NOTICES / EXPRESS
INTEREST / ACCESS
eSOURCING**

Search tender notices

UNOPS advertises both open competition and limited competition business opportunities through UNGM. The types of tenders are:

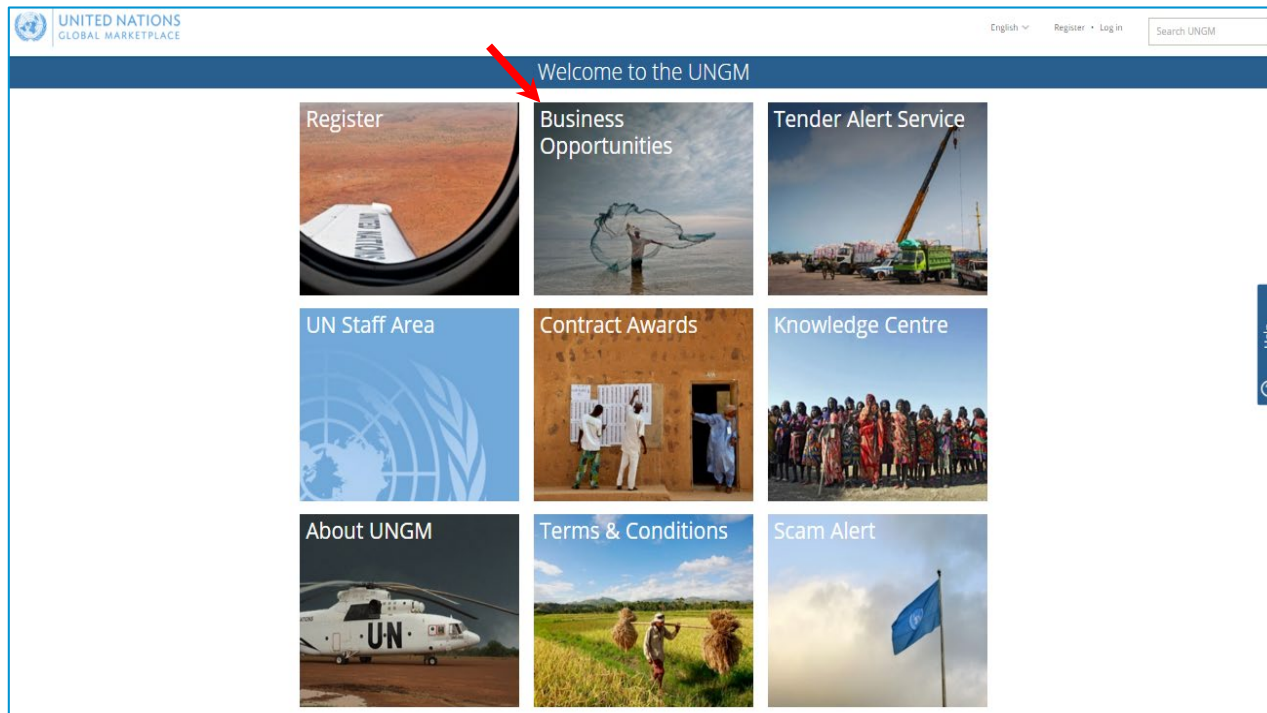
- Request for Quotation (RFQ)
- Invitation to Bid (ITB)
- Request for Proposals (RFP)
- Request for Information (RFI)
- Request for Expressions of Interest (EOI)
- Prequalification (PQ)

Open competition: business opportunities accessible to all vendors. Vendors respond either through traditional methods (hard-copy submission or email) or through the UNOPS eSourcing system as per instructions in the tender notice

Limited competition: business opportunities accessible only to specific vendors through UNGM (e.g. after a pre-qualification process). The vendors selected may respond to these tenders only through the UNOPS eSourcing

Search tender notices

- Go to www.ungm.org
- Log in with your user name and password
- Go to UNGM **Home** page
- Click the **Business Opportunities** box
- Or, anywhere in UNGM, click the **Tender notices** link on the left hand menu



Search tender notices

- The list of UNOPS tender notices includes tenders to respond to by hard-copy submission or email, and tenders to respond to through UNOPS eSourcing
- Please remember to log in to UNGM and complete your registration process as a UNOPS vendor to be able to see the full details of the tender and respond to it.

UNITED NATIONS GLOBAL MARKETPLACE

English Register Log in Search UNGM

Search tender notices

Wish you had known about a tender earlier? Wish you had more time?
We connect vendors to tenders. [Subscribe to the Tender Alert Service now](#)

Filter

Title Description Reference Published between 24-Oct-2017 and 24-Oct-2017 Deadline between 24-Oct-2017 and Clear All Show more criteria

Displaying results 1 to 15 of 514

	Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
Express Interest	Provision of Personal Protective Clothing in Central Kalimantan, Indonesia	01-Nov-2017 17:00 (GMT 7.00)	24-Oct-2017	UNOPS	Request for quotation	AR/THOH (DN/2017/RFP/009 (re-advertised))	Indonesia
Express Interest	Request for Quotation for supply and delivery of 30kg Cleaning Services UNWOMEN have Part to UNOPS - health project based in Mayar-e-Sharif province of Afghanistan	29-Oct-2017 08:00 (GMT 5.00)	24-Oct-2017	UNOPS	Request for quotation	RFP/2017/1376	Afghanistan
Express Interest	Request for Proposal - Development of a Methodology for the Identification and Training of Women Political Aspirants and Candidates	08-Nov-2017 23:56 (GMT 3.00)	24-Oct-2017	UN-Women	Request for proposal	RFP/2017/WLP/002	Tanzania, United Republic of
Express Interest	SDC 08-2017 Servicio de diseño, producción y entrega de materiales promocionales de ONU Mujeres.	30-Oct-2017 23:58 (GMT -5.00)	24-Oct-2017	UN-Women	Request for quotation	Promocionales	Mexico
Express Interest	Individual or Institutional Consultancy for Knowledge, Attitudes and Practice (KAP) Study on Children with Disabilities in Vanuatu - Restricted	03-Nov-2017 17:00 (GMT -8.00)	24-Oct-2017	UNICEF	Request for proposal	2017-006 (1)	Vanuatu

Express interest

- If you are interested in this tender, click on the **Express Interest** button (blue colour) to notify UNOPS that you want to participate
- The blue button will change to **green** to **View Documents**
- For limited competition tenders you will only see the **View Documents** button
- Vendors who have expressed interest will receive automatic email notifications, such as when the deadline for submissions is approaching, or when clarifications or amendments to the tender have been added by UNOPS

The screenshot shows the UNOPS Global Marketplace search results page. The left sidebar contains a navigation menu with options: Home, About UNOPS, Registration process, Code of conduct, Terms & Conditions, Tender notices (highlighted), Contract awards, Tender Alert Service, Knowledge centre, UNOPS, FAQs, and Press release. The main content area displays a search results table with columns: Title, Description, Reference, Published between, Deadline between, Clear All, and a table of results. The table of results has columns: Title, Deadline, Published, UN organization, Type of notice, Reference, and Beneficiary country/territory. The first row of results is for a tender titled 'Provision of Personal Protective Clothing in Central Kalimantan, Indonesia' with a deadline of 01-Nov-2017 17:00 (GMT 7:00). The 'Express Interest' button is visible next to the title. A red arrow points to this button. Another red arrow points to the 'Express Interest' button in the left sidebar.

Title	Deadline	Published	UN organization	Type of notice	Reference	Beneficiary country/territory
Provision of Personal Protective Clothing in Central Kalimantan, Indonesia	01-Nov-2017 17:00 (GMT 7:00)	24-Oct-2017	UNOPS	Request for quotation	AR/THOHL-UN/2017/RPQ/009 (re-advertised)	Indonesia
Request for Quotation for supply and delivery of Soap Chemicals (includes UNOPS/OPS/Supply Items to UNOPS - main project based in Mawla-e-Sharif province of Afghanistan)	29-Oct-2017 00:30 (GMT 0:00)	24-Oct-2017	UNOPS	Request for quotation	RPQ/2017/1376	Afghanistan
Request for Proposal - Development of a Methodology for the Identification and Training of Women Political Assistants and Candidates	08-Nov-2017 23:56 (GMT 3:00)	24-Oct-2017	Un/Women	Request for proposal	RFP/2017/WUPP/002	Tanzania, United Republic of
SOCCOL 2017 Services de soutien, planification et mise en œuvre des interventions associatives de ONU Mujeres	30-Oct-2017 23:58 (GMT -5:00)	24-Oct-2017	Un/Women	Request for quotation	Promocionales	Mexico
Individual or Institutional Consultancy for Knowledge, Attitudes and Practice (KAP) Study on Children with Disabilities in Vanuatu - Re-advertised	09-Nov-2017 17:00 (GMT -8:00)	24-Oct-2017	UNICEF	Request for proposal	2017-006 (1)	Vanuatu

Access UNOPS eSourcing

- The UNOPS eSourcing **Log in** screen will appear.
- Enter your email address and password and click **Log in**.
- The eSourcing email address and password are the same as for UNGM.
If you would like to change your account information, you have to do this directly on UNGM

UNOPS | eSOURCING

UNITED NATIONS
GLOBAL MARKETPLACE

2017-10-31 12:08 UTC

WELCOME

to the UNOPS eSourcing platform.

Please note that you must have created a UNGM account before accessing UNOPS eSourcing.

Login with your UNGM account

Email

Password

Login

[Need a UNGM account?](#)

IMPORTANT NOTICE

The United Nations Office for Project Services (UNOPS) is aware that fraudulent procurement related documents, such as solicitation documents or purchase orders, are being distributed purporting to be from UNOPS. These documents contain representations of the UNOPS emblem, logo, initials and/or signatures from UNOPS officials. We are currently conducting investigations into these events.

All authorised contact details in genuine UNOPS procurement documents will use an email address ending in @unops.org. At no stage will we charge a fee for tenders.

In the event that you have any reason to suspect any activity purporting to be made on behalf UNOPS is not genuine, please contact fraudhotline@unops.org.

UNOPS Headquarters, Marmorvej 51, PO Box 2695, 2100 Copenhagen, Denmark. Tel: +45 4533 7500

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UNOPS eSourcing navigation

- Once you have logged in to UNOPS eSourcing, you will have access to the **tender**
- Below screenshot shows the main information. See user guide for details.

The screenshot displays the UNOPS eSourcing interface. At the top left is the UNOPS | eSOURCING logo. At the top right is the UNITED NATIONS GLOBAL MARKETPLACE logo. Below the logo is a navigation bar with icons for Home, Mail, Help, and Language (EN). The main content area shows the tender title: "Your submission for UNOPS Tender RFP/2017/17875" and "Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali". A status bar indicates "Draft" and provides instructions: "Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline." A countdown timer shows 37 days, 01 hours, 52 minutes, and 47 seconds. At the bottom is a navigation menu with four items: TENDER INFORMATION, VENDOR CONFIRMATION, VENDOR SUBMISSION, and EVALUATION CLARIFICATIONS.

1 Your submission for UNOPS Tender RFP/2017/17875

2 Provision of Explosive Threat Mitigation Training and Mentoring Services in support of UNMAS Mali

3 Draft

4 Your submission is still in Draft status and you may continue to add or edit information. You can only submit a vendor submission if before the deadline.

5 esourcingunops+1@gmail.com 2017-10-24 09:07 UTC

6 37 days 01 hours 52 minutes 47 seconds

7 TENDER INFORMATION

8 VENDOR CONFIRMATION

9 VENDOR SUBMISSION

10 EVALUATION CLARIFICATIONS

UNOPS Procurement Plan 2021

Available on UNOPS website. Projected potential requirements of goods, services and works for UNOPS projects can be found in our procurement plans. UNOPS ensures [procurement plans](#) are available to the public in order to foster effective competition and increase transparency.

<https://www.unops.org/business-opportunities/current-opportunities>



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**KEY
RECOMMENDATIONS
FOR VENDORS**

Key recommendations for vendors using UNOPS eSourcing

- 1 Register as a UNOPS vendor in UNGM. If already registered, check that your information is complete
- 2 Express interest in a tender
- 3 View tender details, especially the submission deadline
- 4 Inform UNOPS whether you intend to submit or not
- 5 Request clarifications on a tender if you have questions
- 6 Save your submission in draft and don't wait for the last minute
- 7 Respond to UNOPS evaluation clarifications in a promptly manner



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CONTACTS AND RESOURCES

Contacts and resources

UNGM

- For general information please visit www.ungm.org
- For further assistance on the UNGM vendor registration process, use the **Help** functionality and FAQ available on the site:
<https://www.ungm.org/Public/Help>

UNOPS eSourcing

- For general information about UNOPS please visit www.unops.org
- For information about UNOPS procurement please visit
<https://www.unops.org/english/Opportunities/suppliers/Pages/Business-opportunities.aspx>

For assistance on the UNOPS eSourcing system

- Use the **Help** functionality available on the site, including the user guides, FAQ and videos: <https://esourcing.unops.org/#/Help/Guides>
- Contact the UNOPS Helpdesk at: esourcing@unops.org Please provide your UNGM user name, your UNGM Registration Number and the tender reference (e.g. RFP/2016/296)



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Q&A SESSION