

Guide d'accès pour les Soumissionnaires à l'appel de Mise à niveau des entreprise par l'ONUDI
RFX N°: 7000007366

A- Inscription de l'entreprise sur le Portail ONUDI-SAP:

1- Accédez à la plateforme d'achat ONUDI via le lien suivant : <https://procurement.unido.org/> :

2- Créez le compte de votre entreprise :

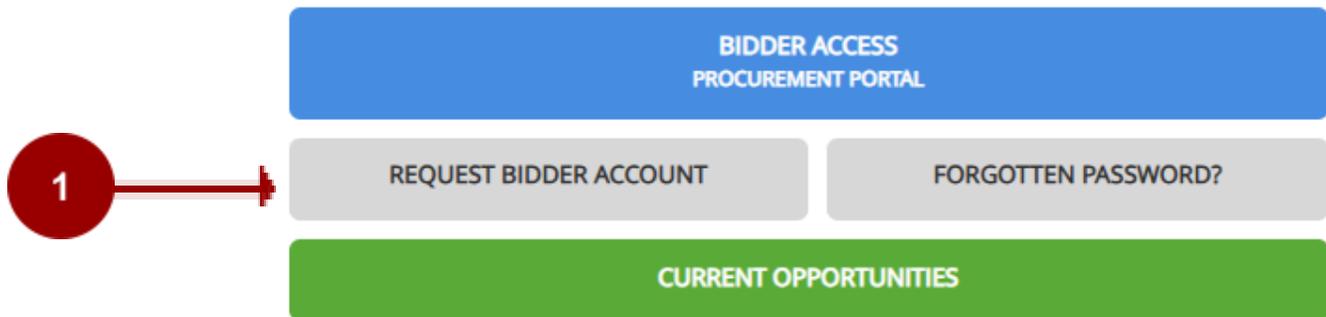


Welcome to UNIDO Procurement Portal

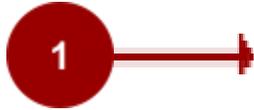
Registered bidders can access the Tender Details by clicking on the "Bidder Access" link.

If you are not a registered bidder, please register now by clicking on the "Request Bidder Account" link.

If you are a registered bidder and have forgotten your password, you may request for a new password by clicking the "forgotten Password" link.



For information on how to access the e-portal, please view [A Bidder's Guide to the Procurement e-portal](#).



Cliquez sur “ Request Bidder Account”

Une fois sur cette fenêtre, commencez à renseigner les informations de votre entreprise, en remplissant uniquement les champs marqués d’un astérisque rouge (*).

Supplier Self-Registration

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Welcome to UNIDO Procurement Portal

Thank you for your interest in UNIDO's current procurement opportunities!

Please fill in all fields marked with an asterisk (*). They are mandatory for us to be able to process your request for an account.

Please allow up to three (3) business days to review your request and respond to you with your account details and further instructions on how to download our tender documents and submit your proposal, should you choose to do so.

For any questions regarding this form or anything related to our procurement portal, please contact us via procurement@unido.org or call us at +43 1 26026 ext. 4608 during our call-in times: Monday to Friday, between 9:30 – 11:30 and 14:30 – 16:30 Central European Time.

* Fields marked with an asterisk are mandatory.

General Company Information

* Company Name: <input type="text"/>	PO Box Address
Language: <input type="text" value="EN"/>	PO Box: <input type="text"/> <input type="checkbox"/> Without Number:
Address	Country: <input type="text"/>
* Country: <input type="text"/>	Postal Code / City: <input type="text"/>
Region: <input type="text"/>	Communication
* Postal Code / City: <input type="text"/>	* Phone Number: <input type="text"/>
Street/House Number: <input type="text"/>	Fax Number: <input type="text"/>
Building/Floor/Room: <input type="text"/>	* E-Mail Address: <input type="text"/>

Contact Person Information

* First Name: <input type="text"/>	<input type="button" value="Copy Company Data"/>
* Last Name: <input type="text"/>	* Phone Number: <input type="text"/>
* Form of Address: <input type="text"/>	Fax Number: <input type="text"/>
Academic Title: <input type="text"/>	* E-Mail Address: <input type="text"/>
Department: <input type="text"/>	Language: <input type="text" value="EN"/>
	* Country: <input type="text"/>

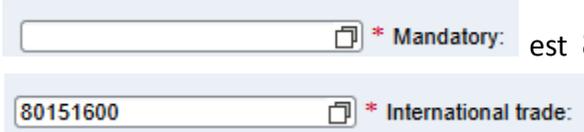
Goods and/or Services Provided

Please enter at least one (1) goods or service in one or more fields shown below. Click on the grey button on the right side of the entry field to open up the search help. Please choose what best describes your company's goods, services, etc.

[Guided Procedure on How to Add Product Codes in this Section](#)

* Mandatory: Optional

Remarques Importantes:

- le code pour le champs:  est **TN**
- le code pour le champs:  est **80151600**
- N'oubliez pas de cocher cette case avant d'envoyer:

Data Privacy Statement

* Yes, I have read the data privacy statement and accept the terms.:

UNIDO processes personal data (if/when applicable) in accordance with the United Nations

[PERSONAL DATA PROTECTION AND PRIVACY PRINCIPLES](#)

- Vérifiez vos informations (en particulier votre adresse e-mail), puis cliquez sur "Send".

Supplier Self-Registration



Contact Person Information

Après la validation de vos informations, vous recevrez un email contenant votre identifiant et votre mot de passe.

Objet : Your access to the UNIDO Procurement Portal

Dear Sir/Madam,
Thank you for your recent request for access to UNIDO Procurement Portal.
We have created an account for you. To gain access, please navigate to:
UNIDO - Procurement Portal

Once there, please first ensure that your internet browser is completely compatible with our system. To do so, please check the on-screen instructions and markers indicating whether your settings, version compatibility, etc. are compatible with our system. Should there be any issues, they will be marked in red - please follow the on-screen instructions on how to resolve any such issues.

Once the compatibility check is done, please click on the blue button named "Bidder Access Procurement Portal". You will then be taken to a login page - please enter the following details exactly as you see them below:

 Your User ID is: BID16433 and
your password is: Init12345678* (starts with capital "I")

Please be sure to enter both user ID and password with uppercase and lowercase characters exactly as shown above.

-Revenez sur le Portail de Services des Achats, faites entrer votre **numéro de soumissionnaire et votre mot de passe pour vous connecter.**

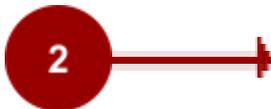


Welcome to UNIDO Procurement Portal

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BIDDER ACCESS
PROCUREMENT PORTAL

REQUEST BIDDER ACCOUNT FORGOTTEN PASSWORD?

CURRENT OPPORTUNITIES

For information on how to access the e-portal, please view [A Bidder's Guide to the Procurement e-portal](#).

Welcome to UNIDO Procurement Portal

User:*

Password:*

Log On

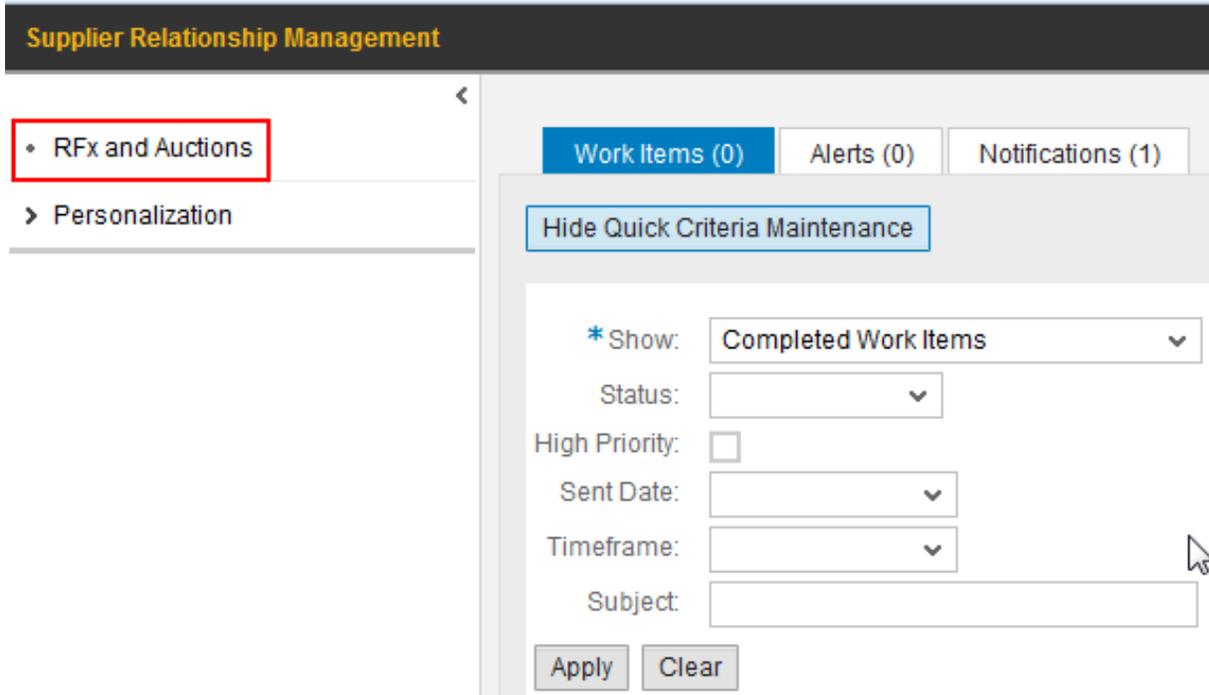
[Change Password](#)

UNIDO SAP SRM 7.0 Ehp 4 PRODUCTION SYSTEM PM1
Clients:
001: Production

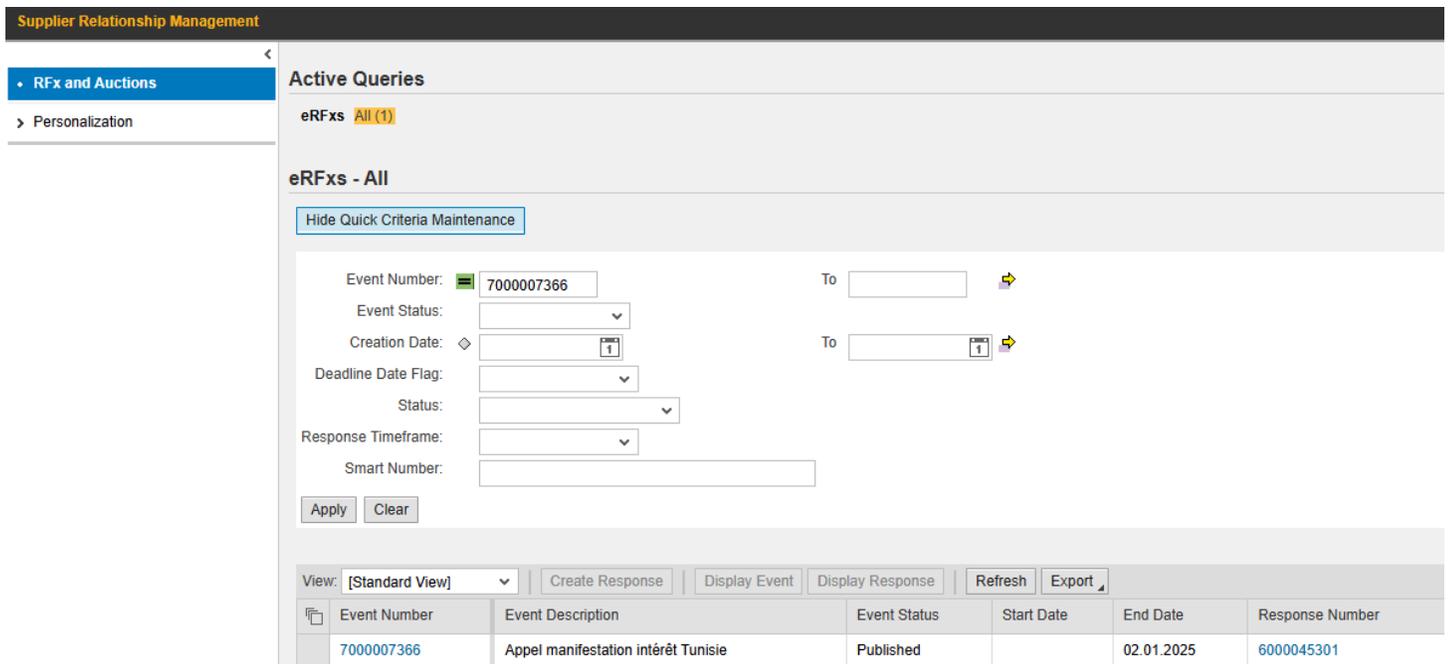
STOP New password policy (Case-Sensitive)
- at least 12 characters

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1. Une fois connecté, cliquez sur “RFx and Auctions”



2. Cliquez sur le numéro de l'appel d'offre «RFx» marqué en bleu pour ouvrir et visualiser les informations correspondantes, si non veuillez indiquer le numéro de l'offre “ 7000007366 “ dans la case “ Event Number”



3. Afin de visualiser les détails liés à un appel d'offre «RFx» donné, veuillez parcourir les onglets de gauche à droite, télécharger les pièces-jointes et examiner les informations requises. Les informations liées à la

livraison et au paiement sont accessibles sous "Payment". Si vous avez besoin de plus d'informations concernant l'appel d'offre «RFX» présent, veuillez cliquer sur "Questions and Answers" et soumettre vos questions.

Display RFX :

RFX Number 7000001269 Smart Number Video production Services - CTCN RFX Status Published RFX Start Date

RFX Information Items **Notes and Attachments**

RFX Parameters Questions Note and Attachments

Time Zone: CET :

Start Date: 00:00:00

* Submission Deadline: 09.10.2015 17:00:00

Currency: USD

- Pour télécharger des pièces jointes, allez dans l'onglet « Notes and Attachments ». puis veuillez cliquer sur la rubrique "Description" pour télécharger le document

Conseils:

🔗 Si vous souhaitez vérifier que tous vos documents ont bien été téléchargés visibles, veuillez aller à la barre de défilement disponible sur le côté droit (en rouge ci-dessous) et défilez vers

▼ Attachments

Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed on
Document Header	Standard Attachment	PROPOSER FINANCIAL STATEMENT	PROPOSER FINANCIAL STATEMENT.pdf	1		<input type="checkbox"/>	pdf	8	28.09.2015
Document Header	Standard Attachment	BREAKDOWN OF THE PROPOSED PRICE	BREAKDOWN OF THE PROPOSED PRICE.pdf	1		<input type="checkbox"/>	pdf	14	28.09.2015
Document Header	Standard Attachment	CONTRACT SERVICES	CONTRACT SERVICES.pdf	1		<input type="checkbox"/>	pdf	57	28.09.2015
Document Header	Standard Attachment	ANNEX_C_INSTRUCTIONS TO SEND REPORTS	ANNEX_C_INSTRUCTIONS TO SEND REPORTS.pdf	1		<input type="checkbox"/>	pdf	7	28.09.2015
Document Header	Standard Attachment	ANNEX_B_PRIVILEGES	ANNEX_B_PRIVILEGES.pdf	1		<input type="checkbox"/>	pdf	7	28.09.2015

4. Si vous souhaitez participer à l'appel d'offre «RFX», veuillez cliquer sur “Participate”. Pour soumettre votre offre veuillez cliquer sur “Create Response”.

Display RFX : 1

Close **Participate** Do Not Participate Tentative **Create Response** 2 Questions and Answers (0) Export System Information Create Memory Snapshot

✓ You are registered to the RFX and will be informed of changes

RFX Number 700001263 Smart Nur Message Number BBP_BID 251 /law - Uganda RFX Status Published RFX Start Date Submission Deadline 14.10.2015 17:00:00 CET **Remaining Time 16 Days 02:12:51**

RFX Information Items **Notes and Attachments**

5. Si vous souhaitez participer à l'appel d'offre «RFX», veuillez cliquer sur “Participate”. Pour soumettre votre offre veuillez cliquer sur “Create Response”.

Display RFX : 1

Close **Participate** Do Not Participate Tentative **Create Response** 2 Questions and Answers (0) Export System Information Create Memory Snapshot

✓ You are registered to the RFX and will be informed of changes

RFX Number 700001263 Smart Nur Message Number BBP_BID 251 /law - Uganda RFX Status Published RFX Start Date Submission Deadline 14.10.2015 17:00:00 CET **Remaining Time 16 Days 02:12:51**

RFX Information Items **Notes and Attachments**

6. Après avoir cliqué sur “Create Response”, des drapeaux rouges apparaîtront, indiquant les informations à compléter dans l'appel d'offre «RFX» avant de pouvoir soumettre votre offre. Votre “Response” portera un numéro, par exemple 6000004743. Cliquez sur “Notes and Attachments” pour télécharger des documents ou visualiser les pièces jointes, tels que les Termes de Références, Spécifications Techniques et le contrat-type, etc. informations

Create RFX Response

Submit Read Only Check Close Save Export Import Questions and Answers (0) System Information Create Memory Snapshot

! Attribute Please confirm that you have included a short comp is mandatory; maintain attribute value
 ! Attribute Please confirm that you have read and agree to the is mandatory; maintain attribute value
 ! Attribute Please confirm that: a) you are registered as a le is mandatory; maintain attribute value
 ! Attribute Please confirm your company/organization's ability is mandatory; maintain attribute value

RFX Response Number 6000004743 RFX Number 700001263 Status In Process Submission Deadline 14.10.2015 17:00:00 CET
 Ext. RFX Version Number 1

RFX Information Items **Notes and Attachments** Summary Tracking

Basic Data Questions Notes and Attachments

7. Pour télécharger des documents cliquez sur « Notes and Attachments », puis sur « Add »

The screenshot shows the 'Create RFX Response' interface. At the top, there are several tabs: 'Submit', 'Read Only', 'Check', 'Close', 'Save', 'Export', 'Import', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. Below the tabs, there are four red warning icons with text: 'Attribute Please confirm that you have included a short comp is mandatory; maintain attribute value', 'Attribute Please confirm that you have read and agree to the is mandatory; maintain attribute value', 'Attribute Please confirm that: a) you are registered as a le is mandatory; maintain attribute value', and 'Attribute Please confirm your company/organization's ability is mandatory; maintain attribute value'. A status bar shows 'RFX Response Number 6000004743', 'Ext. RFX Version Number 1', 'RFX Number 7000001263', 'Status In Process', 'Submission Deadline 14.10.2015 17:00:00 CET', and 'Remaining Time 16 Days 02:10:19'. The main navigation bar includes 'RFX Information', 'Items', 'Notes and Attachments' (highlighted), 'Summary', and 'Tracking'. Under 'Notes and Attachments', there is a 'Notes' section with an 'Add' button and a 'Clear' button. Below this is a table with columns 'Assigned To', 'Category', and 'Text Preview'. One row is visible with 'Document...' in the 'Assigned To' column, 'RFX/Auction Text' in the 'Category' column, and 'FORMULATION OF GEOTHERMAL ENERGY POLICY, LEGAL, AND REGUL...' in the 'Text Preview' column. Below the 'Notes' section is an 'Attachments' section with an 'Add Attachment' button (highlighted with a red box), 'Edit Description', 'Versioning', 'Delete', and 'Create Qualification Profile' buttons. Below this is a table with columns 'Assigned To', 'Category', 'Description', 'File Name', 'Version', 'Processor', and 'Checked Out'. A message below the table says 'The table does not contain any data'.

8. Ensuite cliquez sur "Browse", pour télécharger des documents de votre ordinateur. Une fois le document à télécharger sélectionné, cliquez sur "OK".

📌 Indication: Les documents peuvent être téléchargés seulement un par un. Ce processus peut être répété plusieurs fois jusqu'à ce que toutes vos pièces jointes ont été téléchargées.

The screenshot shows the 'Add Attachment' dialog box. At the top, there is a title bar with 'Add Attachment' and a close button. Below the title bar, there is a text area that says 'Here you can upload an attachment. You have to assign it to either the document general data or to an item'. Below this, there is a '1 File:' label, a 'Browse...' button (highlighted with a red box), and 'No file selected.' text. Below this, there is a 'Description:' label and an empty text input field. Below this, there is a '*Assign To:' label, a 'General Data' dropdown menu (highlighted with a blue box), and a tooltip that says 'assign header or item data'. At the bottom right, there is a '2 OK' button (highlighted with a red box) and a 'Cancel' button.

9. Cliquez sur "Items" pour visualiser les quantités requises. Ici vous pouvez faire entrer le prix pour chaque unité.

Create RFX Response

Submit | Read Only | **Check** | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX Response Number 6000004743 RFX Number 7000001263 Status In Process Submission Deadline 14.10.2015 17:00:00 CET Remaining Time 16 Days 01:53:16 **Total Value 0.00 USD**

RFX Information **Items** Notes and Attachments Summary Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFX / F
1	Service	80101509	Government affairs a		1.00	1.00	AU	0.00	USD	1	From 31.12.2015	0.00	1/

10. Cliquez sur le sous-onglet "Questions" pour visualiser et répondre aux questions, y compris les questions obligatoires dans l'appel d'offre «Rfx» (Les champs réservés aux réponses nécessiteront soit une réponse rédigée soit une réponse par « oui/non »).

Create RFX Response

Submit | Read Only | Check | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFX Response Number 6000004743 RFX Number 7000001263 Status In Process Submission Deadline 14.10.2015 17:00:00 CET Remaining Time 16 Days 01:53:16 Total Value 0.00 USD RFX Response Version Number Active Version

1 RFX Information Items Notes and Attachments Summary Tracking

Basic Data **Questions** Notes and Attachments

Question	Reply	Comment
Please confirm that you have read and agree to the UNIDO Model Contract including its General Conditions of Contract.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Please confirm that you have included a short company description if available, the organizational structure.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Please confirm that: a) you are registered as a legal entity in accordance with the laws of your country b) You have attached the Certificate to the offer.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Please confirm your company/organization's ability and readiness to execute an eventual PO in accordance with this tender requirement. Any deviation shall be clearly expressed in your offer.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

11. Pour vérifier que les opérations sont effectuées correctement, cliquez sur « Check ». L'apparition du drapeau vert, après avoir cliqué sur "Check", indique que vous pouvez passer à l'étape suivante

Create RFX Response

Submit | Read Only | **Check** | Close | Save | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

✔ RFX response is complete and contains no errors

RFX Response Number 6000004743 RFX Number 7000001263 Status In Process Submission Deadline 14.10.2015 17:00:00 CET Remaining Time 16 Days 01:39:27 Total Value 5.00 USD RFX Response Version Number Active Version

RFX Information Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments

Question	Reply	Comment
Please confirm that you have read and agree to the UNIDO Model Contract including its General Conditions of Contract.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Please confirm that you have included a short company description if available, the organizational structure.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Please confirm that: a) you are registered as a legal entity in accordance with the laws of your country b) You have attached the Certificate to the offer.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
Please confirm your company/organization's ability and readiness to execute an eventual PO in accordance with this tender requirement. Any deviation shall be clearly expressed in your offer.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Indication:

Le processus de vérification ci-dessus peut être répété plusieurs fois, à toutes les étapes de la soumission.

☒ Si le message d'erreur a un symbole rouge, l'offre ne peut pas être soumise jusqu'à ce que l'erreur est résolue.

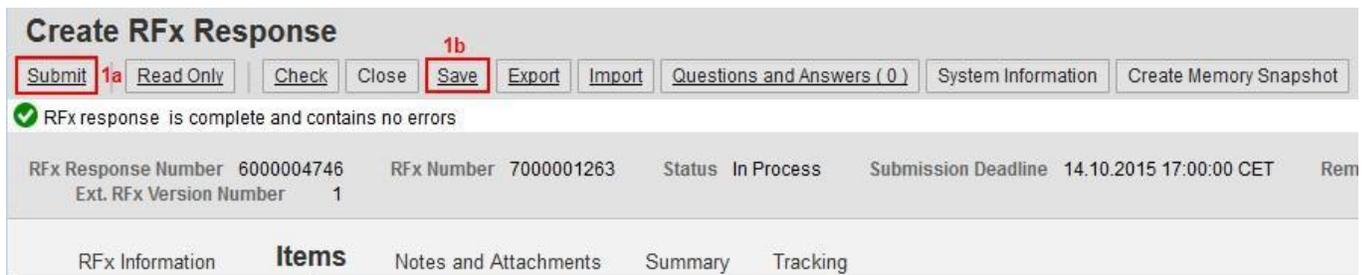
 **Attribute Please confirm that you have read and agree to the is mandatory; maintain attribute value**

☒ Si le message d'erreur a un symbole jaune, la soumission peut être présentée en dépit de l'avertissement, mais veuillez lire le message attentivement avant de soumettre votre proposition. Par exemple, si vous avez oublié de saisir un prix sous l'onglet " **Items** ", le message ci-dessous apparaît après avoir cliqué sur "**Chek**" - c'est pour vous rappeler de le faire

 **Line : '0' in the price field means that you are offering the item for free**

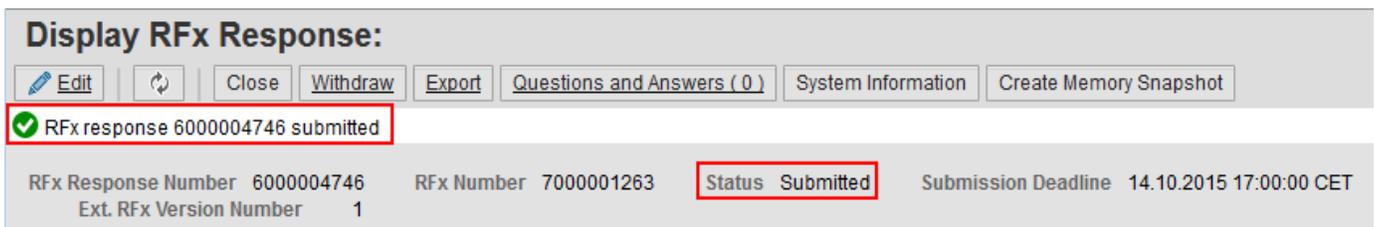
NOTE : VOUS POUVEZ A TOUT MOMENT SAUVEGARDER LA SOUMISSION EN CLIQUANT SUR « SAVE » ET Y RETOURNER QUAND VOUS LE SOUHAITEZ.

12. Lorsque votre soumission est complète, vous pouvez soumettre votre offre à en cliquant sur "**Submit**". Ceci est l'étape finale dans le processus



The screenshot shows the 'Create RFX Response' interface. At the top, there are several buttons: 'Submit' (highlighted with a red box), '1a', 'Read Only', 'Check', 'Close', 'Save' (highlighted with a red box), 'Export', 'Import', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. Below the buttons, a green checkmark icon is followed by the text 'RFX response is complete and contains no errors'. A table below displays the following information: RFX Response Number 6000004746, RFX Number 7000001263, Status In Process, Submission Deadline 14.10.2015 17:00:00 CET, and Rem. Below the table, there are tabs for 'RFX Information', 'Items' (selected), 'Notes and Attachments', 'Summary', and 'Tracking'.

13. Si vous recevez un message de confirmation comme ci-dessous avec un logo vert cela signifie que votre offre a été soumise avec succès et sera accessible à l'ONUDI pour ouverture après la date limite desoumission. Il s'agit de la seule confirmation que vous recevrez du système concernant votre soumission.



The screenshot shows the 'Display RFX Response' interface. At the top, there are several buttons: 'Edit', 'Close', 'Withdraw', 'Export', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. Below the buttons, a green checkmark icon is followed by the text 'RFX response 6000004746 submitted' (highlighted with a red box). A table below displays the following information: RFX Response Number 6000004746, RFX Number 7000001263, Status Submitted (highlighted with a red box), Submission Deadline 14.10.2015 17:00:00 CET, and Ext. RFX Version Number 1.

Indication:

🔗 Dans le cas où vous avez sauvegardé votre soumission et voulez y retourner, veuillez vous reconnecter au système et trouver votre RFX dans "**RFX and Auctions**". Votre offre sauvegardée doit avoir un numéro commençant par 600000_ _ _ _ - - cliquez dessus pour l'ouvrir.

The screenshot shows the 'Active Queries' page. On the left, there is a navigation menu with 'RFX and Auctions' selected. The main area is titled 'Active Queries' and shows 'eRFxs All (49)' and 'Without Category Assignment New Query (25)'. Below this is a section for 'eRFxs - All' with a 'Hide Quick Criteria Maintenance' button. There are several search filters: Event Number, Event Status, Creation Date, Deadline Date Flag, Status, Response Timeframe, and Smart Number. Below the filters are 'Apply' and 'Clear' buttons. At the bottom, there is a table with columns: Event Number, Event Description, Event Status, Start Date, End Date, Response Number, and Response Status. The first row is highlighted in blue and has a red box around the 'Response Number' 6000004746. The second row is greyed out.

Event Number	Event Description	Event Status	Start Date	End Date	Response Number	Response Status
7000001263	Prep. of geothermal policy law - Uganda	Published		14.10.2015	6000004746	Saved
7000001262	Filling Equipment - LEB	Published		08.10.2015		No Bid Created

- Veuillez cliquer sur "**Edit**" en premier afin d'être en mesure d'apporter des modifications à votre soumission (RFX Response.)

The screenshot shows the 'Display RFX Response' page. At the top, there is a title 'Display RFX Response:'. Below it is a toolbar with buttons: 'Edit' (highlighted in red), a refresh icon, 'Check', 'Close', 'Export', 'Questions and Answers (0)', 'System Information', and 'Create Memory Snapshot'. Below the toolbar, there is a summary of the response details: 'RFX Response Number 6000004746', 'RFX Number 7000001263', 'Status Saved', and 'Submission Deadline 14.10.2015 17:00:00 CET'.

Si vous avez besoin d'aide pendant l'utilisation du système, vous pouvez nous envoyer un message à l'adresse : porcurement@unido.org ou nous joindre par téléphone au +43 1 26026 4608. Nos heures de travail sont du lundi au vendredi, entre 09:00 - 12:30 et 14:00 - 17:30 (heure normale d'Europe Centrale). L'équipe d'approvisionnement de l'ONUDI (PSM/OSS/PRS)