

UPUTSTVO PONUĐAČIMA KAKO PRISTUPITI FAO TENDERSKIM DOKUMENTIMA I DOSTAVITI PONUDE PREKO UNGM

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

Registracija u UNGM (<https://www.ungm.org/Vendor/Registration>) je obavezan uslov za učešće na FAO-ovim tenderima. Za više informacija o tome kako registrovati svoju kompaniju u UNGM, molimo posjetite www.ungm.org.

The registration with UNGM (<https://www.ungm.org/Vendor/Registration>) is a mandatory requirement in order to participate to FAO's tenders. Please visit www.ungm.org for more information on how to register your company in UNGM.

1. REGISTRACIJA U UNGM REGISTRATION IN UNGM

Da biste pristupili tenderskoj dokumentaciji, morate biti u potpunosti registrovani u UNGM-u (dovoljan je osnovni nivo). Molimo kliknite na **“Registracija”**, slijedite uputstva i definišite svoj UNGM LOG-IN nalog (vašu e-mail adresu) i lozinku.

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.

The screenshot shows the UNGM homepage with the following tiles:

- Login and New Registrations:** Access this area to create a new UNGM account or to log in to an existing account.
- Procurement Opportunities:** Search for procurement opportunities published by UN organizations. These are accessible publicly and free of charge on UNGM.
- Tender Alert Service (TAS):** This service notifies suppliers of relevant UN procurement opportunities based on their products and services.
- UN Staff Members:** This area is dedicated to UN staff members and provides access to functionalities supporting the UN procurement function.
- Contract Awards:** Search for contract awards published by UN organizations. These are accessible publicly and free of charge on UNGM.
- Knowledge Center:** Find information and resources on UN procurement in this area dedicated to potential suppliers, UN staff members and other entities interested in advancing their knowledge.
- UNGM Help Center:** The Help Center provides users with support as they learn about and use the UNGM portal. Search the library of support articles to find answers and resolve issues.
- Procurement Statistics:** The Annual Statistical Report (ASR) provides an overview of procurements carried out by the UN Organizations in support of their operations, projects, and programmes.
- Doing Business with the UN Organizations:** Find information on how to do business with the United Nations, in particular on the UN system, UN market and International Procurement Seminars.

Kliknite na polje **“DOBAVLJAČI”**

Click on the “SUPPLIER” button.

The screenshot shows the 'ACCOUNT CREATION' page with the following sections:

- Suppliers:** companies, Individual Consultants, Universities, Associations, and Non-Governmental Organizations that can provide products and/or services to United Nations organizations.
- United Nations Organizations:** United Nations and other international organizations' staff members with valid and active United Nations' email addresses.
- Trade Promotion Organizations:** Trade Missions, Chambers of Commerce, Non-commercial Entities, and Permanent Missions to the UN that facilitate trade and do not participate in procurement opportunities. *Registration is subject to approval.

Below these sections, there is a privacy notice:

Personal data are constituted of any information relating to an identified or identifiable natural person, such as a name, an identification number, location data, or an online identifier.

By submitting the Registration Form for the site you consent to the processing of the personal data it contains by UNGM and acknowledge that the personal information contained in the Form will be shared with the UN Affiliates.

Providing your business information to UNGM, which is accessible to all UN Affiliates, is considered an active statement by yourself of your interest in having your company being represented in all relevant UN Affiliates' tenders and being contacted by the Affiliates' Procurement Officials within this business context, or other business reasons.

If you want to learn more about our terms and conditions applicable to data protection please [click here](#). Should you have any requests for information, please contact us using the contact form in the [UNGM Help Center](#).

Popunite sva obavezna polja koja su obilježena sa *, u dijelu:

- **Detalji Dobavljača** (Ime dobavljača, Broj rješenja o registraciji privrednog subjekta, zemlja),
- **Detalji Direktora** (Ime I Prezime),
- **Detalji Korisnika** (Ime, prezime, kontakt email, potvrda email-a, šifra, potvrda šifre)
- **Kako ste čuli za UNGM** (izvor I komentari preporuke-opciono)
- **Email komunikacija** (Da ili Ne – Ukoliko želite da primete posebne ponude za Tender Alert Service (TAS) koji štedi vrijeme. UNGM šalje u prosjeku 2 e-poruke ove vrste mjesečno i nudi opciju da se odjavite u bilo kom trenutku).

Ispod popunjenih polja u kvadratiću naznačite da “Pročitali smo i prihvatamo **Kodeks ponašanja UN za dobavljače** kao minimalne standarde koji se očekuju od dobavljača Ujedinjenih nacija i njihovih organizacija.” (*Obavezno pročitati Kodeks ponašanja UN za dobavljače*)

Kliknite na “**Pošaljite aktivacioni link**”

*Fill in all mandatory fields marked with *, in the section:*

- **Supplier details** (Supplier name, License number, Country or territory),
- **Director details** (First name, Last name),
- **User details** (First name, Last name, Contact email, confirm contact email, Password, Confirm password),
- **How did you hear about UNGM** (Source, Referral comments-optional).
- **Email communication** (Yes or No – if you want to receive special offers for the time-saving Tender Alert Service (TAS), UNGM sends on average 2 emails of this kind per month and offers the option to unsubscribe at any time).

*Bellow the filled fields indicate that “We have read and acknowledge the **UN Supplier Code of Conduct** as the minimum standards expected of suppliers to the United Nations and its organization”. (Please read the UN Supplier Code of Conduct)*

*Click on the button “**Send the activation link**”.*

Da bi Vaša registracija bila kompletna, popunite sve korake registracije:

1. **Kreiranje naloga**- sa gore popunjenim podacima ste to završili,
2. **Aktiviranje naloga**- potvrđivanjem linka na email adresi,
3. **Registracija započeta**- popunjavanjem sledećih polja: *Generalne informacije, Adresa, Zemlja poslovanja, Kontakt, Roba I usluge, Izjava o podobnosti.*
4. **Registracija kompletirana ali nije potvrđena, Registracija je potvrđena.**

In order for your registration to be complete, fulfil all the registration steps:

1. **Account created**- with above mention submitted data you finished this step,
2. **Account activated**- clicking the link sent on your email address,
3. **Registration started** - by filling in the following fields: *General information, Address, Country of business, Contact, Goods and services, Declaration of eligibility.*
4. **Registration completed but not submitted**
Registration submitted

Kompletiranjem ovih koraka, osigurali ste da je vasa **UNGM OSNOVNA REGISTRACIJA** kod **FAO-a** potpuna.

*By completing this steps, you ensured that your **UNGM BASIC REGISTRATION** with **FAO** is complete.*

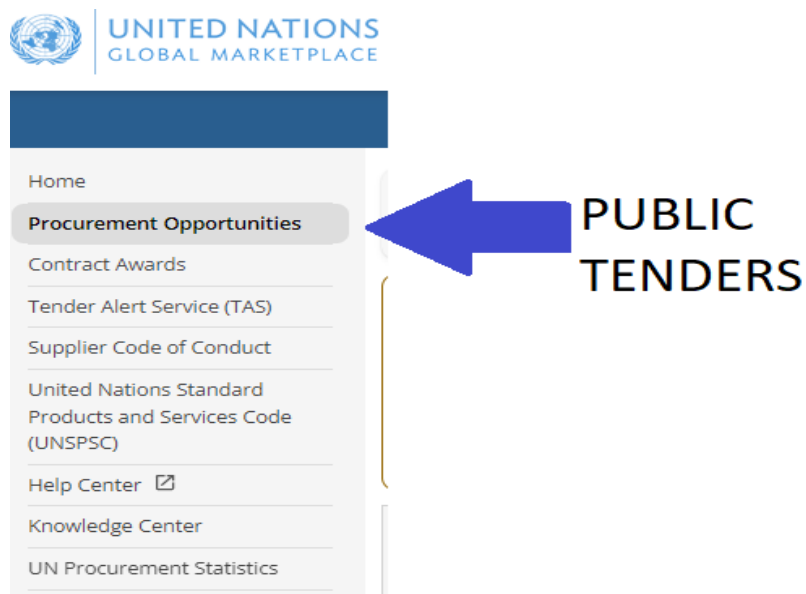
2. LOGOVANJE/PRIJAVA NA WEB STRANICU UNGM-a LOG-IN TO THE UNGM WEBSITE

Kada ste završili registraciju na osnovnom nivou, **prijavite se** sa svojom e-mail adresom i lozinkom
*Once the registration at Basic Level is complete, please **log-in** with your e-mail address and password*

The image shows the UNGM website interface. At the top, there is a 'Log into your account' form with fields for 'Contact email *' and 'Password *'. Below the fields are checkboxes for 'Remember me?' and 'Forgotten password?'. A blue 'Login' button is positioned below the form. Below the login button, there is an 'or' separator and a 'Create a new account' button. The page also features a navigation menu on the left with items like 'Home', 'About UNGM', 'Registration process', etc. The main content area is titled 'My Dashboard' and contains several informational boxes: a yellow box with a warning icon about UNSPSC code updates, a blue box with an information icon about the user's UNGM number (406344) and a message about submitting vendor registration, and another blue box with an information icon about company registration status. The page footer includes language settings (English), a search bar, and a 'Search UNGM' button.

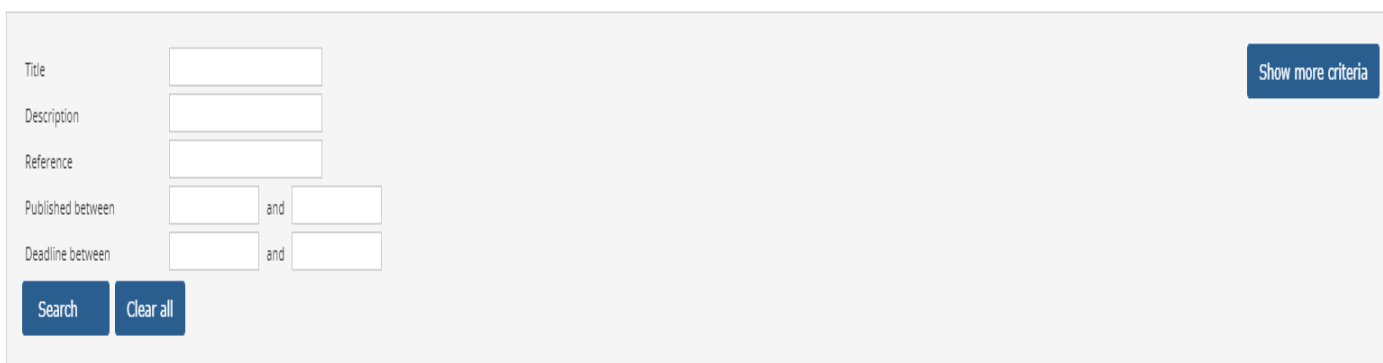
3. TRAŽENJE OBAVIJEŠTENJA O JAVNIM TENDERIMA KOJE JE OBJAVIO FAO SEARCH FOR PUBLIC TENDER NOTICES ISSUED BY FAO

Na početnoj stranici UNGM-a kliknite na **“Mogućnosti nabavke”** da biste pristupili listi javnih tendera.
*From the UNGM home page, click on **“Procurement Opportunities”** to access the list of public tender notices.*



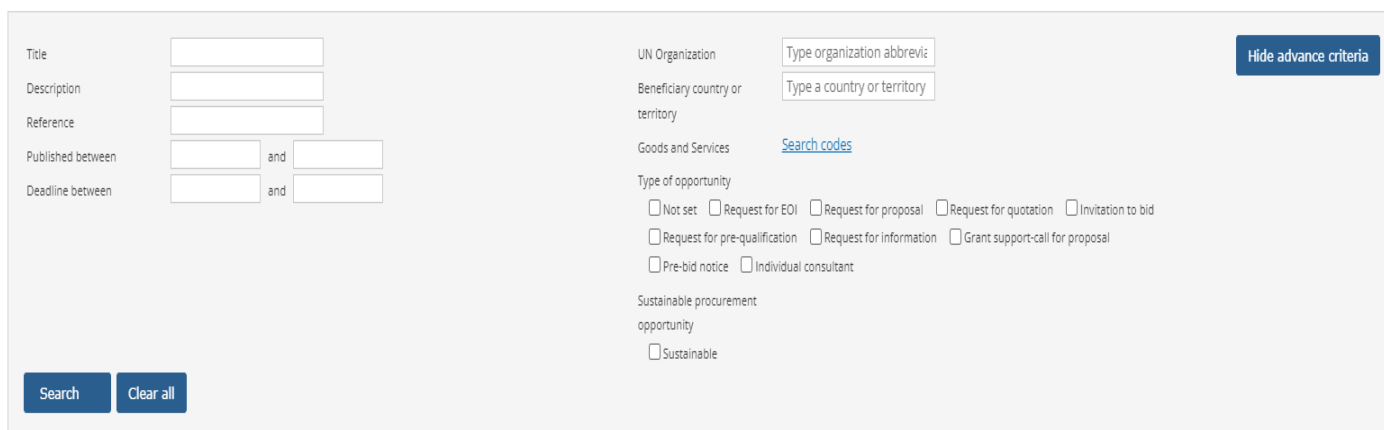
Kliknite na **“Obriši sve”** da obrišete zadane datume u poljima **“Objavljeno između”** i **“Rok između”**.

*Click on the **“Clear All”** button to clear the default dates in the fields **“Published between”** and **“Deadline between”**.*



Kliknite na **„Prikaži više kriterijuma“** u gornjem desnom uglu i upišite **FAO** u polje „Organizacija UN“.

*Click on **“Show more criteria”** button in the upper right side and type **FAO** in the **“UN Organization”** Field.*



Sistem će automatski prikazati sva aktivna obavještenja o tenderima koje je objavio FAO. Na lijevoj strani svake tenderske linije trebalo bi da vidite plavo dugme **“Izrazi interesovanje”** (ako je primjenljivo) ili zeleno dugme **“Prikaži dokumente”**.

*The system will automatically show all the active tender notices issued by FAO. On the left side of each tender line, you should see a blue button **“Express Interest”** (if applicable) or a green button **“View Documents”**.*

Nakon što vidite željeni tender, kliknite na **“Izrazi interesovanje”** da obavijestite FAO da ste zainteresirani za učešće u ovom tenderu. Nakon nekoliko sekundi, dugme će se promijeniti u zeleno dugme **„Prikaži dokumente”**

*After seeing the desired tender, 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”**.*

	Title	Deadline	Published	UN organization	Type of opportunity	Reference	Beneficiary country or territory
 View Documents	Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones)	25-May-2023 11:00 (GMT 6.00)	21-May-2023	FAO	Request for quotation	2023/FABGD/FABGD/121928	Bangladesh

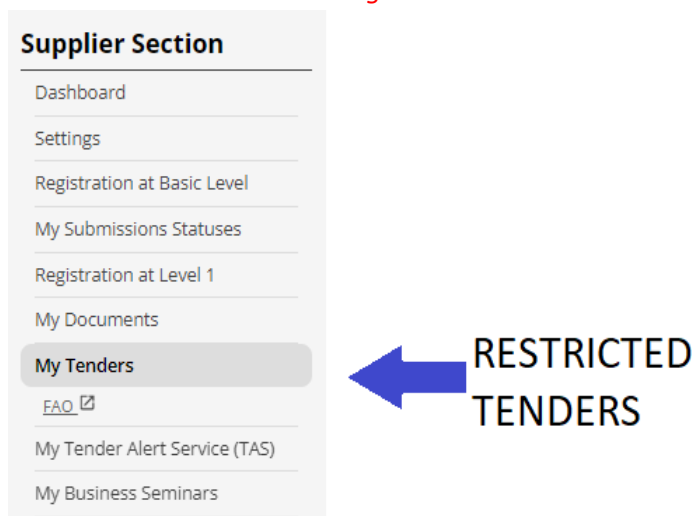
Kliknite na **“Prikaži dokumente”** za pristup tenderskoj dokumentaciji za svaki pojedini tender

*Click on **“View Documents”** to access to the tender documents for each specific tender.*

4. POTRAŽITE OBAVJEŠTENJA O OGRANIČENIM TENDERIMA KOJE JE IZDAO FAO SEARCH FOR RESTRICTED TENDER NOTICES ISSUED BY FAO

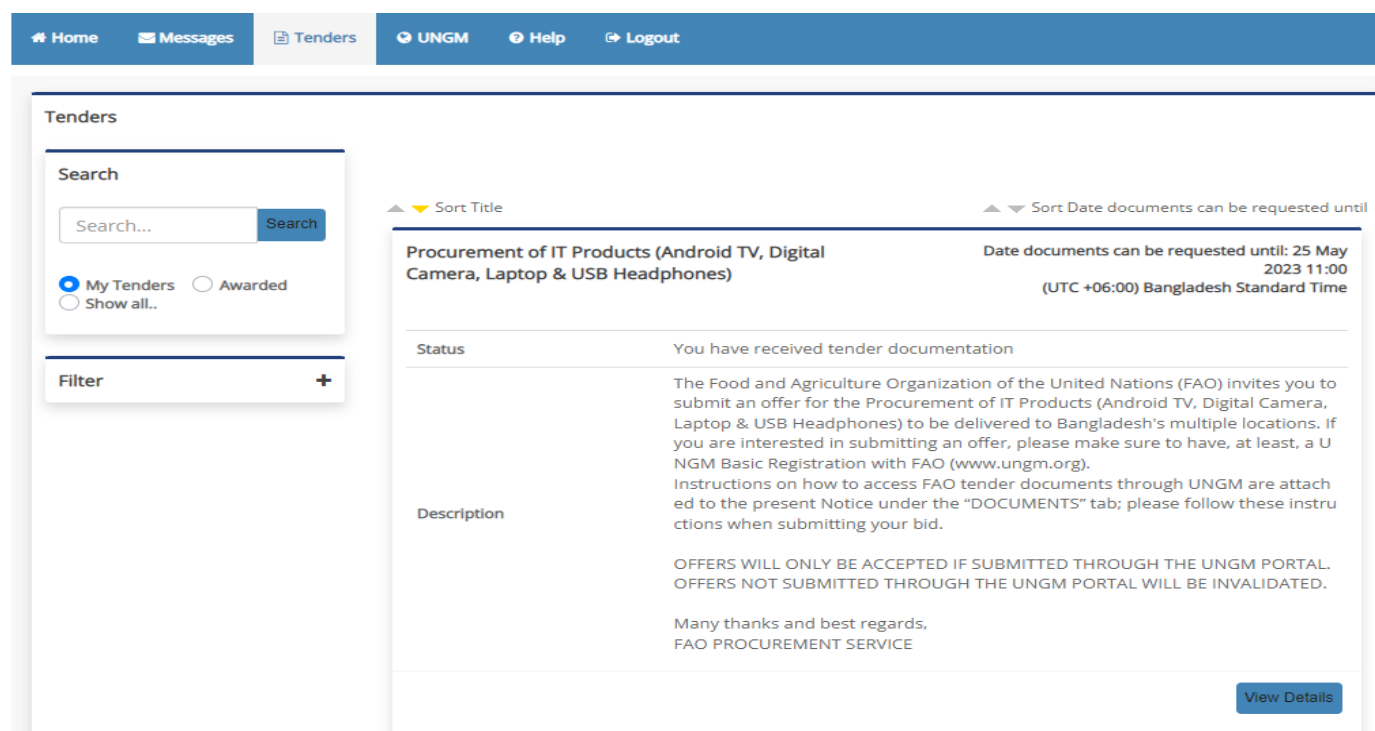
Nakon što ste se prijavili, odaberite **“Moji tenderi”** da biste pristupili listi obavještenja o ograničenim tenderu. Ovo su tenderi na koje UN Agencije pozvale vašu kompaniju na učešće. Na ovoj stranici su obavještenja o ograničenim tenderima predstavljena na isti način kao i za javna i mogu se pretraživati koristeći iste metode

*Once you have logged in, select **“My Tenders”** to access the list of restricted tender notices. These are the tenders your company has been invited to by the UN Agencies. In this page, restricted tender notices are presented in the same way as public ones and can be searched using the same methods.*



Alternativno, u polju Moji tenderi, kliknite na **„FAO“** da pristupite ograničenim tenderima na koje je FAO pozvao vašu kompaniju. Na ovoj stranici ćete pronaći samo obavještenja o tenderima za koje je FAO izričito pozvao vašu kompaniju na učešće.

*Alternatively, under My Tenders, click on **‘FAO’** to access restricted tenders your company has been invited to by FAO. In this page you will only find tender notices for which FAO has expressly invited your company to participate.*



5. UPRAVLJANJE TENDERIMA

TENDER MANAGEMENT

Klikom na “**Pogledaj Detalje**” zainteresovanog tendera, bićete prebačeni sa UNGM portala na FAO sistem e-tendera. Sada bi se trebao pojaviti ekran „Upravljanje tenderom“.

*With click on “**View Details**”, you will be transferred from the UNGM portal to the FAO e-tendering system. The “Tender Management” screen should now appear.*

Tender Management

Your return has not yet been sent

Tender: Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones) | Correspondence | History

Please note: All date & time fields are being displayed using (UTC +06:00) Bangladesh Standard Time

Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones) [View Synopsis](#)

Title :	Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones)
Reference :	2023/FABGD/FABGD/121928
Description :	<p>The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones) to be delivered to Bangladesh's multiple locations. If you are interested in submitting an offer, please make sure to have, at least, a UNGM Basic Registration with FAO (www.ungm.org).</p> <p>Instructions on how to access FAO tender documents through UNGM are attached to the present Notice under the "DOCUMENTS" tab; please follow these instructions when submitting your bid.</p> <p>OFFERS WILL ONLY BE ACCEPTED IF SUBMITTED THROUGH THE UNGM PORTAL. OFFERS NOT SUBMITTED THROUGH THE UNGM PORTAL WILL BE INVALIDATED.</p> <p>Many thanks and best regards, FAO PROCUREMENT SERVICE</p>
Process :	Public
Directive :	PURCHASE ORDER
Procedure :	RFQ

U bilo koje vrijeme ćete se moći vratiti na UNGM odabirom kartice “UNGM” u gornjem meniju.

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

VAŽNO: Ako se ekran upravljanja tenderom ne prikaže, molimo obavijestite support@in-tend.com, pozivajući se na tačan FAO ITB broj.

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

Sada ste u FAO sistemu e-tendera. U ovoj oblasti imate nekoliko menija:

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

- **Tender:** Opšte informacije o ovom tender;
Tender: General information about this tender
- **Nabavka** : VAŽNO! Ovdje možete vizualizovati rok za sve dokumente traženje Nabavke. U istoj oblasti imate čuvare mjesta za učitavanje vašeg predloga i svih povezanih dokumenata;
*Procurment of : IMPORTANT! Here you can visualize the **deadline** all the **documents of the Procurment of...** In the same area, you have the placeholders for uploading your proposal and all the*

related documents

- **Korespondencija:** U ovom odjeljku možete poslati zahtjeve za pojašnjenje ili bilo koje drugo pitanje koje želite uputiti FAO-u;

Correspondence: *In this section, you can send requests for clarification or any other question you want to address to FAO.*

- **Istorijat:** U ovom odeljku je evidencija prošlih aktivnosti u vezi sa ovim tenderom.

History: *In this section is a log of past activities related to this tender.*

6. PREUZIMANJE TENDERSKE DOKUMENTACIJE I UČITAVANJE TEHNIČKIH I FINANSIJSKIH PONUDA DOWNLOADING THE TENDER'S DOCUMENTS and UPLOADING YOUR TECHNICAL AND FINANCIAL OFFERS

Kliknite na **Nabavka...** i pomjerite se prema dolje da pogledate i preuzmete tendersku dokumentaciju;
*Click **Procurement of...** tab and scroll down to view and download the tender documents;*

The screenshot displays the 'Tender Management' interface. At the top, there is a navigation bar with links for Home, Messages, Tenders, UNGM, Help, and Logout. Below this, a red banner indicates 'Your return has not yet been sent'. The main content area is divided into three tabs: 'Tender', 'Correspondence', and 'History'. The 'Tender' tab is active, showing the title 'Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones)'. Below the tabs, there is a section titled 'How To Attach & Submit Documents' with four numbered instructions. The next section is 'Tender Deadline Information', which includes fields for Tender Deadline, Local Tender Deadline, Time Remaining, Tender Time, and Local Time. The final section is 'Tender Details', which lists Stage Name, Locked Until, Closing Date, and Stage Time Zone.

Tender Management	
Your return has not yet been sent	
Tender	Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones)
Correspondence	
History	
How To Attach & Submit Documents	
1. If any mandatory documents have been requested, they will be shown in the My Tender Return section against a Red button.	
2. If a Questionnaire is required to be completed, it will be shown in Red and marked Not Started in the My Tender Return section. It is mandatory that any Questionnaire's must be completed.	
3. To attach additional documents you wish to submit as part of your tender return, click the Attach Documents button under the My Tender Return section (if available). These will then appear in the My Tender Return section.	
NOTE : Large files may take some time to upload.	
4. When you have completed all the above steps and are ready to submit your tender return, click the red Submit Return at the bottom of this page.	
Tender Deadline Information	
Tender Deadline :	25 May 2023 11:00:00 (UTC +06:00) Bangladesh Standard Time
Local Tender Deadline :	25 May 2023 07:00:00
Time Remaining :	3 Days 10 Hours 42 Minutes 3 Seconds
Tender Time :	22 May 2023 00:17:56 (UTC +06:00) Bangladesh Standard Time
Local Time :	21 May 2023 20:17:56
Tender Details	
Stage Name	Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones)
Locked Until	25 May 2023
Closing Date	25 May 2023
Stage Time Zone	(UTC +06:00) Bangladesh Standard Time

Project Title [Procurement of IT Products \(Android TV, Digital Camera, Laptop & USB Headphones\)](#)

Project Description
 The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones) to be delivered to Bangladesh's multiple locations. If you are interested in submitting an offer, please make sure to have, at least, a UNGM Basic Registration with FAO (www.ungm.org). Instructions on how to access FAO tender documents through UNGM are attached to the present Notice under the "DOCUMENTS" tab; please follow these instructions when submitting your bid.

OFFERS WILL ONLY BE ACCEPTED IF SUBMITTED THROUGH THE UNGM PORTAL. OFFERS NOT SUBMITTED THROUGH THE UNGM PORTAL WILL BE INVALIDATED.

Many thanks and best regards,
 FAO PROCUREMENT SERVICE

Tender Documents Received - Main	Description	Options
UNGM Bidders Instructions_new.pdf		View Download
FAO General TCs_Goods_ - April 2015.pdf		View Download
RFQ_121928.pdf		View Download
ANNEX I - Technical Specifications and Compliance Format.pdf		View Download
ANNEX II - Financial Offer.pdf		View Download
ANNEX III- FAO General Terms and Condition for Goods.pdf		View Download

Confirmation of Your Involvement
 Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.
Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

[Opt In](#) [Opt Out](#)

Kliknite na **"OPT IN"**;

Click on the **"OPT IN"** button;

Da biste učitali sve datoteke u naznačenoj koverti, kliknite na odgovarajuća crvena dugmad **"Učitaj dokument"** u odjeljku "Povrat moje ponude".

To upload all the files in the designated envelope, click on the relevant **Upload Document** red buttons in "My Tender Return" section.

Confirmation of Your Involvement
 Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.
Opt In- This will confirm to us of your involvement and your intention to submit a return.
Opt Out- This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

[Submit](#) [Opt Out](#)

My Tender Return - Main	Description	Envelope	Options
General	The Food and Agriculture Organization of the United Nations (FAO) invites you to submit an offer for the Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones) under UNJP/BGD/087/UNJ project to be delivered to Bangladesh . If you are interested in submitting an offer, please make sure to have, at least, a UNGM Basic Registration with FAO (www.ungm.org). Instructions on how to access FAO tender documents through UNGM are attached to the present Notice under the "DOCUMENTS" tab; please follow these instructions when submitting your bid. OFFERS WILL ONLY BE ACCEPTED IF SUBMITTED THROUGH THE UNGM PORTAL. OFFERS NOT SUBMITTED THROUGH THE UNGM PORTAL WILL BE INVALIDATED. Many thanks and best regards, FAO PROCUREMENT SERVICE	IT Products (Android TV, Digital Camera, Laptop & USB Headphones)	Upload Document

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.
 Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

[Submit Return](#)

NAPOMENA: Preporučuje se da veličina fajlova ne prelazi 5MB.

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

U slučaju da se od ponuđača traži da popune Upitnik, on će biti prikazan crvenom bojom i označen dugmetom „**Nije započeto**“. Obavezno je popuniti upitnik.

*In case bidders are required to complete a **Questionnaire**, it will be shown in Red and marked with a “**Not Started**” button. It is mandatory that any **Questionnaire** is completed.*

VAŽNO: Kada se učitaju i tehnički i finansijski fajlovi (i Upitnik, ako postoji), ne zaboravite da kliknete na crveno dugme „**Pošalji povrat**“ da pošaljete svoju ponudu. Ako je podnošenje pravilno obavljeno, moći ćete da pogledate i preuzmete potvrdu na kartici „ISTORIJA“.

IMPORTANT: *Once both technical and financial files are uploaded (and the Questionnaire, if applicable), please remember to click on the red button “**Submit 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.*

7. IZJAVA O NEDOSTAVLJANJU PONUDE NO BID NOTICE

U slučaju da vaša kompanija nije zainteresovana za učešće na ovom tenderu, Organizacija bi cijenila vaše povratne informacije. U ovom slučaju, ljubazno vas molimo da kliknete na dugme „**ODUSTAJ**“ prikazano na vašoj stranici UNGM Tender Management i odaberete jedan od sljedećih razloga(a) za neučestvovanje:

*If 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:*

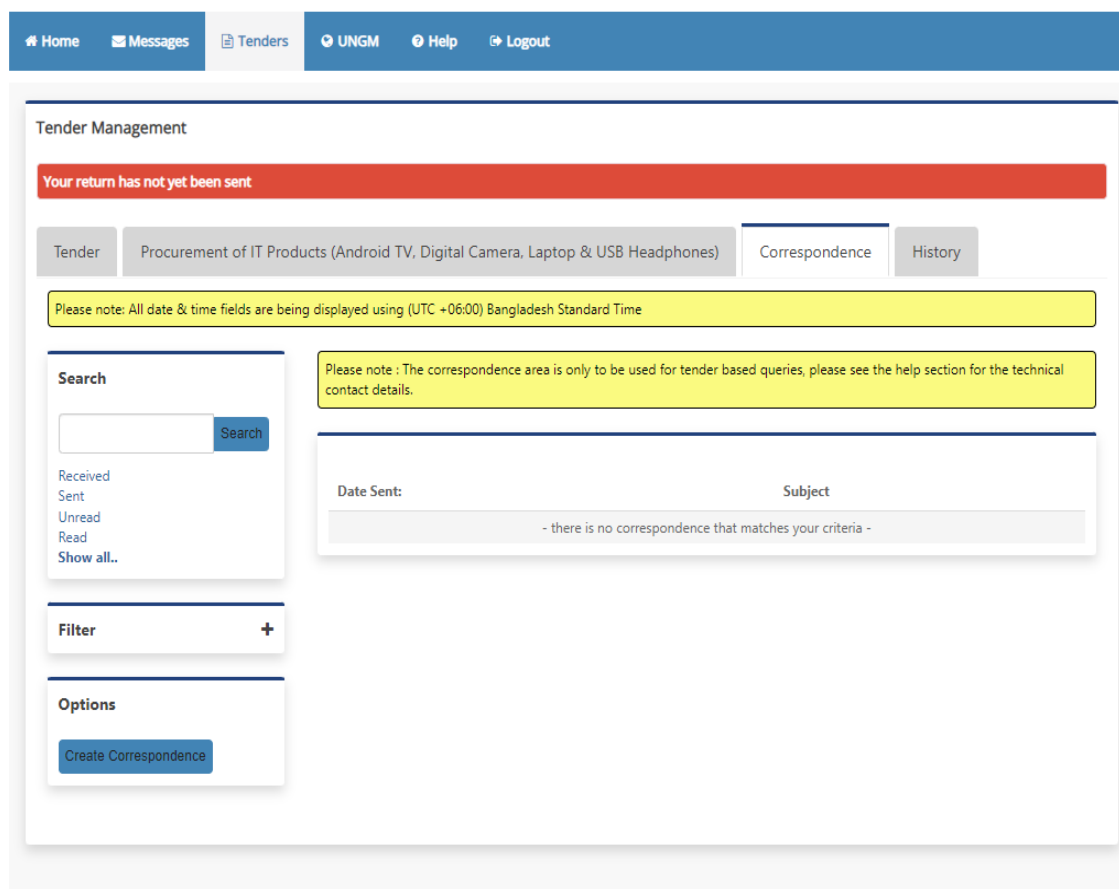
- Zahtjevi su izvan naših uobičajenih aktivnosti
- *Requirements are outside our normal activities*
- Nema dovoljno vremena za pripremu ponude
- *There is insufficient time to prepare a bid*
- Trenutni nedostatak resursa za preuzimanje više posla
- *Present lack of resources to undertake more work*
- Ponudu je dostavio ovlašćeni distributer u zemlji odredišta
- *Bid submitted by authorized dealer in destination country*
- Učešće kao podizvođač drugog vodećeg ponuđača
- *Participating as subcontractor to another lead bidder*
- Ostalo (molimo vas ukratko navedite u nastavku)
- *Other (please specify briefly below)*

The screenshot displays the UNGM Tender Management interface. A modal dialog box titled "Opt Out" is open, asking the user to confirm their reasons for opting out. The dialog includes a "Details" section with a text area for providing reasons, a "Stop Receiving Correspondence" checkbox, and "Opt Out" and "Cancel" buttons. In the background, a table lists tender documents, and a "Confirmation of Your Involvement" section is visible, explaining the implications of opting in or out.

8. KOMUNICIRANJE SA FAO-om I TRAŽENJE POJAŠNENJA COMMUNICATING WITH FAO AND REQUESTING CLARIFICATIONS

U svim komunikacijama u vezi sa ovim tenderom treba navesti broj tendera (TENDER br. [...]) i treba ih dostaviti što je prije moguće putem portala UNGM-a pod karticom "KORESPONDENCIJA".

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.



Ponuđači su odgovorni da na odgovarajući način ispituju ovu ponudu. Ako nađete nepodudarnosti ili propuste u dokumentima, ili ako njihova namjera ili značenje izgledaju nejasno ili dvosmisleno, ili ako se pojave bilo koja druga pitanja, podnijet ćete svaki zahtjev za pojašnjenje putem gore spomenute kartice „KORESPONDENCIJA“

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.

Prilikom podnošenja zahtjeva za pojašnjenje, nemojte, ni pod kojim okolnostima, dostavljati kopiju svoje ponude niti otkrivati bilo kakve informacije o vašoj namjeravanoj ponudi. Ovo će učiniti vašu ponudu nevažećom.

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.

9. ODGOVORI FAO-a NA UPITE PONUĐAČA ZA POJAŠNENJA FAO's REPLIES TO BIDDERS' REQUESTS FOR CLARIFICATION

Odgovore na upite za pojašnjenje će FAO istovremeno dostaviti svim ponuđačima putem UNGM portala. Sistem će slati automatska obavještenja putem e-pošte svim ponuđačima svaki put kada FAO pošalje pojašnjenje ili bilo koju drugu komunikaciju u vezi sa obavještenjem o tenderu.

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.

Svi odgovori FAO-a na pitanja ponuđača bit će učitani na kartici "KORESPONDENCIJA" u odeljku "Replay" na vašoj stranici za upravljanje tenderima i dostupni svim ponuđačima. Molimo vas da pročitate sva pojašnjenja jer postanu dio tenderske specifikacije.

All FAO's responses to bidders' questions will be uploaded under the "CORESPONDANCE" tab, in the field "Replay", 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.

The screenshot displays the UNGM portal interface for managing correspondence. At the top, there are tabs for "Tender", "Procurement of IT Products (Android TV, Digital Camera, Laptop & USB Headphones)", "Correspondence", and "History". A yellow notification bar states: "Please note: All date & time fields are being displayed using (UTC +06:00) Bangladesh Standard Time".

On the left side, there is a "Search" section with a search bar and a "Search" button. Below it, there are links for "Received", "Sent", "Unread", "Read", and "Show all..". A "Filter" section shows "Stage" set to "None". An "Options" section contains a "Create Correspondence" button.

The main content area has a "Message" and "Reply" tab. A yellow message box contains the following text:

Subject: RE: Ifalcvaasfdcd

Message:

```
>> Date:22 May 2023 01:32
>> Subject:
>> Ifalcvaasfdcd
>> Message:
>> snacak,
```

Below the message, there is an "Attachment" section with the text "- There are currently no attachments for this correspondence -" and an "Add Attachment" button. A "Send" button is located below the attachment section.

At the bottom, there is a table showing the correspondence history:

Date Sent:	Subject
22 May 2023 01:32	Ifalcvaasfdcd

10. IZMJENA ILI POVLAČENJE VAŠE PONUDE MODIFICATION OR WITHDRAWAL OF YOUR OFFER

Ponuđači mogu, bez predrasuda, izmijeniti ili povući svoju ponudu prije isteka roka koristeći funkciju „IZMJENI POVRAT“. Dostavljene ponude se ne mogu mijenjati nakon isteka roka za tender.

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.

Return Submitted

You have made a previous return for this tender on **21 May 2023**

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](#)

11. POMOĆ

HELP

U slučaju da imate problema u vezi sa navigacijom i funkcionalnošću UNGM sistema, posjetite stranicu pomoći UNGM-a i/ili kontaktirajte: support@in-tend.com, navodeći tačan FAO ITB/RFP broj.

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.

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

Help

Web Site Information Pages

- [Suggestions](#)
- [Browser Compatibility](#)

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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) 845 557 8079. 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

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