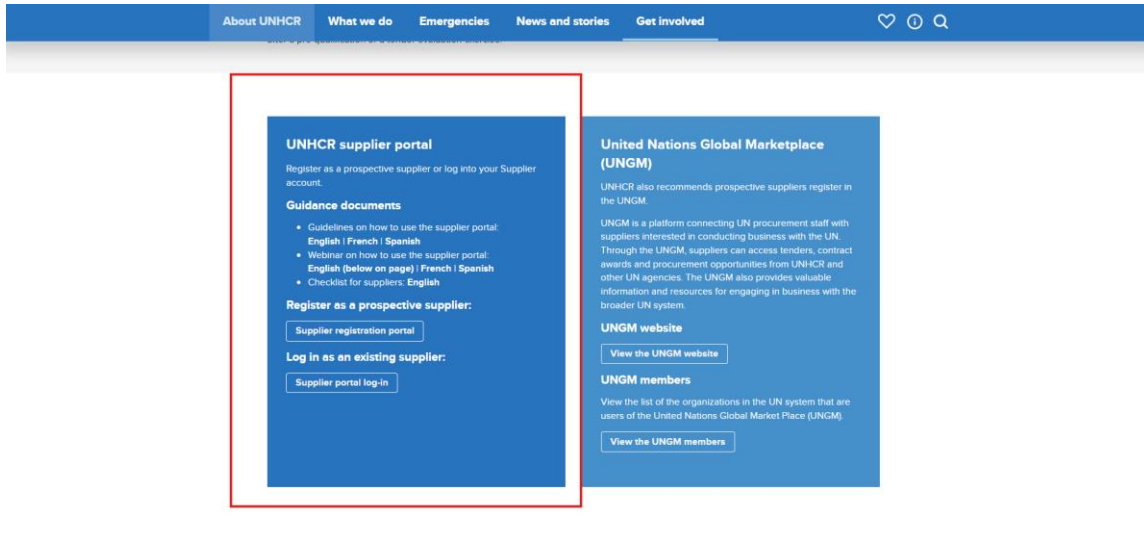
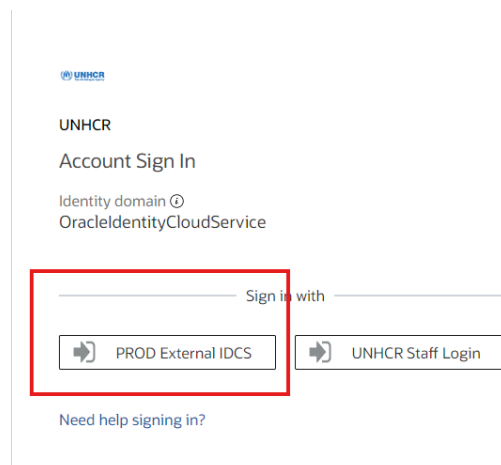


Guide: How to Find a Negotiation (Tender) in the ERP System

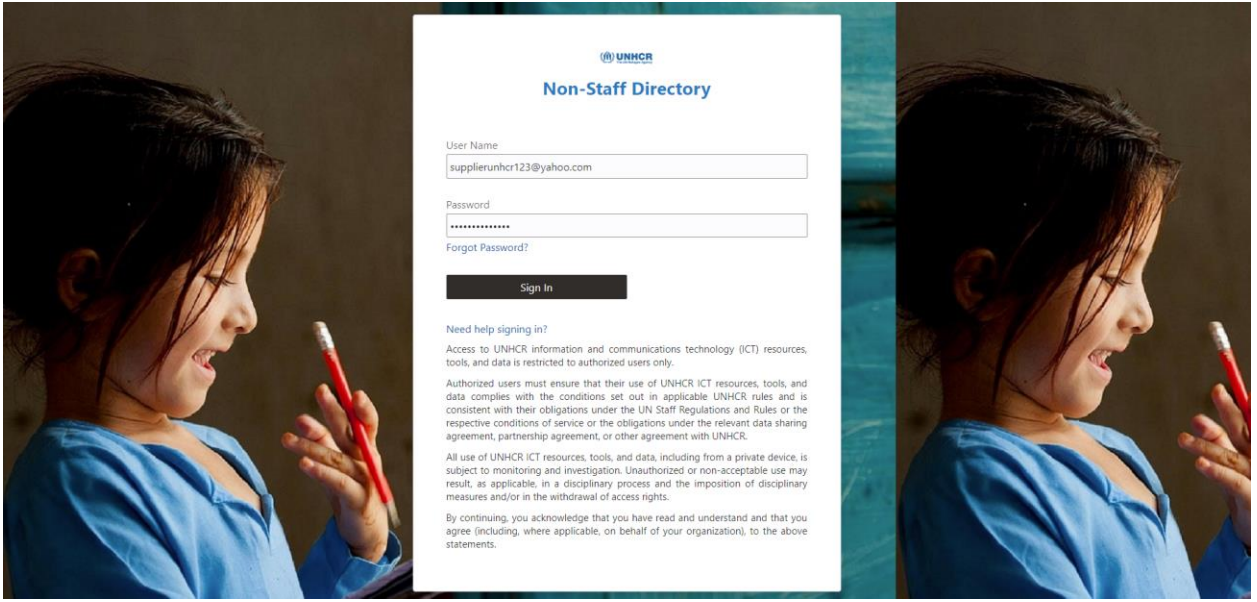
1. Follow this link: [UNHCR Supplier Guide](#).
2. Scroll down and find “UNHCR supplier portal.”



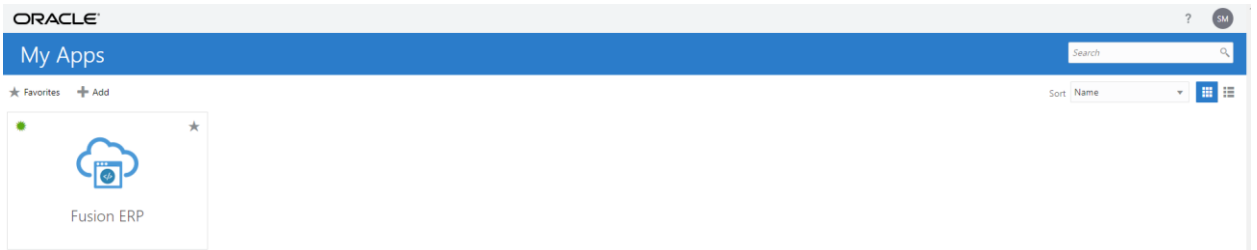
3. If you are not registered as a supplier, click “Supplier Registration Portal” and register.
4. If you are registered or after registering, click “Log in as an existing supplier: Supplier Portal Log-in.”
5. A window will appear; click “PROD External IDCS.”



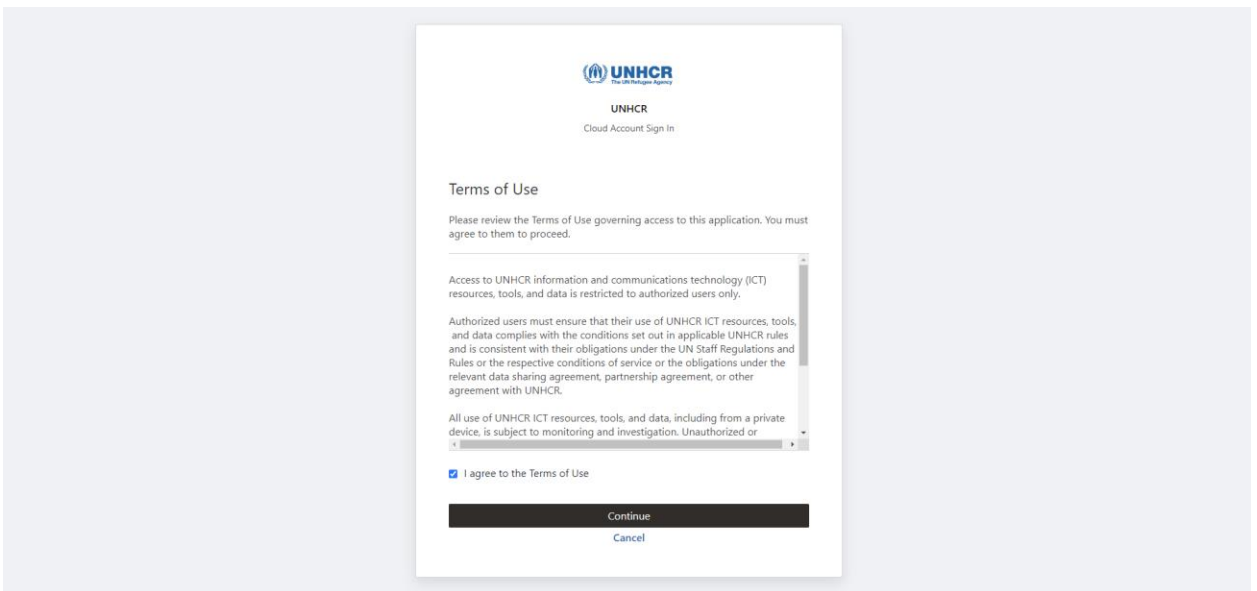
6. You will be taken to the login page. Enter your email and password. If you forgot your password, click “Forgot Password?” to reset it.



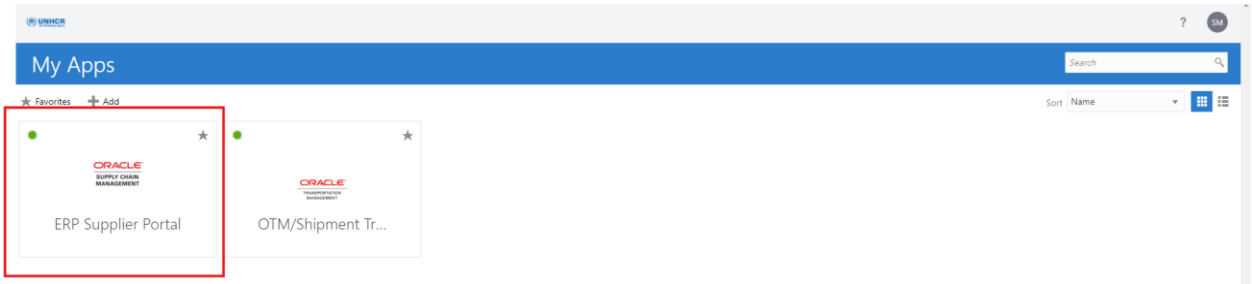
7. After logging in, you will see a window. Click on it.



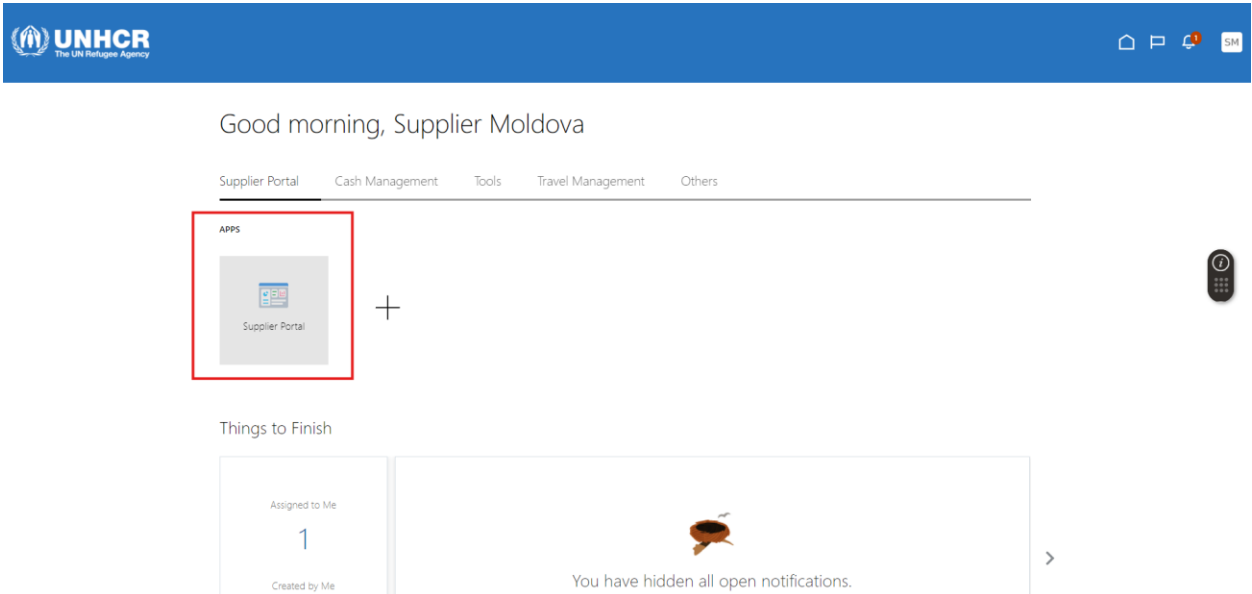
8. Review the “Terms of Use” of the platform, tick “I agree to the Terms of Use,” and click “Continue.”



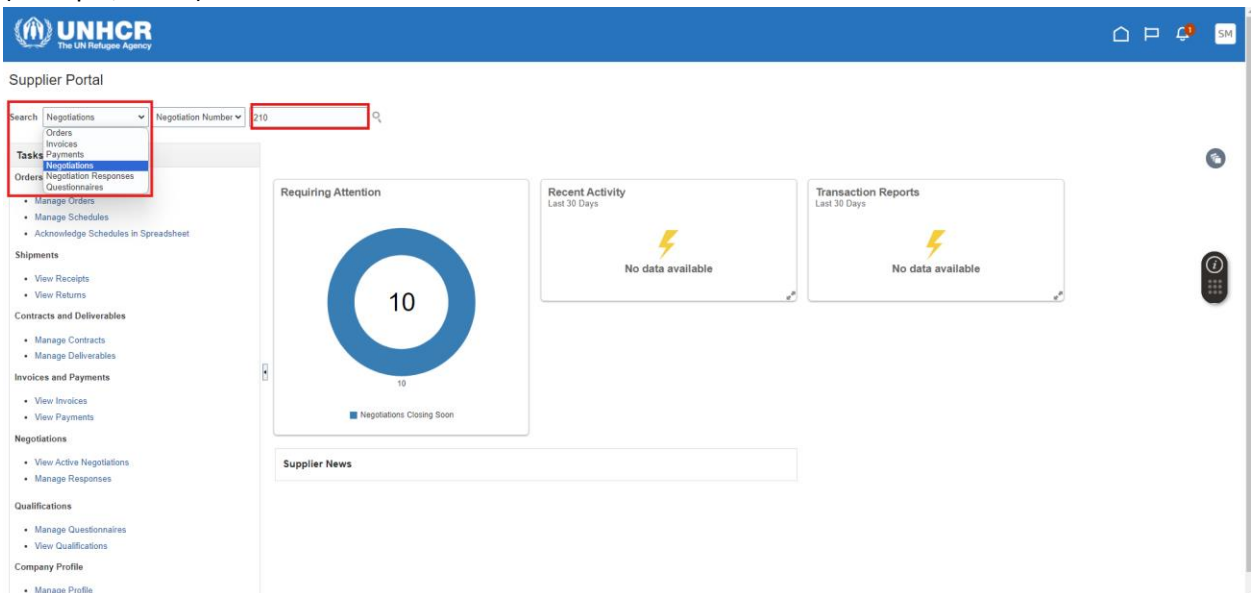
9. After agreeing to the “Terms of Use,” a new window will appear. Click “ERP Supplier Portal.”



10. In the next step, click on “Supplier Portal.”



11. In the left corner, change from “Orders” to “Negotiations” and enter the negotiation number (example, “210”).



12. After entering the negotiation number, find the tender and click “Create Response.” Follow the steps to complete your response and upload all required documents.

UNHCR RFQ: 210
Currency = Moldovan Leu

Title RFQ 210
Status Active (Locked)
Time Remaining 6 Days 8 Hours

Open Date 29/07/2024 7:45 AM
Close Date 08/08/2024 5:30 PM

Time Zone Coordinated Universal Time

Messages **Create Response** Actions Done

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Cover Page

DATE: 29/07/2024
REQUEST FOR QUOTATION:
For the provision of team building services for the UNHCR staff in Republic of Moldova
Close date and time for quotation submission: 08/08/2024, 17:30

Introduction to UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 16,000 people in more than 130 countries continues to help about 68.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>

RFQ Submission

We would appreciate receiving your quotation on or before the deadline specified in the Overview Section. Please note that quotations must be submitted directly in the system, responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline, outside the online portal, for any reason, will not be considered for evaluation.

Be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section.

Ensure that your quotation remains valid for at least 60 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR.

Request for Clarifications

This is all. If you have any additional questions, please contact us by email at - mdachsupply@unhcr.org

Best regards,
Supply Unit
UNHCR Moldova