

Slanje ponude

1. Pronalaženje otvorenih tendera
2. Prijavljivanje na tender
3. Priprema/slanje ponude
4. Uvid u poslatu ponudu
5. Izmena poslate ponude



1. Pronalaženje otvorenih tendera

UNHCR
Account Sign In
Identity domain ⓘ
OracleIdentityCloudService

Sign in with

PROD External IDCS UNHCR Staff Login

[Need help signing in?](#)

- Kliknite na <https://supplier-portal.unhcr.org>
- Izaberite **PROD External IDCS**
- Unesite **User ID (email adresa)** i **Password (lozinku)**
- Kliknite **Sign in** kako biste ušli u sistem

UNHCR
Non-Staff Directory

User Name
User name or email

Password
Password

[Forgot Password?](#)

Sign In

Unesite email adresu

Unesite lozinku

Kliknite Sign In

Need help signing in?
Access to UNHCR information and communications technology (ICT) resources, tools, and data is restricted to authorized users only.

Authorized users must ensure that their use of UNHCR ICT resources, tools, and data complies with the conditions set out in applicable UNHCR rules and is consistent with their obligations under the UN Staff Regulations and Rules or the respective conditions of service or the obligations under the relevant data sharing agreement, partnership agreement, or other agreement with UNHCR.

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By continuing, you acknowledge that you have read and understand and that you agree (including, where applicable, on behalf of your organization), to the above statements.





Početna strana Supplier Portal-a

Supplier Portal Tools Others

APPS

Supplier Portal

Kliknite na Supplier Portal

Things to Finish

Assigned to Me
45
Created by Me
0

1 hour ago
(REMINDER) ACTION REQUIRED
You Are Invited to Negotiation 1302 (RFQ 1302 Toner RBA)
Carina Del Carmen CHUNG CEDE...

6 hours ago
FYI
Negotiation 1301 (RFQ 1301 Toner RBA) Was Closed
Joyce EL MURR

8 hours ago
FYI
Award Decision for Your Response 12073 to Negotiation 1336 (RFQ Supply of soap...
William Theonest JACKSON

- Kliknite na kućicu **Supplier Portal**
- Dobavljači mogu da vide sve otvorene stavke u odeljku **Things to Finish**



VAŽNO:

Ako je vaša kompanija i direktno pozvana da učestvuje na tenderu, dobićete email notifikaciju.





Početna strana Supplier Portal-a

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- **View Active Negotiations**
- Manage Responses

Requiring Attention

2

2

■ Negotiations Closing Soon

Supplier News

Kliknite na
View Active Negotiations





Stranica otvorenih tendera

Search

Manage Watchlist | Saved Search | Open Invitations

** At least one is required

** Negotiation

** Title

** Negotiation Close By dd/mm/yyyy

** Invitation Received No

Response Submitted No

Negotiation Open Since dd/mm/yyyy

Search Results

Actions View

Accepted Terms Acknowledge Participation Create Response

Pronađite otvoreni tender

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
1493	UNHCR RFP 1493 - TUR	UNHCR RFP	17 Days 21 Hours	03/10/2023 11:2...	1				
1395	LIVRAISON CARTOUCHES A L'UNHCR ARU	UNHCR RFQ	14 Days 18 Hours	30/09/2023 8:58...	0				
1084	RFQ 1084 SUPPLY WAREHOUSE	UNHCR RFQ	15 Days 6 Hours	30/09/2023 8:15...	1				

Columns Hidden 4

Kliknite Search

- Na stranici **Active Negotiation**, unesite broj ili ime otvorenog tendera i pronadjite ga
- Kliknite na **Search**



Savet:

Ukoliko ne znate broj ili ime tendera, možete u polju **Invitation Received** izabrati **No**.

Kada kliknete na dugme **Search**, pojaviće se svi otvoreni tenderi.





Download tendera

Search

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title
216	TAZ-RFQ-2023-216
192	RFQ_SRB_001_2024

Columns Hidden 4

- Označite željeni tender
- Da bi videli **pdf verziju** tendera, idite na **Actions> View PDF**





Potvrđivanje učešća na tenderu

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms **Acknowledge Participation** Create Response

Negotiation	Title	Negotiation Type	Time Remaining
1366	RFQ-1365	UNHCR RFQ	3 Days 2 Hours
1334	REQUEST FOR QUOTATION R	UNHCR RFQ	5 Days 20 Hours
1302	RFQ 1302 Toner RBA	UNHCR RFQ	8 Hours 52 Minu...
1084	RFQ 1084 SUPPLY WAREHO	UNHCR RFQ	23 Days 8 Hours

Columns Hidden 4

Acknowledge Participation ✕

Will Participate Yes
 No

Note to Buyer

Last Acknowledgment Will participate
Last Acknowledgment Date 07/09/2023 9:57 AM

OK Cancel

- Ukoliko želite da učestvujete u određenom tenderu, idite na **Accept Terms** i **Acknowledge Participation**



Savet:

Ukoliko ovo uradite, dobijaćete automatske email notifikacije o svakoj izmeni u vezi tendera.





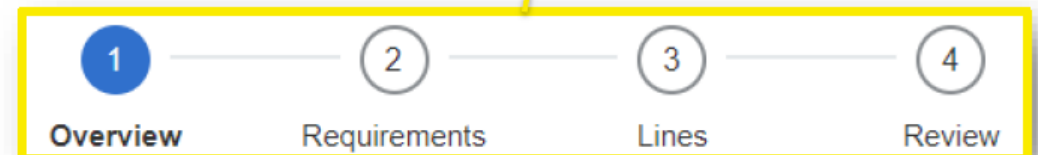
Kreiranje ponude

- Kliknite na **Create Response**

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms Acknowledge Participation **Create Response**

Negotiation	Title	Negotiation Type	Time Remaining
1366	RFQ-1365	UNHCR RFQ	3 Days 2 Hours
1334	REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF SOAP	UNHCR RFQ	5 Days 20 Hours
1302	RFQ 1302 Toner RBA	UNHCR RFQ	8 Hours 52 Minu...
1084	RFQ 1084 SUPPLY WAREHOUSE	UNHCR RFQ	23 Days 8 Hours

Columns Hidden 4



- Neophodno je da kompletirate sve 4 glavne aktivnosti - stanice (**4 train stops**) kako bi poslali ponudu.



Stanica 1: Overview (Pregled)



Review

Lines

Requirements

Overview

Create Response (UNHCR Request For Quotation 12105): Overview ?

2

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Last Saved 07/09/2023 12:00 PM
Time Zone Coordinated Universal Time

Title RFQ-1385

Close Date 10/09/2023 2:02 PM

General

Supplier Company LLC

Negotiation Currency USD

Response Currency USD

Price Precision 2 Decimals Maximum

Reference Number

Note to Buyer

Attachments None +



4

Response Valid Until

3

Time Remaining 3 Days 2 Hours

1. Pregledajte tendersku dokumentaciju i uslove – Idite na **Actions > View Negotiation**
2. Postavite pitanja – Idite na **Messages** (možete napisati poruku na srpskom)
3. Proverite rok za učešće – **Time Remaining**
4. Navedite rok važnosti vaše ponude – **Response Valid Until**

3. Priprema/slanje ponude





Prelazak na sledeću stanicu

- 4 Review
- 3 Lines
- 2 Requirements
- 1 Overview

Messages Respond by Spreadsheet ▼ Actions ▼ Back Next Save ▼ Submit Cancel

Save ▼ Submit

Save and Close

- Ukoliko želite da kasnije nastavite sa popunjavanjem ponude, kliknite na **Save (and Close)**
- Kada popunite jednu stanicu, kliknite na **Next** da bi prešli na sledeću



Savet:

Sistem se isključuje nakon određenog perioda neaktivnosti i vaši nesačuvani unosi mogu biti izgubljeni.

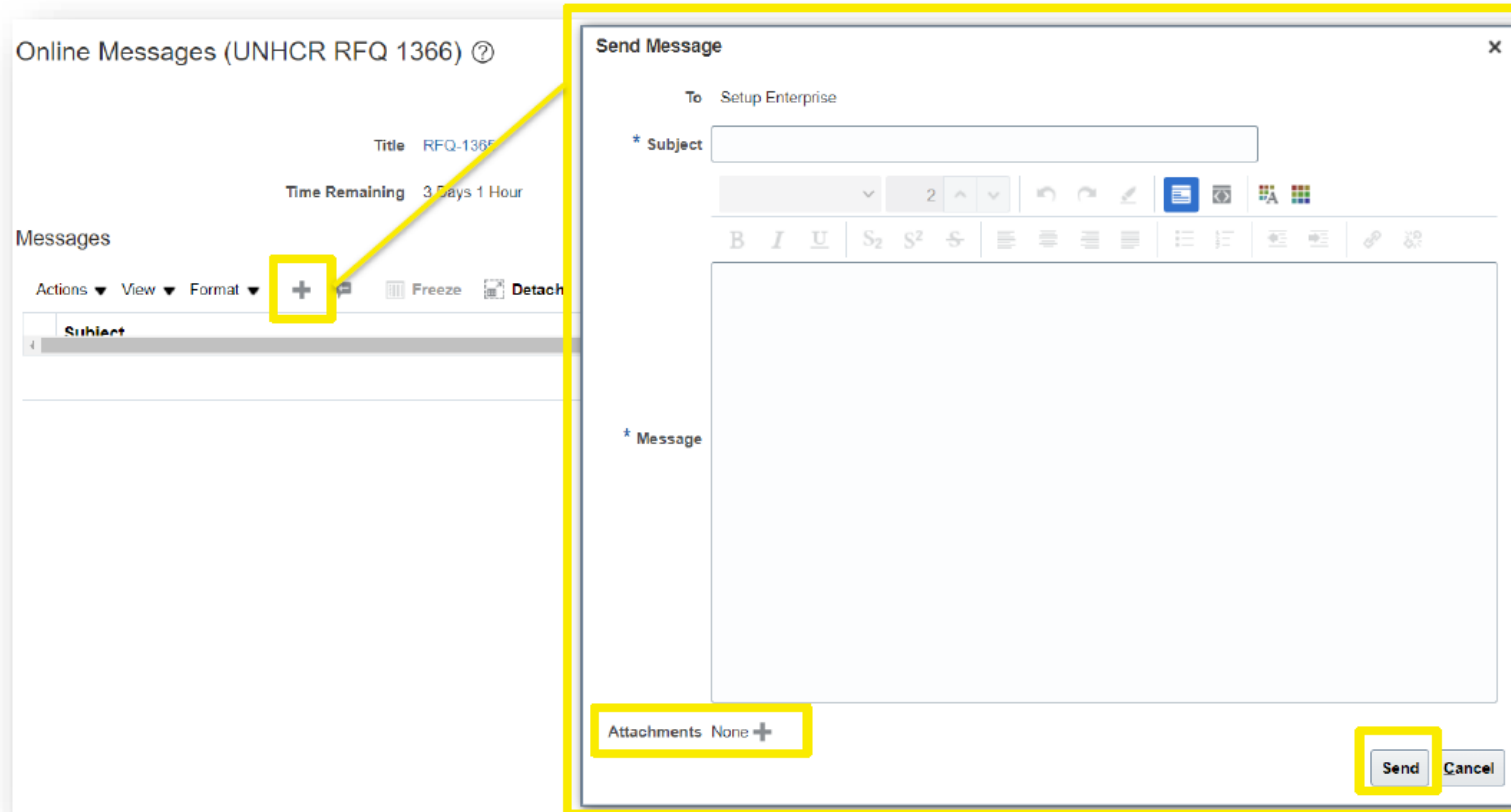
Molimo kliknite **Save** nakon novog unosa.





Zvanični kanal komunikacije: Online poruke (Messages)

- 1 Overview
- 2 Requirements
- 3 Lines
- 4 Review



Ukoliko imate pitanja o tenderu, koristite funkciju **Message** radi komunikacije sa UNHCR-om:

- Kliknite na dugme **+** da bi otvorili prozor za slanje poruke
- Navedite predmet vaše poruke u polje **Subject** i pozovite se na broj tendera (npr. RFQ/SRB... – pojašnjenje uslova)
- Navedite pitanja u vezi tendera i kliknite na **Send**



Stanica 2: Zahtevi tendera (Requirements)



Važno: * znači obavezno polje

Time Remaining 0 Seconds Close Date 10/04/2023 9:58 AM

Section 1. Mandatory Certifications

* 1. Minimum of one (1) accreditation to perform Inspection and/or Audits (such as IFIA, TIC, CEOC, ICA)

a. Available Response Attachments None +

b. Not Available

* 2. Minimum of five (5) years of experience in the same type of services

a. Available Response Attachments None +

b. Not Available

* 3. Bidders should prove presence (either own office or formally contracted 3rd party) in at least the four (4) main countries of manufacturing (China, India, Pakistan and Vietnam). Complete Annex H on Geographical coverage, with indication of headquarters location and usage of third-party providers to fulfill obligations related to this ToR, where applicable.

a. Available Response Attachments None +

b. Not Available

* 4. Bidders should provide a liability insurance policy covering the service provided to UNHCR under this ToR. Please submit a copy of professional liability insurance and compensation per single claim, carried by our company and/or third-party provider.

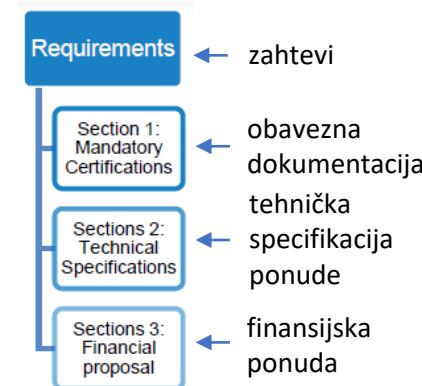
a. Available Response Attachments None +

b. Not Available

Section 1. Mandatory Certi... Evaluation Stage: Technical

U okviru stanice Requirements, unesite ponudu:

- Kliknite **+** da bi dodali prilog (**Attachment**) ukoliko je traženo
- Postoje **tri odeljka** sa zahtevima, kliknite na strelicu pored teksta kako bi prešli na sledeći odeljak





Pristup tenderskim priložima (Download Attachment)

- 4 Review
- 3 Lines
- 2 Requirements
- 1 Overview

Section 3. Financial evaluation


* 1. Please provide the financial offer as per provided form.

Attachments **Annex C - Financial Offer form**

a. Yes, submitted financial offer

Comments

Section 3. Financial evalu... (dropdown)

 **Napomena:**

Neki tenderi imaju obavezne formate za tehničku ili finansijsku ponudu

- Skinite anekse i priloge na vaš računar i popunite ih ako je traženo



Stanica 3: Stavke (Lines)



Currency = US Dollar

Last Saved 07/09/2023 4:34 PM
Time Zone Coordinated Universal Time

Time Remaining 2 Days 21 Hours

Close Date 10/09/2023 2:02 PM

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	Toner, Printer		+		Office stationary sup		10.00	1	Each	10.00	25/09/2023
2	Printer, HP, Laserjet, Enterprise M455DN		+		Printers		100.00	1	Each	100.00	25/09/2023

Rows Selected: 1 Columns Hidden: 8

Grand Totals

All response lines except alternate lines are included.

Response Amount 110.00

Actions View Format

- Edit Line Details
- Create Alternate
- Delete Alternate

- Unesite cenu (**Response Price**) za svaku stavku
- Navedite rok isporuke (**Promised Delivery Date**)
- Ukoliko želite da izmenite ponudu, kliknite na **Actions > Edit Line Details**



Stanica 4: Provera (Review)



- 4 Review
- 3 Lines
- 2 Requirements
- 1 Overview

Review Response: UNHCR Request For Quotation 12105 ?

Currency = US Dollar

Title RFQ-1365
Close Date 10/09/2023 2:02 PM

Time Remaining 2 Days 21 Hours

Last Saved 07/09/2023 4:46 PM
Time Zone Coordinated Universal Time

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Overview Requirements Lines

General

Supplier	Company LLC	Reference Number	
Negotiation Currency	USD	Note to Buyer	
Response Currency	USD	Attachments	None
Price Precision	2 Decimals Maximum		
Response Valid Until	30/09/2023 2:03 PM		

2

3

Actions Back Next

View Negotiation

View Response PDF

Validate

4

Confirmation

Response 12105 to negotiation 1366 was validated without errors.

OK

1. Proverite sve unose i izmenite ukoliko želite
2. Idite na **Actions > View Response PDF**
3. Kliknite na **Actions > Validate** da proverite da li su ispunjeni svi zahtevi
4. Ukoliko je sve u redu, pojaviće se prozor sa potvrdom (**Confirmation**)



Potvrda o podnetoj ponudi



Review Response: UNHCR Request For Quotation 12105 ?

Messages Respond by Spreadsheet Actions Back Next Save **Submit** Cancel

Currency = US Dollar Last Saved 07/09/2023 4:46 PM Time Zone Coordinated Universal Time

Title RFQ-1365 Time Remaining 2 Days 21 Hours

Close Date

Confirmation

The response 12105 to negotiation 1366 was submitted.

OK

Overview Requirements Lines

General

Supplier	Company LLC
Negotiation Currency	USD
Response Currency	USD
Price Precision	2 Decimals Maximum
Response Valid Until	30/09/2023 2:03 PM

- Kliknite na **Submit** da pošaljete ponudu
- Pojaviće se prozor sa potvrdom sa obaveštenjem da je vaša ponuda poslata



Važno:

Neophodno je da pritisnete dugme **Submit** da bi ponuda bila poslata.



4. Uvid u poslatu ponudu

Home button



You have a new home page!

Open it with the home icon or the company logo. You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.

Supplier Portal Tools Others

APPS

Supplier Portal

- Unesite **User ID** (email adresu) i **lozinku** (password)
- Kliknite na **Sign in**
- Kliknite na **Home**
- Pojaviće se početna stranica Supplier Portala
- Kliknite na ikonicu **Supplier Portal**



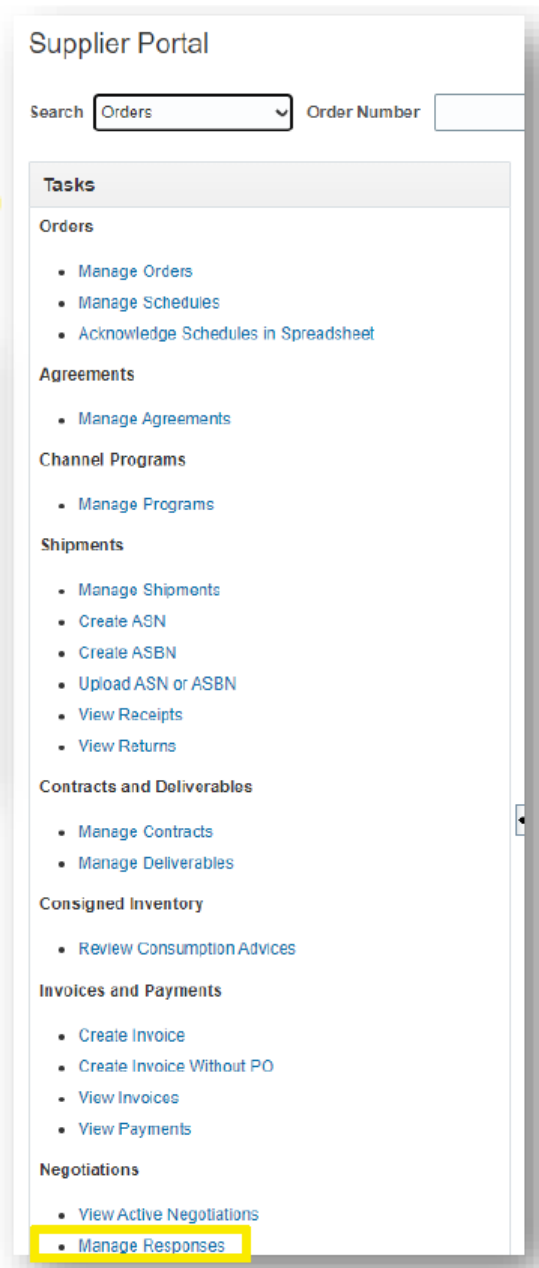
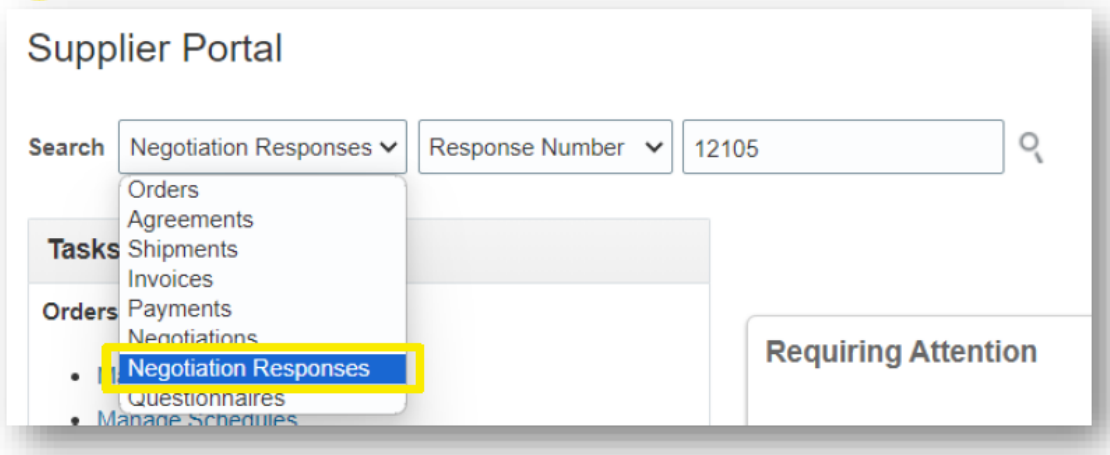


Kako pronaći poslatu ponudu

Dva načina

1

2



- Pogledajte **Negotiations** odeljak
- Kliknite na **Manage Responses**

1. Na početnoj stranici Supplier Portala, u padajućem meniju izaberite **Negotiation Response**
2. U koloni pored, izaberite **Response Number**
3. Zatim upišite broj vaše ponude (Response number)





Status ponude

Response	Response Status	Negotiation	Negotiation Title
12117	Draft	1366	RFQ-1365
12105	Active	1366	RFQ-1365
11005	Active	1148	SUPPLY OF CARD PRINTERS ACCESSORIES
11010	Active	1119	Request for Proposal Consultancy Services Partners Auditing
12104	Draft	1084	RFQ 1084 SUPPLY WAREHOUSE
9019	Pending award	747	PAKIS/2023/RFP/747

- **Draft** – nacrt ponude sačuvan ali ponuda nije poslata
- **Active** – poslata ponuda
- **Awarded** – izabrana ponuda
- **Disqualified** – diskvalifikovana ponuda (u toku evaluacije)
- **Pending award** – odabir ponude u toku
- **Rejected** – ponuda koja nije izabrana
- **Resubmission required** – ponuda koja se mora ponovo poslati zbog revizije tendera

5. Izmena poslate ponude



Search

** Negotiation Title

** Negotiation

** Response

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms **Revise**

Response	Response Status	Negotiation	Negotiation Title
12117	Draft	1366	RFQ-1365
12105	Active	1366	RFQ-1365

- Izaberite liniju ponude (kao na slici – postaće plava)
- Kliknite **Revise**



Napomena:

Izmene su moguće do isteka roka za prijem ponuda



Pregled i izmena ponude



Create Response (UNHCR Request For Quotation 12117): Overview (?)

1 Overview 2 Requirements 3 Lines 4 Review

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

View Negotiation
View Response PDF
Validate

Last Saved 07/09/2023 10:45 PM
Zone Coordinated Universal Time

Title RFQ-1365
Close Date 10/09/2023 2:02 PM

General

Supplier Company LLC
Negotiation Currency USD
Response Currency USD
Price Precision 2 Decimals Maximum
Response Valid Until 30/09/2023 2:03 PM

Reference Number
Note to Buyer
Attachments None +

Time Rema

i

Da bi videli i izmenili unos u razlicitim delovima vaše ponude (Overview, Requirements ili Lines), kliknite na odgovarajuću stanicu. Kada ste uneli željene izmene, kliknite na Submit da biste poslali revidiranu ponudu.

