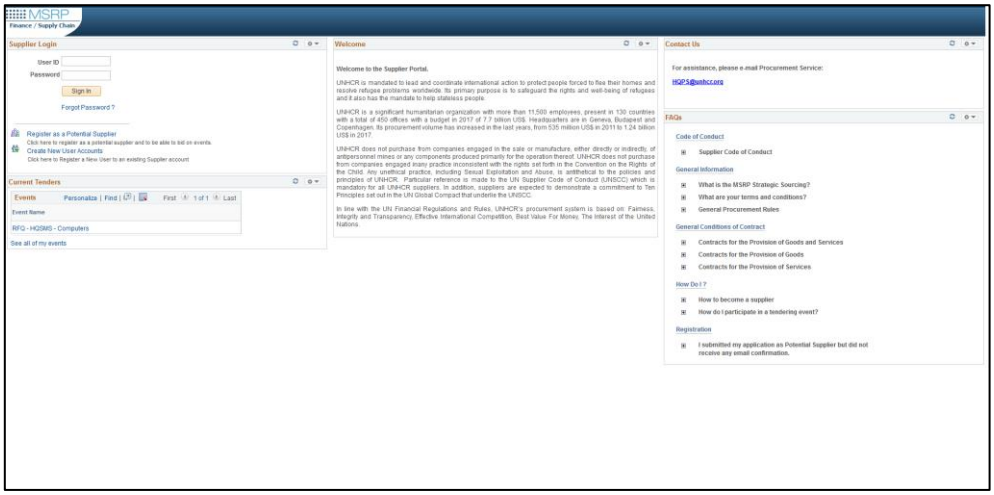
Introduction:

This guide will instruct users through the steps necessary to complete a bid on a published tender listed in UNHCR's Supplier Portal, this guide will only cover the Request for Quotation tendering method.

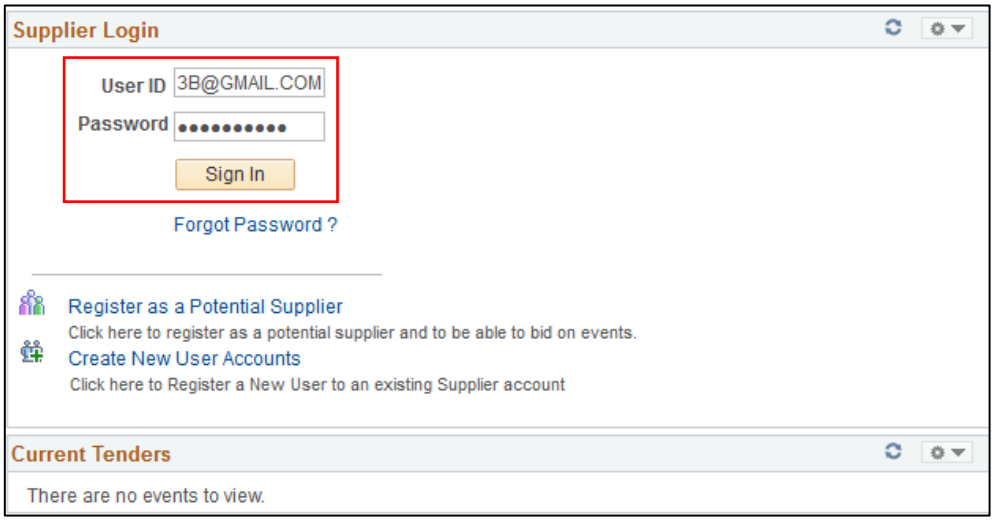
To bid on an event, a supplier will first need to register as a *Potential Supplier*, when registering as *Potential Supplier* you will be able to view & bid on events. If your company is awared an event a final review will be completd before becoming a UNHCR supplier.

If you have any issues or need assistance, please contact the Vendor Mangement Unit with Strategic Sourcing in the Email Subject Line. **VMCA Email Address.**

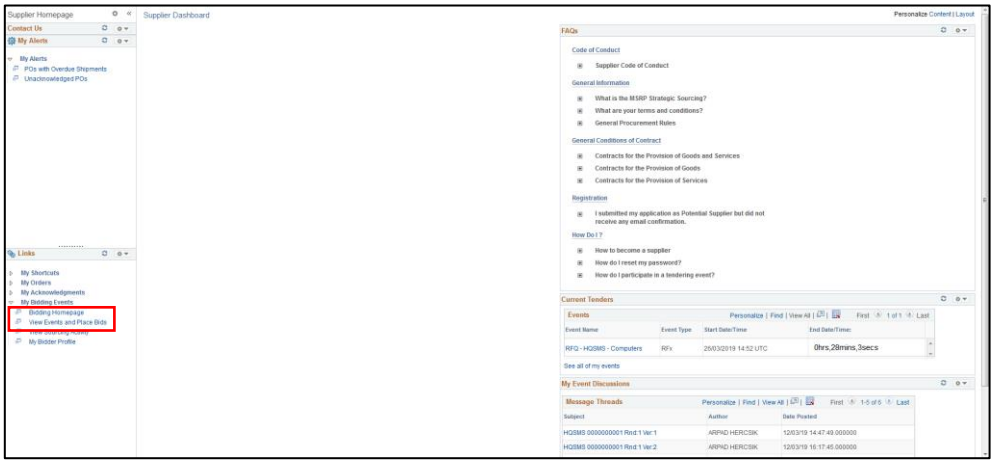
Step	Action
1.	**On the Supplier Portal page it is possible to see current events & additional information.** **To arrange for login credentials, please refer to the Register as a Potential Supplier or Create New User Accounts guides.**



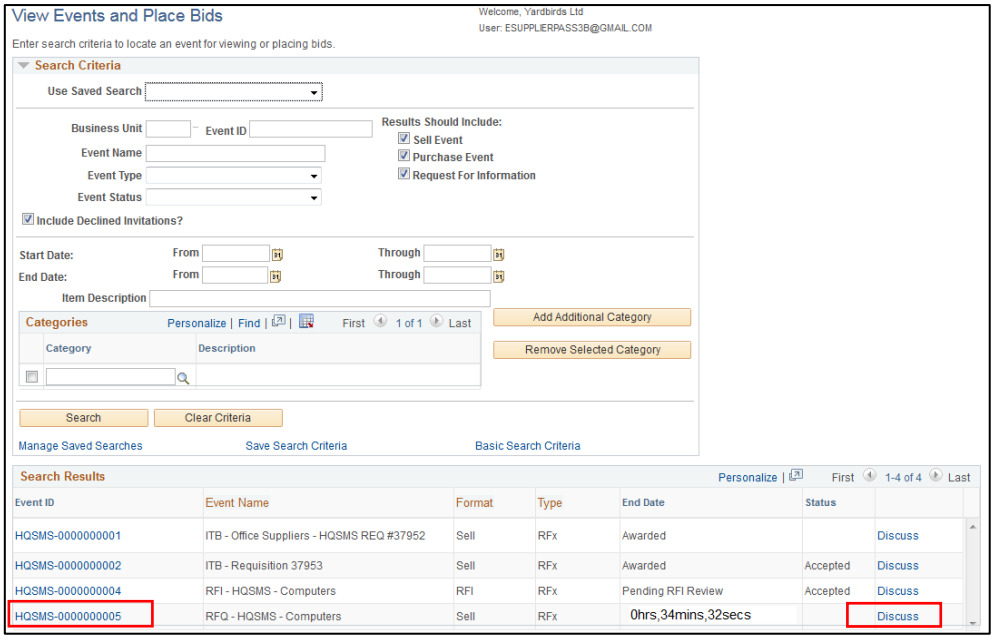
Step	Action
2.	**Enter the Login Credentials: User ID & Password.** Example: User account = ESUPPLIERPASS3C@GMAIL.COM Password = Monday@123



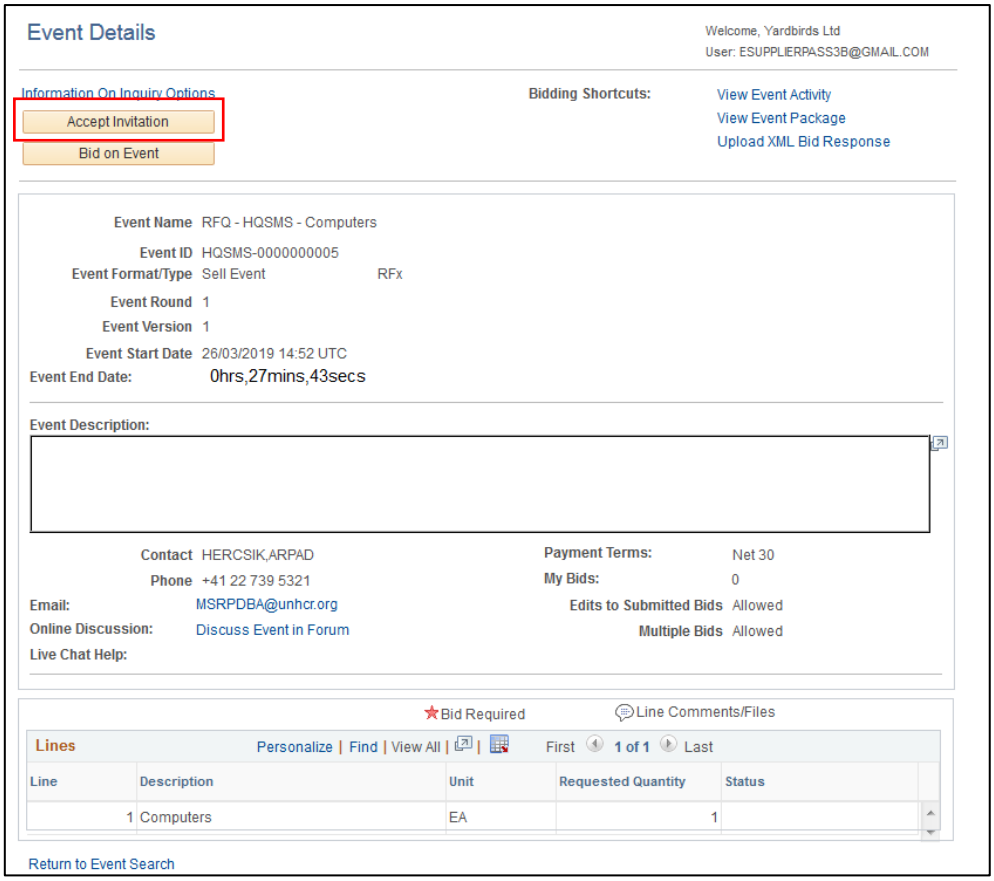
Step	Action
3.	**On the Supplier Homepage:** **Click the View Events and Place Bids link.**



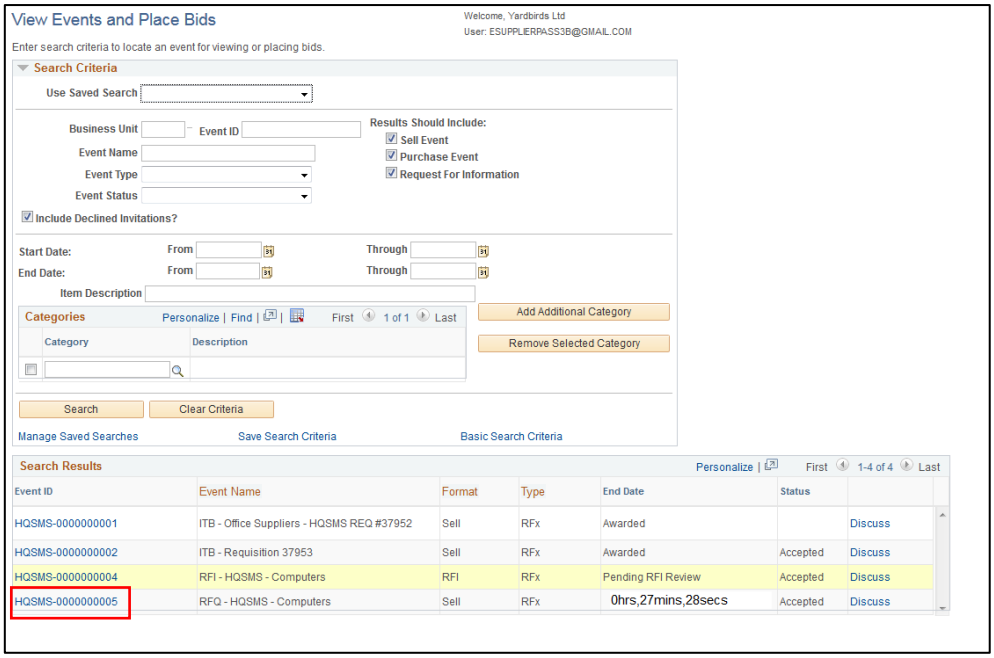
Step	Action
4.	**On the View Events and Place Bids page:** **Click the Event ID link of the open events.** **Note:** If you would like to communicate about the event with UNHCR, please use the **Discuss link**. All discussions with UNHCR will be made public & published for all bidders to review, please do not send sensitive information. To use this functionality, please see the **Bid Discussion** guide.



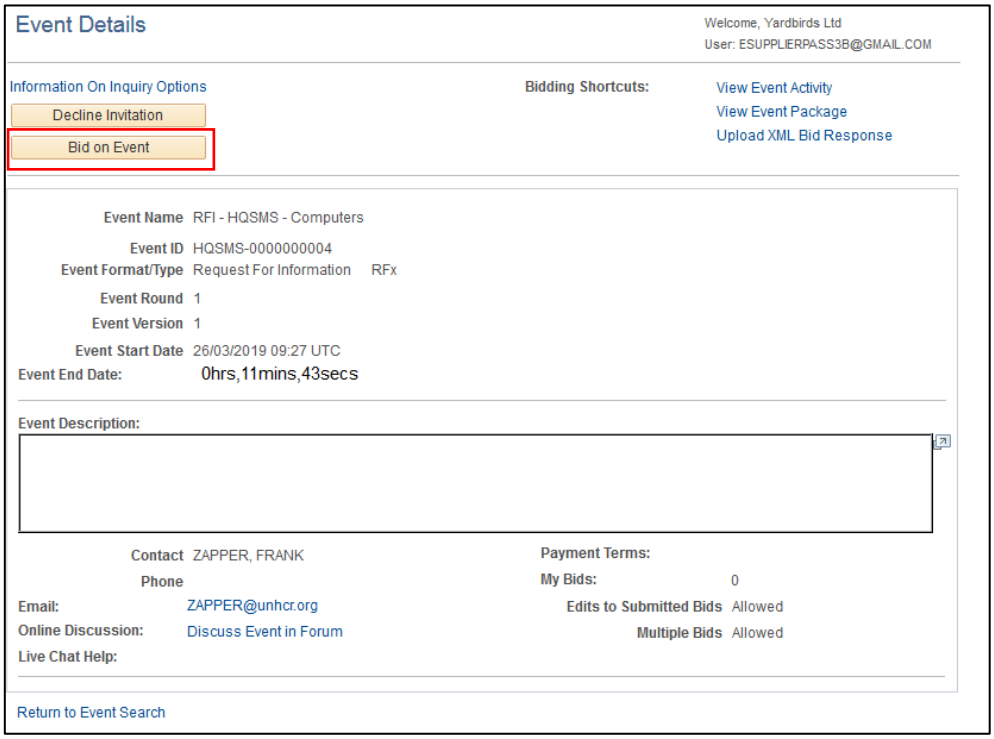
Step	Action
5.	**On the Events Details page you can either:** **Accept the Bid:** the bidder may accept to bid on the event but chooses to complete the actual bid at a later time. **Bid on Event:** the bidder will be directed to the Create Bid Response page & can start to enter their event bid. **Click the Accept Invitation button.**



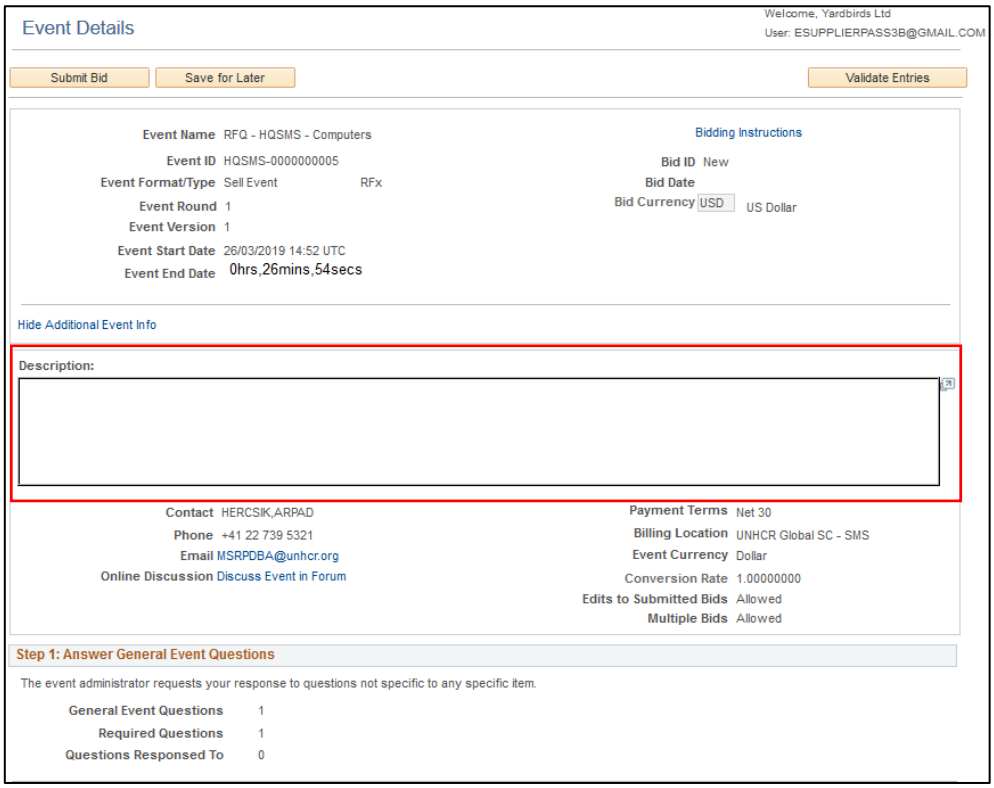
Step	Action
6.	**After Accepting the Invitation, the bidder will be redirected back to the View Event and Place Bids page.** **Click the Event ID link again to enter the bid.**

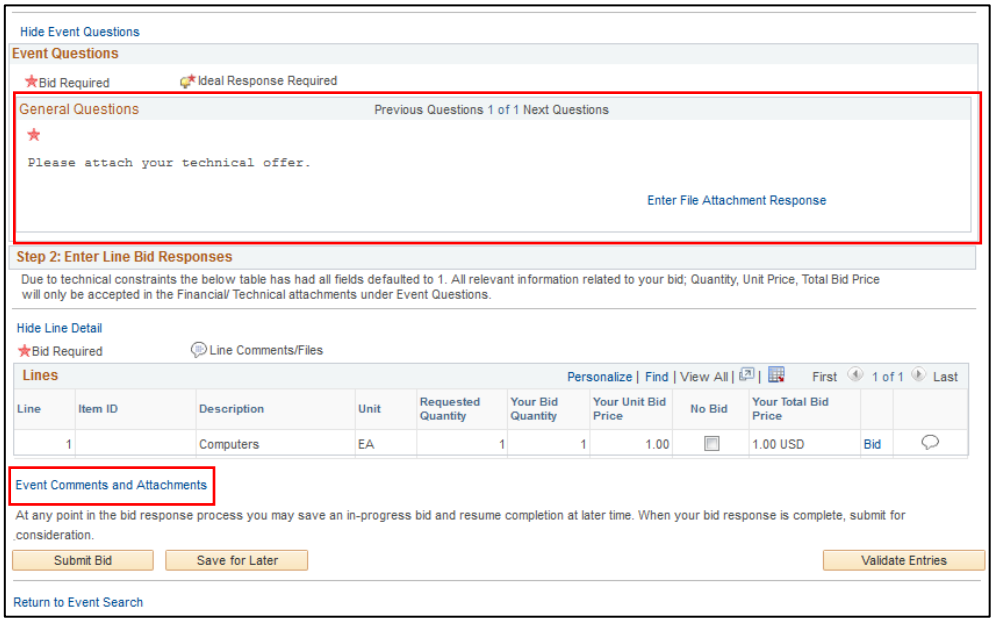


Step	Action
7.	**Click on the Bid on Event button.**

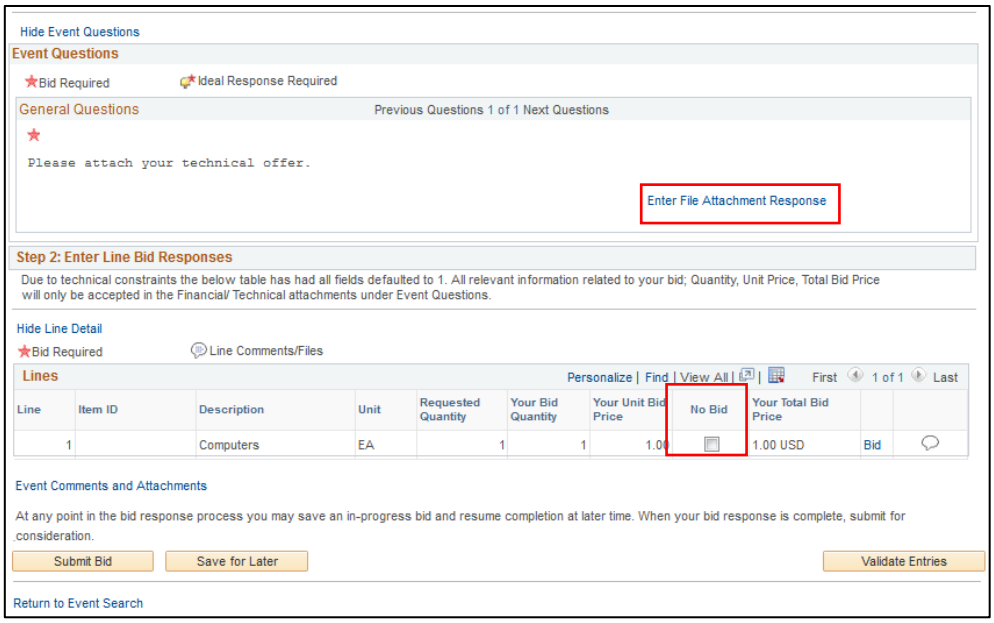


Step	Action
8.	**Review the Event Information via the:** 1.Event Description. 2.Event Comments & Attachment link. 3.Event Question

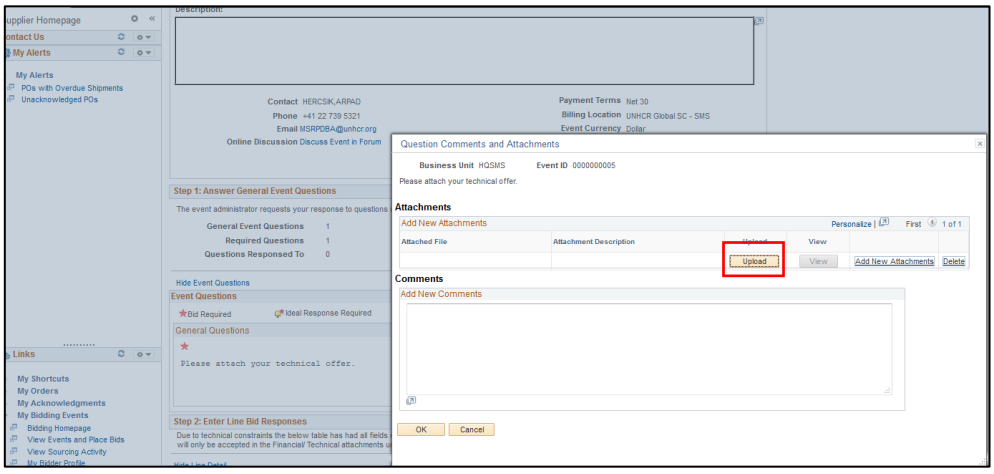




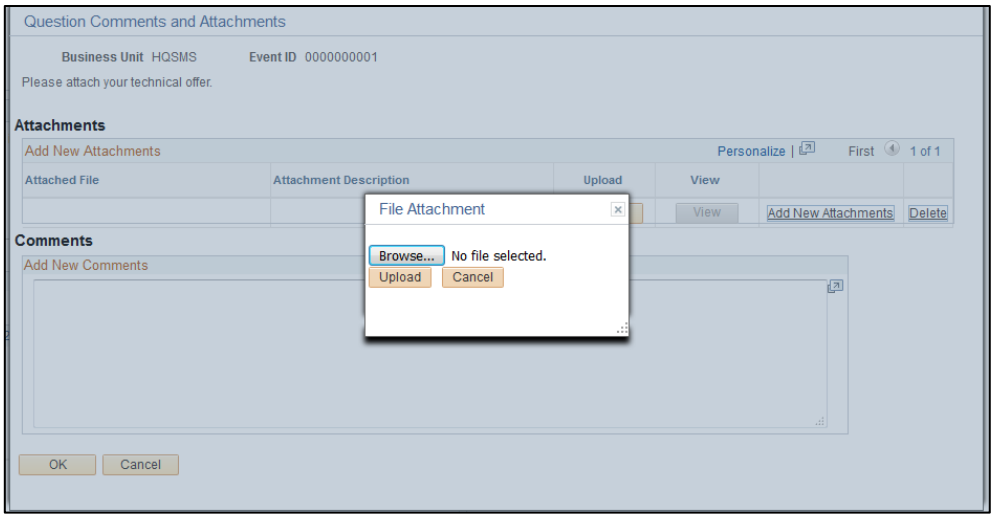
Step	Action
9.	**To complete the bid, the bidder must attach their Technical Offer & submit it.** **Click the Enter File Attachment Response link.** **Note:** UNHCR will only accept the bidding information via the Event Questions section, the Enter Line Bid Response section is to only be used if the bidder does not want to bid on a certain Event line. Please see the comment below the section header for more information.



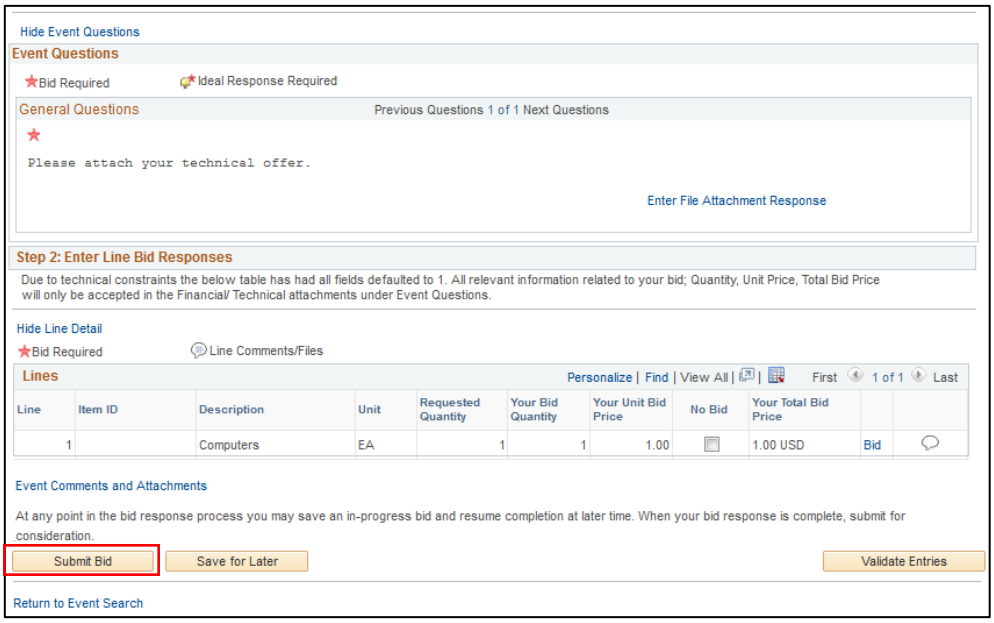
Step	Action
10.	**Click the Upload button**



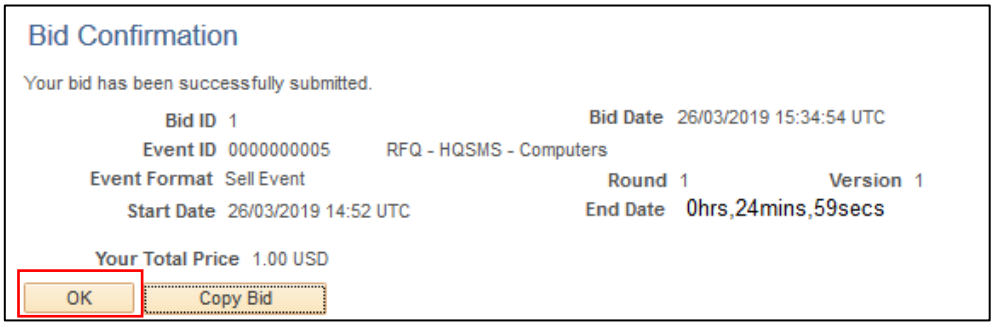
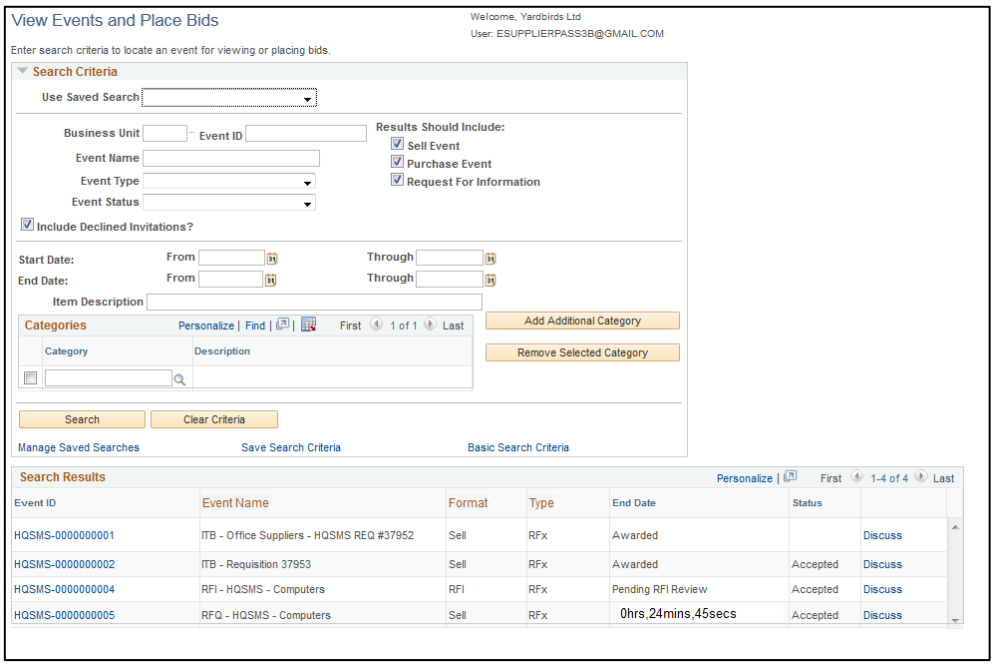
Step	Action
11.	**Click the Browse button and select file.**



Step	Action
12.	**Once the Technical Offer has been attached.** **Click the Submit Bid button once the bid is finalized.**



Step	Action
13.	**On the Bid Confirmation page:** **Click OK to return to the View Events and Place Bids page.**



Step	Action
14.	**The bidding process is now complete.**