Notice to Bidders

UNDP Afghanistan Moves to ATLAS E-Tendering System

UNDP Afghanistan has moved from traditional manual and email bid submission to bid submission through E-Tendering system. E- Tendering system enables suppliers with a simple registration process and submission of their bids through secured electronic bid box. The bidders that have not already registered in the E- Tendering system should register their company with some pertinent information such as Company Name, User(s) Name, email, address, telephone number etc. in order to submit their quotations or bids or proposals.

The step by step instructions for registration of bidders and submission of bids through the UNDP ATLAS E-tendering system is available in the *"Instruction Manual for the Bidders"*, attached with this notice. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your bids, please send an email to the procurement officer at procurement.af@undp.org and CC ahmad.zubair@undp.org, mohammad.hamid.abidy@undp.org to request for help, or call at: +93 (0) 728999765

You can login to the system through the URL provided below:

https://etendering.partneragencies.org

When you first time login to the system, you should use the following user name and the password:

Username: event.guest
Password: why2change

- The name of the company should be same as in the company registration document and/or the trade license. Further, we strongly recommend that you create your username with two parts, your first name and last name separated by".", similar to the one shown above. The registration process enables the Bidders to create one or more user ID (s) at their discretion.

- Once the registration process is completed, system will generate a temporary password and it will be sent to the bidder to the email address provided during registration process. The bidder should clear the history and close the browser, before login to the system with their own user name and the temporary password. Once this done.

- The bidders should click the link provided in the email and login to the system using the temporary password. Once log in to the system, the bidders will be prompted to create their own password.

- After this process, bidders can login to the system with their user name and password as well as see and bid on both the public events as well as the events to which they have been invited to submit bids.

- Bidders are further advised to use Internet Explorer Version 10 or above in order to avoid any compatibility issues.