**Submission and Receipt of Offers**

|  |  |
| --- | --- |
|  |  |

**Submission of Offers in Quantum/UNall platform**

1. It is the sole responsibility of Offerors to ensure that their offers are submitted to UNDP on the submission place, date and time indicated in the solicitation document, and that the offers are properly signed by authorized signatories.

1. It is recommended that UNDP should set a deadline time during the normal working day so as to be able to provide necessary support to suppliers at bid submission, if required.
2. It is not technically possible to accept late bids in Quantum/UNall, suppliers are thus recommended to submit their bids prior to the deadline period or offers submitted after the designated date and time, or in another location outside of the designated place of submission, should be immediately returned to the offeror unopened, and bearing a stamp indicating the date and time of receipt by UNDP.
3. If offers are delivered by hand, where permitted and they arrived on time at the designated place, Offerors may request for a written receipt from UNDP as a record of the date and time of delivery.

Structure Element - Procedures

**Receiving of Offers**

1. Business Units must establish the process for receiving offers in their respective offices.  Regardless of who is designated to receive offers, the said individual in the BU must ensure that all offers received will bear the date and time of actual receipt of the offer, by stamping them on the external cover of the offer. This process is automated in  Quantum. It handles the bid receipt process in a secure and traceable manner and records among others time when bid was submitted. In cases when tender is not managed in quantum for the reasons and provisions included in POPP.
2. When the offers are received ahead of the date and time of opening, a designated staff should handle the safekeeping of offers, sealed or otherwise, shall secure the document received and ensure its safety and confidentiality.  Regardless of the manner of delivery or transmission of the offer, all offers shall be afforded the same degree of security and control.

1. Any offer that is inadvertently opened prior to the date of opening, if not due to improper or erroneous labeling of the offeror, must be brought to the attention of the Head of the Business Unit immediately for further guidance on the appropriate action.
2. Any unsolicited offers received by UNDP shall be rejected.

**Labelling of Offers**

1. For Invitation to Bid (ITB) and Request for Proposal (RFP) in excess of USD 200,000, the labeling of the offers must be done in accordance with the instructions provided in the ITB and RFP. At minimum, the offeror must indicate the following information in the covering package of the offer:
2. The name and address of the offeror;

1. The addressee, which is UNDP and its designated location for the submission of offers; and
2. The specific requirement/procurement for which the offer is being made.
3. The Offeror shall assume the responsibility for the misplacement or premature opening of offers, if such opening was due to improper sealing and labeling by the Offeror.

 **Opening of Offers**

1. Offers received in Quantum can be opened for internal evaluation team by the procurement office managing the cause after tender deadline has passed. In cases where tender is not managed in Quantum, for ITB and RFP (i.e., exceeding USD 150,000), the opening of the offers must be done in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.
2. Public Bid Opening report is mandatory for ITBs and must be done immediately after tender has closed. When tender is managed in Quantum, Public bid Opening report is sent automatically from the system. For tenders not managed in Quantum, Bids will be opened in the presence of an ad-hoc committee from by UNDP of at least two (2) members and presence of participating bidders that choose to attend. The Offeror’s names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening.   No offer may rejected at the stage of opening the offers, except for those that were late in submission, for which the offer shall be returned unopened to the Offeror.
3. Quantum keeps digital record of all offers received. For tenders not managed in Quantum, a brief documentation of the opening of the ITB or RFP must be kept on record, indicating the offers that were opened, their respective offerors, the individuals present at the time of the opening, and all other relevant information.

**Safekeeping of Opened of Offers**

1. The Business Unit must also establish its own procedure for the safekeeping of opened offers, especially when there is a lead time between the opening of the offers and their actual evaluation.  A staff must be designated to ensure the security and confidentiality of all the offers at all times, before and after the award of the contract.