



国連 電子入札基盤 - Ariba E-Tendering -

国連電子入札基盤 (Ariba E-Tendering)

国連の調達活動を行う際の入札基盤

販売者の会社情報がUNGMからAribaへ共有される

国連でのAribaを使った入札が初めてのユーザはAribaにて登録が必要

入札会社との相互伝達

入札の書類の提出

落札会社への通知

関連資料: <https://www.un.org/Depts/ptd/ariba-e-tendering-vendor-guidance>

Ariba E-Tendering 入札手順

- 入札の公示:
 - 入札会社へ招待電子通知送付

- 入札先へ接続登録後、接続開始

- 入札提出
 - 前提条件となる質問事項に回答
 - 入札する入札単位(Lot)/入札品目(Line)を選択し見積もり支払い通貨を選択
 - 作業範囲記述書(SoW)を確認し技術提案と金額提出

入札招待通知

☐ ☆ Ariba Administrator The United Nations Secretariat has invited you to participate in the solicitation event: U...

▶ SAP Ariba Netw...

- ☐ 入札の締切日時
- ☐ 登録されている利用者識別情報
- ☐ 入札先への接続先、及びAribaへの登録先
- ☐ 入札先の接続支援が必要な場合の宛先
(ariba-tendering@un.org)
- ☐ UNGMへの接続先
- ☐ 一般的な[Ariba利用者手引き先](#)

The United Nations Secretariat has invited you to participate in the solicitation event: Aviation Bidder Overview Session

Ariba Administrator <no-reply@ansmtp.ariba.com>
Reply-To: aribae-tendering@un.org
To: un umoja third umoja <unaribasap03@gmail.com>

Tue, Apr 5, 2022 at 12:53 PM



Welcome,

The United Nations Secretariat herewith invites you to participate in the following solicitation event: Aviation Bidder Overview Session. The solicitation event starts on Tuesday, April 5, 2022 at 9:47 AM, Pacific Daylight Time and closes on Thursday, May 5, 2022 at 9:47 AM, Pacific Daylight Time.

Use the following username to log in to United Nations Secretariat solicitation events: unaribasap03@gmail.com.

[Click Here](#) to access this solicitation event.

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in the solicitation.

If you have forgotten your username or password and are unable to log in, [Click Here](#). Please note the forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

Please note that the UN Secretariat uses the UNGM portal (<https://www.ungm.org/>) as its sole supplier database. Only emails associated with your company's UNGM account will be invited to solicitation events in Ariba. If solicitation events should be sent to other personnel in your organization, please ensure to update your company's UNGM account with the additional users and inform the UN Secretariat via email to aribae-tendering@un.org to update your Ariba account.

If you have any issues with your UNGM account, please review the resources available in the UNGM help center: <https://help.ungm.org/>

In case you experience problems using the e-tendering platform, you can reach out via email to aribae-tendering@un.org to request assistance. If you have any questions concerning the subject solicitation, kindly contact Procurement using the "Event Messages" after you log in to Ariba. Please note submitting your proposal/bid by any means other than Ariba's response template can result in your company's disqualification; this includes but is not limited to submitting the solicitation proposal directly by email to the support team or procurement official or submitting the solicitation proposal using the "Event Messages".

If you do not wish to respond to this event, [Click Here](#). You must log in to the Ariba Commerce Cloud using your existing username and password before you can indicate that you do not want to respond to this solicitation event.

We look forward to working with you!

Thank You,

入札先接続

国連の入札でAribaを以前利用された利用者 国連の入札でAribaを初めて利用する利用者

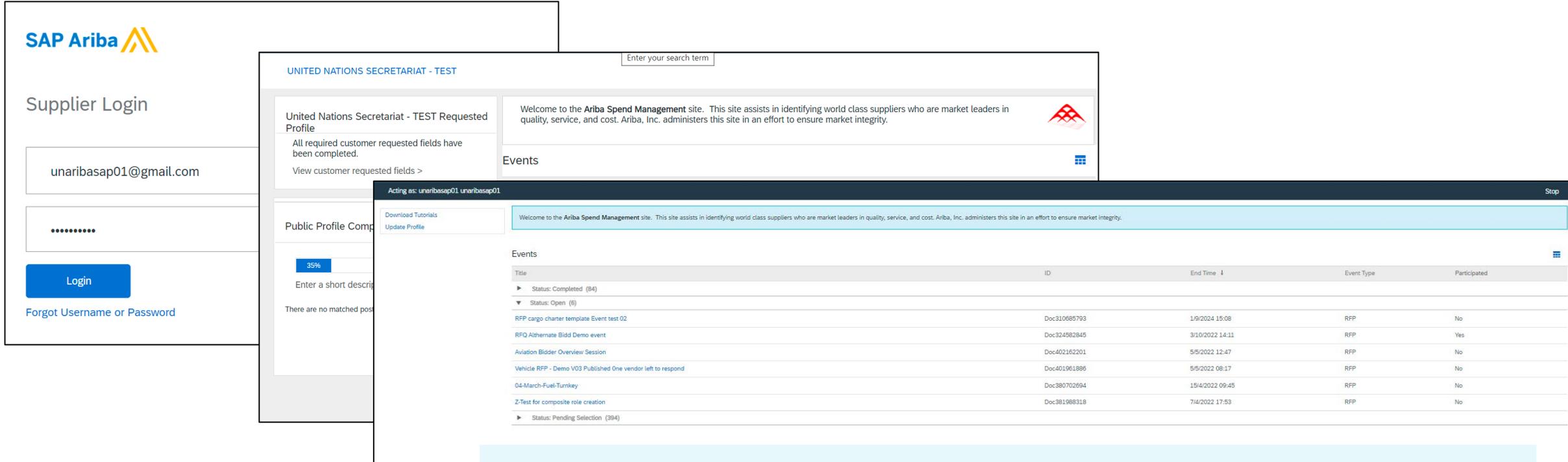
The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a search bar with the text "Enter your search term". Below this, the SAP Ariba logo is displayed. The main heading is "Supplier Login". There are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. A link "Forgot Username or Password" is located below the login button. To the right of the login form, there is a promotional banner for the "SAP Business Network Support Mobile App" with a "Learn More" button.

The screenshot shows the SAP Ariba Welcome page for a new user. The heading is "Welcome, Blond". Below this, there is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." The main content area contains the text "Sign up as a supplier with United Nations - TEST on SAP Ariba." and "United Nations - TEST uses SAP Ariba to manage procurement activities." Below this, there is a blue "Sign up" button. There is also a "Log in" button for existing users. The page includes an "About Ariba Network" section with a list of benefits and a "Moving to the Ariba Network" section.

□ 登録されている利用者識別情報で接続

□ 国連のAribaへの登録後接続

国連(Ariba)入札登録済販売者



The screenshot shows the SAP Ariba Supplier Login interface. On the left, there is a 'Supplier Login' form with fields for email (unaribasap01@gmail.com) and password, and a 'Login' button. Below the login form is a link for 'Forgot Username or Password'. The main content area shows the 'UNITED NATIONS SECRETARIAT - TEST' profile page. A message states: 'United Nations Secretariat - TEST Requested Profile. All required customer requested fields have been completed. View customer requested fields >'. Below this, there is a 'Public Profile Completion' section with a progress bar at 35% and a '35%' indicator. A 'Public Profile Complete' button is visible. The 'Events' section displays a table of events with columns for Title, ID, End Time, Event Type, and Participated. The table lists several events, including 'RFP cargo charter template Event test 02', 'RFQ Althamate Bidd Demo event', 'Aviation Bidder Overview Session', 'Vehicle RFP - Demo V03 Published One vendor left to respond', '04-March-Fuel-Turnkey', and 'Z-Test for composite role creation'. The table also shows status counts: 'Status: Completed (84)', 'Status: Open (6)', and 'Status: Pending Selection (394)'.

- 招待通知の接続先より直接入札先へ接続が可能
- Aribaの販売者専用接続先より接続する際は、上記の流れで接続を行い、入札の表題を選択することにより、入札が可能

国連(ARIBA)入札新規販売者

SAP Ariba Proposals and Questionnaires
?

Register

Verify and complete your basic company information and user account information displayed below, however your complete profile is now available as part of your Ariba Commerce Cloud username and password to access and manage all your Ariba Commerce Cloud?

Have a question? [Click here to see](#)

Company information

Company Name:*

Country/Region:*

Address:*

City:*

State:*

Zip:*

Event Details

Doc390152995 - LT-RFP for Small-Tactical Class I Unmanned Ai...

Pending Publish Approval

Download Content | Review Prerequisites | Decline to Respond | Select Lots | Print Event Information

Primary

Introduction (Section 1 of 5) Next >>

1 Introduction

Notice of Confidentiality: This transmission contains United Nations proprietary information that is strictly confidential and/or legally privileged, and is intended strictly for the use by the Officials of the United Nations and/or the named recipient hereof. ANY UNAUTHORIZED DISCLOSURE, COPYING, DISTRIBUTION OR OTHER USE OF THE INFORMATION HEREIN IS STRICTLY PROHIBITED. If you have erroneously received this transmission, please notify the United Nations Procurement Division immediately.

1.1 Instructions

1.1.1 General

- The United Nations (UN) solicits Proposals in response to this RFP. Proposers must strictly adhere to all the requirements of this RFP.
- Submission of a Proposal shall be deemed to constitute an acknowledgement by the Bidder that all obligations stipulated by this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.

Event Overview and Timing Rules

Owner: Ramona Muresan ⓘ

Event Type: RFP

Publish time: 3/25/2022 7:26 PM

Currency: US Dollar

Regions: UN United Nations

Checklist

- Review Event Details
- Review and Accept Prerequisites
- Select Lots/Line Items
- Submit Response

Event Contents

- Introduction
- Participation and Re...
- Bid Submission
- Technical Proposal

□ 接続利用者の識別情報の登録後、入札先へ接続が可能

全体概要

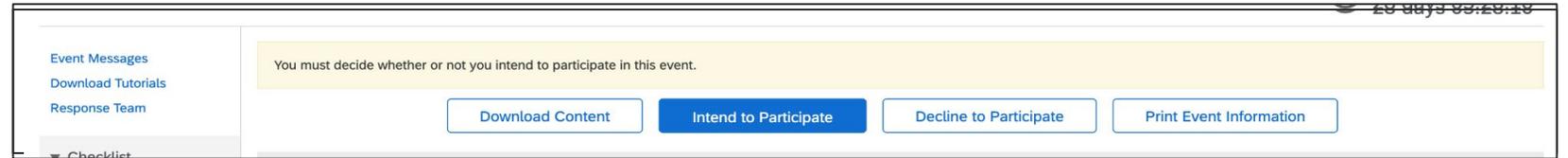
(重要)
Event Messaging
入札に関する質問等

The screenshot displays the 'Event Overview and Timing Rules' page. At the top, there are buttons for 'Download Content', 'Review Prerequisites', 'Decline to Respond', 'Select Lots', and 'Print Event Information'. The main content area is titled 'Introduction' and includes a 'Notice of Confidentiality' and '1.1 Instructions' section. The '1.1.1 General' subsection contains a list of requirements for proposers. On the left, a navigation menu includes 'Event Messages', 'Checklist', and 'Event Contents'. The 'Event Contents' menu is expanded, showing 'All Content' and a list of sections: '1 Introduction', '2 Participation and Re...', '3 Bid Submission', '4 Technical Proposal', and '5 Commercial Proposal'. The 'Event Overview and Timing Rules' section at the bottom provides key information: Owner: Ramona Muresan, Event Type: RFP, Publish time: 3/25/2022 7:26 PM, Due date: 6/3/2022 11:00 AM, Estimated Award Date: 10/03/2022, Currency: US Dollar, and Regions: UN United Nations.

Event Contents
入札内容の詳細

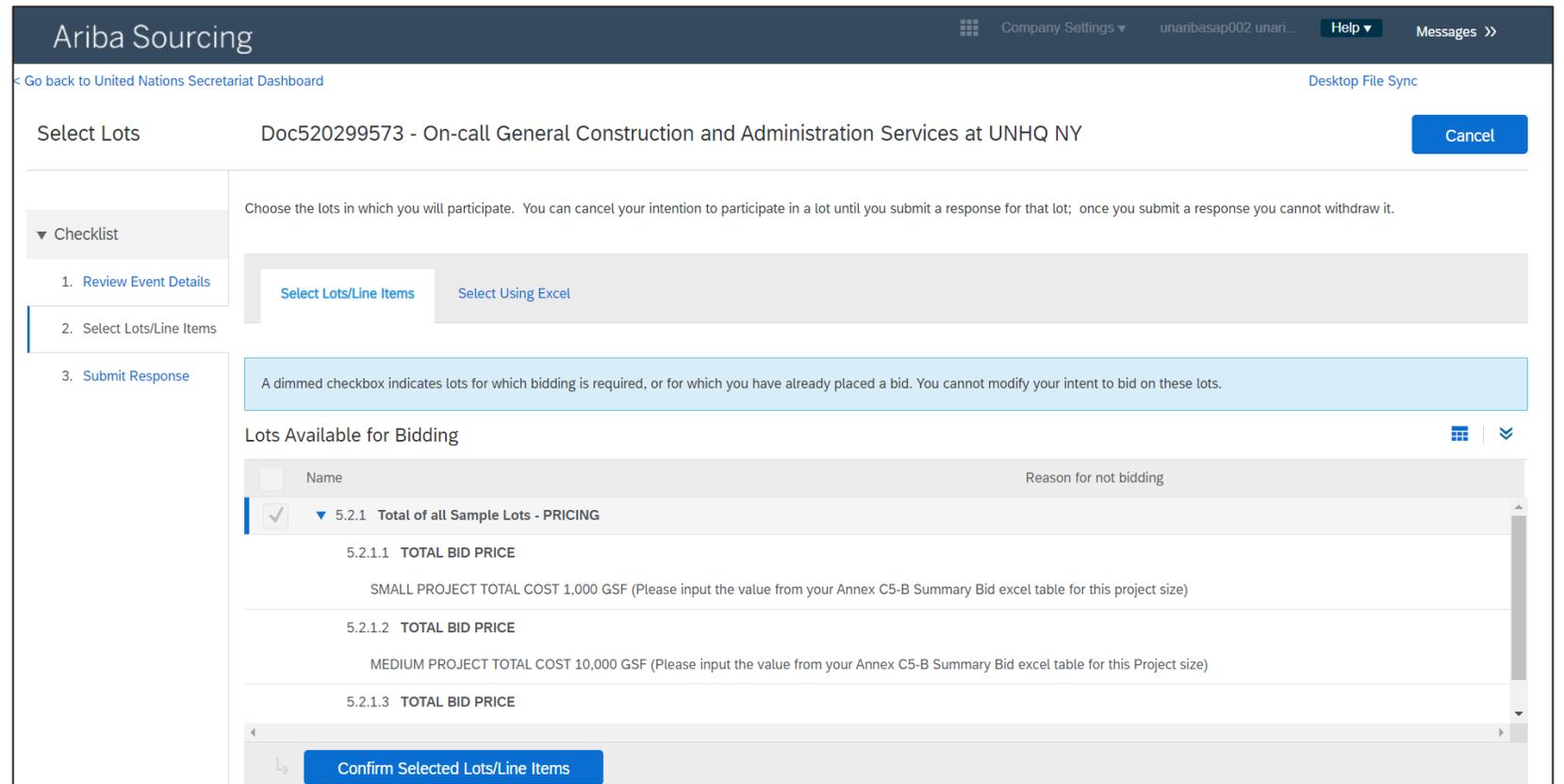
提案準備

□ 前提条件となる質問事項に
回答



This screenshot shows a confirmation step in a procurement system. A yellow banner at the top states: "You must decide whether or not you intend to participate in this event." Below the banner are four buttons: "Download Content", "Intend to Participate" (highlighted in blue), "Decline to Participate", and "Print Event Information". On the left, a sidebar contains links for "Event Messages", "Download Tutorials", "Response Team", and "Checklist".

□ 入札する、項目の入札単位
(Lot)/品目(Line)を選択し見積も
り支払い通貨を選択



This screenshot shows the "Select Lots" interface in Ariba Sourcing for a procurement event titled "Doc520299573 - On-call General Construction and Administration Services at UNHQ NY". The page includes a navigation menu on the left with "Checklist" expanded to show "1. Review Event Details", "2. Select Lots/Line Items" (the current step), and "3. Submit Response". The main content area has a "Select Lots/Line Items" tab selected, with a "Select Using Excel" option. A blue informational banner states: "A dimmed checkbox indicates lots for which bidding is required, or for which you have already placed a bid. You cannot modify your intent to bid on these lots." Below this is a table of "Lots Available for Bidding":

<input type="checkbox"/>	Name	Reason for not bidding
<input checked="" type="checkbox"/>	5.2.1 Total of all Sample Lots - PRICING	
	5.2.1.1 TOTAL BID PRICE	
	SMALL PROJECT TOTAL COST 1,000 GSF (Please input the value from your Annex C5-B Summary Bid excel table for this project size)	
	5.2.1.2 TOTAL BID PRICE	
	MEDIUM PROJECT TOTAL COST 10,000 GSF (Please input the value from your Annex C5-B Summary Bid excel table for this Project size)	
	5.2.1.3 TOTAL BID PRICE	

At the bottom of the table, there is a "Confirm Selected Lots/Line Items" button.

提案

□ 入札の内容を確認と提案

▼ Event Contents
All Content
1 Introduction
2 Participation and Re...
3 Bid Submission
4 Technical Section
5 Commercial Proposal

□ 質問事項に回答

□ 作業範囲定義書SoWの取得

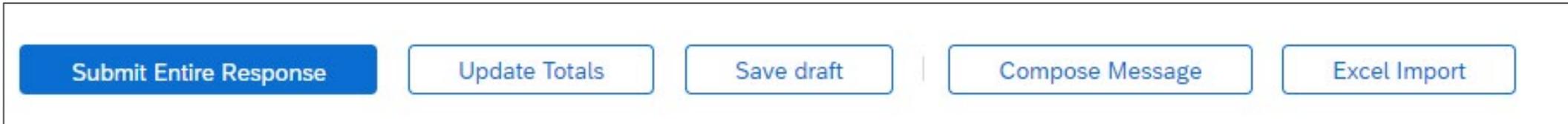
▼ 2.1 Participation	
2.1.1 Does your company intend to submit a Proposal to the UN by the deadline date?	* Unspecified ▼
▼ 2.2 Statement of Work	
2.2.1 Statement of Work	Annex B SoW FINAL.pdf ▼

□ 資料の添付による回答

▼ 4.1 Mandatory Requirements	More... +
4.1.1 Bidding firm must have been in business at least ten (10) years and have representation (local office) within the New York metropolitan area (maximum 90 minute response time). Please provide proof of such.	*Attach a file 📎
4.1.2 Bidding firm's total value of awarded projects for 2017-2022 must be at least US\$25 million for general construction work relating to trades as noted in article 2.3 of SoW. Please attach list of projects.	*Attach a file 📎
4.1.3 Please attach copy of official General Contractor's License and Registration with the City of New York.	*Attach a file 📎

注意点

□ 入札の提案



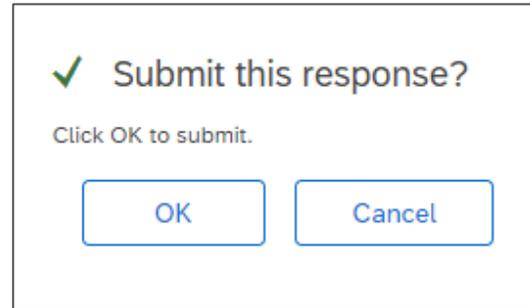
- 提案は入札最終日時まで何度でも提出が可能
-  記号は追加の記述や添付資料を追加で提出が可能
- 入札を提出する際に、必須回答項目が回答されていない場合は以下の警告が通知され、回答されるまでは、入札の提案が提出できません



- **(重要)** 技術 (Technical) の項目に金額など提案が含まれると入札が不適當となり落札されません

入札の完了確認

- 入札の完了確認
 - 必須項目に回答が完了、提出を押下



- 提出に成功すれば緑の最前面に以下の表示が確認



参考資料

接続に関する問い合わせ先: aribae-tendering@un.org

Aribaへの接続先: <https://service.ariba.com/Supplier.aw>

UNGM 販売者登録説明

PD Vendor 説明

簡易6分解説動画

Ariba案内資料



Ariba複数個人認証情報の統合

<https://support.ariba.com/Item/view/181922>

複数のAN IDsの管理

<https://www.ariba.com/resources/library/library-pages/supplier-launchpad-managing-multiple-anids>

Ariba管理者認証管理

<https://www.ariba.com/resources/library/library-pages/supplier-launchpad-switching-ariba-network-account-administrators>

