Clarification on steps to follow in the system to view or edit an already submitted bid

The system allows bidders to open a bid that has been submitted previously in order to view if the bid is complete, or edit it if necessary. The detailed instructions on how to do this are provided on section 4.3, pages 19-22 of the user guide.

Whenever you edit a bid, you must submit it again so that is reposted in the system. If you make changes and only save them but do not re-submit, your bid status is changed from "Posted" to "Saved". This includes also your originally submitted bid. In order for the system and UNDP to consider your bid, the status of your bid must show as "Posted". If status is shown as "saved" it means that you have not submitted any bid, even if you had submitted it previously. Instruction on how to view the status of your bid are provided on section 4.3.2, page 22 of the user guide.

Please note that the status of your bid may change to "saved" even if you do not make any changes to it. This occurs when you view your bid and then click on "save" when prompted by the system. To be sure that your bid has been submitted, always re-submit it, even when you have not made any changes during the view process, and check the status of your bid as explained above.