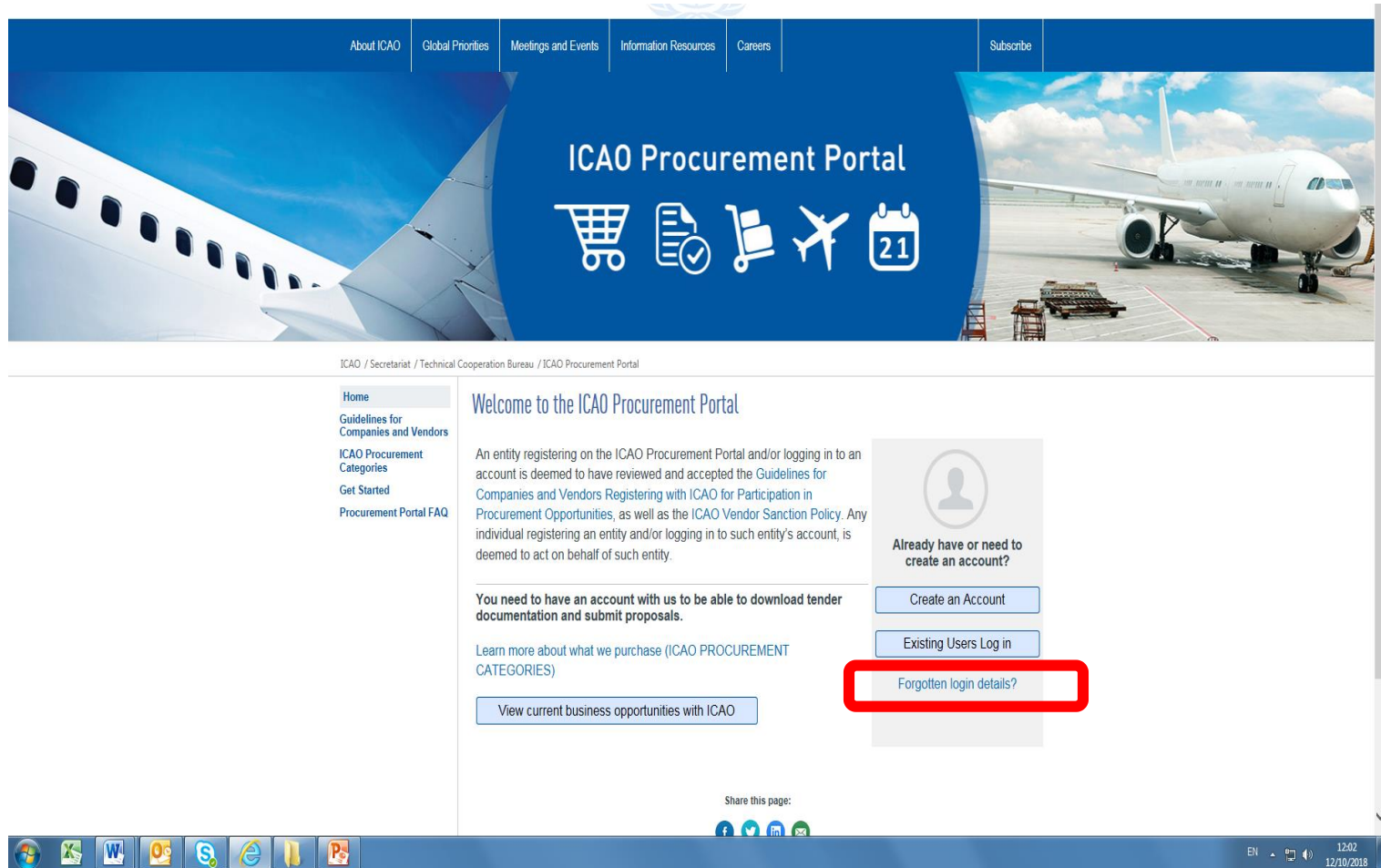


Go to: <http://www.icao.int/procurement/>

The screenshot shows the ICAO Procurement Portal website. At the top, there is a navigation menu with links: "About ICAO", "Global Priorities", "Meetings and Events", "Information Resources", "Careers", and "Subscribe". Below the menu is a large banner with the text "ICAO Procurement Portal" and five icons: a shopping cart, a document with a checkmark, a hand holding a document, an airplane, and a calendar. The main content area is divided into three columns. The left column contains a sidebar with links: "Home", "Guidelines for Companies and Vendors", "ICAO Procurement Categories", "Get Started", and "Procurement Portal FAQ". The middle column has a heading "Welcome to the ICAO Procurement Portal" followed by a paragraph explaining the registration process. Below this is a section titled "You need to have an account with us to be able to download tender documentation and submit proposals." with a link "Learn more about what we purchase (ICAO PROCUREMENT CATEGORIES)" and a button "View current business opportunities with ICAO". The right column features a box with a user icon and the text "Already have or need to create an account?", with buttons for "Create an Account", "Existing Users Log in", and "Forgotten login details?". At the bottom, there is a "Share this page:" section with social media icons for Facebook, Twitter, LinkedIn, and YouTube. The Windows taskbar is visible at the very bottom, showing the time as 12:02 on 12/10/2018.

Click: "Existing Users Log In"

A screenshot of the ICAO Procurement Portal website. The header is blue with navigation links: "About ICAO", "Global Priorities", "Meetings and Events", "Information Resources", "Careers", and "Subscribe". The main banner features the text "ICAO Procurement Portal" and icons for a shopping cart, a document with a checkmark, a cart, an airplane, and a calendar. Below the banner, the page content includes a sidebar with links like "Home", "Guidelines for Companies and Vendors", and "ICAO Procurement Categories". The main content area has a "Welcome to the ICAO Procurement Portal" message and a registration/login section. In this section, the "Forgotten login details?" button is highlighted with a red rectangle. The footer shows a Windows taskbar with various application icons and a system tray with the date "12/10/2013" and time "12:02".

# Instructions to download tender documents



Enter username and password and click “Login” button:

Existing Users

Please enter your username and password then select the Login button below.

Username

Password

Login

Forgotten login details?

New Users

To register your company and create an account, please select the Register button below.

Register

To view current procurement opportunities click here [Bulletin Board](#)

Instructions for registration on ICAO Procurement Portal

Instructions to download tender documents

Instructions to submit/upload proposals

Existing Users

Please enter your username and password then select the Login button below.

Username

Password

Login

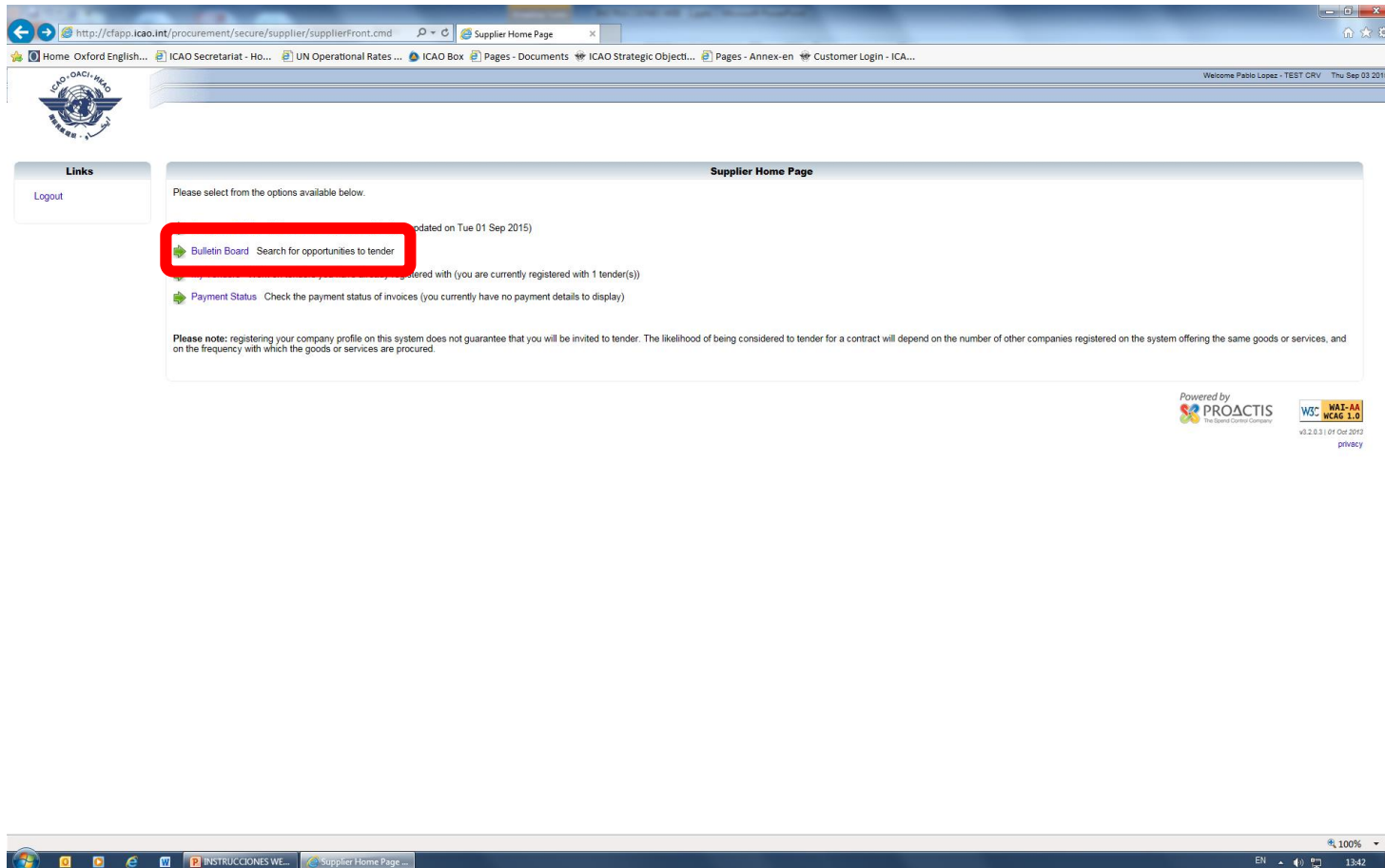
Forgotten login details?

Powered by PROACTIS The Speed Center Company

W3C WAI-AA WCAG 1.0

v3.2.0.4 | 22 Oct 2015 privacy

## Select “Bulletin Board”



The screenshot shows a web browser window displaying the ICAO Supplier Home Page. The browser's address bar shows the URL <http://cfapp.icao.int/procurement/secure/supplier/supplierfront.cmd>. The page title is "Supplier Home Page".

The page content includes a "Links" sidebar on the left with a "Logout" button. The main content area, titled "Supplier Home Page", contains the following text:

Please select from the options available below.

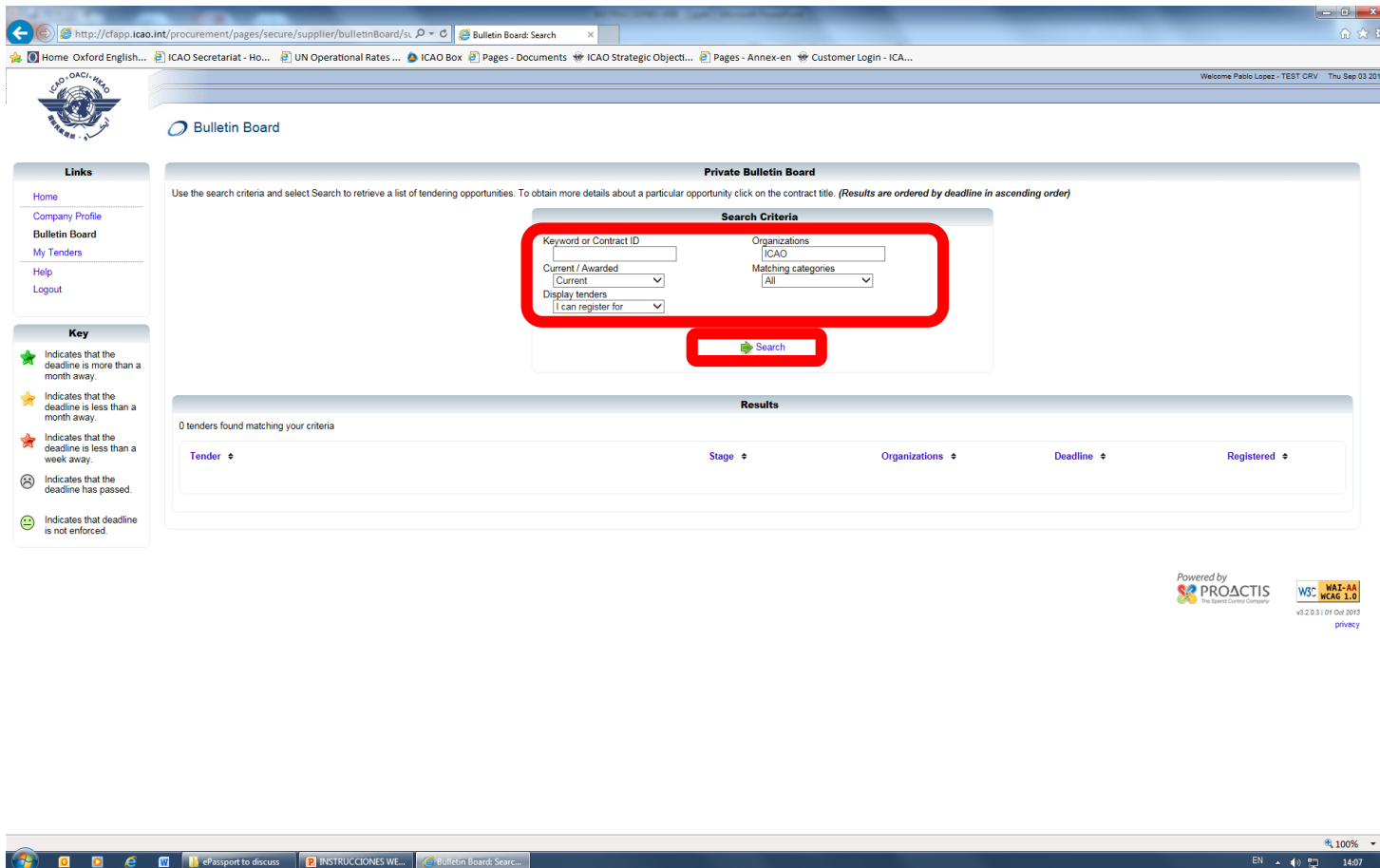
- [Bulletin Board](#) Search for opportunities to tender (updated on Tue 01 Sep 2015)
- [Registered with](#) (you are currently registered with 1 tender(s))
- [Payment Status](#) Check the payment status of invoices (you currently have no payment details to display)

**Please note:** registering your company profile on this system does not guarantee that you will be invited to tender. The likelihood of being considered to tender for a contract will depend on the number of other companies registered on the system offering the same goods or services, and on the frequency with which the goods or services are procured.

At the bottom right, there are logos for "Powered by PROACTIS" and "W3C MAE-JA NCAE 1.0" with version information "v3.2.0.3 | 01 Oct 2012" and a "privacy" link.

The Windows taskbar at the bottom shows the taskbar with icons for "INSTRUCCIONES WE..." and "Supplier Home Page...". The system tray shows the language set to "EN", a volume icon, and the time "13:42".

## Introduce the tender search parameters and click on "Search"



The screenshot shows the ICAO Bulletin Board search interface. The browser address bar displays `http://ctapp.icao.int/procurement/pages/secure/supplier/bulletinBoard/s...`. The page title is "Bulletin Board: Search". The navigation bar includes "Home", "Oxford English...", "ICAO Secretariat - Ho...", "UN Operational Rates ...", "ICAO Box", "Pages - Documents", "ICAO Strategic Objecti...", "Pages - Annex-en", and "Customer Login - ICA...". The user is identified as "Welcome Pablo Lopez - TEST CRV" on "Thu Sep 03 2015".

The main content area is titled "Bulletin Board" and "Private Bulletin Board". It contains the following elements:

- Links:** Home, Company Profile, Bulletin Board, My Tenders, Help, Logout.
- Key:** A legend for deadline indicators: a green star for "more than a month away", a yellow star for "less than a month away", a red star for "less than a week away", a clock for "deadline has passed", and a smiley face for "deadline is not enforced".
- Search Criteria:** A form with the following fields:
  - Keyword or Contract ID (text input)
  - Organizations (text input, containing "ICAO")
  - Current / Awarded (dropdown menu)
  - Matching categories (dropdown menu, containing "All")
  - Display tenders (checkbox)
  - I can register for (checkbox)
- Search:** A button with a magnifying glass icon.
- Results:** A section titled "Results" showing "0 tenders found matching your criteria". Below this is a table with columns: Tender, Stage, Organizations, Deadline, and Registered.

At the bottom right, there are logos for "Powered by PROACTIS" and "W3C WAI-AA MCAG 1.0 v3.0.0.1 01 Oct 2013 privacy".

# Instructions to download tender documents

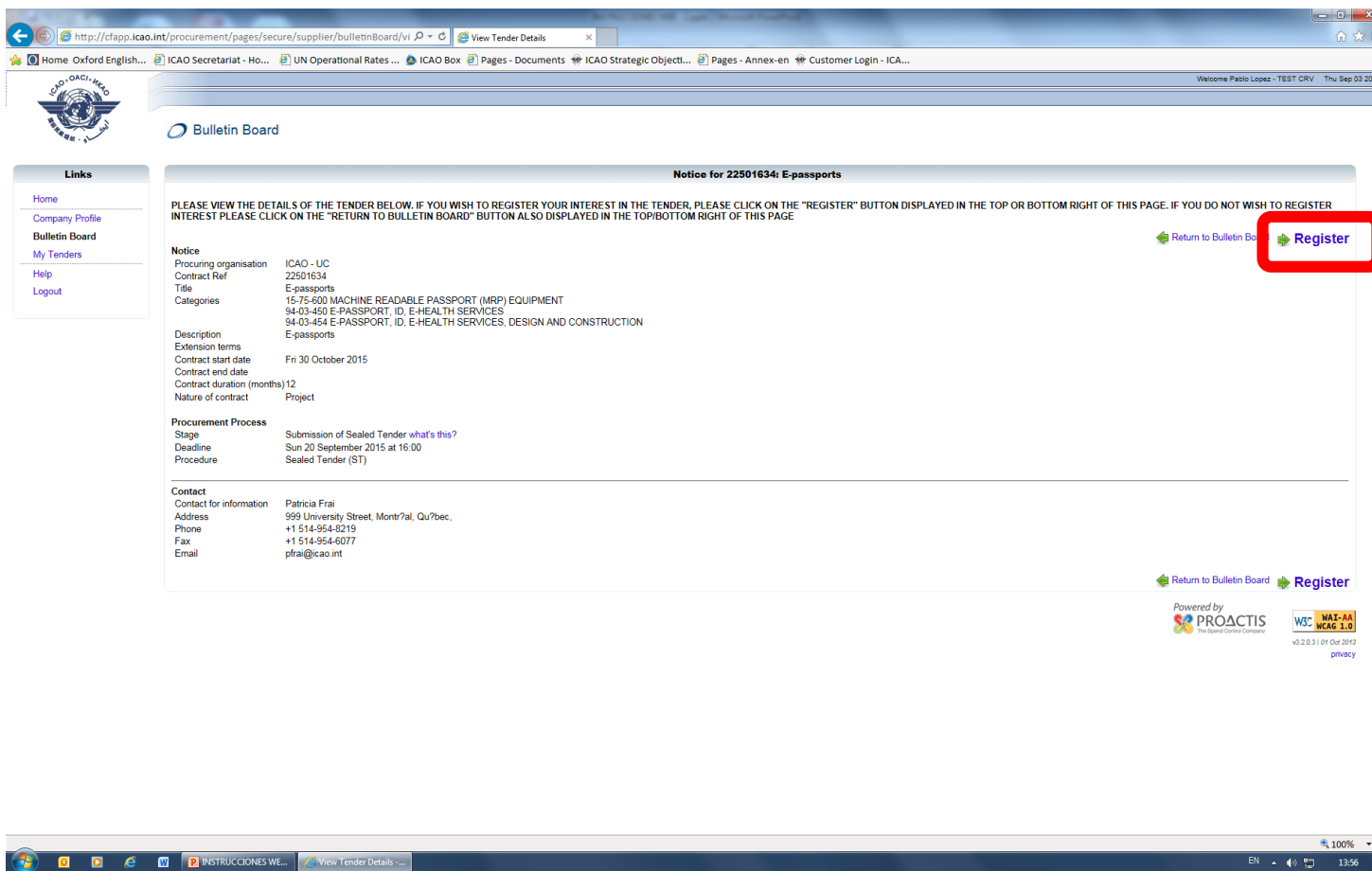


## Select the tender you are interested in

The screenshot shows the ICAO Bulletin Board interface. The page title is "Bulletin Board" and it is a "Private Bulletin Board". The search criteria are: Keyword or Contract ID (empty), Organizations (ICAO), Current / Awarded (Current), Display tenders (I can register for), and Matching categories (All). The search results are ordered by deadline in ascending order. The results table is as follows:

Tender	Stage	Organizations	Deadline	Registered
22501485: VHF-FM Radio Transceivers VHF-FM Radio Transceivers	Submission	ICAO - UC	12/06/2014 23:59	No
22501609: Aeronautical Information Management System Aeronautical Information Management System	Submission of Sealed Tender	ICAO - UC	09/09/2015 16:00	No
12500661: Provision of Telecommunication Services to ICAO HQs Provision of Telecommunication Service for ICAO HQs	Submission of Sealed Tender	ICAO - CC	10/09/2015 16:00	No
22501618: Primary Radar Primary Radar	Submission of Sealed Tender	ICAO - UC	18/09/2015 16:00	No
<b>22501634: E-passports E-passports</b>	Submission of Sealed Tender	ICAO - UC	20/09/2015 16:00	No
22501608: Mobile Control Tower Mobile Control Tower	Submission of Sealed Tender	ICAO - UC	21/09/2015 16:00	No
22501639: Aircraft technical support and training (SAAB 340B) Aircraft technical support and training (SAAB 340B)	Submission of Sealed Tender	ICAO - UC	25/09/2015 16:00	No
22501619: Simulator Simulator	Submission of Sealed Tender	ICAO - UC	30/09/2015 16:00	No

Click on “Register”, and then, on the next screen – “Continue”



The screenshot shows a web browser window displaying the ICAO procurement portal. The URL is <http://ctapp.icao.int/procurement/pages/secure/supplier/bulletinBoard/vi>. The page title is "View Tender Details". The user is logged in as "Welcome Pablo Lopez - TEST CRV" on "Thu Sep 03 2015".

The main content area displays a "Bulletin Board" notice for "Notice for 22501634: E-passports". The notice text reads: "PLEASE VIEW THE DETAILS OF THE TENDER BELOW. IF YOU WISH TO REGISTER YOUR INTEREST IN THE TENDER, PLEASE CLICK ON THE 'REGISTER' BUTTON DISPLAYED IN THE TOP OR BOTTOM RIGHT OF THIS PAGE. IF YOU DO NOT WISH TO REGISTER INTEREST PLEASE CLICK ON THE 'RETURN TO BULLETIN BOARD' BUTTON ALSO DISPLAYED IN THE TOP/BOTTOM RIGHT OF THIS PAGE".

The "Register" button is highlighted with a red box. Below the notice, there are sections for "Notice", "Procurement Process", and "Contact".

**Notice**

Procuring organisation	ICAO - UC
Contract Ref	22501634
Title	E-passports
Categories	15-75-500 MACHINE READABLE PASSPORT (MRP) EQUIPMENT 94-03-450 E-PASSPORT, ID, E-HEALTH SERVICES 94-03-454 E-PASSPORT, ID, E-HEALTH SERVICES, DESIGN AND CONSTRUCTION
Description	E-passports
Extension terms	
Contract start date	Fri 30 October 2015
Contract end date	
Contract duration (months)	12
Nature of contract	Project

**Procurement Process**

Stage	Submission of Sealed Tender <a href="#">what's this?</a>
Deadline	Sun 20 September 2015 at 16:00
Procedure	Sealed Tender (ST)

**Contact**

Contact for information	Patricia Frai
Address	999 University Street, Montr'el, Qu'bec,
Phone	+1 514-954-8219
Fax	+1 514-954-6077
Email	pfrai@icao.int

At the bottom right of the notice area, there are two buttons: "Return to Bulletin Board" and "Register". The "Register" button is highlighted with a red box.

At the bottom of the page, there are logos for "Powered by PROACTIS" and "W3C WAI-AA WCAG 1.0".

# Instructions to download tender documents



Once you register, you will be able to download the tender documentation.  
Click on “Click here to view full Notice including documentation”

The screenshot shows a web browser window displaying the ICAO procurement portal. The page title is "Notice for 22501978: State Safety Risk Management and Safety Assurance Training Course". The "Notice Summary" section contains the following details:

Ref / Title	22501978: State Safety Risk Management and Safety Assurance Training Course (ICAO - UC)
Description	International Civil Aviation Organization (ICAO) intends to procure a course in State Safety Risk Management and Safety Assurance for the Dirección General de Aeronáutica Civil (DGAC) of Peru.
Stage	Submission
Deadline	Mon 15 October 2018 at 23:59

A red rectangular box highlights the link: [Click here to view full Notice including documentation](#)

The "Time to Deadline" section shows the deadline is "Mon 15 October 2018 at 23:59" with a countdown of 3 days(s), 10 hours(s), 25 minutes(s), and 1 second(s).

The "What next?" section lists the following actions:

- Submit Documentation
- Provide Quotes

The "You can also:" section lists the following actions:

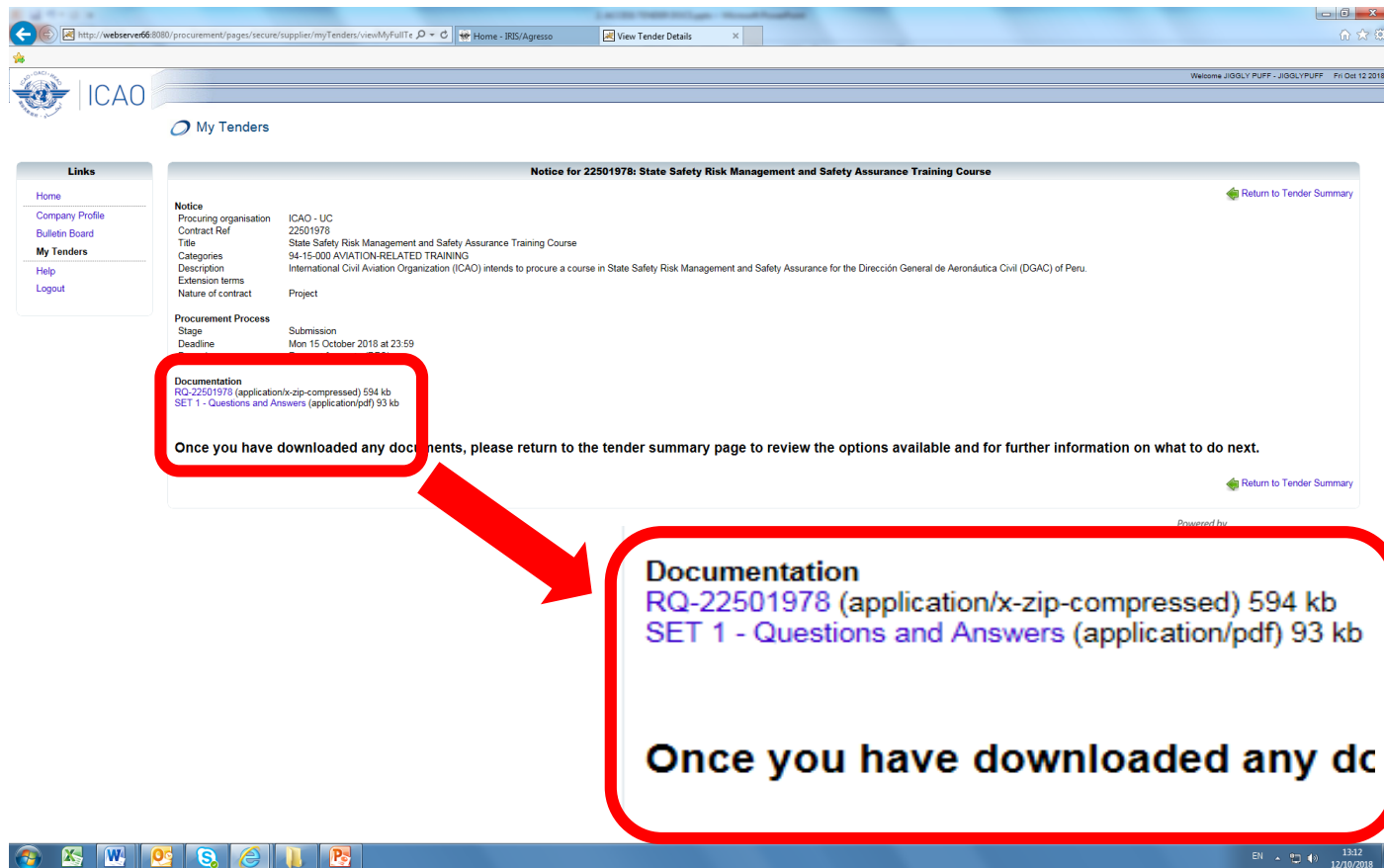
- Raise a clarification question
- View Messages
- Change Contact
- Decline interest

At the bottom of the page, there are logos for "Powered by PROACTIS" and "W3C MAI-AA WCAG 1.0".



# Instructions to download tender documents

From the next screen (below), you will be able to download files including tender documentation, as well as questions raised by tender participants and answers thereto.



The screenshot shows a web browser window displaying the ICAO procurement portal. The page title is "Notice for 22501978: State Safety Risk Management and Safety Assurance Training Course". The "Documentation" section is highlighted with a red box, showing the following files:

File Name	Size
RQ-22501978 (application/x-zip-compressed)	594 kb
SET 1 - Questions and Answers (application/pdf)	93 kb

Below the documentation list, a red box highlights the instruction: "Once you have downloaded any documents, please return to the tender summary page to review the options available and for further information on what to do next." A red arrow points from this instruction to a larger red box containing the same text, which is also highlighted with a red box.

**Documentation**  
RQ-22501978 (application/x-zip-compressed) 594 kb  
SET 1 - Questions and Answers (application/pdf) 93 kb

**Once you have downloaded any documents, please return to the tender summary page to review the options available and for further information on what to do next.**

Thereafter, the tender will be accessible in the section “My tenders”, in your account

