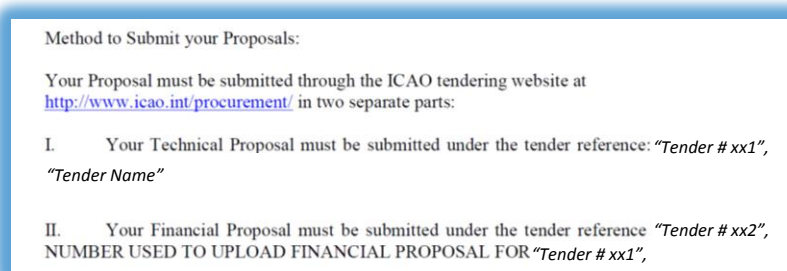


HOW TO UPLOAD A TENDER SUBMISSION ON THE ICAO PROCUREMENT PORTAL WITHIN A TWO-ENVELOPE TENDER

Some tenders announced by ICAO include separate evaluation of technical and financial proposals, as described by tender documents.

In such tenders, technical and financial proposals must be submitted separately by the suppliers to be evaluated separately by ICAO.

Below is an example of wording in tender documents requesting the suppliers to submit separate technical and financial proposals (please note that the proposals are submitted under different tender numbers) :

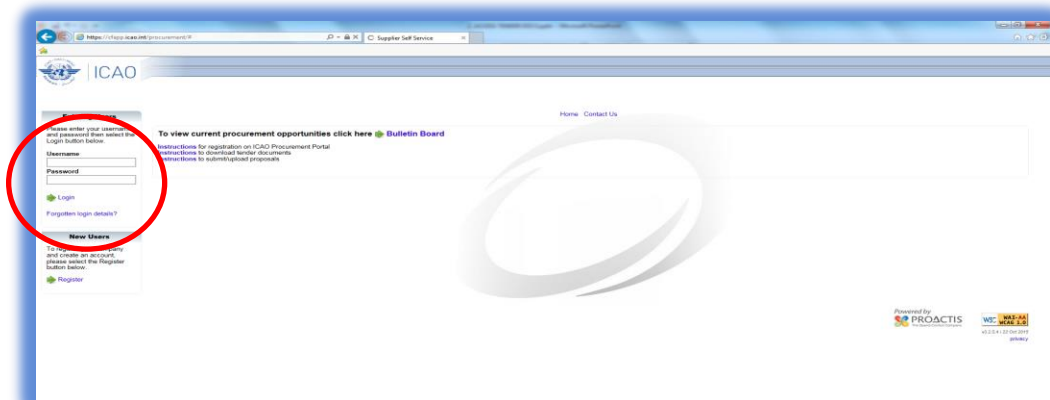


NOTE: Please keep in mind that the method for collecting separate technical and financial proposals in such tenders might change in the future, and therefore, it will be vital for the suppliers to strictly adhere to tender requirements set in each particular tender by its respective tender documents. These present instructions, respectively, are also subject to amendment at any time without prior notice.

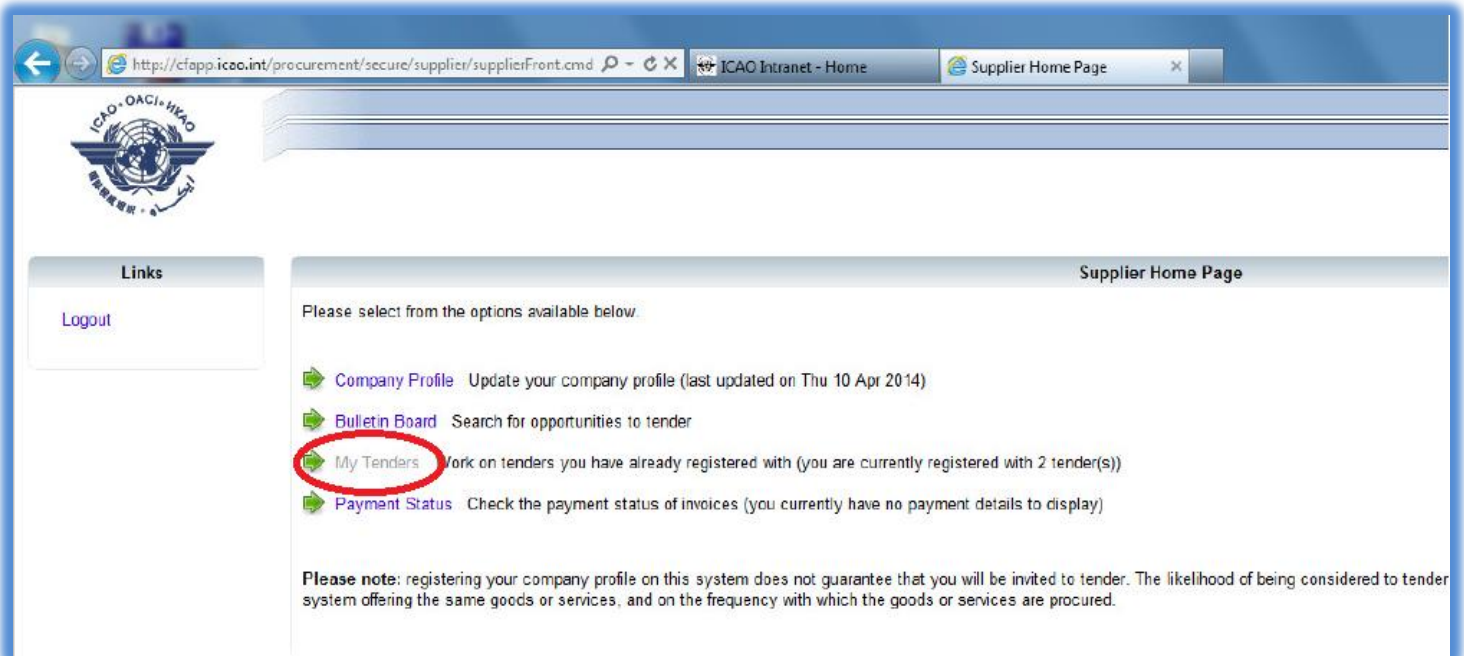
STEPS TO FOLLOW TO UPLOAD TECHNICAL AND FINANCIAL PROPOSALS WITHIN A TWO-ENVELOPE TENDER

Please remember: *No* Financial information in the Technical proposal, and *no* Technical information in the Financial proposal

STEP 1: Go to www.icao.int/procurement, select **Existing Users Log in**, which will bring you to the below page; from here, logon to the ICAO Procurement Portal using your credentials: **Username and Password**



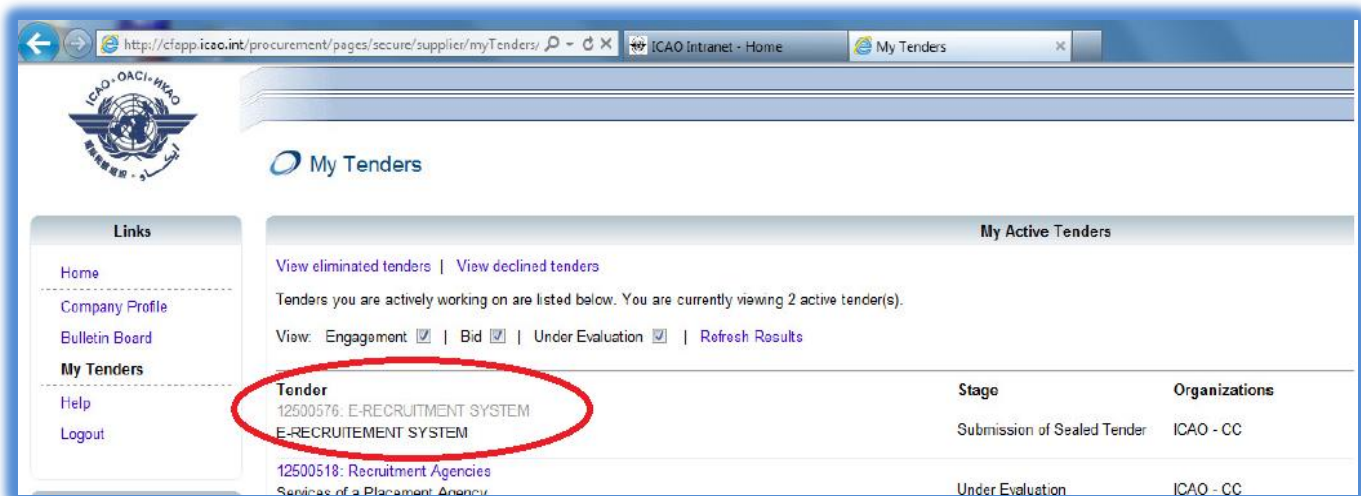
STEP 2: Click on the link *My Tenders*



STEPS 3 to 8 Below HAVE TO BE REPEATED SEPARATELY FOR TECHNICAL AND FINANCIAL PROPOSALS:

- Upload your **TECHNICAL** proposal using the tender number reference that was published on the ICAO website.
- Upload your **FINANCIAL** proposal, but using a different tender number indicated in the tender document.
- This means that you will have to register for two separate tenders; in the first one you will upload only your technical proposal; and in the second “tender” you will upload only your financial proposal.

STEP 3: Click on the link for the tender of interest you have already registered for (bearing in mind that you had to register for 2 separate tenders to upload 2 separate proposals: Technical and Financial). *Tender names and numbers in the below figures represent only an example.*



STEP 4: Click on the link *Submit Documentation*.

The screenshot shows a web browser window with the URL <http://cfapp.icao.int/procurement/pages/secure/supplier/myTenders/>. The page title is "My Tenders" and the main heading is "Notice for 12500576: E-RECRUITMENT SYSTEM".

Links

- Home
- Company Profile
- Bulletin Board
- My Tenders**
- Help
- Logout

Time to Deadline

Thu 29 May 2014 at 16:00

13 day(s)
23 hour(s)
4 minute(s)
51 second(s)

[Refresh](#)

Notice Summary

Ref / Title: 12500576: E-RECRUITMENT SYSTEM (ICAO - CC)
Description: E-RECRUITMENT SYSTEM
Stage: Submission of Sealed Tender
Deadline: Thu 29 May 2014 at 16:00
Procedure: Sealed Tender (ST)

[Click here to view full Notice including documentation](#)

My Status

You are the main point of contact from your company for this procurement exercise.

You are registered for this procurement exercise.

You have not yet responded to this procurement exercise.

What next?

You are required to submit documentation by 16:00 on Thu 29 May 2014.

[Submit Documentation](#)

STEP 5: Click on link *+Add* to add an electronic copy of your Technical or Financial proposal.

The screenshot shows a web browser window with the URL <http://cfapp.icao.int/procurement/pages/secure/supplier/myTenders/>. The page title is "My Tenders" and the main heading is "Submit Documents for 12500576: E-RECRUITMENT SYSTEM".

Links

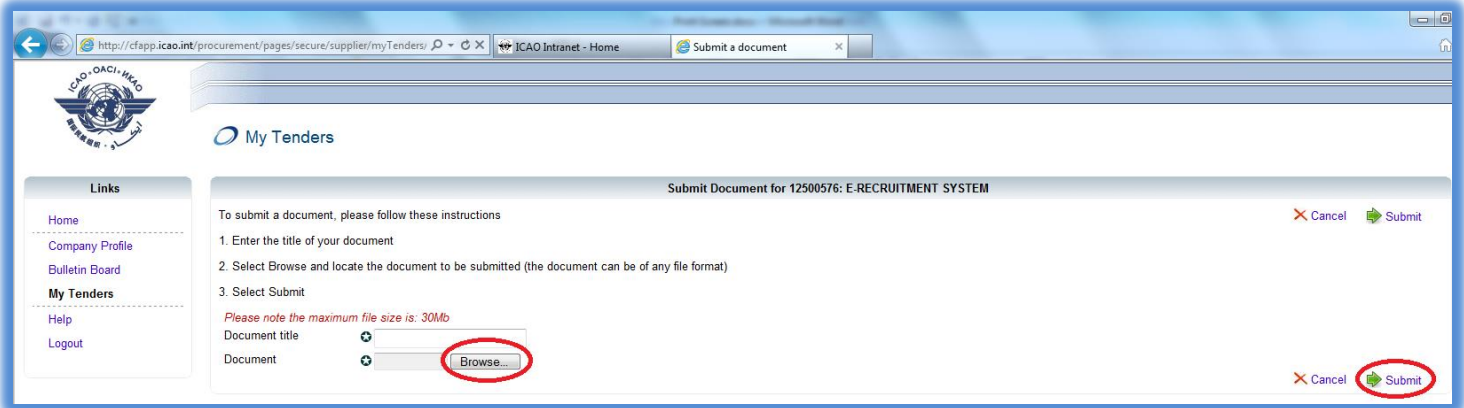
- Home
- Company Profile
- Bulletin Board
- My Tenders**
- Help
- Logout

Listed below are the tender or other document(s) you have submitted in relation to this procurement exercise.

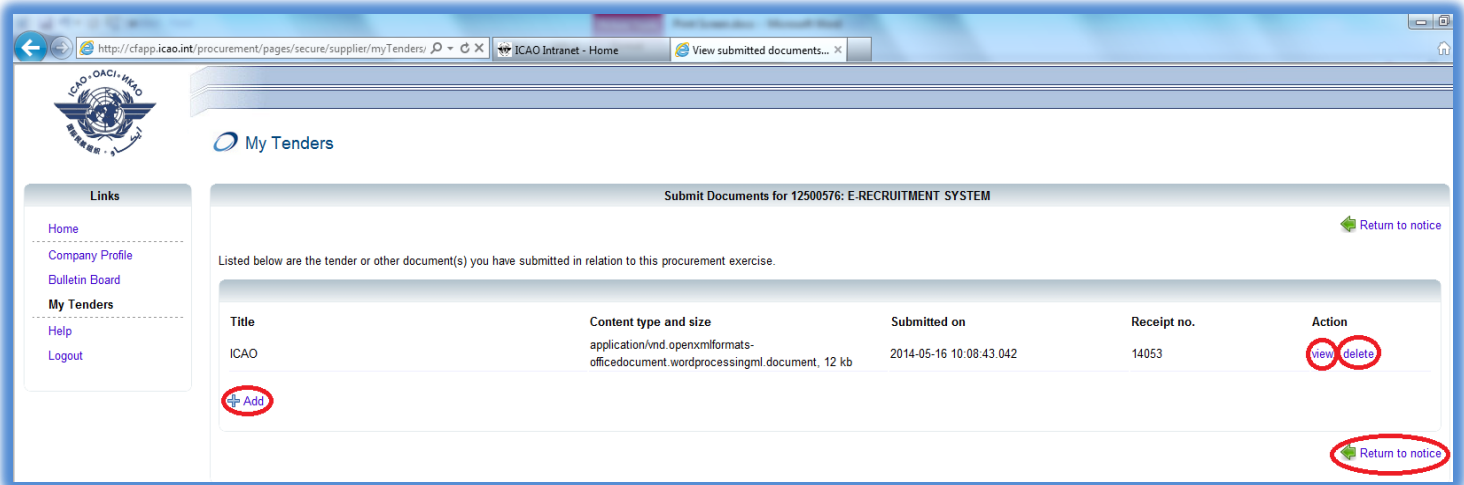
Title	Content type and size	Submitted on
No documents have been submitted yet.		

[+Add](#)

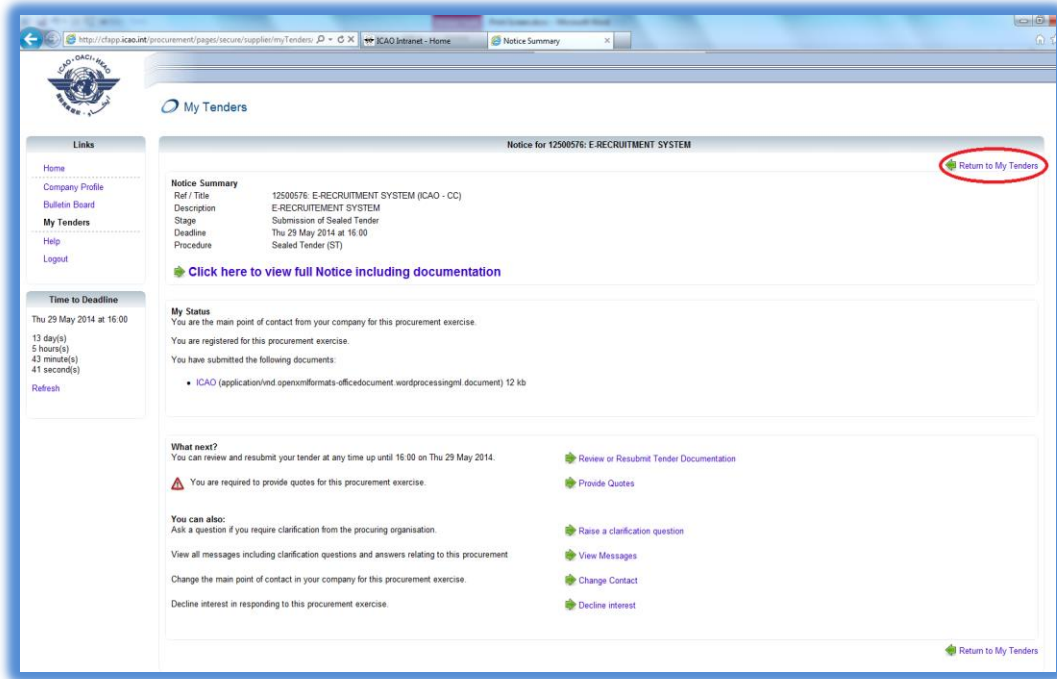
STEP 6: Click on button **Browse** to locate the file you want to upload for the tender. Once the document is located, selected and the document title is assigned, please click on **Submit**.



STEP 7: The following window appears when file upload is completed. You may click on **+Add** to upload other files (but please do not upload any Financial files with your Technical Proposal, and vice versa), click **view/delete** to view or delete the uploaded file or **Return to Notice** if you have finished with uploading.



STEP 8: The following window appears after you have completed all uploads and clicked on *Return to Notice* in the previous screen. From here, you can click *Return to My Tenders* in order to view all tenders you are registered for.



NEXT: Now, upon uploading either your Technical OR Financial proposal, please repeat Steps 3 to 8 to upload the other part of your proposal (respectively, your Financial OR Technical proposal), using the separate project number as instructed in the tender document.

You may edit your Technical and/or Financial submission by removing the uploaded files and/or adding other files until the closing date and time set for submission of the tender. The closing time refers to Montreal Time (Eastern Time, US & Canada).

The maximum individual file size allowed is 30 MB (30,000,000 bytes).