

14 July 2020

To All Our Vendors,

As part of the efforts to increase transparency, effectiveness and efficiency in UN procurement as well as providing flexible solutions that take into account the prevailing and future challenges faced during the ongoing COVID-19 pandemic, we are pleased to introduce effective 1 August 2020 the online broadcasting of the Tender Opening Ceremonies ('Ceremony') related to the Procurement Division solicitations. The implementation will commence with Ceremonies related to solicitations issued from New York, followed by solicitations issued by the Global Procurement Support Section in Entebbe. This will allow for uninterrupted service to our clients as well as full participation of bidders to observe the Ceremony, including those that would have difficulty traveling to New York due to resource constraints or other challenges.

The Ceremony will be conducted via the WebEx Events platform for those vendors who have submitted bids/proposals to participate. At the end of the given Tender Closing Time, such vendors will be invited to register to join the online Ceremony, and those who confirm their participation will be provided a password to attend the Ceremony. At the conclusion of the Ceremony, the results will be communicated directly between the Tender Opening Committee and the requesting vendor using the secure email address [pdbidsubmission@un.org](mailto:pdbidsubmission@un.org). Please note that the Ceremony sessions will be recorded for internal audit purposes only and will not be made available to our vendors. Nonetheless as it has been customary in the past, vendors who submitted bids/proposals but will not be able to attend the Ceremony, can request to review the results of the Ceremony within 30 days from the date thereof. Finally, to accommodate the above-mentioned preparations, the Ceremony sessions will usually be conducted 48 hours after the Bid Closing Time with the exception of urgent procurement as required. To learn more about how to attend a Cisco WebEx Event please refer to [this user guide](#) provided by WebEx.

The above is applicable notwithstanding what might otherwise be stated in the Procurement Manual, including its Chapter 7, on public tender opening ceremony. In case of any concerns or clarifications please contact [DOS-PD@un.org](mailto:DOS-PD@un.org) and [DOS-EOS@un.org](mailto:DOS-EOS@un.org).

*(Signed)* Neris M. Báez García de Mazzora  
Director, Procurement Division  
Office of Supply Chain Management  
United Nations Department of Operational Support