



# United Nations World Food Programme

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## Easy-Tendering System (E-TAS)

Dear Sir or Madam,

UN World Food Programme (“WFP”) has recently introduced E-TAS, an email tendering application, to its procurement process. Before we start with the pilot tender we would like to give you a short overview.

The system eliminates the need for an Opening Panel since it automatically controls access to bids based on preset opening dates and times.

The E-TAS System does not allow WFP Procurement Staff to view submissions until after the tender closing date. Therefore, early submissions are guaranteed to remain confidential.

To ensure further security and confidentiality of data, the E-TAS system guarantees that:

- only authorized users have access to the databases;
- invalid bids (e.g. bids received after the closing date) are never viewable;
- all communication sent to suppliers and all bids received are stored in E-TAS and cannot be deleted or modified from their original version.

The pilot for email tendering will be Invitation to Bid (“ITB”) which WFP will be launching in future.

Your company will be invited to participate in the related food tenders. Prior to sending any formal ITB, we would like to explain the email tendering process.

1. Suppliers will receive an email from **WFP.PAL.TENDERS@wfp.org** with the submission instructions and the tender documentation. Please ensure that your email servers will not identify these emails as SPAM.
2. Prior to the closing date and time, suppliers shall email their bids solely to **WFP.PAL.BIDS@wfp.org**. The subject of the email **MUST** contain **ONLY** the **Bid Reference Number (normally starts with PSE and contains 10 digits)** as it appears in the tender documentation.
3. Once bids are received, the email tendering system automatically accepts or rejects bids based on the submission criteria (please see below for further details).

In order to be accepted electronically, bids must meet the following criteria:

\* Bids must be received by email to **WFP.PAL.BIDS@wfp.org** no later than closing date specified in the tender.

\* All offers must have the bid reference number **as a subject**. No other characters or spacing should be included in the subject line. Therefore, WFP recommends copying and pasting the reference number directly into the subject line.



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\* Responses cannot exceed the size of **6000 KB** (attachments included). If your attachments exceed **6000 KB**, multiple emails are allowed.

\* The accepted formats for attachments are: **MS Word, MS Excel, Text, MS PowerPoint, PDF, or a zipped file of these approved formats.**

Responses must be submitted from a company e-mail address.

After the closing date, bids will undergo the normal evaluation process. After a supplier has been selected, a notification email will be sent to all suppliers.

I thank you in advance for your participation in the pilot of email tendering. If you encounter any difficulty, please contact

Procurement Authority  
World Food Programme  
Palestine