



NORWEGIAN  
REFUGEE COUNCIL



# **e - tender box**

Instructions for bidders:

How to submit technical question

Version 1.0 (updated 27.09.2022)

**Step 1:** Follow the link for technical questions from downloaded file ***O\_LINK TO UPLOAD BID.pdf*** (part of the tender package)

Dear Bidder,

This is autogenerated link that you should use to submit your bid for tender Ref# TEST/22/255789:

<https://etenderbox.azurewebsites.net/ClientTrans/Upload?ID=DKvM8o7ILpY%3d>

Deadline to submit your bid is 27.09.2022 - 07:00.

If you have technical questions please use this link before deadline 27.09.2022

<https://etenderbox.azurewebsites.net/ClientTrans/QA?ID=DKvM8o7ILpY%3d>

Thank you for your interest.

TESTCountry Procurement Team



**Step 2:** You can choose one of the following languages: English, Arabic, Spanish and French



**Step 3:** Complete required information:

The screenshot shows a web form titled 'Questions' for tender 'TEST/22/255789'. The form is part of the 'eTB' (Electronic Tender Box) system for the Norwegian Refugee Council. It contains seven numbered fields:

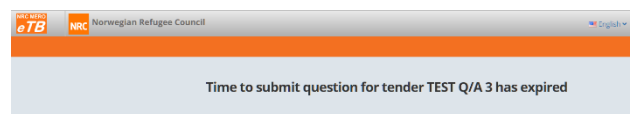
- Country Of Registration: A dropdown menu with 'Select' as the current value.
- Company Name: A text input field.
- Address: A text input field.
- Representative's Full Name: A text input field.
- Mobile Phone Number: A text input field.
- Email Address: A text input field.
- Question: A large text area for entering the question.

A red 'Submit' button is located at the bottom right of the form.

- 1 – Select from the list country of company registration
- 2 – Enter company name as stated on the registration certificate
- 3 – Enter full company address
- 4 – Enter Company representative full name and last name (as on passport or ID)
- 5 – Enter contact mobile phone number
- 6 – Enter contact e-mail address
- 7 – Write your question

**Step 4:** Click  button

**Deadline:** Accessing web site to submit your questions will not be possible after the deadline set in the tender package. If you believe there is a technical problem please contact Procurement department.



We wish you best of luck in future tenders.