



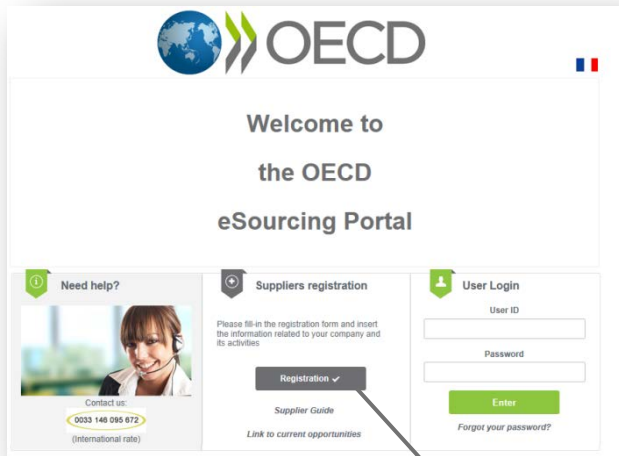
HOW TO REGISTER ON THE OECD ESOURCING PORTAL

Bidder - User Guide

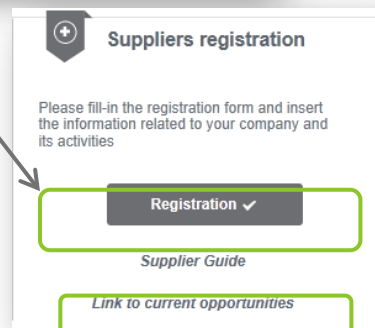


Create your Organisation Profile

- Access the eSourcing Portal following the link:
<https://oecd.bravosolution.com>

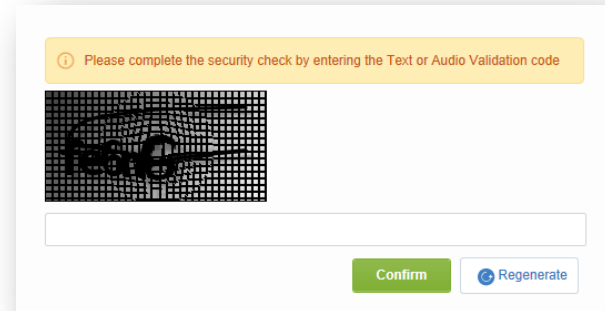


- Click on **Registration** to create your profile as a new user on the OECD Esourcing Portal



Please note that the entire list of Invitations to Tender is available on the OECD website following the link:
<http://www.oecd.org/callsfortenders/>

- Fill in the Registration Security Check before you can access the form



- Fill in all the required fields of the Registration data (**Organisation and User Details**) then click on save



Create your Organisation Profile

- Choose at least one area of expertise before you click on **Select** and send your registration request to the OECD



Search in the whole tree by clicking on **Expand all**:

Registration

Free Text Search Search

Deselect All Display Selected Only **Expand All** Collapse All

Categories (selected items: 0)

- 01 - INTELLECTUAL SERVICE
- 02 - GENERAL SERVICES
- 03 - IT
- 04 - CONFERENCE SERVICE
- 05 - PUBLICATION AND COMMUNICATION

Or



Search activities by using key words (e.g. Maintenance) in the **Free Text Search** field:

Free Text Search Search

Deselect All Display Selected Only Expand All Collapse All

Categories (selected items: 0)

- 02 - GENERAL SERVICES
 - 02016 - WORK/MAINTENANCE
 - 02017 - TECHNICAL EQUIPMENT MAINTENANCE
 - 02017001S - OTHER MAINT. EQUIPMENT
 - OTHER MAINTENANCE EQUIPMENT
 - 02017002S - MAINT.ELECT. EQUIPMENT
 - MAINTENANCE ELECTRICAL EQUIPMENT

Results are highlighted

- Select activities by ticking accurate boxes

- Click on **Confirm Current Selection**

The OECD's Buyer is automatically notified on any updates on Areas of Expertise. This good practice will increase your organisation visibility from the OECD Central Purchasing Group.



Once you click on **Select**, your registration request is notified to the OECD.

Registration Confirmation

Within the next few days, you will receive an email after the OECD grants you access to the Portal with your User ID and a temporary password.

- Then connect to <https://oecd.bravosolution.com>
- Enter the User ID and temporary password provided under the User Login

First logon the Portal

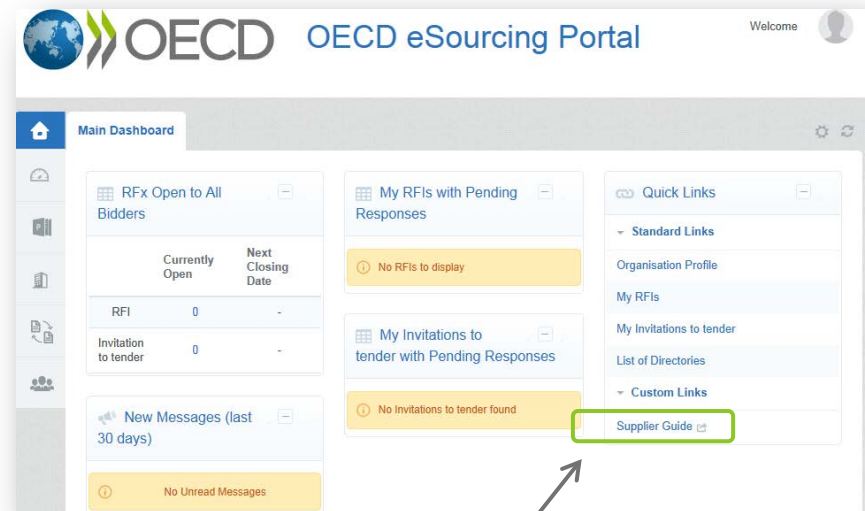
- At first logon, you have to accept the General Conditions of Use before you can access the OECD Invitations to tender.



- Then you have to modify your password



- You have now access to the OECD eSourcing Portal and all the information available (Profile information or Invitations to tender)



- Please click on the above link **Supplier Guide** to know how to manage your profile or how to answer an Invitation to tender

For information on your access to OECD eSourcing Portal and use, please contact our service:

Tel. 0033 146 095 672

oe.cd@bravosolution.com

- 1.1** These conditions (the Agreement) constitute the user's (you or your) agreement with the Organisation for Economic and Co-operation Development (OECD) with respect to your use of the e-Sourcing Portal at <https://oecd.bravosolution.com> (the Portal). By registering on the Portal, you will be legally bound by the terms and conditions of this Agreement, and agree to comply with such terms and conditions in order to become and remain an authorised user of the Portal.
- 1.2** The OECD reserves the right, at its discretion, to change or modify any term or condition of this Agreement at any time. All changes and modifications will be notified to you by being posted on the Portal, or sent to you via email, and it is your responsibility to read these changes and modifications. They will come into effect immediately upon being posted.
- 1.3** If these terms or any future changes or modifications are unacceptable to you, you may terminate your registration in accordance with the Termination clause below. Your use of the Portal now, or continued use following the notification of any changes or modifications of these terms and conditions, will constitute a binding acceptance by you of such changes or modifications.
- 1.4** The OECD may improve, change, suspend or discontinue any aspect of the Portal at any time without notice, including the availability of any Portal feature, database or content. The OECD may also impose limits on certain features and services, or restrict your access to parts or all of the Portal without notice or liability.
- 1.5** The rights and obligations concerning the use of the Portal in accordance with this Agreement are personal to you, and are not transferable to any other person or entity. Any purported assignment by you of any rights under this Agreement shall be void and ineffective.
- 1.6** No waiver by either party to this Agreement of any of its provisions, or any breach or default of the Agreement, shall be deemed to be a waiver of any preceding or subsequent breach or default.

2.0 Username and Password

- 2.1** Upon registration, you will provide your email address, your user name (Username) and a password (Password) of your own choice. You will be sent a Portal activation link via email using the email address provided. You may not (i) use a name of another person with the intent to impersonate that person; (ii) use a name subject to the rights of any other person without authorisation; or (iii) use a name which in the reasonable opinion of the OECD is offensive. If the OECD has reason to believe that you have not respected any of the aforementioned conditions (i) to (iii) it may terminate this Agreement, in which case you will cease to be an authorised user of the Portal.
- 2.2** You must provide the OECD with accurate, complete and updated information required by registration to the Portal, including your legal name, address, telephone number, and an e-mail address. You must notify the OECD within 30 days of any changes in such data. Failure to do so will constitute a breach of this Agreement, which may result in termination of your account, at OECD' sole discretion.

3.0 Security

- 3.1** You will be solely responsible for protecting the confidentiality of your Username and Password, and solely liable for any harm resulting from disclosing or allowing disclosure of any Password.
- 3.2** At all times you will be responsible for all use of the Portal under your authorised account (Account), and you will be solely responsible for ensuring that any use of your Account complies fully with the terms of this Agreement.
- 3.3** You must notify the OECD immediately of any known or suspected unauthorized use of your Username, Password or Account, or any known or suspected breach of security, including loss, theft, or unauthorised disclosure of your Password or Account information. Any fraudulent, abusive or otherwise illegal activity may be grounds for termination of your Account, at OECD sole discretion, and the matter may be referred by the OECD to competent bodies or agencies for appropriate action.

4.0 Use of the Portal

- 4.1** Unless otherwise indicated on the Portal, you are permitted to download or print extracts of the material on the Portal for your personal use only, and for lawful purposes only, providing that you maintain all copyright and other notices contained in the material and agree to abide by all additional copyright notices, information, or restrictions contained in such material. None of the material on the Portal may be used for any commercial or public use, and no part of such material may be reproduced or stored in or transmitted to any other website. No material on the Portal may be disseminated in any form, either electronic or non-electronic, or included in any retrieval system or Portal without the prior written permission of the OECD.
- Any request for such permission shall be sent to PBF.CPGInfo@oecd.org
- 4.2** Invitations to Tender and any further information communicated to you or which come to your knowledge in the course of an Invitation to Tender are confidential and are strictly dedicated to the purpose of the Invitation to Tender. The OECD reserves the right to have all material returned at the end of the Invitation to Tender process.

5.0 Protected Rights

- 5.1** All information, text, graphics and other material on the Portal (including, but not limited to, the Invitation to Tender) are owned by the OECD or licensed from a third party, and you shall take no action which is inconsistent with relevant owner of the rights in the material on the Portal. No material may be reproduced, modified, stored, transmitted, published, distributed, performed, displayed, sold or exploited in whole or in part, as a derivative work, or in any form, language or by any media, electronic or otherwise, throughout the world, except as expressly set forth in this Agreement unless authorised in writing by the relevant right owner.

5.2 You shall not acquire any right, title or interest in the name, logos and/or trademarks of the OECD and are not permitted to use or reproduce, or allow anyone to use or reproduce this name (including any abbreviations), trademarks or logo for any purpose unless authorised in writing by the OECD.

6.0 Equipment

6.1 You will be solely responsible for obtaining, maintaining and meeting all costs associated with any telephone, computer hardware and software, modems, telecommunications connections, and/or other equipment and services which may be needed to access and use the Portal.

7.0 Disclaimer

7.1 You expressly acknowledge and agree that any and all use of the Portal is at your sole risk. Neither the OECD, its employees, third-party content providers, or licensors warrant that access to and use of the Portal will be free from interruptions or free from errors; nor do they make any warranty as to the results that may be obtained from use of the Portal. You waive and discharge any and all claims against the OECD arising out of related access or lack thereof.

7.2 You further expressly acknowledge and agree that information, text, graphics, and hyperlinks provided to you through the Portal and located on other websites throughout the combined global electronic networks known as the Internet and the World Wide Web are provided solely as a resource and a convenience to you. Such hyperlinks to other websites are not an endorsement by the OECD of those websites. The OECD makes no warranty, either expressed or implied, as to the accuracy, reliability, or content of such information, text, graphics, and hyperlinks. The OECD does not represent or endorse the accuracy of reliability of any advice, opinion, statement or other information displayed, uploaded or distributed through the Portal by any person or entity. The OECD has not tested any software located on other websites and does not make any representations as to the quality, safety, reliability or suitability of such software.

8.0 Limitation of Liability

8.1 Under no circumstances, including negligence, shall the OECD, or any person involved in creating, producing or distributing the Portal, be liable for any loss of business or profits, or for any direct, indirect, incidental, special or consequential damages that may result from any use of—or inability to use—the Portal, even if the OECD was previously advised of the possibility of such damages, including— but not limited to—reliance by you on any information obtained by way of the Portal, or that may result from mistakes, omissions, interruptions, deletion of files or E-mail, errors, defects, viruses, delays in operation or transmission, or any failure of performance, whether or not limited to natural disasters, communications failure, theft, destruction or unauthorised access to your records, programs or services.

You acknowledge and agree that the delivery system used for the Portal (i.e., the Internet, the World Wide Web) is unpredictable and may, from time to time, impede access to the Portal. You acknowledge and agree that the OECD is in no way responsible whatsoever for any interference with your use of—or access to—the Portal, and you expressly waive and forever discharge and release any and all claims against the OECD in connection therewith.

9.0 Indemnification

9.1 By using this Portal, you agree to defend, indemnify and hold harmless OECD, its officials and employees from and against all claims, suits, demands and liability of any nature, including OECD' costs and expenses, and attorneys' fees, arising out of the use of the Portal by you or anyone having gained access to the Portal by use of your Username and Password. This provision shall extend to claims and liability arising out of the use of proprietary material by you or anyone having access to the material by means of your Account.

10.0 Collection and processing of personal information

10.1 The OECD is committed to the protection of personal information of the users of its websites, including the Portal. OECD Staff and external processors who have access to personal information and are associated with the processing of that information are obligated to respect the privacy and confidentiality of information.

10.2 You are informed that the OECD compiles in the Portal a supplier (and potential supplier) database and that information relating to you and your personnel will be included in this database. Subject to compliance with the OECD's policies on protection of personal information, the database will contain any relevant information with respect to you and your Tenders, including, without limitation, the financial terms, the deliverables and evaluations of your Tender. It is the OECD's policy to allow access to the database to certain management and administrative staff. Notwithstanding anything expressed or implied by the present Agreement or at law, and in particular any obligations of confidentiality undertaken by the OECD, you understand and accept that the OECD will collect, process and disclose the information related to you and your personnel in the manner described above and hereby waives all claims against the OECD and its personnel in this respect.

10.3 The OECD will process personal information provided willingly by you strictly for the purpose of activities related to the Portal. You therefore grant your consent to the processing of all personal information and their use by the OECD. You warrant that you have obtained the individual consent of your personnel, agents or representatives to input personal information relating to them on the Portal and to their processing in accordance with this clause.

11.0 Participation in Invitations to Tender

11.1 By participating in an Invitation to Tender issued by the OECD and submitting a response (Tender), you agree with the following conditions.

11.2 There is no commitment on the part of the OECD to accept any Tender or part thereof that is received in response to an Invitation to Tender. The OECD reserves the right (a) to accept Tenders with non-substantial defects or (b) to reject Tenders received after the deadline for receipt of Tenders, without indemnity or justification.

11.3 The OECD reserves the right to modify or cancel all or part of an Invitation to Tender, should the need arise, without having to justify its actions and without such action conferring any right to compensation on you.

11.4 The OECD reserves the right to extend the deadline for receipt of the Tenders. In that case, all your and OECD's rights and duties and in particular the duration of validity of Tenders will be subject to this new deadline.

11.5 Tenders are not paid. No reimbursement of expenses related to the preparation of any Tender will be made by the OECD.

11.6 Prices quoted must include everything necessary for the complete execution of an eventual contract (insurance, transport, guarantees). Charges for items essential to execution of the contract and not identified in the Tender will be borne by you.

11.7 The OECD reserves the right to organise interviews and request you to specify the content of your Tender.

12.0 Award of contract and subsequent contractual relationship

12.1 In case you are the awarded supplier you undertake to enter into a contract with the OECD and you will be referred to as the "Contractor". Failure to do so shall allow the OECD to seek remedies to which it may be entitled. Should you, for whatever reason, decline the award of the Invitation to Tender or not enter into a contract with the OECD, you acknowledge that the OECD shall have the right, at any moment in time, including after the final awarding notification, to cancel the final awarding and proceed with the awarding of the Invitation to Tender to another bidding supplier.

12.2 Minimum general conditions applicable to OECD contracts ("Minimum General Conditions") will be included in the Invitation to Tender. By submitting a Tender to an Invitation to Tender issued by the OECD, you agree to be bound by the terms and conditions of the Minimum General Conditions and agree that these Minimum Contract Conditions will form part of the Contract you will enter into with the OECD.

13.0 Termination of Registration Agreement

13.1 This Agreement will take effect when you submit the Registration Form and continue until either you or the OECD terminate it, at which time you will cease to be an authorized user of the Portal.

13.2 You may terminate your Account at any time by sending an e-mail to oe.cd@bravosolution.com, confirmed by a letter with acknowledgment of receipt. Upon termination, you will receive confirmation via e-mail that your request was received, and your access to the Portal will be terminated.

13.3 Your access to the Portal may be suspended, terminated or revoked at the discretion of the OECD and if you are in breach of this Registration Agreement.

13.4 In the event of termination, clauses 2, 5, 7, 8, 9, 10, 12 and 14 will remain binding on the parties.

14.0 Privileges and Immunities

14.1 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the OECD and its officials.

15.0 Communications

15.1 The OECD reserves the right to send you e-mails for the purpose of informing you of changes or additions to the Portal, or of any related services provided by the OECD, agents, third-party content providers, or licensors that it deems suitable for dissemination.

15.2 You may serve a notice on the OECD, for the purposes of this Agreement, by sending it by e-mail to PBF.CPGInfo@oe.cd.org. The OECD may serve a notice on you by sending it to your e-mail address, or to the postal address appearing on your Registration Form.