

REGISTRATION & BIDDING INSTRUCTIONS FOR UPGRADED TENDERSURE™ PORTAL

21st SEPTEMBER 2020

Dear Vendor,

You should by now have received a communication regarding the Tendersure™ portal upgrade which was launched on 15th September 2020. The upgraded Tendersure™ portal comes with many advanced features that will make the registration and bidding process even easier. Please see here below the instructions for REGISTRATION and BIDDING.

A. INSTRUCTIONS FOR REGISTRATION

Following the Tendersure™ upgrade, you will be required to register afresh so as to be able to bid for future jobs. **PLEASE NOTE THAT THE REGISTRATION WILL ONLY BE REQUIRED ONCE ONLY AS THE TENDERSURE DATABASE WILL RETAIN YOUR DETAILS IN PERPETUITY.** To register, kindly follow the simple steps below:

1. Log into Tendersure website on www.tendersure.co.ke;
2. Click on the <Supplier Word> tab;
3. Click on the <Supplier Registration> tab and you will be directed to the Registration Page;
4. Upon registration, you will receive an email with a link to <Activate Your Account>;
5. Once you activate, you will be taken to <My Profile> page in the upgraded Tendersure portal where you can <Change Password> and also <Edit Profile>;
6. It is important that you <Edit Profile> as this is where you will provide Mandatory Details for your company and also Attach Documents.

B. INSTRUCTIONS FOR BIDDING

Please see below the simplified steps to follow in order to bid for a supplier prequalification or tender in the upgraded Tendersure™ portal:

1. Log into Tendersure website on www.tendersure.co.ke;
2. Click on the <Available Tenders> tab you will see job/opportunity you wish to bid for;
3. Click on the <Register> tab and proceed to login page. If you are not registered, please follow the registration process in (A) above;
4. Once you log in, you will be directed to the <My Profile> page. On the navigation bar, please click on the <Dashboard> and you will be able to <View Categories>;
5. Click on the <Add to Cart> tab to select the category(s) that you wish to participate and then click on the <Proceed to Cart> tab;

6. Click on the <Payment Using> tab which will give the options for <Mpesa> or <Card Payment> tabs;
7. Choose the payment method and proceed to pay as directed;
8. Once the payment is done, you will receive a message on the screen that the payment process has been successful. You will also receive a system generated email with a receipt attached indicating the payment details;
9. After making payment, click <Prequalification> on the side navigation menu and you will see the categories that you have paid for. Click <Bid for> then click on <Proceed> and the bidding page with questions will appear. Complete each section highlighted in blue at the top of the page;
10. Please ensure that you click <Save and Next> after completing each section;
11. After completion of your bid press <Submit> in the declaration section and you will receive an email from the Tendersure system confirming receipt of your bid and a report of all your responses attached;
12. If you wish to amend your bid before the job closes, click <Prequalification> on the side navigation menu and the job you are working on will appear on the screen;
13. Click <Update For> and edit your bid. Ensure to click <Save and Next> after editing each section and remember to press <Submit> at the end of the update. You will receive an email from the Tendersure system confirming receipt of your updated bid;
14. Immediately after the job officially closes, you will receive an email indicating all the other participants in the same category as yourself.

We are excited about the upgraded Tendersure™ portal and look forward to serving you better in the future. For any enquiries, please email help@tendersure.co.ke or call +254 709 557000.

Kind Regards

Tendersure™ Team