

#### **A. INSTRUCTIONS FOR REGISTRATION**

To register, kindly follow the simple steps below:

1. Log into Tendersure website on [www.tendersure.co.ke](http://www.tendersure.co.ke);
2. Click on the <Supplier World>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 Tendersure portal where you can <Change Password> and <Edit Profile>;
6. It is important that you <Edit Profile> as this is where you will provide Mandatory Details for your company and 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 Tendersure™ portal:

- 1 Log into Tendersure website on [www.tendersure.co.ke](http://www.tendersure.co.ke);
- 2 On your left-hand side top corner please select the language (English, French and Portuguese) that you want to use before you proceed
- 3 Click on the <Available Jobs> tab you will see job/opportunity you wish to bid for;
- 4 Click on the <Register Here> tab and proceed to login page. If you are not registered, please follow the registration process in (A) above;
- 5 On the login page also select the language (English, French and Portuguese) that you want to use before you proceed to login.
- 6 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>; of the job/opportunity you are interested in
- 7 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;
- 8 Click on Proceed and you will be directed to the categories that you have added to the Cart. Click on <Bid> then click on <Proceed> and the bidding page with questions will appear. Complete each section highlighted in blue at the top of the page;
- 9 Please ensure that you click <Save and Next> after completing each section;
- 10 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;
- 11 If you wish to amend your bid before the job closes, click <Prequalification> on the
12. side navigation menu and the job you are working on will appear on the screen;
13. Click <Update> 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 look forward to serving you better. For any enquiries, please email us through [EGPAFCameroon@tendersure.co.ke](mailto:EGPAFCameroon@tendersure.co.ke) or call +237 697 157 927 or +237 695 340 400 or WhatsApp Number +237 695 340 400 (French) or +254 114 892 485 (English).

Kind Regards

**Tendersure™ Team**