
INSTRUCTIONS FOR REGISTRATION AND BIDDING

1. Click on the following link <https://e.tendersure.co.ke/> and you will be directed to the Login/Registration page. If you already have an account, proceed to login and go to <Dashboard>. For new users, click <Register Now> and key in your Company and user details. Please ensure that the email provided is correct as it will be your username and form of communication with the Tendersure portal.
2. After registration, you will receive an Account Activation email. Please check your email.
3. Open the email, click on the activation link provided. You will then be directed to the <Edit Profile> page.
4. Please edit your profile and ensure that the details provided are accurate. You can also change your password.
5. After editing profile, click on the <Dashboard> and you will see the jobs available. Select the job you wish to participate in by clicking <View Categories>. Read the instructions provided on that page then click on the <Tenders Tab>.
6. From the Tenders tab, chose the category and click on the symbol of a <Shopping Cart> to add the category to your cart and then click <Proceed to Cart>.
7. Click on the <Payment Using> tab which will give the options for <Mpesa> or <Card Payment> tabs;
8. Choose the payment method and proceed to pay as directed;
9. 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;
10. After making payment, click <Tenders> on the side navigation menu, click <Bid for> and select <Technical Evaluation> or <Financial Evaluation>.
11. Click on <Proceed> and bidding page with questions will appear. You will complete each section highlighted in blue at the top of the page.
12. Please ensure that you click <Save and Next> after completing each section.
13. After completion of <Technical Evaluation> press submit in the declaration section.
14. Then select <Financial Evaluation> in the Tenders tab and upload the pricing worksheet.
15. Complete worksheet and the upload. **Do not change the structure of the worksheet as it will not upload if the structure is changed.**
16. If you wish to amend you bid **before** the job closes, click on <Tenders> on the main navigation page and the job you are working on will appear on the screen.
17. Click on <Update For> and the Financial Evaluation and Technical Evaluation tabs will appear. Click on what you want to update and remember to press <Submit> at the end of the update.



Should you have any queries, please call +254 709 557 000 or email help@tendersure.co.ke

Best Regards!

Tendersure Team