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## INSTRUCTIONS FOR REGISTRATION AND BIDDING

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1. Click on the following link <https://www.tendersure.co.ke/available-jobs/> and you will see the <Your company of interest> Supplier Prequalification. Click <Register Here>.
  - a) New User Without an Account on Tendersure  
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.  
After account registration, you will receive an Account Activation email. Please check your email. Open the email, click on the activation link provided. You will then be directed to the <Edit Profile> page. You can edit your profile and ensure that the details provided are accurate and you can also change your password. After editing profile, click on the <Dashboard> and you will see the supplier prequalification.
  - b) Existing User With an Account On Tendersure  
If you already have an account on Tendersure, proceed to login and go to <Dashboard>.
2. Click <View Categories> for <Your company of interest> Supplier Prequalification. Read the instructions provided on that page then search for the category you want to participate in.
3. Select the category by clicking on the blue symbol of a <Shopping Cart> to add the category to your cart. Next, click <Proceed to Cart> and select your payment method.

Show  entries

Code	Category	Buyer	Closing Date	Bid Fee	Remove
EGPAFTZ-2022	Provision of advertising services	Elizabeth Glaser Pediatric AIDS Foundation TZ	June 9, 2022, 10:05 p.m.	6000	<div style="border: 1px solid #ccc; padding: 5px;">           Mobile Money Cards         </div>
<b>TOTAL</b>				<b>60000.00</b>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f96;">           Payment Using:         </div>

Showing 1 to 1 of 1 entries

DPO Think Payments ENGLISH

Solutions Ltd

Service Details


**Tendersure**  
Online Tender Subscription - Payment for JDAX3

PAYMENT REFERENCE: R33886037      PROVIDER REF NO.: JDAX3

SERVICE DATE: THU, 26/MAY/22

**Total: TZS 60,000.00**

Choose your preferred currency: Currency

Use dumaPay App to scan the code 

Personal Details

Ann      None      Tanzania

Musila      255      Tanzania



stacyann@qedsolutions.co.ke      Country Code      255654978430

Please complete your payment within: **0d 4h 56m 54s**

Choose Payment Method

Card      Mobile      xPay xPay

Tanzania

Enter a telephone number for payment here:  
+255

(Payment in TZS) **Total: 60,000.00**

Solutions Ltd

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**Tendersure**  
Online Tender Subscription - Payment for JDAX3

PAYMENT REFERENCE: R33886037      PROVIDER REF NO.: JDAX3

SERVICE DATE: THU, 26/MAY/22

**Total: TZS 60,000.00**

Choose your preferred currency: TZS  
Conversion rate: 1 TZS = 1 TZS

Use dumaPay App to scan the code 

Personal Details

Ann      None      Tanzania


Musila      255      Tanzania

stacyann@qedsolutions.co.ke      Tanzania (+255)      255654978430

Please complete your payment within: 0d 4h 54m 42s

Choose Payment Method

Card      Mobile      xPay xPay

 1. Dial \*150\*60#  
2. Select 'Make payments'  
3. Enter amount - 60000  
4. Enter reference number R33886037  
5. Enter PIN  
6. Enter PIN  
7. Press OK to send

Back

4. 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 bidding page with questions will appear. Complete each section highlighted in blue at the top of the page.
5. Please ensure that you click <Save and Next> after completing each section.
6. After completion of your bid, click <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.
7. If you wish to amend you bid **before** the job closes, click <Prequalification> on the side navigation menu and the job you are working on will appear on the screen.
8. Click <Update For> and edit your bid. Ensure to click <Save and Next> after editing each section and remember to click <Submit> at the end of the update. You will receive an email from the Tendersure system confirming receipt of your updated bid.

Should you have any queries, please call +254 709 557 000 or email [help@tendersure.co.ke](mailto:help@tendersure.co.ke)

Best Regards!

**Tendersure Team**