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## INSTRUCTIONS FOR REGISTRATION AND BIDDING

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1. Click on the following link <https://www.tendersure.co.ke> and you will be prompted to login to the Tendersure system.
  - 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 of your interest
  - 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.
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**