

TENDER BIDDING INSTRUCTIONS

1. Click on the following link e.tendersure.africa you will be prompted to login to the Tendersure platform.

a) New User Without an Account on Tendersure

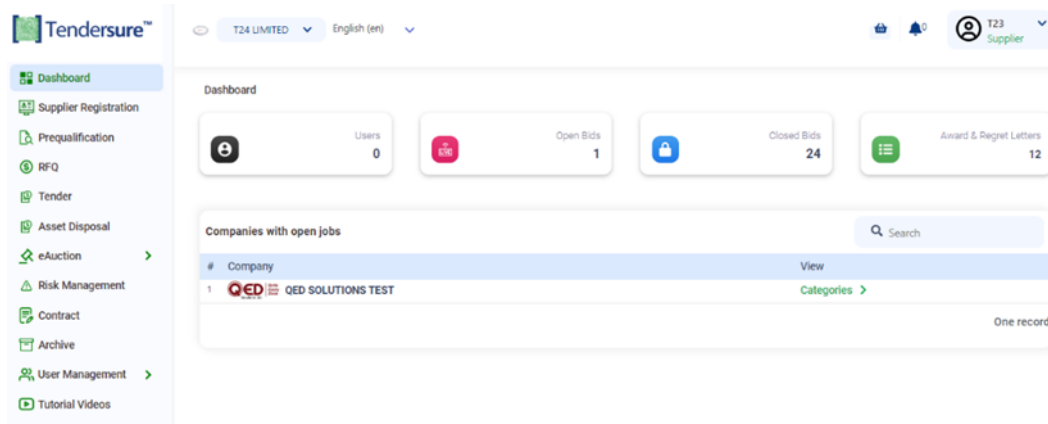
Click the [**Register Now**] button and key in your Company and user details. Please ensure that the email provided is correct as it will be your username and form of communication with the Tendersure portal.

After account registration, you will receive an Account Activation email with your log in credentials. Check your email, click on the activation link and log in using the provided credentials.

You will then be directed to the Dashboard, and you will see the asset disposal of your interest.

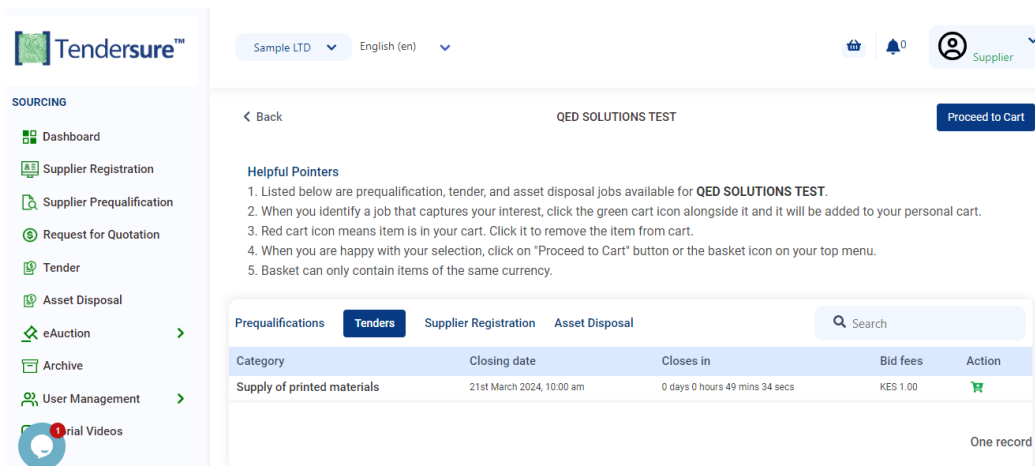
b) Existing User With an Account On Tendersure

If you already have an account on Tendersure, proceed to login and you will be redirected to the Dashboard.



The screenshot shows the Tendersure dashboard for a user named 'T24 LIMITED'. The interface includes a sidebar with navigation options like Dashboard, Supplier Registration, Prequalification, RFQ, Tender, Asset Disposal, eAuction, Risk Management, Contract, Archive, User Management, and Tutorial Videos. The main content area displays a 'Dashboard' with four key metrics: Users (0), Open Bids (1), Closed Bids (24), and Award & Regret Letters (12). Below these metrics is a section titled 'Companies with open jobs' which contains a table with one entry: 'QED SOLUTIONS TEST'.

2. Click [**Categories**] for your company of interest and then click on the [**Tender**] tab. Read the [**Helpful Pointers**] provided and search for the category you want to participate in.



The screenshot shows the 'Tenders' page for 'QED SOLUTIONS TEST'. It features a 'Helpful Pointers' section with five numbered instructions regarding prequalification, cart management, and currency. Below this is a table with tabs for 'Prequalifications', 'Tenders', 'Supplier Registration', and 'Asset Disposal'. The 'Prequalifications' tab is active, showing a table with columns for Category, Closing date, Closes in, Bid fees, and Action. The first row lists 'Supply of printed materials' with a closing date of '21st March 2024, 10:00 am' and a bid fee of 'KES 1.00'.

3. Select the category by clicking on its green shopping cart icon to add the category to your cart. Next, click [**Proceed to Cart**] and select your payment method.

4. After making payment, click [**Tender**] on the side navigation menu and you will see the categories that you have paid for.
5. Click [**Choose Option**] for both the technical envelope and price envelope button then click on [**Bid**]. For the technical envelope, a bidding page with questions will appear. Complete each section highlighted in blue at the top of the page. Click [**Next**] at the end of every section to navigate to the next section. For price envelope, a bidding page will appear either fill in the total or download the pricing template.
6. After completion of your bid, click on the [**Submit**] button 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 your bid before the job closes, on logging in, click [**Tender**] on the side navigation menu and click the [**Update**] button of the job you want to amend. On submission of the updated responses, 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.africa

Best Regards,
Tendersure™ Team