ACCESSING E-PROCUREMENT PORTAL

To access the EProcurement portal go to <u>www.kerra.go.ke</u> > -ON-LINE SERVICES E-Procurement Portal. Or directly through <u>https://eprocurement.kerra.go.ke</u>



C e procurement kerragoke E-Procurement Hore e-Bidding Contractors HUB Login Tender No: Tender Name: SEARCH Ther are no Open Tenders for Public Participation. Kindly Check Again Later

For a first-time user you will need to register by going to E-registration.

Enter the registration details as shown and click on submit registration

\leftrightarrow \rightarrow C \bullet eprocurement.kerra.go.ke/Home/Register	er					₫ \$	🛛 🕕 🗄
		e-Registration	e-Prequalification	e-Bidding	Login	Register	Help desk
(Provide your valid Company registration	on details)						
	Supplier Reg	jistration Request	E				
Registered Rusinos Name 2		Tax Registration (PIN) No: *				
Contact Person (Name):: *		Primary Email Addres	55*				
Mobile Phone No. *		Terms and Conditions	5				
CANCEI		Agree to terms an	d conditions: *		SUE	BMIT REGISTRA	TION
		·					

Once you submit you will be notified of successful submission and an email will be sent to the email provided. The email contains a onetime password which should be used to login to the portal the user will then be prompted to set their own password.

Use the email and the new password set to login to the portal after which you will be required to complete your supplier profile before making any applications.

Invitation for Registration Response

For a potential supplier/contractor to apply for registration, they shall access the E-Procurement portal and view the IFPs that have been published on the portal and select the respective IFP to apply.

To access the Advertised invitations for Registration, login into the E-Procurement portal. And navigate to the **Registration** tab as shown below and select **invitation for registration**

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S Self-Service		My Profile		544	R	499		
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E-Prequalification	More inf	0	м	ore info 🖸	More	info 🗨	More infe	• 0
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III Request for Quotations	Show 10 v entrie	s					-	
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ঞ্চ Settings 💦 💊	# <u>↓</u> ⊾ Tender No	11 Tender Name	11	Tender Description		t† Docume	ent Date† Ap	ply
	1 008	Taru Gedi Works	Requisition	Taru Gedi Works Requisition	12/10/2021 12	:00:00 AM 1/18/20	21 12:00:00 AM	Apply
	Showing 1 to 1 of 1 optrion						Provi	ious 1

A List of all the published invitations will be displayed, Click on **View** details to view the details of the invitations.

☰ Kenya Rur	al Roads Authority			OFT BUSINESS	SOLUTIONS LTD
	e-Prequalificatio	n Response			
Welcome to our e-Prec	ualification portal. You can now view all published Invitations for Prequalifications (IFPs) and submit your response onli	ne . Please ensure you sele	ct the Prequalificat	tion Invitation
Notice No. that you wa	int to respond to. The system shall automatically assign an Application tracking num	ber for your prequalification respon	se.		
Show 10 v er	tries				
# <u>↓</u> ⊾ Notice No.	11 Description	$\downarrow\uparrow$ Region Issuing Notice $\downarrow\uparrow$	Submision Date	View 11	Respond ↓†
1 1077	Nairobi Region Constituency Invitation for Prequalification	R01	10/22/2021 12:00:00 AM	👁 View	Apply
2 1101	Nairobi Region WESTLANDS Constituency KeRRA Invitation for Prequalification	R01	10/26/2021 12:00:00 AM	View	Apply
3 1102	Nairobi Region LANGATA Constituency KeRRA Invitation for Prequalification	R01	10/26/2021 12:00:00 AM	View	Apply 🕈
4 1126	Nairobi Region Constituency Registration of Suppliers-kerra Bornet	R01	10/27/2021 12:00:00 AM	View	Apply
5 1127	Klambu Region Constituency Registration of Suppliers-kerra Bornet	R02	10/27/2021 12:00:00 AM	View	Apply
6 1128	Kirinyaga Region Constituency Registration of Suppliers-kerra Bomet	R03	10/27/2021 12:00:00 AM	👁 View	Apply
	Kenya Rur	Kenya Rural Roads Authority e-Prequalification Construction Welcome to our e-Prequalification portal. You can now view all published invitations for Prequalifications (Notice No. that you want to respond to. The system shall automatically assign an Application tracking num Shore 10 entries If the Notice No. 11 Description 1 1077 Nairobi Region Constituency Invitation for Prequalification 2 1101 Nairobi Region Constituency KeRRA Invitation for Prequalification 3 1102 Nairobi Region Constituency KeRRA Invitation for Prequalification 4 1126 Nairobi Region Constituency Registration of Suppliers-kerra Bornet 5 1127 Kiambu Region Constituency Registration of Suppliers-kerra Bornet 6 1128 Kinnyaga Region Constituency Registration of Suppliers-kerra Bornet	Kenya Rural Roads Authority e-Prequalification Response Welcome to our e-Prequalification portal. You can now view all published invitations for Prequalifications (IFPe) and submit your response onli Notice No. Unit you want to respond to. The system shall automatically assign an Application tracking number for your prequalification response I	Kenya Rural Roads Authority Control e-Prequalification Response e-Prequalification Response Welcome to our e-Prequalification portal. You can now view all published invitations for Prequalifications (IFPs) and submit your response online. Please ensure you selection to the your unit to respond to. The system shall automatically assign an Application tracking number for your prequalification response. Image: Shore	Kenya Rural Roads Authority Everya Rural Roads Rural Rural Rural Rural Roads Rural R

Figure 182: Published Invitation for Registration

The general tab will display the general information for the invitation as shown below.

The Procurement Categories tab will display all the advertised procurement categories that are available for the suppliers to apply. IFP Required Documents tab will list all the mandatory and optional supporting documents that the suppliers are required to attach. For the supplier to respond to the advertised Invitations, Click on **Apply for Prequalification** button at the top of the page.

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Dashboard			
岛 My Profile		Invitation For Prequalification	
S Self-Service >			
角 Supplier Profile Completion >		◆Apply for Prequalifications	
E-Prequalification			
III Registration	General Details Procurement Categories	Evaluation Criteria Documents	
III E-Tendering	Concord Datally		_
III Request for Quotations	General Details		
📥 Downloads	IFP Notice No:*	External Document No:*	
ቆ Settings →	1101		
	Description:"	Tender Summary:*	
	Nairobi Region WESTLANDS Constituency KeP	RRA Invitation for Prequalification KeRRA Invitation for Prequalification	
	Prequalification Period Start Date."	Prequalification Period End Date:*	
	11/01/2021	10/31/2023	
	Region Issuing Notice:*	Application Fees(LCY):*	-

The system will open a E-registration response form for the supplier to fill.

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Dashboard	_				e. Progualification	a Decourse			
					e i requaimenta	response			
upplier Profile Completion	Supplier Prequalifica	ation / Prequalificatio	on No=1101 / Resp	oonse No = 2600					
Proqualification		(2)	(3)		(s)	(ā)	()	(i)	(ii)
-riequalification 3	Communication	Business Profile	Shareholders	Beneficiary	Litigation History	Past Experience	Key	Prequalification	Prequalification
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	Communicatio	in Details							Step 1 of 8 >
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	P.O Box/Add	ress: *			1	Postal Code:"			
	Concernent Concernent					Select Postal Cod	e		~
	00100								

Figure 183: Invitation for Registration Response

On the Registration Response (Section A), the supplier will fill in the Supplier representative name, Supplier representative Designation and company headquarters.

			DYNASOFT BUSINESS SOLUTIONS LTD
Dueshoard	Supplier Prequalification / Prequalification No=1101 / Response No=26	00	
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ት Supplier Profile Completion እ			(Section A) (Section B)
E-Prequalification	Prequalification Response (Section A)		
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Request for Quotations	2600	VEND943	
bownloads	Prequalification Invitation Notice No:	Supplier Name:	
		a second a second second second	
Settings	1101	DYNASOFT BUSINESS SOLUTIONS I	TD
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₿ Settings >	1101 Supplier Representative Name: Enter Vendor Representative Name	DYNASOFT BUSINESS SOLUTIONS I Supplier Representative Designation: Enter Vendor Representative Title	TD
€ Settings >	1101 Supplier Representative Name: Enter Vendor Representative Name Company headquarters:	DYNASOFT BUSINESS SOLUTIONS I Supplier Representative Designation: Enter Vendor Representative Title Region Code:	TD

On the Prequalification Response (Section B), The supplier will select/tick the procurement categories they want to apply for. Check the select box then add to cart.

	≡ Kenya	Rural Roads Authority				DYNASOFT BUSIN	SS SOLUTIONS I
Dashboard		↓ Procurement Category	11 Description		1 select/tick	11 Action	41
			No	data available in table			
	Showing	to 0 of 0 entries				Pi	evious Next
				Add to cart			
	Goods (Su	oply of Items & Assets)			K		
	Please select	the Procurement Categories that you would	l wish to be prequalified under				
	Show 1	o 🗸 entries					
	z	1 Procurement Category	1 Description	select/tick	11 Action		11
	1	CATEGORY 1	Supply of General Office Stationeries		📌 Specific Requirer	nent	
	2	CATEGORY 10	Supply of Application Software (Office Suit, Operating Systems)		A Specific Requirer	nent	
	Showing	to 2 of 2 entries				Previou	s 1. Next
	Services (C	onsulting/Non-Consulting Services}					
	Please select Show 1	the Procurement Categories that you would	wish to be prequalified under				

To view the selected category, click on **view selected categories**.

1	CATEGORY 1						
		Supply of General Office Stationeries		😝 Specific Requirement	nt		
2	CATEGORY 10	Supply of Application Software (Office Suit, Operating Systems)		🖻 Specific Requirement	nt		
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The procurement categories will populate based on the selected categories that were added to cart in the previous step. Click on next to proceed to the **next** step.

ashboard	Ξĸ	enya Rural Roads	Authority		8	DYNASOFT BUSINESS SOLUTIONS
y Profile				e procurement		
Il-Service	91	noliar Pracualification / P	revualification Mrc 1101 / Remonse Mrc 2000			
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Request for Quotations	1	CATEGORY 1	Supply of General Office Stationeries		Nairobi	WESTLANDS
lownloads	2	CATEGORY 10	Supply of Application Software (Office Suit, Operating Systems)		Nairobi	WESTLANDS
iettings >	Back					

The next step is **Attachment of Mandatory**.documents On this step, supplier attaches the documents per the line specification.

	≡ Ke	nya Rura	I Roads Authority				DYNASOFT BUSINESS SOLUTIONS
and the state of t	Supp	xlier Prequalif	fcation / Prequalification No=1101 / Response No=	2600			
	Docum	ments Attac	thment				
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Profile Completion >	You are rec	quired to subr	mit scanned copies of the following sets of documents, a	as part of the process. Click on the Attach Dc	cuments Link		
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	3						
			SZALITAATI				

After attachment of the mandatory documents, click on **Submit documents** to upload documents into the system. Then click **Submit Registration Details** to proceed to vendor Declaration.

=	Kenya Rural Roads Authority					DYNASOFT BUSINESS	SOLUTIONS
	Submit Documents						
	Specific Required Docouments						
e >	You are required to submit scanned copies of the following	sets of specific documents,. Cl	ick on the Attach Documents Li	nk			
ofile Completion >	Show 10 🗸 entries						
ication	# Li Doc ID ⊥† Description	↓† Category	↓† Select file	11 Issue Date	11 Certificate No	11 Expiry Date	II
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s	Submit Documents						
>						Submit Registr	▶ ation Details
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Upon clicking on submit Registration details, the vendor can view their **Application summary** and accept to the **vendor Declaration statement** by checking on the check box under vendor declaration. Then click on **Submit registration** to submit the registration/Prequalification responses into the system.

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Self-Service >	Api	plication Summary	Kurrea	٨		20 October 2021 Page 1		Â	
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