

## BIDDING INSTRUCTIONS

- Click on the following link [e.tendersure.africa](https://e.tendersure.africa) you will be prompted to login to the Tendersure platform.

- New User Without an Account on Tendersure

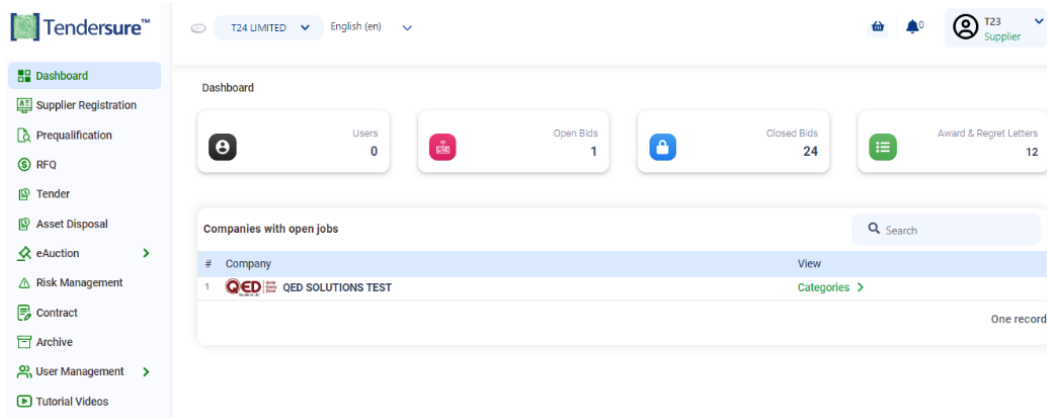
Click the [**Register Now**] button and key in your Company and user details. Please ensure that the email provided is correct as it will be your username and form of communication with the Tendersure portal.

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 supplier prequalification of your interest.

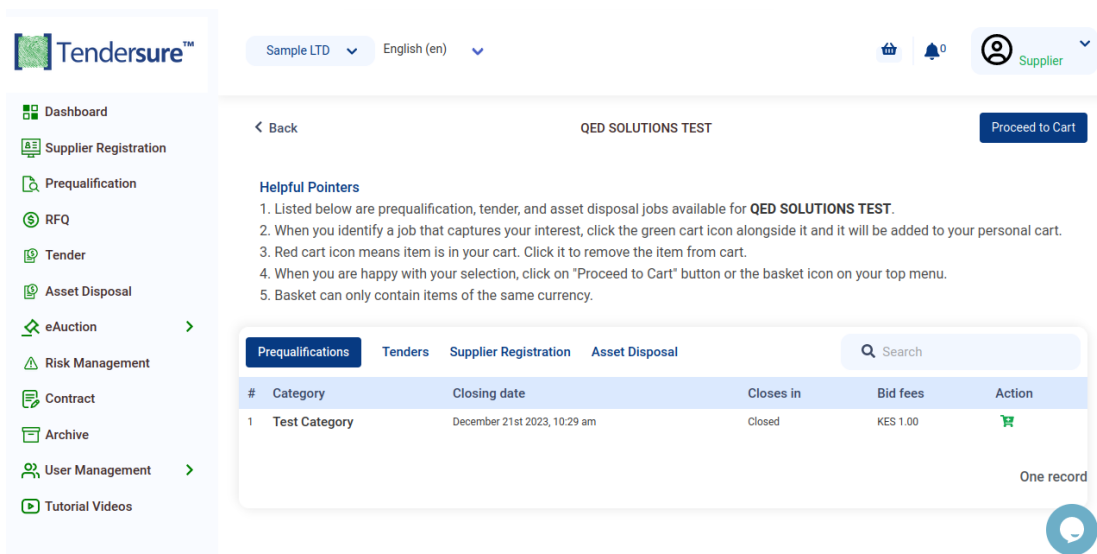
- Existing User With an Account on Tendersure

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 user T24 LIMITED. The dashboard includes a sidebar with navigation options: Dashboard, Supplier Registration, Prequalification, RFQ, Tender, Asset Disposal, eAuction, Risk Management, Contract, Archive, User Management, and Tutorial Videos. The main content area displays a summary of activity: 0 Users, 1 Open Bids, 24 Closed Bids, and 12 Award & Regret Letters. Below this, there is a section titled 'Companies with open jobs' featuring a table with one record: QED SOLUTIONS TEST. A search bar and a 'View' link are also present.

- Click [**Categories**] for your company of interest. Read the [**Helpful Pointers**] provided and search for the category you want to participate in.



The screenshot shows the 'Categories' page for QED SOLUTIONS TEST. It includes a 'Helpful Pointers' section with five instructions regarding prequalification, tender, and asset disposal jobs. Below this is a table with one record: 'Test Category' with a closing date of December 21st 2023, 10:29 am, and a bid fee of KES 1.00. The page also features a 'Proceed to Cart' button and a search bar.

**Helpful Pointers**

- Listed below are prequalification, tender, and asset disposal jobs available for QED SOLUTIONS TEST.
- When you identify a job that captures your interest, click the green cart icon alongside it and it will be added to your personal cart.
- Red cart icon means item is in your cart. Click it to remove the item from cart.
- When you are happy with your selection, click on "Proceed to Cart" button or the basket icon on your top menu.
- Basket can only contain items of the same currency.

#	Category	Closing date	Closes in	Bid fees	Action
1	Test Category	December 21st 2023, 10:29 am	Closed	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, for a prequalification click [**Prequalification**] on the side navigation menu and you will see the categories that you have paid for. Click the [**Bid**] button then click on [**Participate**] and bidding page with questions will appear. Complete each section highlighted in blue at the top of the page.
5. Click [**Next**] at the end of every section to navigate to the next section.
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. After making payment, for a tender click [**Tender**] on the side navigation menu and you will see the categories that you have paid for.
8. 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. For price envelope, a bidding page will appear either fill in the total or download the pricing template.
9. If you wish to amend you bid before the job closes, on logging in, click the 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](mailto:help@tendersure.africa)

Best Regards,  
**Tendersure Team**