

## ASSET DISPOSAL BIDDING INSTRUCTIONS

1. Click on the following link [www.tendersure.africa](http://www.tendersure.africa) you will be prompted to login to the TenderSure platform.

a) New User Without an Account on Tendersure

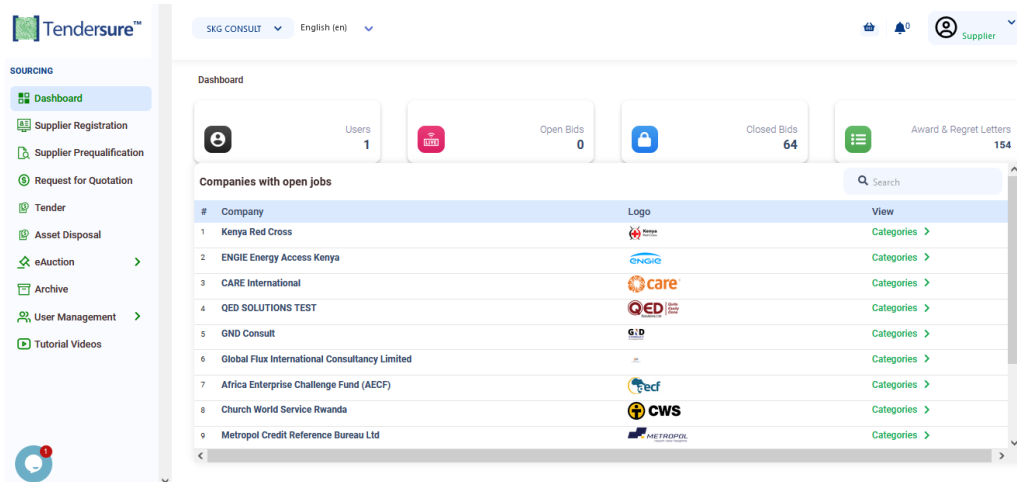
Click the [**Register Now**] button and key in your Company and user details. Please ensure that the email provided is correct as it will be your username and form of communication with the Tendersure portal.

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 company of your interest.

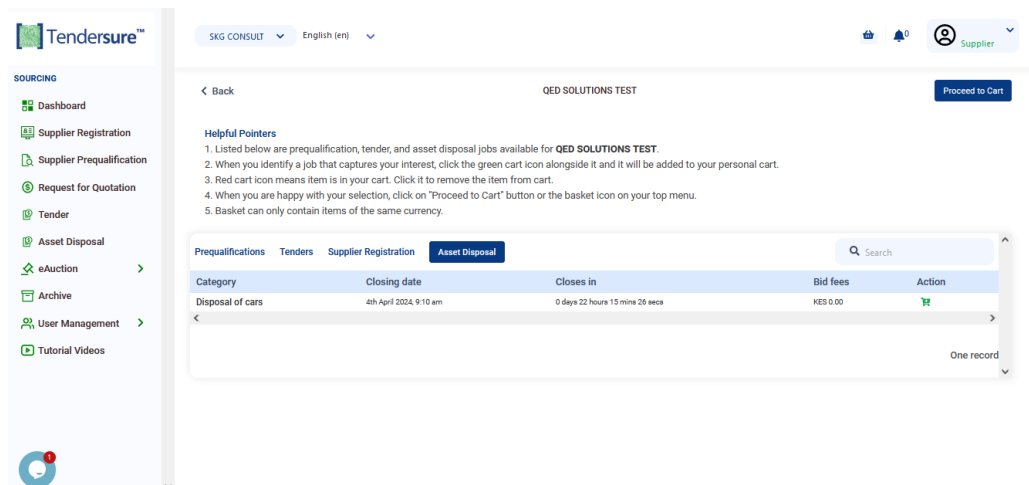
b) Existing User with an Account on TenderSure

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 'Supplier'. The dashboard includes a sidebar with navigation options like Dashboard, Supplier Registration, and Asset Disposal. The main content area displays a 'Dashboard' summary with metrics for Users (1), Open Bids (0), Closed Bids (64), and Award & Regret Letters (154). Below this is a table titled 'Companies with open jobs' with columns for #, Company, Logo, and View. The table lists several companies including Kenya Red Cross, ENGIE Energy Access Kenya, CARE International, QED SOLUTIONS TEST, GND Consult, Global Flux International Consultancy Limited, Africa Enterprise Challenge Fund (AECF), Church World Service Rwanda, and Metropol Credit Reference Bureau Ltd.

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



The screenshot shows the 'Asset Disposal' category page for 'QED SOLUTIONS TEST'. It features a 'Helpful Pointers' section with five instructions. Below this is a table with columns for Category, Closing date, Closes in, Bid fees, and Action. The table lists 'Disposal of cars' with a closing date of 4th April 2024, 9:10 am, and a bid fee of KES 0.00. A 'Proceed to Cart' button is visible in the top right corner.

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 [**Asset Disposal**] 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 you bid before the job closes, on logging in, click [**Asset Disposal**] 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