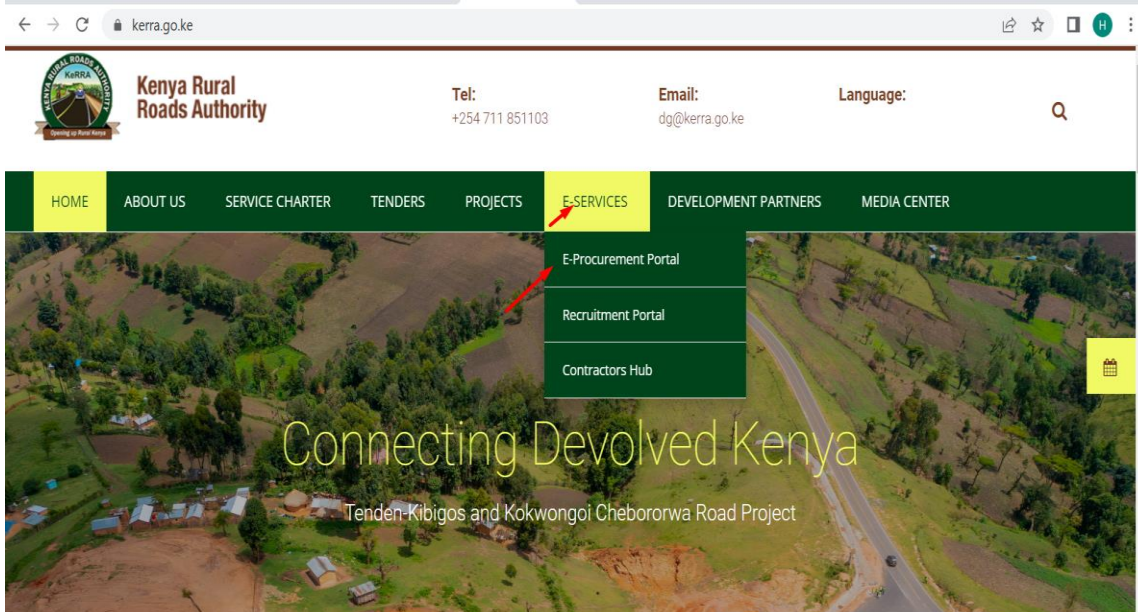


ACCESSING E-PROCUREMENT PORTAL

To access the EProcurement portal go to www.kerra.go.ke >E-Services>e-Procurement Portal.



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

eprocurement.kerra.go.ke/Home/Register

e-Registration e-Prequalification e-Bidding Login Register Help desk

(Provide your valid Company registration details)

Supplier Registration Request

Registered Business Name *

Tax Registration (PIN) No. *

Contact Person (Name) *

Primary Email Address *

Mobile Phone No. *

Terms and Conditions

☐ Agree to terms and conditions *

CANCEL SUBMIT REGISTRATION

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.

1.39.2. Invitation for Registration Response

For a potential supplier to apply for Registration, they shall access the E-Procurement portal and view the IFRs that have been published on the portal and select the respective IFR to apply.

To access the Advertised invitations for REGISTRATION, login into the E-Procurement portal.

Kenya Rural Roads Authority

DYNASOFT BUSINESS SOLUTIONS LTD

Welcome DYNASOFT BUSINESS SOLUTIONS LTD!

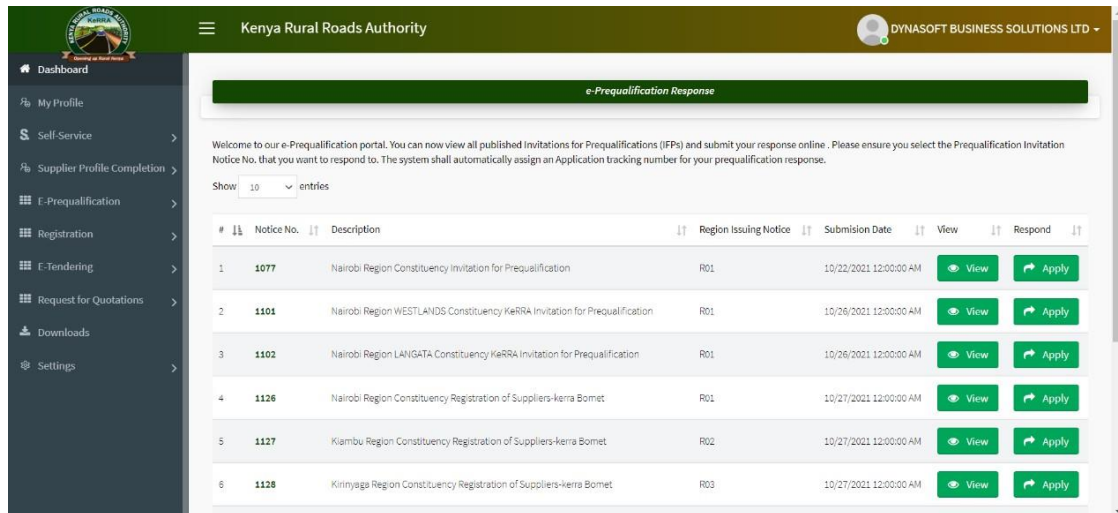
My Profile 544 Prequalification 499 Registration 1 Open Tender

Tender No. Tender Name Closing Date SEARCH

#	Tender No	Tender Name	Tender Description	Deadline Date	Document Date	Apply
1	008	Taru Gedi Works Requisition	Taru Gedi Works Requisition	12/10/2021 12:00:00 AM	1/18/2021 12:00:00 AM	Apply

Showing 1 to 1 of 1 entries

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



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 select the Prequalification Invitation Notice No. that you want to respond to. The system shall automatically assign an Application tracking number for your prequalification response.

Show: 10 entries

#	Notice No.	Description	Region Issuing Notice	Submission Date	View	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 Bomet	R01	10/27/2021 12:00:00 AM	View	Apply
5	1127	Kiambu Region Constituency Registration of Suppliers-kerra Bomet	R02	10/27/2021 12:00:00 AM	View	Apply
6	1128	Kituyi Region Constituency Registration of Suppliers-kerra Bomet	R03	10/27/2021 12:00:00 AM	View	Apply

Figure 182: Published Invitation for Prequalification

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 Registration** button at the top of the page.

The screenshot displays the 'Invitation For Prequalification' page of the Kenya Rural Roads Authority (KeRRA) E-Registration system. The page features a green header with the KeRRA logo and the text 'Kenya Rural Roads Authority'. A green button labeled 'Apply for Prequalifications' is prominently displayed. Below this, there are tabs for 'General Details', 'Procurement Categories', 'Evaluation Criteria', and 'Documents'. The 'General Details' tab is active, showing a form with the following fields:

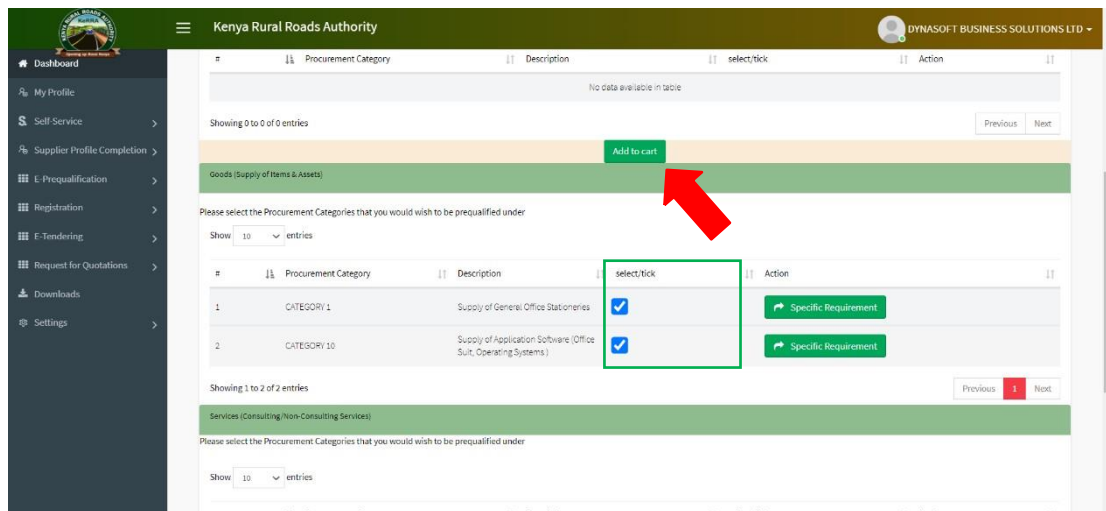
Field	Value
IFP Notice No.:	1101
External Document No.:	
Description:	Nairobi Region WESTLANDS Constituency KeRRA Invitation for Prequalification
Tender Summary:	KeRRA Invitation for Prequalification
Prequalification Period Start Date:	11/01/2021
Prequalification Period End Date:	10/31/2023
Region Issuing Notice:	
Application Fees (LCY):	

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

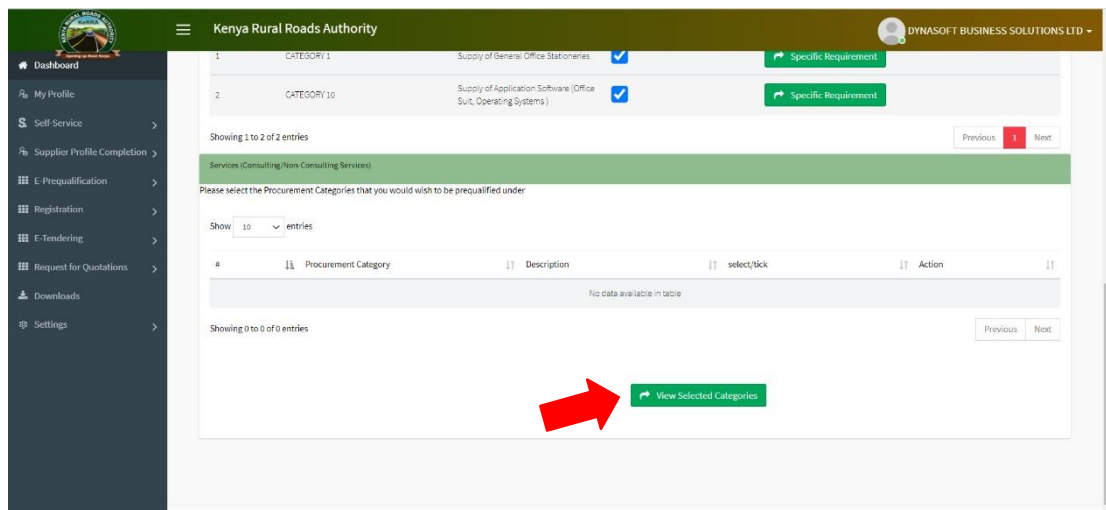
Figure 183: Invitation for Registration Response

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

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



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



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.

The screenshot shows the 'e-procurement' interface for the Kenya Rural Roads Authority. The breadcrumb trail indicates the user is in 'Supplier Prequalification' with Prequalification No: 1101 and Response No: 2600. The 'RFI Category Response' section contains a table with two categories:

#	Category	Category Description	Region	Constituency
1	CATEGORY 1	Supply of General Office Stationeries	Nairobi	WESTLANDS
2	CATEGORY 10	Supply of Application Software (Office Suit, Operating Systems)	Nairobi	WESTLANDS

Below the table are 'Back' and 'next' buttons. A red arrow points to the 'next' button.

The next step is **Attachment of Mandatory documents**.

On this step, supplier attaches the documents per the line specification.

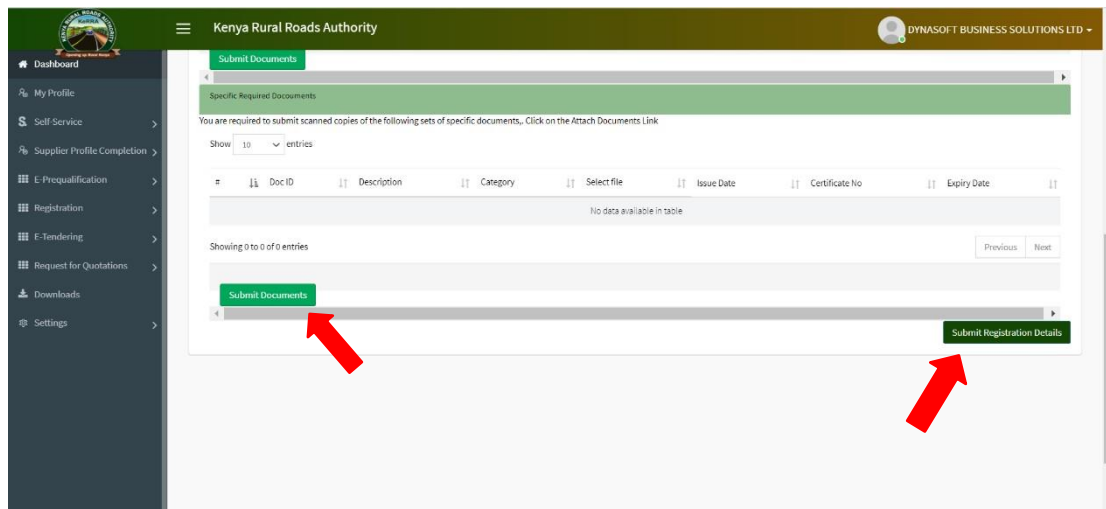
The screenshot shows the 'Documents Attachment' screen. It instructs the user to submit scanned copies of the following sets of documents:

#	Doc ID	Description	Select file	Issue Date	Certificate No	Expiry Date
1	AUD-AC	Audited Accounts	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Enter Issuance Date"/>	<input type="text" value=""/>	<input type="text" value="Enter Expiry Date"/>
2	BANK-REF	Certified copies of Bank Reference Letters, Letters of Credit etc.	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Enter Issuance Date"/>	<input type="text" value=""/>	<input type="text" value="Enter Expiry Date"/>
3	CBQ	Confidential Business questionnaire	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="Enter Issuance Date"/>	<input type="text" value=""/>	<input type="text" value="Enter Expiry Date"/>

Below the table, it says 'Showing 1 to 3 of 3 entries' with 'Previous', '1', and 'Next' navigation buttons. A 'Submit Documents' button is at the bottom. A red arrow points to the 'Choose File' button for the first entry.

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.



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 responses into the system.

