

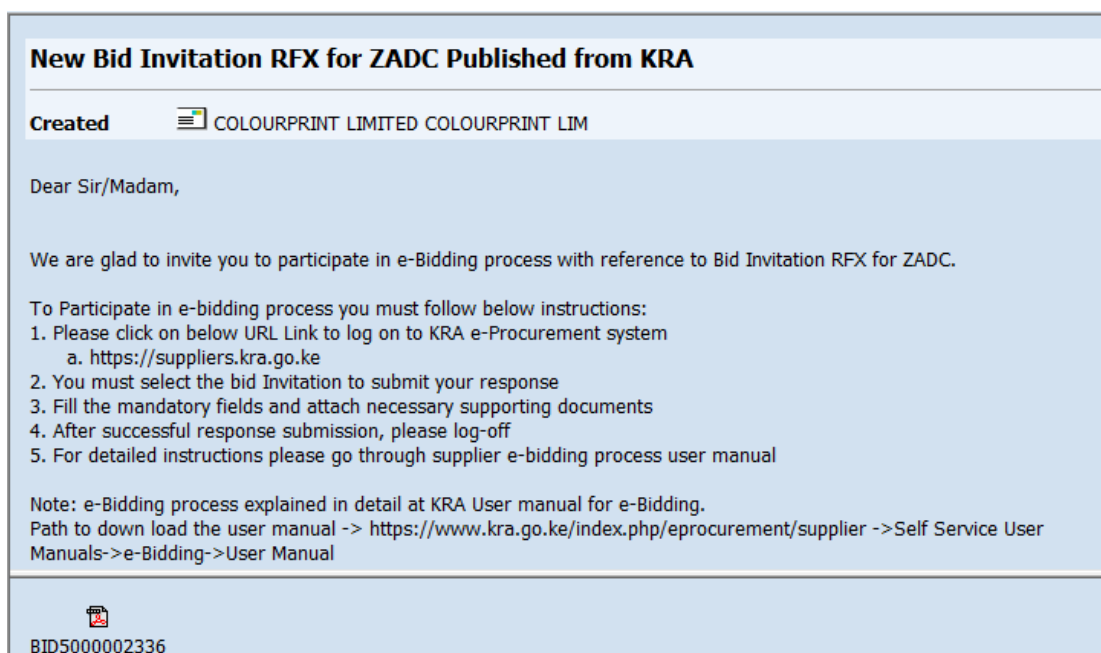


ISO 9001:2015 CERTIFIED

SUPPLIER RESPONSE MANUAL- ONE ENVELOPE BID

This manual applies to the following methods of procurement:
(Competitive Negotiation 1, Direct-procurement 1, lease of Off-Space, Open Tender 1, EOI, Restricted Tender 1, Request For Quotation 1)

1. A notification email will come through to your official address as captured in your registration details. See sample of screen shot below.



The email notification will have an Bid as an attachment which should downloaded to enable review of the information which includes RFX number, Start date, Item, quantity etc. The notification will also contain a link to the Supplier Portal.

2. Log into the Web Portal through the given link on the email or alternatively through the **KRA Website** under the **E-procurement** tab Supplier Portal option. Use the given **User ID** and **Password** to **log in** to the portal.

In case you have forgotten your password email your request using your registered email address and User ID (V number) to **srmsupport@kra.go.ke**



3. After logging in, click on the 'RFX and Auctions' tab.
Navigate to the "Show Quick Criteria Maintenance" tab and click on the "Clear" and "Apply" buttons respectively to display the latest RFX's that need responses.

All available bids for response

Click on the event number

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number
5000001445	K00009301 07.02.2018 16:01:29	Open Tender (1)	Published	02/07/2018	02/07/2018	
5000001365	K00009290 01.02.2018 11:07	Open Tender (1)	Published	02/27/2019	02/28/2019	
5000001339	VENKATESHH 2 29.01.2018 15:23	Open Tender (2)	Published	01/30/2019	01/31/2019	
5000001337	VENKATESHH 29.01.2018 14:12	Open Tender (2)	Published	01/29/2019	01/30/2019	
5000001336	VENKATESHH 2 29.01.2018 13:57	Open Tender (2)	Published	03/22/2018	03/23/2018	
5000001335	VENKATESHH 29.01.2018 10:51	Open Tender (2)	Published	03/28/2018	03/29/2018	
5000001334	VENKATESHH 29.01.2018 10:29	Open Tender (2)	Published	03/27/2018	03/28/2018	
5000001332	VENKATESHH 25.01.2018 13:11	Open Tender (2)	Published	02/27/2018	02/28/2018	
5000001327	K00009290 25.01.2018 10:33:02	Open Tender (2)	Published	01/25/2018	01/25/2018	1900001805
5000001317	T28588454 24.01.201	Open Tender (2)	Published	01/24/2018	01/25/2018	1900001793

4. By clicking on the Event Number, the 'Display RFX: ...' pop-up page is loaded as shown:



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Display RFX: 5000002195

Print Preview | Close | Participate | Do Not Participate | Tentative | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

Number 5000002195 Smart Number T27521205 27.08.2018 14:57 Status Published Start Date End Date 08/31/2018 17:45:00 UTC+3 Remaining Time 2

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments

Start Date: 00:00:00

* Submission Deadline: 08/31/2018 17:45:00

Opening Date: 08/31/2018 17:46:00

End of Binding Period:

Currency: KES

Procurement Method Description: Restricted Tender(1)

* Originating Purchase Requisition: 0010002760

* Procurement Method: RES1

5. Click on the '**Items**' tab to view a summary of the requirements and '**Notes and Attachments**' to display and access the bid specifications provided as well as any bidding instructions as highlighted above.

Display RFX: 5000002195

Print Preview | Close | Participate | Do Not Participate | Tentative | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

Number 5000002195 Smart Number T27521205 27.08.2018 14:57 Status Published Start Date End Date 08/31/2018 17:45:00 UTC+3 Remaining Time 2

RFX Information | **Items** | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments

Start Date: 00:00:00

* Submission Deadline: 08/31/2018 17:45:00

Opening Date: 08/31/2018 17:46:00

End of Binding Period:

Currency: KES

Procurement Method Description: Restricted Tender(1)

* Originating Purchase Requisition: 0010002760

* Procurement Method: RES1

Click on
this Tab

6. Download the Bid Document under 'Description' column as shown below to enable you view the Bid Document.

Number 5000002195 Smart Number T27521205 27.08.2018 14:57 Status Published Start Date End Date 08/31/2018 17:45:00 UTC+3 Remaining Time 2 Days 08:57:16

RFX Information | Items | **Notes and Attachments**

Notes

Add Clear

Assigned To	Category	Text Preview

Attachments

Add Attachment Edit Description Versioning Delete

Assigned To	Category	Description	File Name	Version	Processor	Checked Out
Document Header	Standard Attachment	Bid Document	vm eula.pdf	1		<input type="checkbox"/>

Click here
to
download
the
document

7. After viewing the Bid Document you will have the option to **"Register"** or **"Participate"** / **"Do Not Participate"** / **"Tentative"** depending on the Procurement Method.

Display Rfx: 5000001445

Print Preview | Close | **Register** | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

Number 5000001445 Smart Number K00009301 07.02.2018 16:01:29 Status Published Start Date 02/07/2018 16:37:00 UTC+3 End Date

RFX Information | Items | Notes and Attachments

Rfx Parameters | Questions | Notes and Attachments

Start Date: 02/07/2018 16:37:00 Procurement Method Description: Open Tender (1)

* Submission Deadline: 02/07/2018 18:00:00 * Procurement Method: OPEN

Opening Date: 02/07/2018 18:05:00

End of Binding Period:

Currency: KES

Click
on the
Register
button

8. Click on the **"Participate"** button if you wish to respond to the Rfx as shown below.

Display Rfx: 5000001445

Print Preview | Close | **Participate** | Do Not Participate | Tentative | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

☒ You are registered to the Rfx and will be informed of changes

Number 5000001445 Smart Number K00009301 07.02.2018 16:01:29 Status Published Start Date 02/07/2018 16:37:00 UTC+3 End Date 02/07/2018 16:37:00 UTC+3

RFX Information | Items | Notes and Attachments

Rfx Parameters | Questions | Notes and Attachments

Start Date: 02/07/2018 16:37:00 Procurement Method Description: Open Tender (1)

* Submission Deadline: 02/07/2018 18:00:00 * Procurement Method: OPEN

Opening Date: 02/07/2018 18:05:00

End of Binding Period:

Currency: KES

Select the
Participate
button

9. The **"Create Response"** button will become active as shown below

Display Rfx: 5000001445

Print Preview | Close | Do Not Participate | Tentative | **Create Response** | Questions and Answers (0) | Export | System Information | Create Memory Snapshot

☒ You have been registered. You will be informed of Rfx changes

Number 5000001445 Smart Number K00009301 07.02.2018 16:01:29 Status Published Start Date 02/07/2018 16:37:00 UTC+3 End Date 02/07/2018 16:37:00 UTC+3

RFX Information | Items | Notes and Attachments

Rfx Parameters | Questions | Notes and Attachments

Start Date: 02/07/2018 16:37:00 Procurement Method Description: Open Tender (1)

* Submission Deadline: 02/07/2018 18:00:00 * Procurement Method: OPEN

Opening Date: 02/07/2018 18:05:00

End of Binding Period:

Currency: KES

Click on
the Create
Response
button

10. After clicking on the **"Create Response"** button, the 'Create Rfx Response: ...' page will pop-up as shown below. This page will enable you to input the price under the Items tab, attach pdf documents



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under the Notes and Attachments tab and respond to questions provided under the questions tab.

Create RFX Response: 1900001854

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | Questions and Answers (0) | System Information

☐ Attribute If yes on the above what charges are applicable is mandatory; maintain attribute value
☐ Attribute Will the system manage document posting? is mandatory; maintain attribute value
☐ Attribute is it internationally recognized brand is mandatory; maintain attribute value
☐ Attribute what are the nationalities of you in your company is mandatory; maintain attribute value
☒ Response 1900001854 created

Number 1900001854 RFX Number 5000001445 Status Saved Submission Deadline 02/07/2018 18:00:00 UTC+3

RFX Information Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments Payment

Event Parameters
 Currency:

Pricing Arrangement
 Pricing Arrangement:
 Ceiling Amount:

Status and Statistics

Click on the RFX information button

1

11. In the 'RFX Information' tab within the page, click on the 'Questions' marked as (1).

- The error messages point out the mandatory requirements that need to be addressed before submission.

Create RFX Response: 1900001854

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

☐ Attribute If yes on the above what charges are applicable is mandatory; maintain attribute value
☐ Attribute Will the system manage document posting? is mandatory; maintain attribute value
☐ Attribute is it internationally recognized brand is mandatory; maintain attribute value
☐ Attribute what are the nationalities of you in your company is mandatory; maintain attribute value

Number 1900001854 RFX Number 5000001445 Status Saved Submission Deadline 02/07/2018 18:00:00 UTC+3 Opening Date 02/07/2018 18:05:00 UTC+3 Remaining Time 0 Days 01:18:37 RFX Owner

RFX Information Items Notes and Attachments Summary Tracking

Basic Data Questions Notes and Attachments Payment

Question	Reply	Comment
* Will the system manage document posting?:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="we manage"/>
* If yes on the above what charges are applicable:	<input type="text" value="10000"/>	<input type="text" value="yes"/>
* is it internationally recognized brand:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="widely known"/>
* what are the nationalities of you in your company?:	<input type="text" value="kenyan"/>	<input type="text" value="kenyan"/>

Document error messages

Answer the given questions

12. Still under the RFX information tab, click on the 'Notes and Attachments' (1) tab then click on the 'Add Attachment' (2)



Create RFX Response: 1900001854

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

Number 1900001854 RFX Number 5000001445 Status Saved Submission Deadline 02/07/2018 18:00:00 UTC+3 Opening Date 02/07/2018 18:05:00 UTC+3 Remaining Time 0 Days 01:16:16

RFx Information | **Items** | **Notes and Attachments** | Summary | Tracking

Basic Data | Questions | **Notes and Attachments** | Payment

Notes

Clear

Category	Description
Conditions of Participation	-Empty-
RFx/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Rejection Text	-Empty-

Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Profile | Filter Settings

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
The table does not contain any data									

13. Browse for your document from the files available on your machine and upload the selected file. click on the 'ok' button to complete the upload.

Notes

Add | Clear

Assigned To	Category	Text Preview
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Attachments

Add Attachment | Edit Description | Versioning | Delete

Assigned To	Category	Description	File Name	Size (KB)
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Add Attachment

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: C:\Users\OKWAY\Documents\Bid Document.pdf Browse

Description: Bid Document

Assign To: General Data

OK Cancel

Browse for the document

14. Still on the 'Create RFX Response: ...' page, click on the 'Items' tab then fill in the price per item

Create RFX Response: 1900001854

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

RFx response is complete and contains no errors

Number 1900001854 RFX Number 5000001445 Status Saved Submission Deadline 02/07/2018 18:00:00 UTC+3 Opening Date 02/07/2018 18:05:00 UTC+3 Remaining Time 0 Days 01:00:04 RFX Owner: Edwin Charana Total Value 1,000,000.00 KES

RFx Information | **Items** | Notes and Attachments | Summary | Tracking

Item Overview

Details | Add New | Copy | Paste | Delete | Calculate Value

Line Number	Description	Variant	Lot	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	Total Value	RFx / Response @	RFx / Response @	Internal Item Number
1	sem training			Outline	8000013	2008	Conference and Accommodation Services	1	1	1	1,000,000.00	KES	1	From 03/07/2018	1,000,000.00	0.00	0.00	1
2	Conference & ...			Service	8000013	2008	Conference and Accommodation Services	1	1	1	1,000,000.00	KES	1	From 03/07/2018	1,000,000.00	0.00	0.00	2
3				Material							0.000	0.00	KES	1				
4				Material							0.000	0.00	KES	1				
5				Material							0.000	0.00	KES	1				
6				Material							0.000	0.00	KES	1				
7				Material							0.000	0.00	KES	1				
8				Material							0.000	0.00	KES	1				
9				Material							0.000	0.00	KES	1				
10				Material							0.000	0.00	KES	1				
11				Material							0.000	0.00	KES	1				
12				Material							0.000	0.00	KES	1				
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20				Material							0.000	0.00	KES	1				
21				Material							0.000	0.00	KES	1				
22				Material							0.000	0.00	KES	1				
23				Material							0.000	0.00	KES	1				
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25				Material							0.000	0.00	KES	1				
26				Material							0.000	0.00	KES	1				
27				Material							0.000	0.00	KES	1				
28				Material							0.000	0.00	KES	1				
29				Material							0.000	0.00	KES	1				
30				Material							0.000	0.00	KES	1				
31				Material							0.000	0.00	KES	1				
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36				Material							0.000	0.00	KES	1				
37				Material							0.000	0.00	KES	1				
38				Material							0.000	0.00	KES	1				
39				Material							0.000	0.00	KES	1				
40				Material							0.000	0.00	KES	1				
41				Material							0.000	0.00	KES	1				
42				Material							0.000	0.00	KES	1				
43				Material							0.000	0.00	KES	1				
44				Material							0.000	0.00	KES	1				
45				Material							0.000	0.00	KES	1				
46				Material							0.000	0.00	KES	1				
47				Material							0.000	0.00	KES	1				
48				Material							0.000	0.00	KES	1				
49				Material							0.000	0.00	KES	1				
50				Material							0.000	0.00	KES	1				
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66				Material							0.000	0.00	KES	1				
67				Material							0.000	0.00	KES	1				
68				Material							0.000	0.00	KES	1				
69				Material							0.000	0.00	KES	1				
70				Material							0.000	0.00	KES	1				
71				Material							0.000	0.00	KES	1				
72				Material							0.000	0.00	KES	1				
73				Material							0.000	0.00	KES	1				
74				Material							0.000	0.00	KES	1				
75				Material							0.000	0.00	KES	1				
76				Material							0.000	0.00	KES	1				
77				Material							0.000	0.00	KES	1				
78				Material							0.000	0.00	KES	1				
79				Material							0.000	0.00	KES	1				
80				Material							0.000	0.00	KES	1				
81				Material							0.000	0.00	KES	1				
82				Material							0.000	0.00	KES	1				
83				Material							0.000	0.00	KES	1				
84				Material							0.000	0.00	KES	1				
85				Material							0.000	0.00	KES	1				
86				Material							0.000	0.00	KES	1				
87				Material							0.000	0.00	KES	1				
88				Material							0.000	0.00	KES	1				
89				Material							0.000	0.00	KES	1				
90				Material							0.000	0.00	KES	1				
91				Material							0.000	0.00	KES	1				
92				Material							0.000	0.00	KES	1				
93				Material							0.000	0.00	KES	1				
94				Material							0.000	0.00	KES	1				
95				Material							0.000	0.00	KES	1				
96				Material							0.000	0.00	KES	1				
97				Material							0.000	0.00	KES	1				
98				Material							0.000	0.00	KES	1				
99				Material							0.000	0.00	KES	1				
100				Material							0.000	0.00	KES	1				
101				Material							0.000	0.00	KES	1				
102				Material							0.000	0.00	KES	1				
103				Material							0.000	0.00	KES	1				
104				Material							0.000	0.00	KES	1				
105				Material							0.000	0.00	KES	1				
106				Material							0.000	0.00	KES	1				
107				Material							0.000	0.00	KES	1				
108				Material							0.000	0.00	KES</					



15. Click on the check button to ensure that you have no errors within the document

Click on this check button

Create RFX Response: 1900001854

Submit | Read Only | Print Preview | **Check** | Close | Save | Delete | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

☒ RFX response is complete and contains no errors

Number 1900001854 RFX Number 5000001445 Status Saved Submitted Date 02/07/2018 18:05

Check messages appear here

16. Click on the submit button to submit your bid

Click on the submit button

Create RFX Response: 1900001854

Submit | Read Only | Print Preview | Check | Close | Save | Delete | Export | Import | Questions and Answers (0) | System Information | Create Memory Snapshot

☒ RFX response is complete and contains no errors

Number 1900001854 RFX Number 5000001445 Status Saved Submission Deadline 02/07/2018 18:00:00 UTC+3 Opening Date 02/07/2018 18:05

• You will get the confirmation message as highlighted below

Display RFX Response: 1900001854

☒ RFX response 1900001854 submitted

Number 1900001854 RFX Number 5000001445 Status Saved Submission Deadline 02/07/2018 18:00:00 UTC+3 Opening Date 02/07/2018 18:05:00 UTC+3 Remaining Time 0 Days 01:00:04

RFX Information | Items | **Notes and Attachments** | Summary | Tracking

▼ Notes

Add | Clear

Assigned To	Category	Text Preview
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17. Close all open pages then refresh your home page.

• Ensure that the event number you were working on has a response number, and a response status of 'submitted' as highlighted below.

Active Queries

eRFxs [All \(88\)](#) [Published \(45\)](#) [Ended \(9\)](#) [Completed \(9\)](#)

eAuctions [All \(2\)](#) [Published \(0\)](#) [Ended \(1\)](#) [Completed \(1\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Event Number: To

Event Status: To

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

View: [Standard View] | [Create Response](#) | [Display Event](#) | [Display Response](#) | [Print Preview](#) | [Refresh](#) | [Export](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event V
5000001445	K00009301 07.02.2018 18:01:29	Open Tender (1)	Published	02/07/2018	02/07/2018	1900001854	Submitted	1
5000001365	K00009290 01.02.2018 11:07	Open Tender (1)	Published	02/27/2019	02/28/2019		No Bid Created	4
5000001339	VENKATESHH 2 29.01.2018 15:23	Open Tender (2)	Published	01/30/2019	01/31/2019		No Bid Created	2
5000001337	VENKATESHH 29.01.2018 14:12	Open Tender (2)	Published	01/29/2019	01/30/2019		No Bid Created	1
5000001336	VENKATESHH 2 29.01.2018 13:57	Open Tender (2)	Published	03/22/2018	03/23/2018		No Bid Created	2
5000001335	VENKATESHH 29.01.2018 10:51	Open Tender (2)	Published	03/28/2018	03/29/2018		No Bid Created	1
5000001334	VENKATESHH 29.01.2018 10:29	Open Tender (2)	Published	03/27/2018	03/28/2018		No Bid Created	1
5000001332	VENKATESHH 25.01.2018 13:11	Open Tender (2)	Published	02/27/2018	02/28/2018		No Bid Created	1
5000001327	K00009290 25.01.2018 10:33:02	Open Tender (2)	Published	01/25/2018	01/25/2018	1900001805	Saved	1
5000001317	T28588454 24.01.201	Open Tender (2)	Published	01/24/2018	01/25/2018	1900001793	Submitted	4

18. Log out from the portal when done.

END