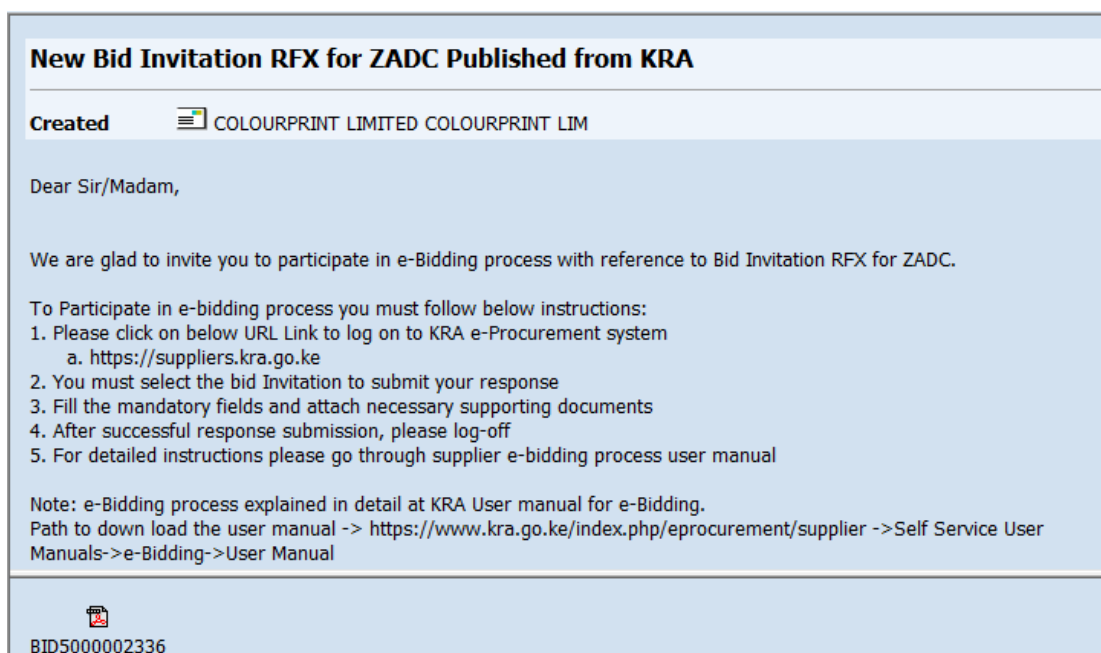# KENYA REVENUE AUTHORITY

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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.

New Bid Invitation RFX for ZADC Published from KRA

Created   COLOURPRINT LIMITED COLOURPRINT LIM

Dear Sir/Madam,

We are glad to invite you to participate in e-Bidding process with reference to Bid Invitation RFX for ZADC.

To Participate in e-bidding process you must follow below instructions:
1. Please click on below URL Link to log on to KRA e-Procurement system
   a. https://suppliers.kra.go.ke
2. You must select the bid Invitation to submit your response
3. Fill the mandatory fields and attach necessary supporting documents
4. After successful response submission, please log-off
5. For detailed instructions please go through supplier e-bidding process user manual

Note: e-Bidding process explained in detail at KRA User manual for e-Bidding.
Path to down load the user manual -> https://www.kra.go.ke/index.php/eprocurement/supplier ->Self Service User Manuals->e-Bidding->User Manual

📄
BID5000002336

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**

Tulipe Ushuru Tujitegemee !
Times Tower Building - Haile Selassie Avenue - P.O. Box, 48240, Nairobi, Kenya,Tel: 020 281 000 / 4 999 999

KENYA VISION 2030

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

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

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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.

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

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

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

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

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.

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.

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

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.

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

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

Click on this check button

Check messages appear here

16. Click on the submit button to submit your bid

Click on the submit button

- You will get the confirmation message as highlighted below

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.

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18. Log out from the portal when done.

END

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