

AMREF 2023-2024

Prequalification E-tender

Submission of Item Category
and General profile Guide

Submission of Item Categories

Login to the Amref E-tender Portal using the login credentials created by clicking [here](#)

Upon Successful login, the window will appear like the attached image.

etender.amref.org/Tender/Supplier/Edit/ETP00222#step-1

amref health africa e-Procurement Amref Health Africa - KCO

DEPARTMENTS

- My Profile
- Item Categories

Supplier Profile

Step 1 Tender Notice Form PQ-2 Profile Form PQ-1 Documents Form PQ-3 Supervisors Form PQ-5 Directors&Contacts Form PQ-7 Litigation Form PQ-8 Statement

Previous Next

Application Instructions

Follow the following instructions to complete your profile;

- First, fill profile details and save it
- Upload all the mandatory documents and each should not exceed 15MB
- Add supervisor, directors(MUST add atleast one), Contact Person(Atleast two) and litigations(if any) but don't send for approval and then proceed to Item category menu
- Under Item Category, add all your categories by clicking new category. At each category:
 - Fill the Item details, pay for the item category and input the M-Pesa Transaction Code
 - All payments shall be made per individual category applied for and as per the amount specified in the tender document
 - Upload category specific documents (if any)
 - Add Past experience(if any)
 - Last step, submit for approval and repeat the process for all your item categories
- After adding all your Item categories and submitting each for approval, go back to your profile and submit for approval.

Pre-Qualification Criteria

#	Required Information.	Form Type	Max Points Score
1.	Registration Documentation	Form PQ-1	30
2.	Supplier Profile	Form PQ-2	5
3.	Supervisory Personnel	Form PQ-3	10
4.	Financial Position and Terms of Trade	Form PQ-4	20
5.	Business Questionnaires	Form PQ-5	15
6.	Past Experience	Form PQ-6	10
7.	Litigation History	Form PQ-7	10
	Total Points		100

Cont'

Click on Item Category to check on the list of Categories applied.

To view the status of submission of your categories, check on this section for status on each of the categories applied. The Status **New** means, your category has not been submitted and **Pending** means, the category has been submitted

DEPARTMENTS

- My Profile
- Item Categories

List Of Applied Item Categories

New Item Category

Show 10 entries Search:

#	Category	Supplier No.	Description	Receipt No.	Date	Status	Edit
1	ICT/057/2024-2025	ETP00222	ICT/057/2024-2025 - Supply of computer accessories [headsets, mouse, laptop chargers, cables Etc]	RGJ2K7XZP0	20 Jul 2023	New	Edit
2	S/015/2024-2025	ETP00222	S/015/2024-2025 - Provision of air ticketing services	RGIZV7HMSC	20 Jul 2023	Pending	Edit

Showing 1 to 2 of 2 entries

Previous 1 Next

Cont'

DEPARTMENTS

- My Profile
- Item Categories

List Of Applied Item Categories

New Item Category

Show 10 entries Search:

#	Category	Supplier No.	Description	Receipt No.	Date	Status	Edit
1	ICT/057/2024-2025	ETP00222	ICT/057/2024-2025 - Supply of computer accessories (headsets, mouse, laptop chargers, cables Etc)	RGJ2X7XZP0	20 Jul 2023	New	Edit
2	SI/015/2024-2025	ETP00222	SI/015/2024-2025 - Provision of air ticketing services	RGIZV7HMSC	20 Jul 2023	Pending	Edit
#	Category	Supplier No.	Description	Receipt No.	Date	Status	Edit

Showing 1 to 2 of 2 entries

Previous 1 Next

Click on Edit to view details of the Category that has not been submitted to see details and make a submission of the Item Category.

Cont'

Supplier Profile

Step 1
Items Details

Form PQ-6
Exprience

Step 7
Sworn Statement

General Information

Supplier No *
ETP00222

Added Date *
7/20/2023 12:00:00 AM

Items Category *
ICT/057/2024-2025 - Supply of computer accessories [headsets, mouse, laptop chargers, cables Etc]

M-Pesa Transaction Code: *
RGJ2X7XZP0

Status
New

Update

Category Documents(Ensure you upload all the Category documents)

#	Document	Mandatory	Category	Document Link	Upload
#	Document	Mandatory	Category	Document Link	Upload

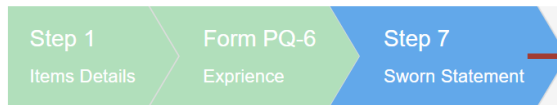
Previous Next

Fill the Mandatory Sections of Step 1, Form PQ-6 and Step 7

Use this tab to move between the sections to fill in the details required of the Item Category.

Cont'

Supplier Profile



We confirm and agree that;

1. The information furnished in our application for this category is accurate to the best of our knowledge
2. We attach all the required documents and information required for this category application.

 Update Details

 Submit for Approval

Previous

Next

Once all the details of the Specific Item Category have been filled, Go to Step 7 (Sworn Statement) still on the Item Category you are working on and make a submission by clicking on Submit for Approval.

Cont'

List Of Applied Item Categories

New Item Category

Show 10 entries Search:

#	Category	Supplier No.	Description	Receipt No.	Date	Status	Edit
1	ICT/057/2024-2025	ETP00222	ICT/057/2024-2025 - Supply of computer accessories [headsets, mouse, laptop chargers, cables Etc]	RGJ2X7XZP0	20 Jul 2023	Pending	Edit
2	S/015/2024-2025	ETP00222	S/015/2024-2025 - Provision of air ticketing services	RGI2V7HMSC	20 Jul 2023	Pending	Edit

Showing 1 to 2 of 2 entries

Previous 1 Next

Upon making the submission, go back to your list of Items Categories to confirm that all your Item categories are submitted and there status is reading Pending as per this screenshot. Other repeat the process to submit any other pending category whose status is new

Submitting The Profile (Overall Application)

DEPARTMENTS

- My Profile
- Item Categories

Supplier Profile

Step 1 Tender Notice | Form PQ-2 Profile | Form-PQ-1 Documents | Form PQ-3 Supervisors | Form PQ-5 Directors&Contacts | Form PQ-7 Litigation | Form PQ-8 Statement

Previous Next

Application Instructions

Follow the following instructions to complete your profile;

- First, fill profile details and save it
- Upload all the mandatory documents and each should not exceed 15MB
- Add supervisor, directors(MUST add atleast one), Contact Person(Atleast two) and litigations(if any) but don't send for approval and then proceed to item category menu
- Under Item Category, add all your categories by clicking new category. At each category:
 1. Fill the item details, pay for the item category and input the M-Pesa Transaction Code
 2. All payments shall be made per individual category applied for and as per the amount specified in the tender document
 3. Upload category specific documents (if any)
 4. Add Past experience(if any)
 5. Last step, submit for approval and repeat the process for all your item categories
- After adding all your Item categories and submitting each for approval, go back to your profile and submit for approval.

Pre-Qualification Criteria

#	Required Information.	Form Type	Max Points Score
1.	Registration Documentation	Form PQ-1	30
2.	Supplier Profile	Form PQ-2	5
3.	Supervisory Personnel	Form PQ-3	10
4.	Financial Position and Terms of Trade	Form PQ-4	20
5.	Business Questionnaires	Form PQ-5	15
6.	Past Experience	Form PQ-6	10
7.	Litigation History	Form PQ-7	10
Total Points			100

Previous Next

After confirming that all the categories have been submitted, click on My Profile to make the final submission.

Click on Form PQ-8 Statement

Submitting The Profile (Overall Application)

Supplier Profile

Step 1
Tender Notice

Form PQ-2
Profile

Form-PQ-1
Documents

Form PQ-3
Supervisors

Form PQ-5
Directors&Contacts

Form PQ-7
Litigation

Form PQ-8
Statement

Previous Next

Having studied the pre-qualification information for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of our knowledge
2. We attach all the required documents and information required for the pre-qualification evaluation.
3. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
4. I have no conflict of interest to declare.

Update Details Submit for Approval

Previous Next

Read the statement
Before click on the
Submit for approval

NOTE: For the already prequalified Suppliers for the Prequalification Period 2023-2024, you won't have the option to submit the profile tab, since you had already done this before.

Submitting The Profile (Overall Application)

Supplier Profile

Step 1
Tender Notice

Form PQ-2
Profile

Form-PQ-1
Documents

Form PQ-3
Supervisors

Form PQ-5
Directors&Contacts

Form PQ-7
Litigation

Form PQ-8
Statement

Previous Next

Having studied the pre-qualification information for the above project we/I hereby state:

1. The information furnished in our application is accurate to the best of our knowledge
2. We attach all the required documents and information required for the pre-qualification evaluation.
3. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
4. I have no conflict of interest to declare.

Cancel Submit

Previous Next

Once the PQ-8 Statement is submitted, your window will look like.