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.
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.
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.
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.
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.
Upon making the submission, go back to your list of Item Categories to confirm that all your Item categories are submitted and their 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)

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

Click on Form PQ-8 Statement
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)

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