E-PREQUALIFICATION APPLICATION INSTRUCTIONS

<u>የኤሌክትሮኒክ ቅድመ-ብቃት/E-prequalification ምዝንባ መመሪያ</u>

A. <u>Part One – Business Registration</u> ክፍል አንድ - የቢዝነስ ምዝንባ

1. Log into the Amref E-Procurement Portal through: <u>https://etender.amref.org</u> ወደ ኤሌክተሮኒክ ማዢ ድረንፅ ከላይ በተቀጦጠው አድራሻ ይግቡ።

Select: "New Registration" አዲስ ምዝንባ/ New Registration የሚለውን ይምረጡ

	e-Procurement Portal
	Sign In
famcef	Select Company
	E-Mail
Thealth an Ica	Password
	Forgot password?
	Sign in
	New Registration

 Fill in all the required information. The red * is to inform you that the requested information must be provided at the section. ሁሉንም አስፈላጊ ጦረጃዎች ይሙሉ።

v vendor Registration			
	Kindly Note! You will be required to fill	more fields and upload documents after you	login. X
	Organization Name 🐐		Company PIN / TIN *
	Amref Business Unit * Select *	Company Email *	Company Phone Number e.g. +2547 *
	Password *	Confirm password	
		Register	_
	Have account already? Sign In		

- Provide the correct Organization/Business Name የድርጅትዎን ትክክለኛ የንግድ ስም ያሰንቡ
- Provide the correct Company TIN / PIN
 የድርጅትዎን ትክክለኛ የቲን ቁጥር ያሰንቡ
- iii. Select "**ETHIOPIA**" under Amref Business Unit drop-down. Amref Business Unit በሚለው ስር ኢትዮጵያ የሚለውን ይምረጡ
- iv. Provide the correct **telephone number.** ትክክለኛ የስልክ ቁጥር ያስንቡ
- v. Provide the correct **Email Address** and **Password** because this is what you will use to <u>Sign In</u> to your account to apply for the respective Item Categories. እባክዎ ትክክለኛውን የኢሜል አድራሻ እና የይለፍ ቃል ያስንቡ ምክንያቱም ወደ ሞለያዎ ለሞግባት እና ለየዕቃ ምድቦች ለማሞልከት የሚጠቀሙበት ስለሆነ።
- vi. Then click "**Register**" በቀጣይ "**Register**" የሚለውን ይጫኑ
- 4. Now Log In to the email address you used to register your account and look for an email from **ERP.Info** and the Click on the part **"here**" to confirm your account. አሁን መለያዎን ለመመዝንብ ወደ ተጠቀሙበት የኢሜል አድራሻ ይግቡ። ከ **ERP.Info** የተላከ ኢሜል ይፈልን እና መለያዎን ለማረ*ጋ*ንጥ " **here**" የሚለውን ይጫን::





Click on Select Company to choose the "ETHIOPIA" option.
 ድርጅትዎን ይምረጡ የሚለውን ተጭነው "ETHIOPIA" የሚለውን ይምረጡ።



7. Enter the Email address you registered and the Password then Click "Sign-In".

ለሞሞዝንብ የተጠቀሙበትን ኢሜል አድራሻ እና የይለፍ ቃል ያስንቡ ከዚያም "Sign-in" የሚለውን ይጫኑ።

the state of the second second	e-Procurement Portal
	Sign In
Andres	ETHIOPIA
	xxxxxxxxxx@XXX
realth anica	
	Pirgot password?
	Sign in
	New Registration

8. An Alert pop-up will appear as shown below. Click "**Okay**" ከታች እንደሚታየው የማንቂያ መልዕክት/pop-up ሲመጣልዎ "**Ok**" የሚለውን ይጫኑ

e-Procurement Ponal
Enter Verification Code
Verification Code
Verify
Back to Login

9. Again, check your email inbox and look for the new email from **ERP.Info** that has the six-digit verification code. Please note the code is valid for only 2 minutes after generation. Or else, you will have to restart the Sign-In process once again.

እንደገና የኢሜል ሞልእክት ሳጥንዎን ያረጋግጡ እና አዲስ ኢሜል ከ **ERP.Info** ይፈልጉ ። የማረጋገጫ ኮድ ያለው መረጃ ያገኛሉ።



10. Type the six-digit code on the provided section and click "Verify". Then wait for the page to load.

የተላከልዎትን ስድስት ዲጂት ኮድ ካስቡ በኃላ " **Verify** " የሚለውን ይጫኦ። ከዚያ 7ጹ እስኪጭን ይጠብቁ።



11. You will be taken to the below Page. Now you should be able to see your "Company Name" in the top right corner of the screen.

ከዚያ ከታች ወደሚታየው *ገ*ጽ ይወስድዎታል። በላይኛው ቀኝ ጥግ ላይ የእርስዎን "Company Name" ማየት ጦቻል አለብዎ።

health africa	■ Amref Health Africa - ETHIOPIA ::	Welcome : Company [] 🤗
DEPARTMENTS	Supplier Profile	
 My Profile Item Categories 	Step 1 Form PQ-2 Form-PQ-1 Form PQ-3 Form PQ-4 Tender Notice Profile Information Mandatory Documents Supervisors Directors or Partner Form PQ-6 Statement and Submission Supervisors Statement and Submission Statement and Submission	Form PQ-5
	Previous Next	
	E-Prequalification Application Instructions	
	Follow the below instructions to complete your profile;	
	 Fits, init your polite details under (Form PC-2) and save it. Upload all the mandatory documents under Form PC-1. Each file you upload should not exceed 15MB Under Form PC-3 and Form PC-4 you MUST add atleast one supervisor(s) and a director(s) or Partner(s), and Atleast History(if any) and then Proceed to Item Category Menu Under Item Category, add all your categories by clicking new category. At each category; Upload category specific documents (if any) Add Past experience(if any) Submit your filed tem Category for approval as the last step. In case there is another Item Category you wish to ap by clicking on New Item Category and fill in as required. After adding all your Item categories and submitting each Category for approval, go back to My Profile Menu and select F for review. 	two Contact persons. Add Litigations ply for, Add the New item category Form PQ-6 to submit your applications
	Pre-Qualification Criteria	-
	# Required Information. Form Type	Max Points Score
	1. Profile Information and Business Questionnaire Form PQ-2	15
	Mandatory Documents • Registration Documents (30mks) 2. Financial Positions and Terms of Trade (20mks) • Past Experience (10Mks)	60
	3. Supervisory Personnel Form PQ-3	10
	4. Directors or Partners Details and Contacts Form PQ-4	10
	5. Litigation History Form PQ-5	5
	Total Points	100
	Previous Next	C)

Read the E-Prequalification Application Instructions carefully before you proceed;

ከሞቀጠልዎ በፊት ኤሌክትሮኒክ ቅድሞ ብቃት ማሞልከቻ ሞሞሪያዎችን ያንብቡ

1. First, fill in your details under Form PQ-2: Profile Information. The red * is to inform you that the requested information must be provided at the section.

በምጀምሪያ ዝርዝር ምረጃዎችን በቅጽ Form PQ-2፡ Profile Information ከሚለው ስር ይሙሉ እና ያስቀምጡት። የቀይ ኮኮብ ምልክት ያለባቸው በሙሉ የግዴታ ሞሞላት ያለባቸው ምረጃዎች ናቸው።

health africa e-Procurement	■ Amref Health Africa	a - ETH	IIOPIA 💠			Welcome 👝 🕺 🏧 Company []	
DEPARTMENTS	Supplier Profile						
 My Profile Item Categories 	Step 1 Tender Notice Form PQ-6 Statement and Submission	n Fo Ma	rm-PQ-1 ndatory Documents	Form PQ-3 Form Supervisors Direct	m PQ-4 ctors or Partr	Form PQ-5 Litigation History	•
	Previous Next General Information					_	
	Company/Firm Name * David ET Company			Supplier Number		Company TIN * 0123456789	
	Supplier Type * Local •	Main Brand Addis Abab	ch Location *	Tax Compliance No.		Status * New	
	Applicant Surname * Dee	Applicant C Daudi Dau	Other Names * di	Nature Of Business * Sole Proprietor	Ŧ	Pre-Qualified?	
My Profile	Communication Information					-	ø
🖽 Item Categories	Postal Address * P.O. Box Bole		Physical Address * Katenya		E Mail Dmakama8(@gmall.com	
	Country Region Code * Ethiopia Post Code	Ŧ		h	O975648675 CEO Name	24724 - Phone No *	
	20855 CODE 1000-Addis Ababa	*			Daudi		
	Organization & Business Informatio	n				-	
	Norminal Shares	Under Curre	ent Management Since	Net Worth In ETB	0.00	Credit Period 30 Days	
	Current Trade License No	Trade Licen	ice Expiry Date	 Issued Amount In ETB	0.00		

2. Once you have provided all the requested details under Form PQ-2: Profile Information, Click on "Update Supplier Details" at the bottom of the page.

Form PQ-2: Profile Information በሚለው ቅፅ ስር መሞላት የሚንባቸውን ዝርዝር መረጃዎች ካስቡ በኃላ ከንፁ ስር "Update Supplier Details" የሚለውን ይጫኑ።

Bank Name ≭		Bank Branch *	Bank Account No *	SWIFT Code
Amhara Bank SC	٣	INTERNATIONAL BANKING DE 🔻	26420112	
Currency(If USD leave as blank)		Payment Routing No	Giro No	IBAN
ETB	٣			
		H Update St	upplier Details	_

3. Then proceed to Form PQ-1: Mandatory Documents and upload all the documents requested. Please note each file should not exceed 15MB in size. Or else you will not be able to upload the file.

ቀጥሎ Form PQ-1: Mandatory Documents ወደ ሚለው ቅፅ ይግቡ እና የሚጠየቁ ዶክሞንቶችን በሙሉ ይጫኑ/ያስቀምጡ። እያንዳንዱ ፋይል ከ 15 ሜ.ባ ሞብለጥ የለበትም። ካልሆነ ግን ፋይሉን ሞጫን አይችሉም።

Regist	ration Documents	_
Show	10 • entries Search:	
# 1î G	Document 41	Mandatory \downarrow
י 1	/AT or TOT Registration Certificate	Yes
2	/alid TIN Certificate	Yes
3 I	Renewed Business License duly registered under the Laws of Ethiopia	Yes
4 1	Provide Statement you are Willing to supply goods or services within 30 Days Amref Health Africa Credit basis	Yes
5 /	Audited financial statements or report for year 2022 [Annual turnover]	Yes
6	Audited financial statements or report for year 2023 [Annual turnover]	Yes
7	Work experience with similar Organization, INGO's, Embassies, UN Agencies for period 2021 to date. Provide details of previous experience and contact	Yes
# [Document	Mandatory
showin	g 1 to 7 of 7 entries Previous	1 Next

4. Under Form PQ-3 and Form PQ-4 you MUST add atleast one supervisor(s) and a director(s) or Partner(s), and atleast two Contact persons.

በቅጽ Form PQ-3 እና ቅጽ Form PQ-4 ስር ቢያንስ አንድ ሱፐርቫይዘር(ዎች) እና ዳይሬክተር(ዎች) ወይም አ*ጋ*ር(ዎች) እና ቢያንስ ሁለት ተጠሪ ሰዎችን ማስንባት አለብዎት። 5. Add Litigations History (if any) and then Proceed to **Item Category Menu** as shown by the arrow.

የፍርድ ቤት ክርክር ታሪክ ያስንቡ (ካለ)። ከዚያ በሙቀጠል የዕቃ ምድብ/ **Item Category** Menu ወደ ሚለው ሜኑ ይግቡ።

health africa e-Procurement	Amref Health Africa	- ETHIOPIA 🛛		Welcome 🗄 👘 🕞 🗸 Company []	
DEPARTMENTS	Supplier Profile				
My Profile Item Categories	Step 1 Form PQ-2 Tender Notice Profile Information Form PQ-6 Statement and Submission	Form-PQ-1 Form F Mandatory Documents Supervis	PQ-3 Form PQ-4 Directors or Partners	Form PQ-5 Litigation History	*
	Previous Next Please Note. This is not Compulsory Litigation History(If Any)	For Suppliers with No Cases or Litigations.		× -	
	♣ New Litigation History				
	Client Contacts Amref Health Africa 2516778456 Client Contacts	Liligation Year Award for or Against 29 Aug 2024 25000 Liligation Year Award for or Against	Matter in Dispute Disputed Ame Done 50,000.00 Matter in Dispute Disputed Ame	nt Edit Update	

6. Under Item Categories, click on "New Item Category" to add the category you want to apply. በዕቃ ምድብ/Item Category ስር፣ አዲስ የዕቃ ምድብ/"New Item Category" የሚለውን በጦጫን ጦወዳደር የሚፈልባቸውን ሁሉንም የዕቃ ምድቦች ያስንቡ።

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11	t i

7. In the Supplier Profile Menu under Step 1: Item Details, click on the dropdown arrow to find and select the Item Category you want to prequalify for. በመጀመሪያ የአቅራቢ ፕሮፋይል ሜኑ ውስጥ Step 1: Item Details በሚለው ስር የቀስት ምልክቷን በሞጫን ለቅደሞ ብቃት ለማመልከት የሚፈልጉትን የዕቃ ምድብ ይምረጡ።

	Supplier Profile			
My Profile Item Categories	Step 1 Items Details		7 n Statement	٥
	General Information	1		-
	Supplier No *	Added Date *	Items Category *	
	TETH0002	02 Sep 2024	Select	
	Status			
	Draft		Select	<u>^</u>
			G/001/2025-2026 - Supply of general stationeries	
	Save to Contin	hue	G/002/2025-2026 - Supply and delivery of office furniture, fittings & office equipment	
			G/003/2025-2026 - Supply of electronic appliances [tv, radios, fridges,	
	Previous Next	t	dispensers Etc.]	
			G/004/2025-2026 - Supply of electronic hardware and related items [sockets, fluorescent fittings, buibs Etc.]	*

8. Then click on Save to Continue. The below pop-up will then appear. ከዚይ በመቀጠል አስቀምጥ/ Save to Continue የሚለውን ይጫኑ። ከዚህ በታች ያለው የማንቂያ መልዕክት ይመጣል።

Seatth africa e-Procurement	≡ Amref I	Health Africa - ETHIOPIA			Welcome Company []
DEPARTMENTS Wy Profile Item Categories	Supplier Profile Step 1 Itoms Details General Inf Supplier No TETH0002 Status New	e Form PQ-6 Step 7		Rances (tv. radios, fridges, dispe 🔻	×
	Category D # Doc # Document	Saved Successfully!! Scroll to Tab and Upload Mandatory D other details.	the Documents Documents and	Document Link Document Link	Upload Upload

- i. Upload category-specific mandatory documents (if any) የዕቃ ምድቡን የሚሞለከቱ አስንዳጅ ዶክሞንቶችን ይጫኑ (ካለ)
- ii. Add Past Experience (if any) under **Form PQ-6.** ያልዎት ልምድ ያስቡ (ካለ)
- 9. Now you need to go to **Form PQ-7: Sworn Statement** to submit for approval your filled Item Category as the last step under. በጦጨረሻ ደረጃ ያቀረቡትን የተሞላ የእቃ ምድብ ለማፅደቅ **Form PQ-7: Sworn Statement** ወደ ሚለው ቅፅ በሞሄድ ይላኩ/submit for approval።

Realth africa e-Procurement	≡ Amref Health Africa - ETHIOPIA ∷	Welcome ,	- Company []
	Supplier Profile		
My Profile Item Categories	Step 1 Form PQ-6 Step 7 Items Details Experience Swom Statement		0
	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.		
	H Update Details Submit for Approval		
	Previous Next		

10. In case you have another Item Category you wish to apply for, add the **New item** category by clicking on **New Item Category** and fill in information as required. ለጣሞልከት የሚፈልጉት ሌላ የዕቃ ምድብ ካለ፣ **New item category** የሚለውን በሞጫን አስፈላጊ የሆኑ መረጃዎችን ይሙሉ።

health africa e-Procurement	■ Amref Health Africa - ETHIOPIA ::		Welco	me 💷 🖓 C	company [] 🧲
	List Of Applied Item Categories				
My Profile	New Item Category				4
🖽 Item Categories	Show 10 v entries		Search:		
	# 11 Category 11 Supplier No. 11 Description	1 Reciept No.		Status 🗐	Edit
	1 G/001/2025-2026 TETH0002 G/001/2025-2026 - Supply of general stationeries	1234567890	28 Aug 2024	Approved	🖋 Edit 📋
	# Category Supplier No. Description	Reciept No.	Date	Status	Edit
	Showing 1 to 1 of 1 entries			Previous	1 Next
					_

 After adding all the Item categories that you wish to apply for and submitting each Category for approval as show in Step 9, go back to My Profile Menu and select Form PQ-6: Statement and Submission.

Click on **"Submit Application"** to submit your applications for review.

ለማሞልከት የሚፈልጓቸውን ሁሉንም የዕቃ ምድቦች ከሞሉ እና እያንዳንዱን ምድብ ለማጽደቅ በደረጃ 9 ላይ እንደተንለፀው ከላኩ በኋላ **My Profile Menu** ወደሚለው ሜኦ በመመለስ **Form PQ-6: Statement and Submission** የሚለውን ቅፅ ይምረጡ።

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	Supplier Profile	
My Profile Item Categories	Step 1 Form PQ-2 Form-PQ-1 Form PQ-3 Form PQ-4 Form PQ-5 Tender Notice Profile Information Mandatory Documents Supervisors Directors or Partners Liligation History Form PQ-6 Statement and Submission Supervisors Supervisors Directors or Partners Liligation History	\$
	Previous Next Having studied the pre-qualification information for the above project we/l 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.	
	Previous Next	Œ

ማሞልከቻዎን ለግምገጣ ለሞላክ **"Submit Application"** የሚለውን ይጫኑ።

12. The below pop-up will appear to show that you have successfully submitted your application for review.

ማሞልከቻዎችን በተሳካ ሁኔታ ለማምንማ እንዳስንቡ ለማሳወቅ ከዚህ በታች እንዳለው አይነት የማንቂያ ሞልዕክት ይሞጣል።

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13. To confirm the status of your application, click on Item Categories and here you should be able to see all the categories you have applied for and their status. የማሞልከቻዎን ሁኔታ ለማረጋገጥ ፣ የዕቃ ምድቦችን/ Item Categories በሞጫን ሁሉንም ያሞለከቷቸውን ምድቦች እና የደረሱበትን ደረጃ ማየት ይችላሉ።

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DEPARTMENTS	List Of Applied Item Categories				
My Profile	New Item Category				¢
con item categories	Show 10 v entries	Search:			
	# 11 Category 11 Supplier No. 11 Description	1 Reciept No.	.↓† Date	Status	
	G 1 G/001/2025-2026 TETH0002 G/001/2025-2026 - Supply of general stationeries	1234567890	28 Aug 2024	Approved	
	G/003/2025-2026 TETH0002 G/003/2025-2026 - Supply of electronic appliances [tv, radios, fridges, dispensers Etc.]		31 Aug 2024	Pending	
	# Category Supplier No. Description	Reciept No.	Date	Status	•
	Showing 1 to 2 of 2 entries		Previous	1 Next	

Please note that if you still encounter challenges with registration or category application, please send a screenshot of the error to: <u>eprequalification.ethiopia@amref.org</u>

እባክዎ በምዝንባው ሂደት ወይም የዕቃ ምድብ በሚያስንቡበት ወቅት ችግር ሲያጋጥምዎት ችግሩን የሚያሳይ ምስል/screenshot ከላይ በተጠቀሰው አድራሻ ይላኩ።