

eTender Procurement Portal

Registration and Login



Table of Contents

Chapter	Page Numbers
Registration and Login	Page 3 – 7
Fill in Profile Details	Page 8 – 14
Submit Application	Page 15

Register as New Vendor (Register an Account)

1. Open the eTender Portal website on this link >>
<https://etender.amref.org/>
2. Click on “**Register as a New Vendor**” at the bottom of the page.

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eProcurement Portal - Sign In

Amref Business Unit

Select Amref Business Unit...

User Name

Enter your email e.g. email@domain.com

Password [Forgot your password?](#)

Password

The Password field is required.

Sign in

You don't have an account? [Register as a new Vendor](#)

Register as New Vendor (Register an Account)

- On the page that opens, enter your business registration details
- For Amref Business Unit, select the company/country you will be working with
- Make sure to use a business email and not a personal email so that it can be shared within your organization.
- After you click “**Register**” you will receive a Confirmation link on your email. Click on that to verify your account.

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eProcurement Portal - New Vendor Registration

Organization Name*

ABC Enterprises

Amref Business Unit*

HQ

Company PIN*

A001010101F

Company Email Address*

abc@gmailc.com

Company Phone Number
e.g.+2547..*

+254712121212

Password*

Confirm Password*

Register

You already have an account? [Back to Sign In](#)

the
wanda

AFRICA CDC
Centers for Disease Control and Prevention
Safeguarding Africa's Health

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New Vendor Registration

Register as New Vendor – Login

- After successful confirmation, go back to <https://etender.amref.org/>
- Select the business unit you registered to and input your email and password.
- Click “**Sign in**”
- NB: If you wish to register to another business unit you can send a request to the Amref procurement team.

- In case you have forgotten your password, you can click on “Forgot your password?”
- You will receive a link on email to reset your password

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eProcurement Portal - Sign In

Amref Business Unit

HQ

User Name

abc@gmail.com

Password

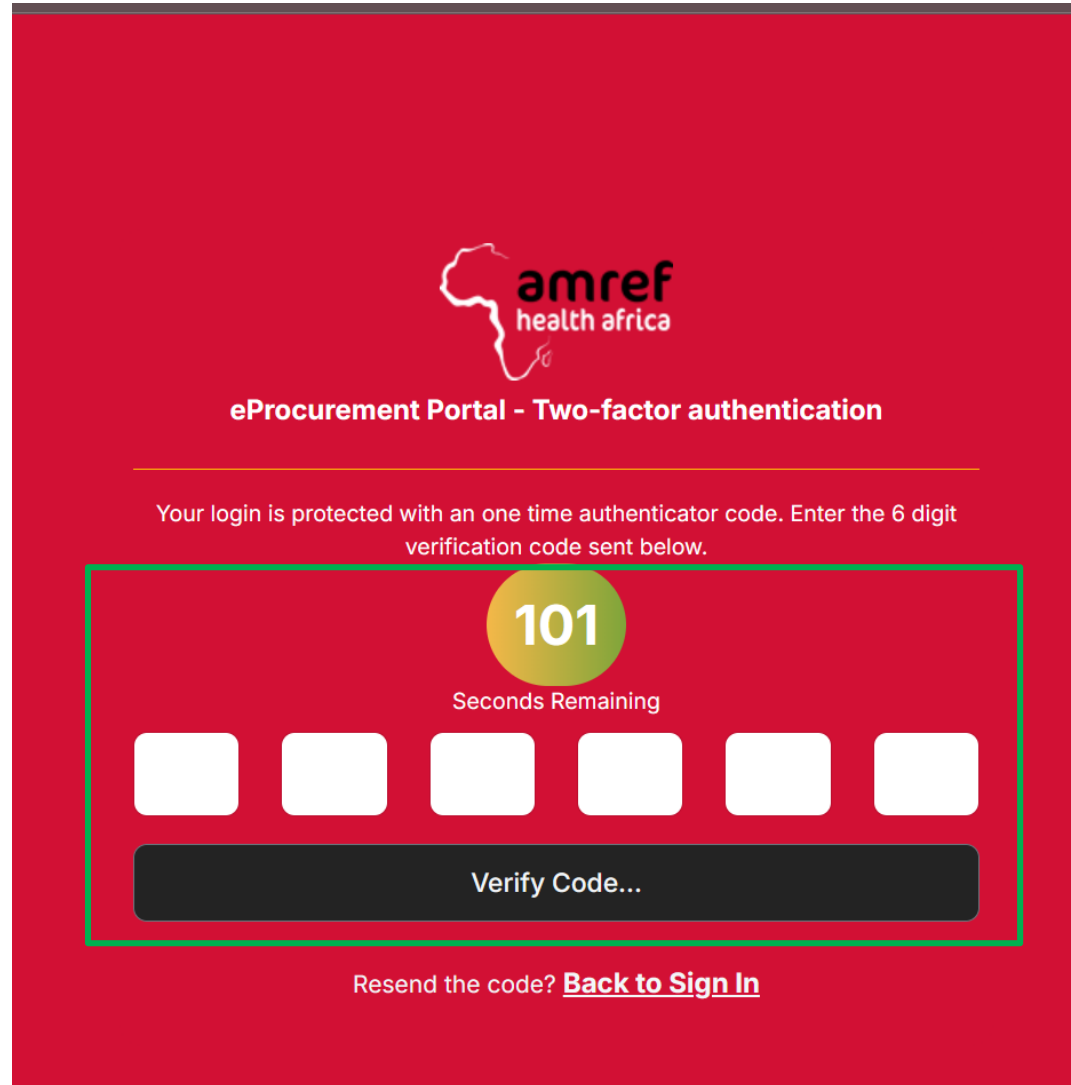
[Forgot your password?](#)

Sign in

You don't have an account? [Register as a new Vendor](#)

Register as New Vendor – Login

- After Login, you will receive a verification code on email.
- You will need to use the code within the next 2 minutes.
- Click Verify code once the code has been input
- After Successful login for your first time, you will need to indicate your organization details and submit your application for review by our team. See the next pages.



The screenshot shows the Amref Health Africa eProcurement Portal Two-factor authentication screen. The background is dark blue. At the top center is the Amref Health Africa logo, which consists of a white outline of the African continent with the text "amref" in white and "health africa" in light blue below it. Below the logo, the text "eProcurement Portal - Two-factor authentication" is displayed in white. A horizontal line separates this header from the main content area. The main content area has a light blue background. It contains the text "Your login is protected with an one time authenticator code. Enter the 6 digit verification code sent below." in dark blue. Below this text is a green-bordered box containing a green circle with the number "101" in white, the text "Seconds Remaining" in dark blue, six white input boxes for the verification code, and a dark blue button with the text "Verify Code..." in white. Below the green-bordered box, the text "Resend the code? [Back to Sign In](#)" is displayed in dark blue.

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eProcurement Portal - Two-factor authentication

Your login is protected with an one time authenticator code. Enter the 6 digit verification code sent below.

101
Seconds Remaining

Verify Code...

Resend the code? [Back to Sign In](#)

Profile Section 1 – Procurement Notice

- Once you have logged in, you will see your profile section.
- Before being fully activated, you will need to fill in the details on the “My Profile” Section.
- There are 8 Sections to fill.

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Supplier Profile

Step 1
Procurement 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

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 at least one), Contact Person (at least 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.

Note: Ensure to read the “**Application Instructions**” carefully before starting. Also note the “**Pre-Qualification Criteria**” at the bottom of the page

Profile Section – FORM PQ-2 Profile

- For Section 2, indicate your General Company information, Communication Info, and Business info
- Note: If you do not see your Bank or branch, contact the procurement team to add.
- Fill in all details and click on “**Update Supplier Details**”

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Supplier Profile

1 Step 1 Procurement Notice

2 **Form PQ-2 Profile**

3 Form PQ-1 Documents

4 Form PQ-3 Supervisors

5 Form PQ-5 Directors & Contacts

6 Form PQ-7 Litigation

7 Form PQ-8 Statement

General Information

Company/Firm Name *

Supplier Number

Company PIN *

Supplier Type *

Main Branch Location *

Tax Compliance No.

Status *

Applicant Surname *

Applicant Other Names *

Nature Of Business *

Pre-Qualified? ☐

Communication Information

Kenya Commercial Bank Ltd.

Moi Avenue Nairobi

010101010223

Currency (If USD leave as blank)

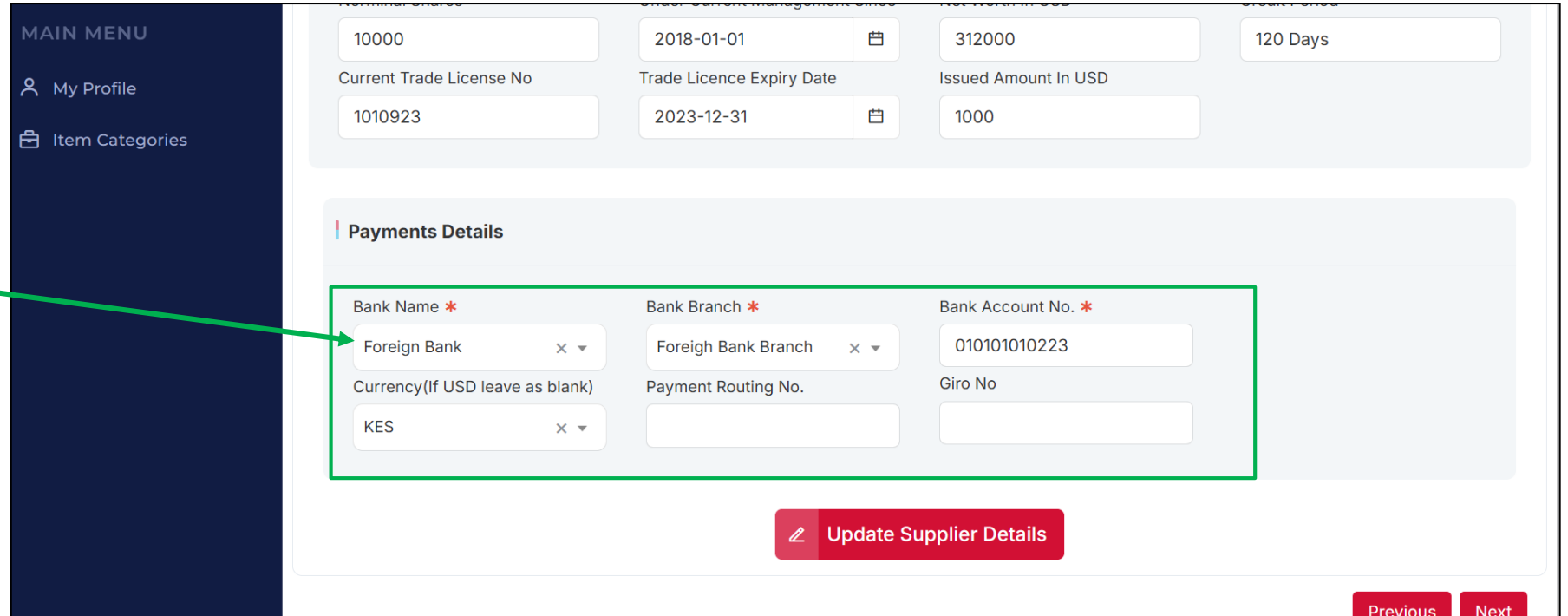
Payment Routing No.

Giro No

Update Supplier Details

Profile Section 2 – FORM PQ-2 Profile

- If you are using a foreign Bank, Select **“Foreign Bank”** under the options and indicate the bank account number, Payment routing No. and Giro Number.



The screenshot shows the 'FORM PQ-2 Profile' interface. On the left is a dark blue sidebar with a 'MAIN MENU' section containing 'My Profile' and 'Item Categories'. The main content area has a light blue header with four input fields: '10000' (Current Trade License No), '2018-01-01' (Trade Licence Expiry Date), '312000' (Issued Amount In USD), and '120 Days'. Below this is the 'Payments Details' section, which is highlighted with a green border. Inside this section, there are six input fields: 'Bank Name *' (dropdown menu with 'Foreign Bank' selected), 'Bank Branch *' (dropdown menu with 'Foreigh Bank Branch' selected), 'Bank Account No. *' (text input with '010101010223'), 'Currency (If USD leave as blank)' (dropdown menu with 'KES' selected), 'Payment Routing No.' (text input), and 'Giro No.' (text input). At the bottom of the 'Payments Details' section is a red button labeled 'Update Supplier Details'. At the bottom right of the page are two red buttons labeled 'Previous' and 'Next'.

Field	Value
Current Trade License No	10000
Trade Licence Expiry Date	2018-01-01
Issued Amount In USD	312000
120 Days	120 Days
Current Trade License No	1010923
Trade Licence Expiry Date	2023-12-31
Issued Amount In USD	1000

Payments Details

Field	Value
Bank Name *	Foreign Bank
Bank Branch *	Foreigh Bank Branch
Bank Account No. *	010101010223
Currency (If USD leave as blank)	KES
Payment Routing No.	
Giro No.	

[Update Supplier Details](#)

[Previous](#) [Next](#)

Profile Section 3 – FORM PQ-1 Documents

- For Section 3, **Upload** all documents on this section.
- Each business unit has its own requirements for document attachment, make sure to review the requirements
- Each document should be a maximum of **24Mb**.
- You can click on **“View Document”** to review what you have uploaded

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Supplier Profile

Step 1 Procurement Notice | Step 2 Form PQ-2 Profile | **Step 3 Form PQ-1 Documents** | Step 4 Form PQ-3 Supervisors | Step 5 Form PQ-5 Directors & Contacts | Step 6 Form PQ-7 Litigation | Step 7 Form PQ-8 Statement

Registration Documents

#	Document	Mandatory	Document Link	Upload
1	Certificate of Incorporation or Registration	Yes	View Document...	Edit/Upload
2	Valid Tax Compliance Certificate	Yes	View Document...	Edit/Upload
3	Valid Trade (Business) Permit	Yes		Edit/Upload
4	Audited Financial report for Year 2021	Yes		Edit/Upload
5	Audited Financial report for Year 2022	Yes		Edit/Upload
6	Proof of similar works in the recent past (2021 and 2022) atleast 3 LPOS	Yes		Edit/Upload
7	Corresponding letters of recommendation for the LPOs attached	Yes		Edit/Upload
8	CR 12	Yes		Edit/Upload

Profile Section 4 – FORM PQ-3 Supervisors

- For Section 4, indicate all the Supervisory Personnel
- Click “Add Supervisory Personnel”
- On the window that appears, indicate the supervisor name and attach their CV. Once done, Click “**Save**”.
- Once all names are indicated, click “Next” to move to the next section.

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Supplier Profile

1 Step 1 Procurement Notice

2 Form PQ-2 Profile

3 Form PQ-1 Documents

4 Form PQ-3 Supervisors





5 Form PQ-5 Directors & Contacts

6 Form PQ-7 Litigation

7 Form PQ-8 Statement

Form PQ-3 - Supervisory Personnel

+ Add Supervisory Personnel

#	Name	Document Link	
1	John Doe	View Document...	 
2	Mary Jane	View Document...	 

Previous Next



Supervisory Details

Name *

James Bond

Upload the CV for Key Personnel in PDF

Choose File Certificate to Upload.pdf

 Save  Close

Profile Section 5 – FORM PQ-5 Directors and Contacts

- For Section 5, indicate all directors an/or shareholders in the organization
- Click **“Add Director Details”**
- You can also click **“Add Contact Person Details”** to add details for contact persons to Amref from your organization. Contact Persons do not have to be directors

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Supplier Profile

1 Step 1 Procurement Notice

2 Form PQ-2 Profile

3 Form PQ-1 Documents

4 Form PQ-3 Supervisors

5 Form PQ-5 Directors & Contacts

6 Form PQ-7 Litigation

7 Form PQ-8 Statement

Part-3 Directors/Partners Details (At Least One) In This Category

Add Director Details

#	Name	Nationality	Phone No.	Email Address	Shares(%)	Document Link
1	James Bond	KENYAN	+25472728232	jamesbond@gmail.com	45.00	
2	Jane Mary	KENYAN	+254711223344	jane.mani@gmail.com	50.00	

Part-4 Contact Persons Details (At Least One) In This Category

Add Contact Person Details

#	Name	Phone Number	Email Address	Position	Nationality
1	John	7272722332	john@amref.forg	CEO	KENYAN

Profile Section 5 – FORM PQ-5 Directors and Contacts

- When you click “**Add Director Details**” the following window appears
- Fill in all information for your Directors as accurately as possible and click “**Save Details**” once completed.
- Once all names are indicated, click “**Next**” to move to the next section.

Director Details

Name *

James Bond

Phone Number *

+25472728232

Nationality *

KENYAN-

▼

ID/Passport Number *

111222333

Email Address *

jamesbond@gmail.com

Shares in % *

45

Upload Document (if any) in PDF

Choose File

No file chosen

Save Details

×

Close

Profile Section 6 – FORM PQ-7 Litigation

- For Section 6, indicate your organization's history with Litigation/ in the courts
- You can also click **“Add Litigation History”**
- Click **“Save Details”** after all the relevant information.
- You can add historical and current litigation.

Supplier Profile

1 Step 1 Procurement Notice 2 Form PQ-2 Profile 3 Form PQ-1 Documents 4 Form PQ-3 Supervisors 5 Form PQ-5 Directors & Contacts **6 Form PQ-7 Litigation** 7 Form PQ-8 Statement

Please Note, This is not Compulsory For Suppliers with No Cases or Litigations.

Litigation History (If Any)

+ Add Litigation History

#	Client	Contacts	Litigation Year	Award for or Against	Matter in Dispute	Disputed Amount
67	KCB Bank	0718282822	2018-01-01	Awarded For	Land title	0

Previous Next

Litigation History Details

Litigation Year * 2018-01-01

Name Of Client * KCB Bank

Disputed Amount in USD * 0

Award for or against * Awarded For

Telephone Of Client * 0718282822

Client Matter in dispute * Land title

Save Details Close

Profile Section 7 – FORM PQ-8 Statement

- For Section 7, carefully read the Declaration Statement.
- If you need more time, you can back to any section and update the details and verify they are correct.
- If all details are correct, click “**Submit for Approval**” and your account will be review by the Amref procurement team
- Please for official communication on the status of your application.

Supplier Profile

MAIN MENU

- My Profile
- Item Categories

Progress Bar:

- Step 1
Procurement 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**

Declaration Statement:

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**

Profile Section 7 – FORM PQ-8 Statement

- For Section 7, carefully read the Declaration Statement.
- If you need more time, you can back to any section and update the details and verify they are correct.
- If all details are correct, click “**Submit for Approval**” and your account will be review by the Amref procurement team
- Please for official communication on the status of your application.

Supplier Profile

MAIN MENU

- My Profile
- Item Categories

Progress Bar:

- Step 1
Procurement 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**

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Update Details **Submit for Approval**

Previous **Next**