

eTender Procurement Portal

Online Prequalification Registration and Login

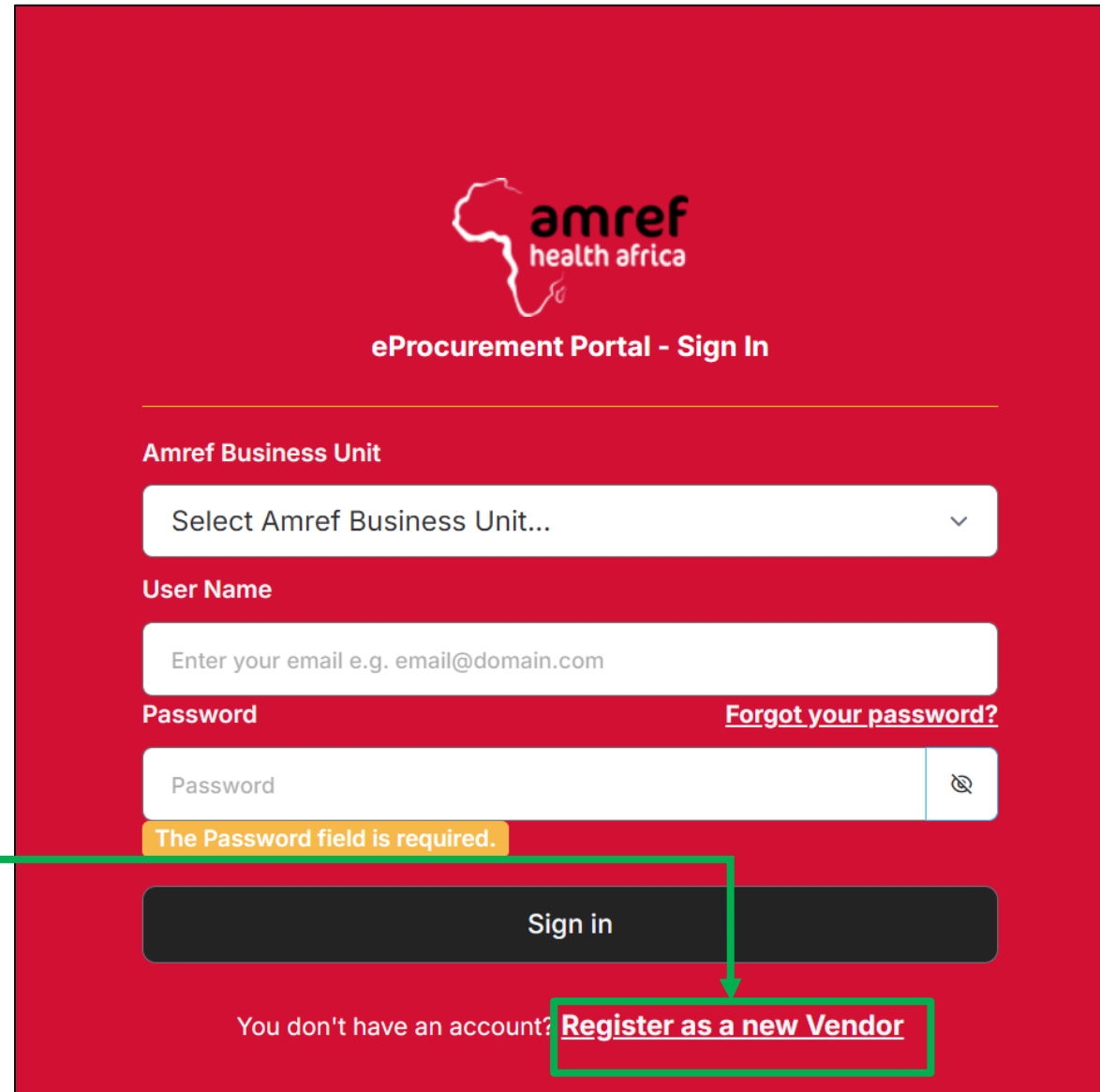


Table of Contents

Chapter	Page Numbers
<u>Registration and Login</u>	Page 3 – 7
<u>Fill in Profile Details</u>	Page 8 – 15
<u>Item Categories and Payment</u>	Page 16-19
<u>Submit/Cancel Item Category</u>	Page 20-21
<u>Submit/Cancel Prequalification Application</u>	Page 22-23

Register as New Vendor (Register an Account)

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



amref
health africa

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

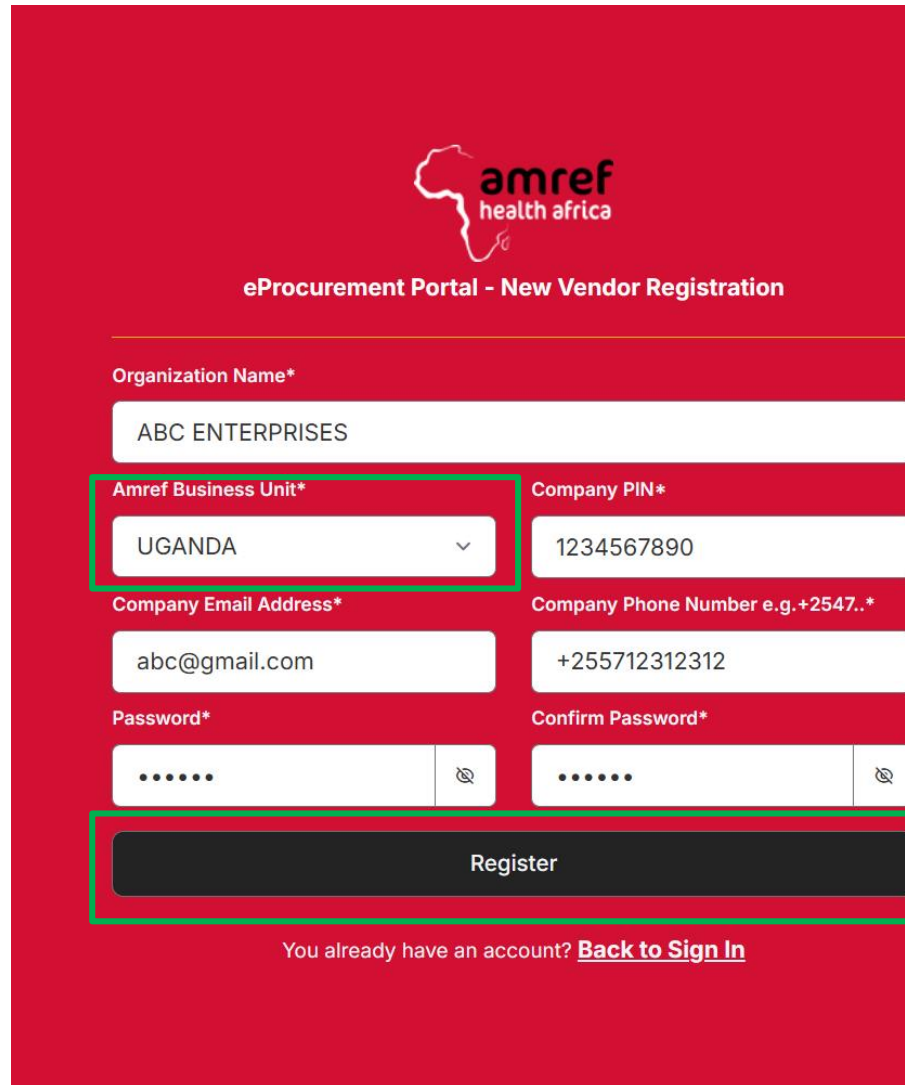
The Password field is required.


Sign in

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

Register as New Vendor (Register an Account)

- On the new page, enter your business registration details
- For Amref Business Unit, select the “UGANDA”
- 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.




eProcurement Portal - New Vendor Registration

Organization Name*
ABC ENTERPRISES

Amref Business Unit*
UGANDA

Company PIN*
1234567890

Company Email Address*
abc@gmail.com

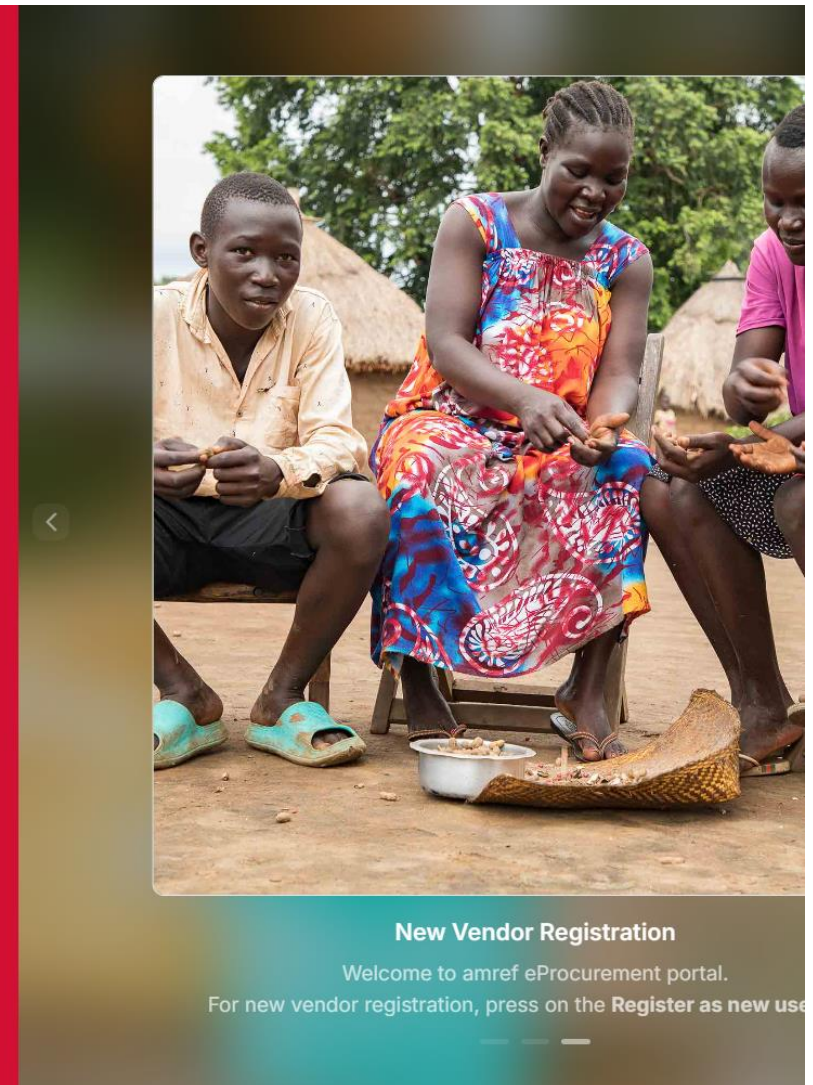
Company Phone Number e.g. +2547..*
+255712312312

Password*
.....

Confirm Password*
.....

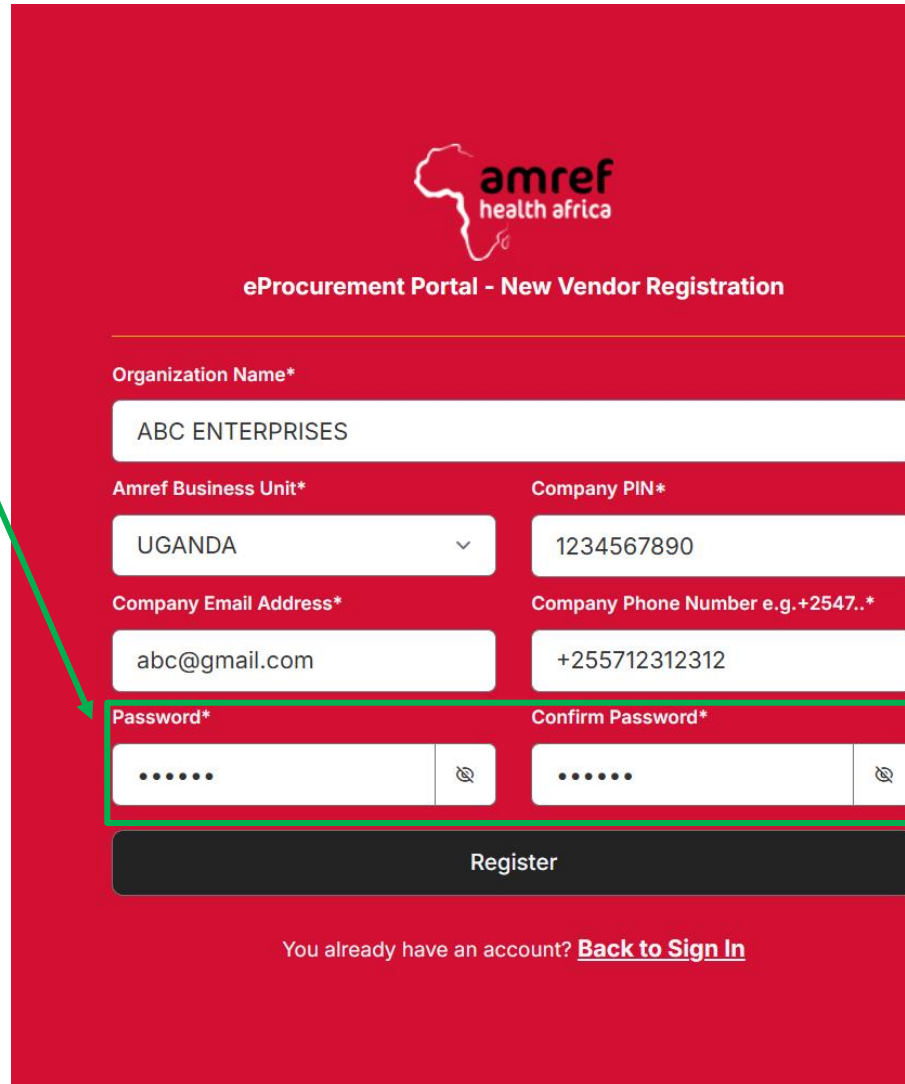
Register


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



Register as New Vendor (Register an Account) - Password

- Note: The Password you set must meet the following criteria:
- Have at least 1 Capital Letter
- Have at least 1 Lowercase/Small Letter
- Have at least 1 number (e.g. 0, 1, 5, 9)
- Have at least 1 special character (e.g. @, /, %)
- Be at least 8 Characters long




eProcurement Portal - New Vendor Registration

Organization Name*
ABC ENTERPRISES

Amref Business Unit*
UGANDA

Company PIN*
1234567890

Company Email Address*
abc@gmail.com

Company Phone Number e.g. +2547..*
+255712312312

Password*
.....

Confirm Password*
.....

Register

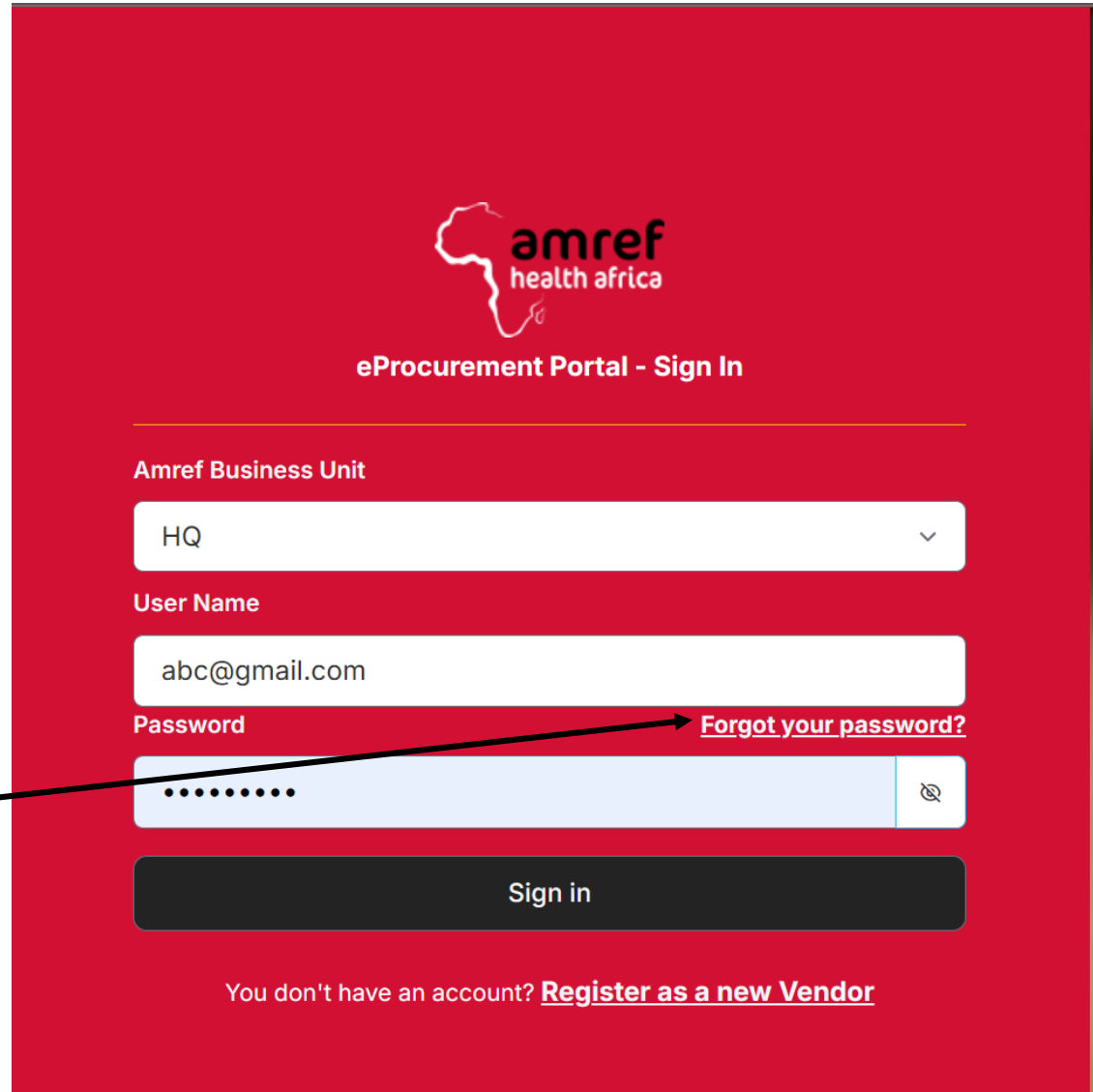
You already have an account? [Back to Sign In](#)



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



The screenshot shows the 'eProcurement Portal - Sign In' page. At the top is the Amref Health Africa logo. Below it is a dropdown menu for 'Amref Business Unit' with 'HQ' selected. There are input fields for 'User Name' (containing 'abc@gmail.com') and 'Password' (masked with dots). A link for 'Forgot your password?' is next to the password field. A 'Sign in' button is at the bottom. A line from the 'Forgot your password?' text in the instructions points to this link.

amref
health africa

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.
- **Tip:** If you are unable to login to the system with Error 400, use Chrome web browser and open an Incognito Window.

Back to Sign In'." data-bbox="319 176 739 920"/>

amref
health africa

eProcurement Portal - Two-factor authentication

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

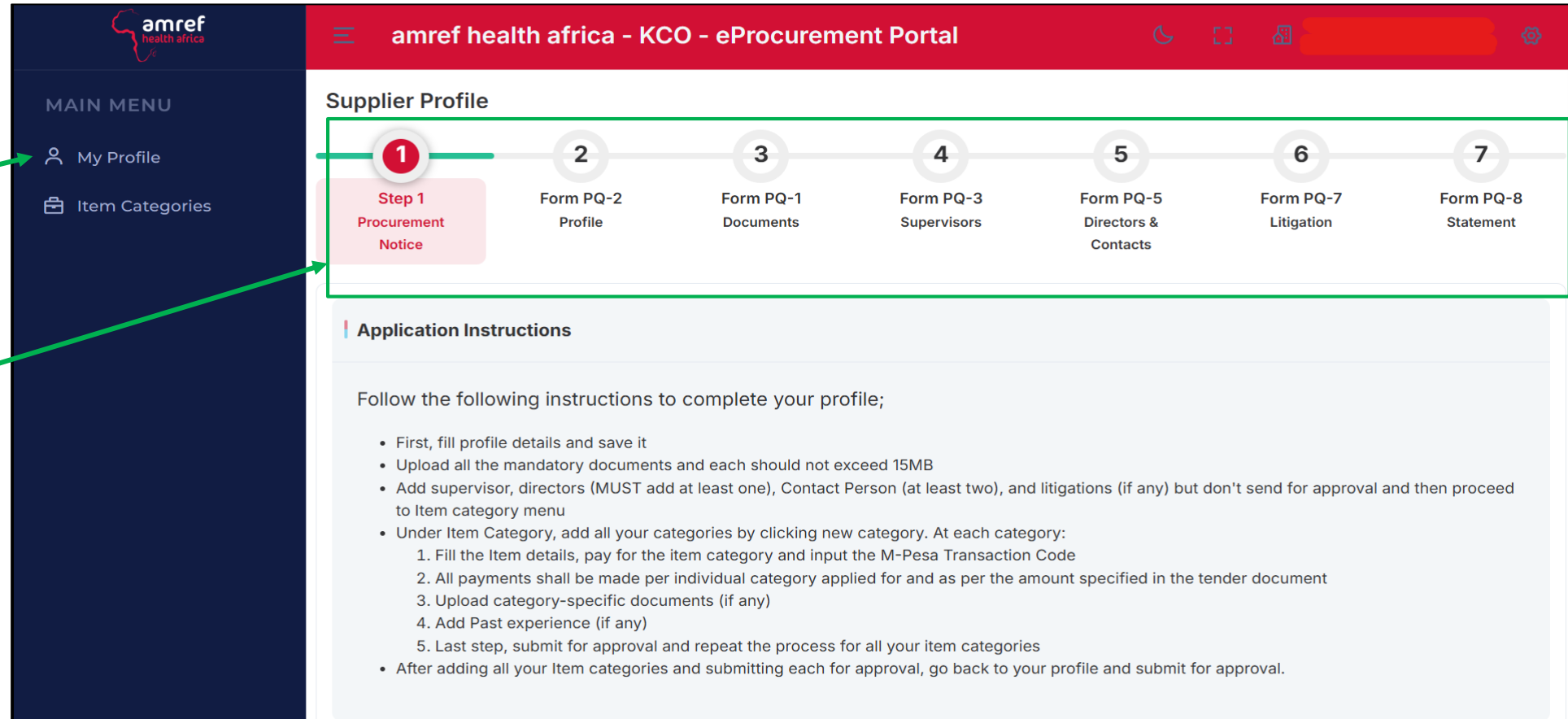
101
Seconds Remaining

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.
- You will also need to select the categories you are applying for
- There are 8 Sections to fill.



amref health africa - KCO - eProcurement Portal

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

Application Instructions

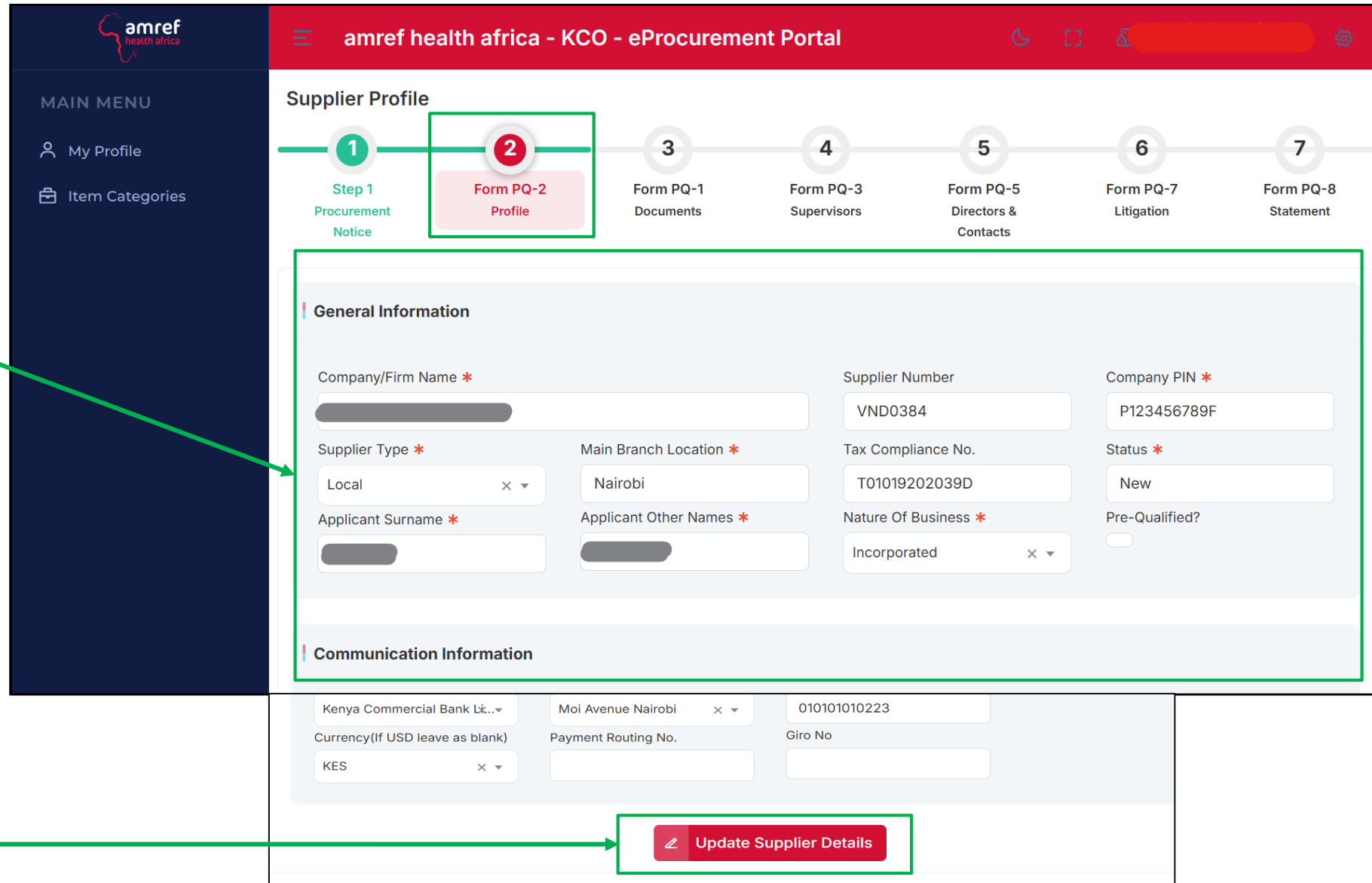
Follow the following instructions to complete your profile;

- 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
- For “Company PIN” insert your 10 digit TIN (Tax Identification Number)
- **Note:** If you do not see your Bank or branch, contact the procurement team to add it.
- Fill in all details and click on “**Update Supplier Details**”



amref health africa - KCO - eProcurement Portal

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.

MAIN MENU

- My Profile
- Item Categories

10000
2018-01-01
312000
120 Days

Current Trade License No
Trade Licence Expiry Date
Issued Amount In USD

1010923
2023-12-31
1000

Payments Details

Bank Name *
Foreign Bank

Bank Branch *
Foreign Bank Branch

Bank Account No. *
010101010223

Currency (If USD leave as blank)
KES

Payment Routing No.

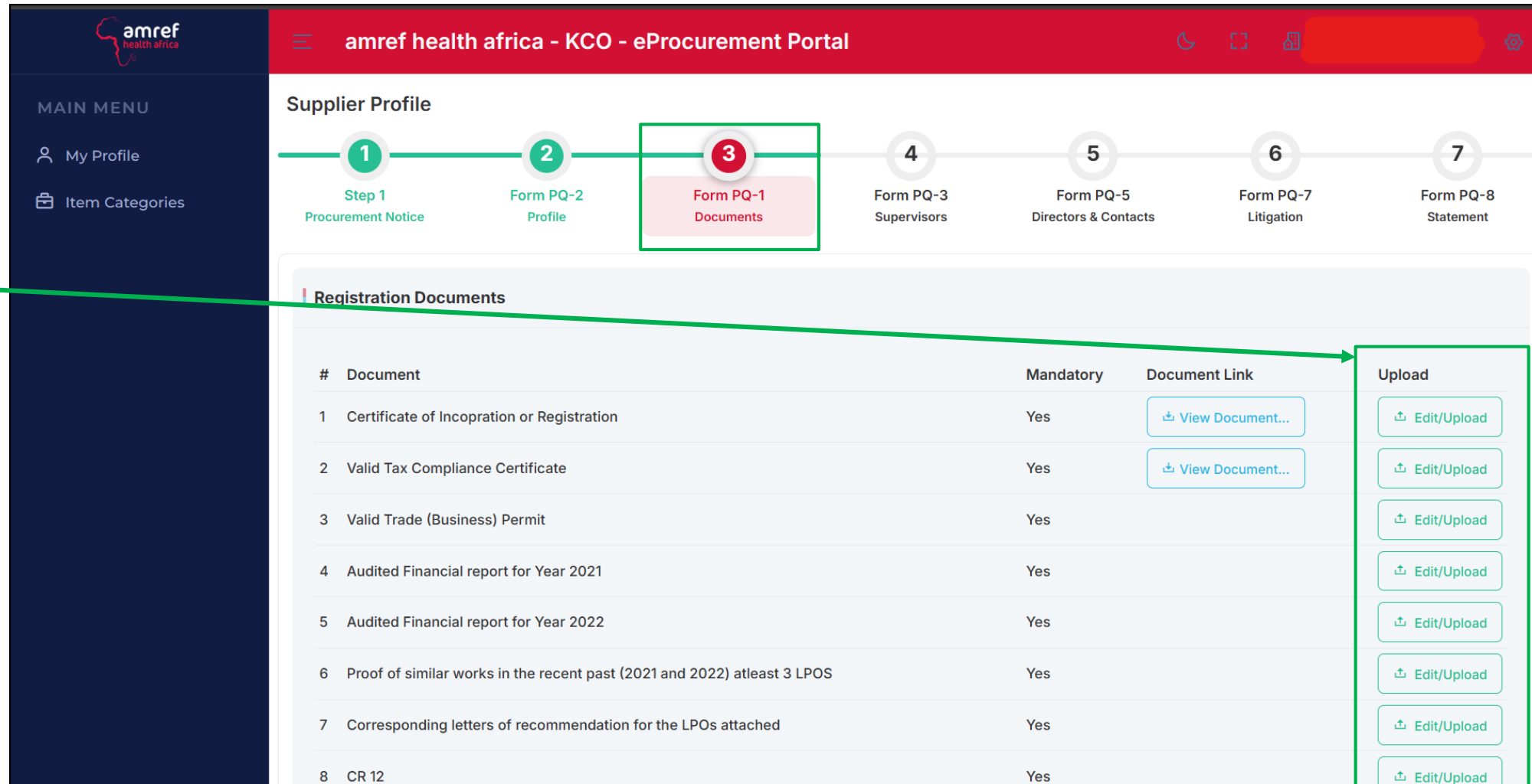
Giro No

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 **15 Mb**.
- You can click on **“View Document”** to review what you have uploaded



amref health africa - KCO - eProcurement Portal

Supplier Profile

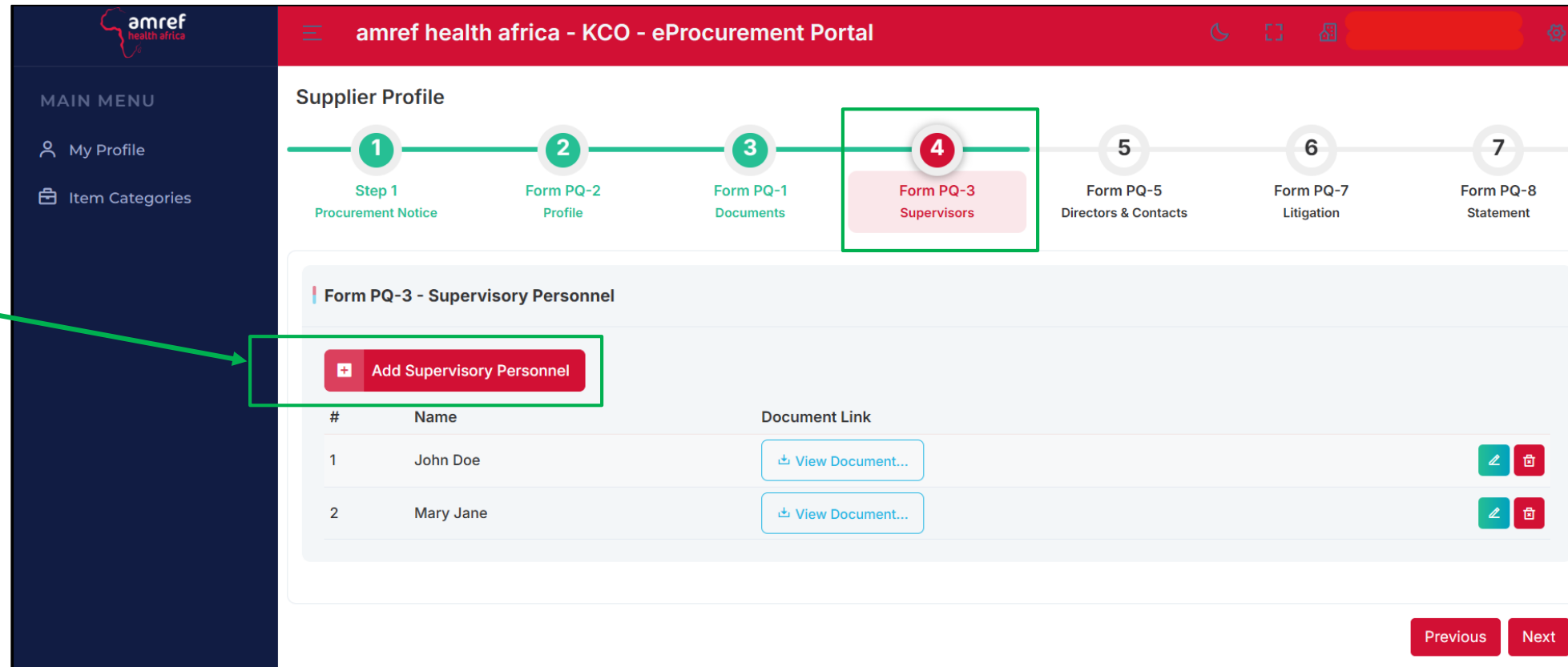
Step 1 Procurement Notice | Step 2 Form PQ-2 Profile | **Step 3 Form PQ-1 Documents** | Step 4 Form PQ-3 Supervisors | Step 5 Form PQ-5 Directors & Contacts | Step 6 Form PQ-7 Litigation | Step 7 Form PQ-8 Statement

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.



amref health africa - KCO - eProcurement Portal

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

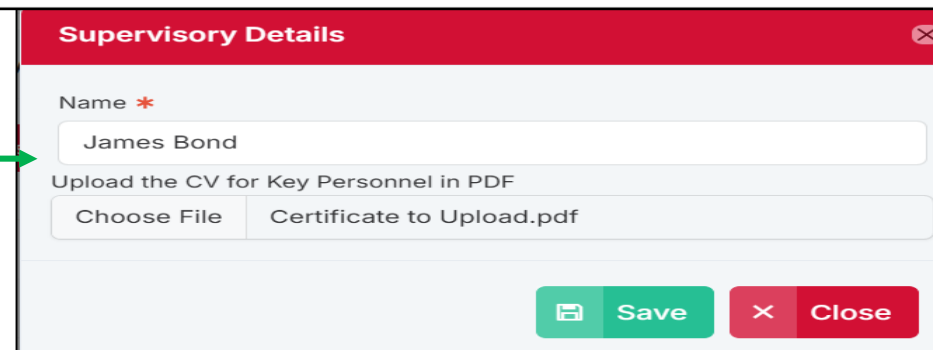
7 Form PQ-8 Statement

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

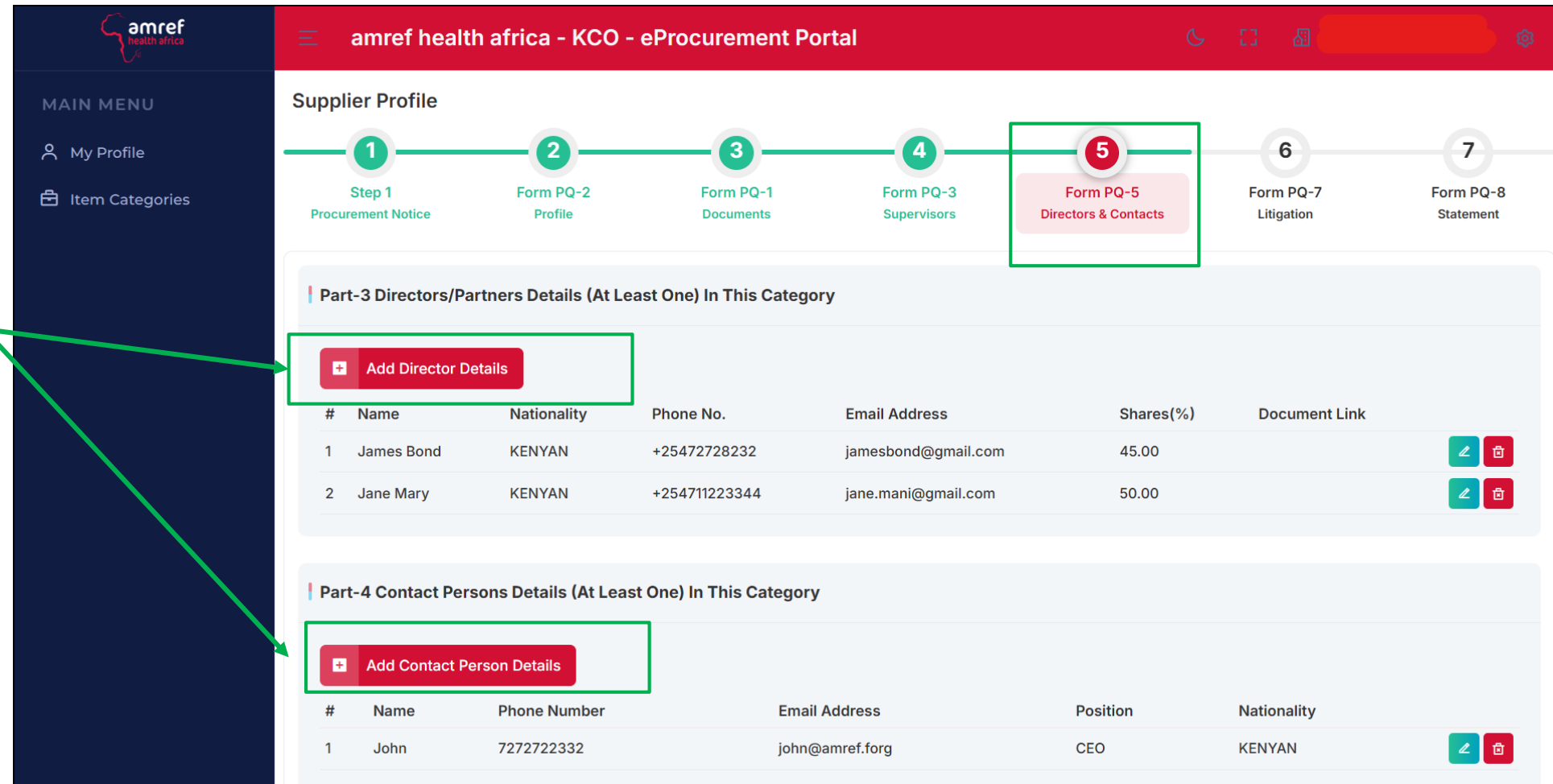
Upload the CV for Key Personnel in PDF

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



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

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
- Note that this section is NOT mandatory**
- You can also click “**Add Litigation History**”
- Click “**Save Details**” after all the relevant information.
- You can add historical and current litigation.

MAIN MENU

- My Profile
- Item Categories

Supplier Profile

1

2

3

4

5

6

7

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

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

Disputed Amount in USD *
0

Client Matter in dispute *
Land title

Name Of Client *
KCB Bank

Award for or against *
Awarded For

Telephone Of Client *
0718282822

Save Details
Close

Submitting Item Categories and Payment

- Before you submit your Application, go to “**Item Categories**” Menu List
- You will see any categories you have started working on in this list
- Click “**New Item Category**” to apply for a certain category as per the tender document



MAIN MENU

- My Profile
- Item Categories**
- Contact Us

List Of Applied Item Categories

List Of Applied Item Categories

New Item Category

#	Category	Supplier No.	Description	Receipt No.	Date	Status	
1	G/002/2026-2027	ETP01052	G/002/2026-2027 - Supply and delivery of office furniture, fittings & office equipment	TFI3CX5IJ2	11 Jul 2025	New	 
#	Category	Supplier No.	Description	Receipt No.	Date	Status	

Submitting Item Categories and Payment

- Follow the instructions on the tender document for payment

- To get your **Supplier Registration Number** use the “**Supplier No.**” that appears on this page.

- When depositing in the bank, use the Category number or the Supplier Number as a description

- Make sure to attach the Payment Slip or Receipt on the category

- You can search for the category on this field

- Once complete, Click “Save and Continue”

- Enter the **Transaction reference** or **Receipt** number in this field from the bank deposit then click “Save to Continue”

amref health africa - HQ - eProcurement Portal

Supplier Profile-Item Category Section

1 Step 1 Items Details

2 Form PQ-6 Experience

3 Step 7 Sworn Statement

MAIN MENU

- My Profile
- Item Categories
- Contact Us

General Information

Supplier No * ETP

Added Date 17 Jul 2025

Status * Draft

Items Category * Select...

ict

ICT/048/2026-2027 - Supply and delivery of computer equipment [servers, routers, printers and scanners Etc]

ICT/049/2026-2027 - Provision of repairs and maintenance of computers, servers, projectors, printers and other ICT equipment

ICT/050/2026-2027 - Supply, maintenance and installation of power and battery backup solution

ICT/051/2026-2027 - Supply, maintenance, and configuration of voice, data communication services and computer networks/video conference


Payment Reference No * T01010101F

Save to Continue

Previous Next

Submitting Item Categories and Payment

- After saving, you will be required to upload the payment receipt from the bank to show you paid for the category.
- **Note:** As per the tender document, you need to pay **100,000 UGX per Category**.
- So if you are applying for 3 categories, you need to deposit 100,000 Ugx 3 times.



amref health africa - UGANDA - eProcurement Portal

MAIN MENU

- My Profile
- Item Categories
- Contact Us

Supplier Profile-Item Category Section

1

2

3

Step 1

Form PQ-6

Step 7

Items Details

Experience

Sworn Statement

General Information

Supplier No *

Added Date

Items Category *

Payment Reference No *

TUG00001

06 Aug 2025

ICT/087/2026-2027 - Supply and delivery of ICT equipment [computers, server...]

1234567890

Status *

New

Update

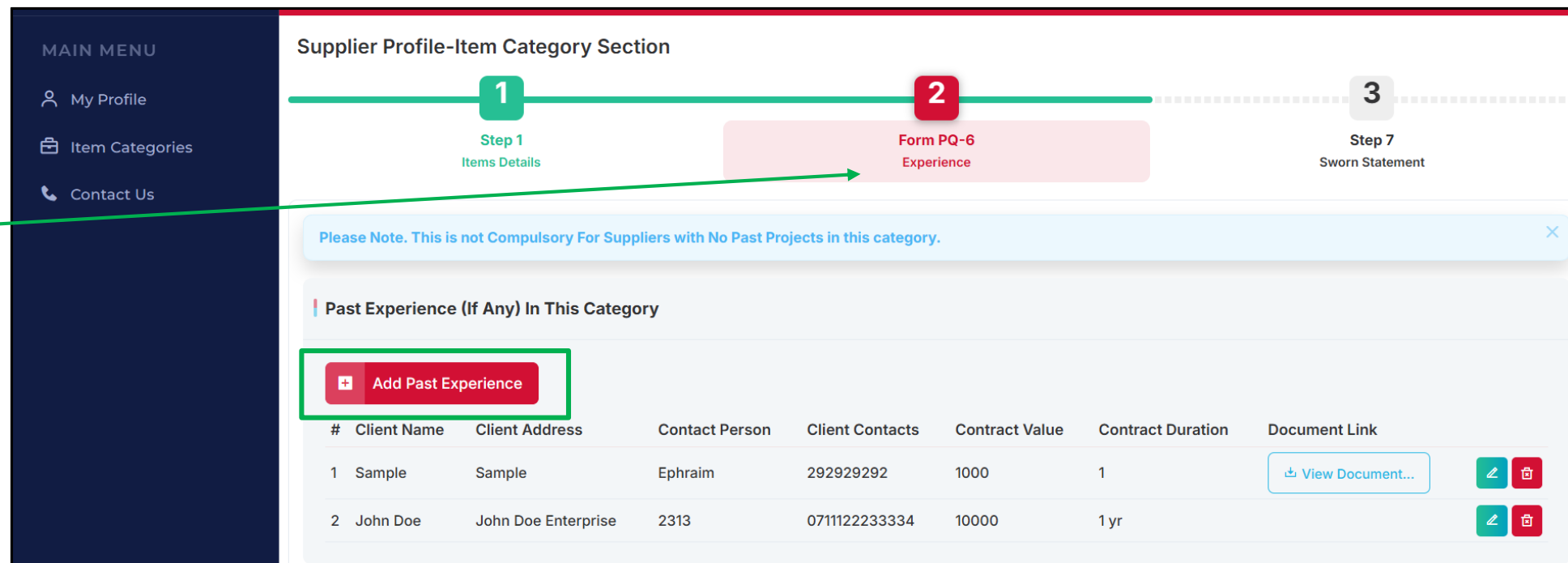
Category Documents (Ensure You Upload All The Category Documents)

#	Document	Mandatory	Category	Document Link	Upload
1	Payment or Receipt Document	Yes	ICT/087/2026-2027	View Document...	Upload

Submitting Item Categories and Payment

- Click on “Next” or on Form PQ-6 to fill in past experience for that category.
- Click on “**Add Past Experience**” to add a new record of experience relevant to the category you are applying.

- On the New Window that appears, add all the relevant details and attach a PDF document for evidence if any, e.g. LPO or completion certificate
- Note:** the PDF attachment is not mandatory
- Once complete, click “**Save Details**”.



Supplier Profile-Item Category Section

MAIN MENU

- My Profile
- Item Categories
- Contact Us

Step 1
Items Details

Step 2
Form PQ-6
Experience

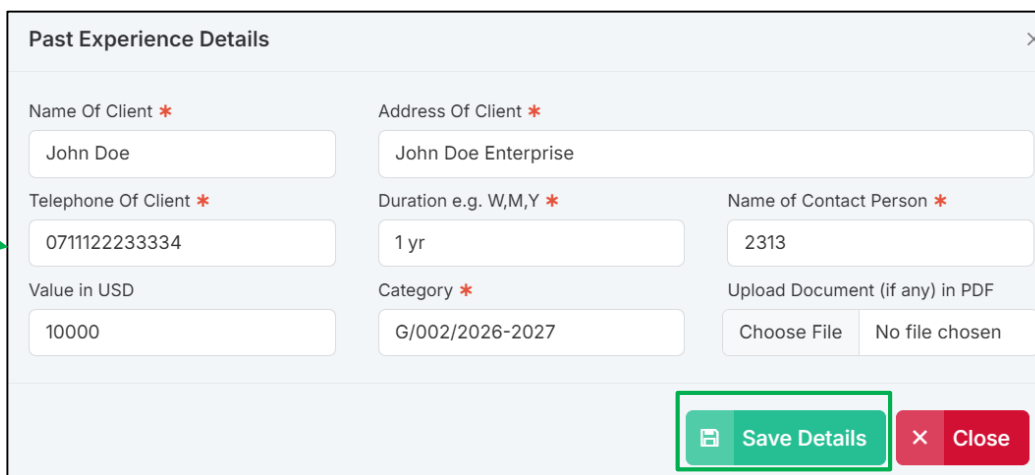
Step 3
Sworn Statement

Please Note. This is not Compulsory For Suppliers with No Past Projects in this category.

Past Experience (If Any) In This Category

Add Past Experience

#	Client Name	Client Address	Contact Person	Client Contacts	Contract Value	Contract Duration	Document Link
1	Sample	Sample	Ephraim	292929292	1000	1	View Document...
2	John Doe	John Doe Enterprise	2313	0711122233334	10000	1 yr	



Past Experience Details

Name Of Client *
John Doe

Address Of Client *
John Doe Enterprise

Telephone Of Client *
0711122233334

Duration e.g. W,M,Y *
1 yr

Name of Contact Person *
2313

Value in USD
10000

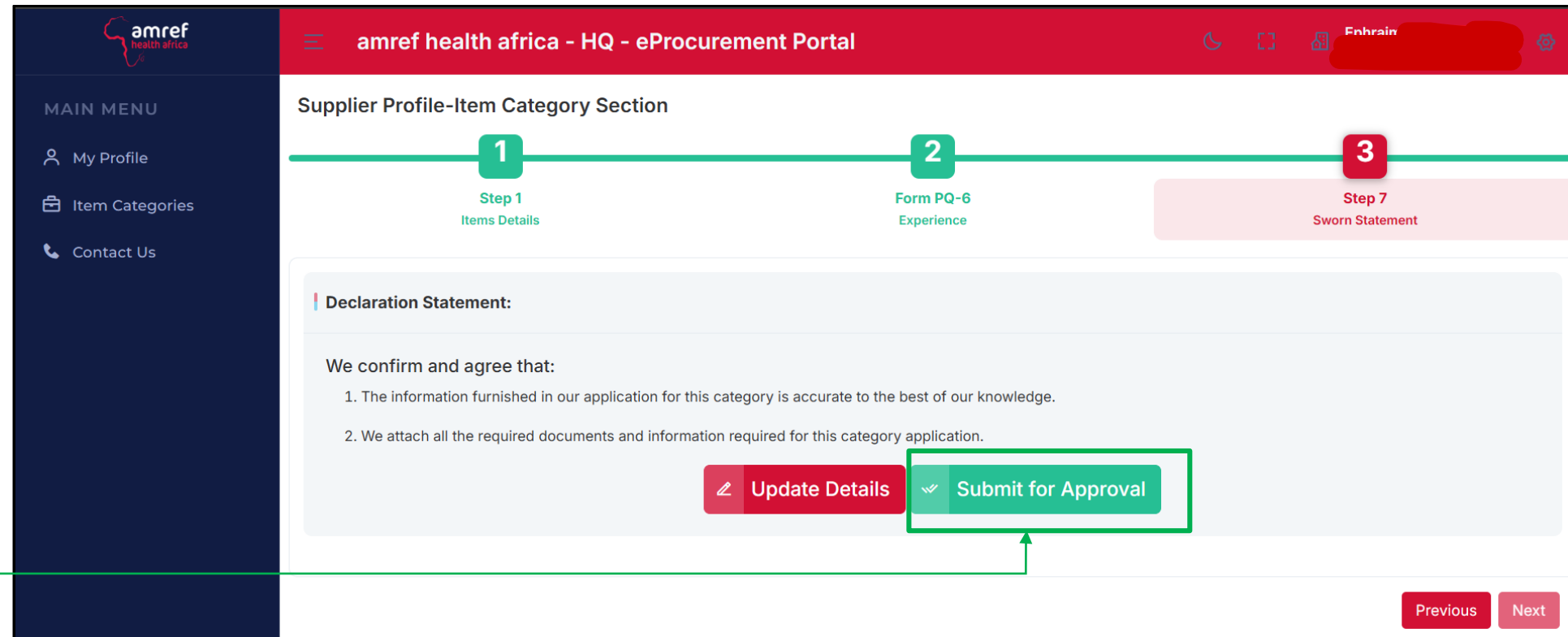
Category *
G/002/2026-2027

Upload Document (if any) in PDF
Choose File No file chosen

Save Details **Close**

Submitting Item Categories and Payment

- Click on “Next” or on **Step 3** to move to the next section
- Carefully read the declaration statement and if all is correct, click “**Submit for Approval**” to submit your category for approval.
- Repeat this process for all the categories you wish to apply for.
- Proceed to the profile for Final submission of your application



amref health africa - HQ - eProcurement Portal

Supplier Profile-Item Category Section

1 Step 1 Items Details

2 Form PQ-6 Experience

3 Step 7 Sworn Statement

Declaration Statement:

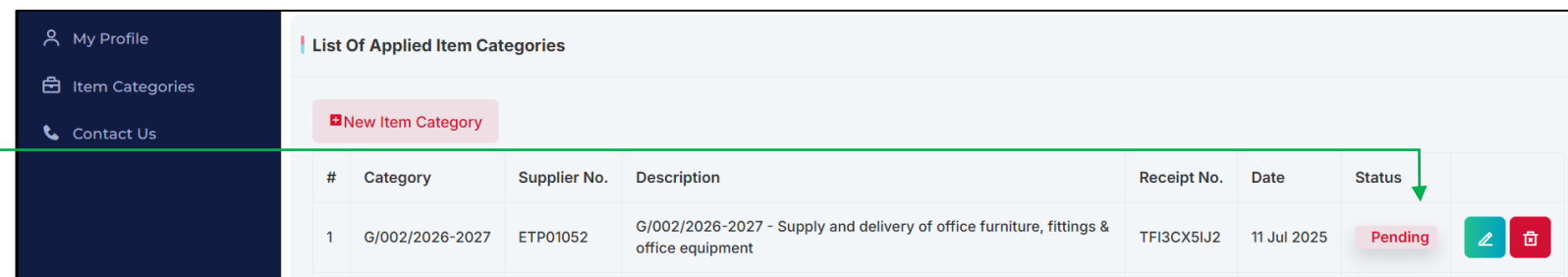
We confirm and agree that:

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 submitted, the item category list will show the status “Pending”.



My Profile

Item Categories

Contact Us

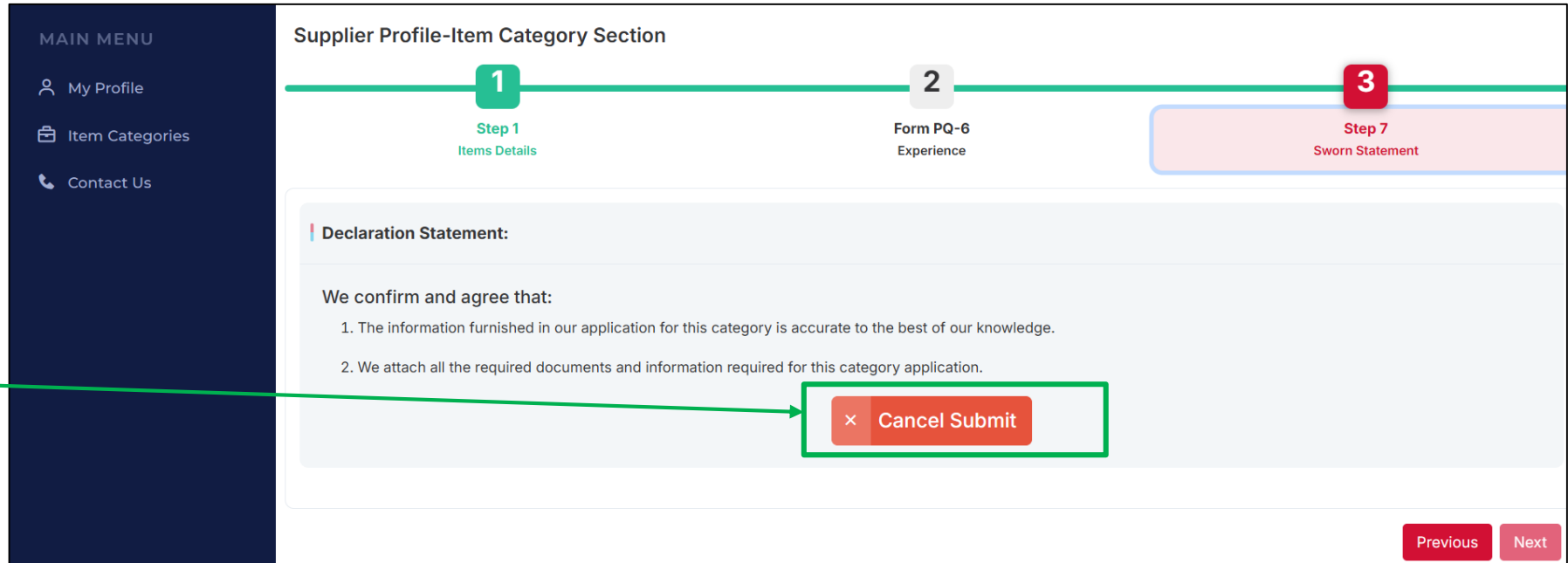
List Of Applied Item Categories

New Item Category

#	Category	Supplier No.	Description	Receipt No.	Date	Status
1	G/002/2026-2027	ETP01052	G/002/2026-2027 - Supply and delivery of office furniture, fittings & office equipment	TFI3CX5IJ2	11 Jul 2025	Pending

Cancel Submission of Category

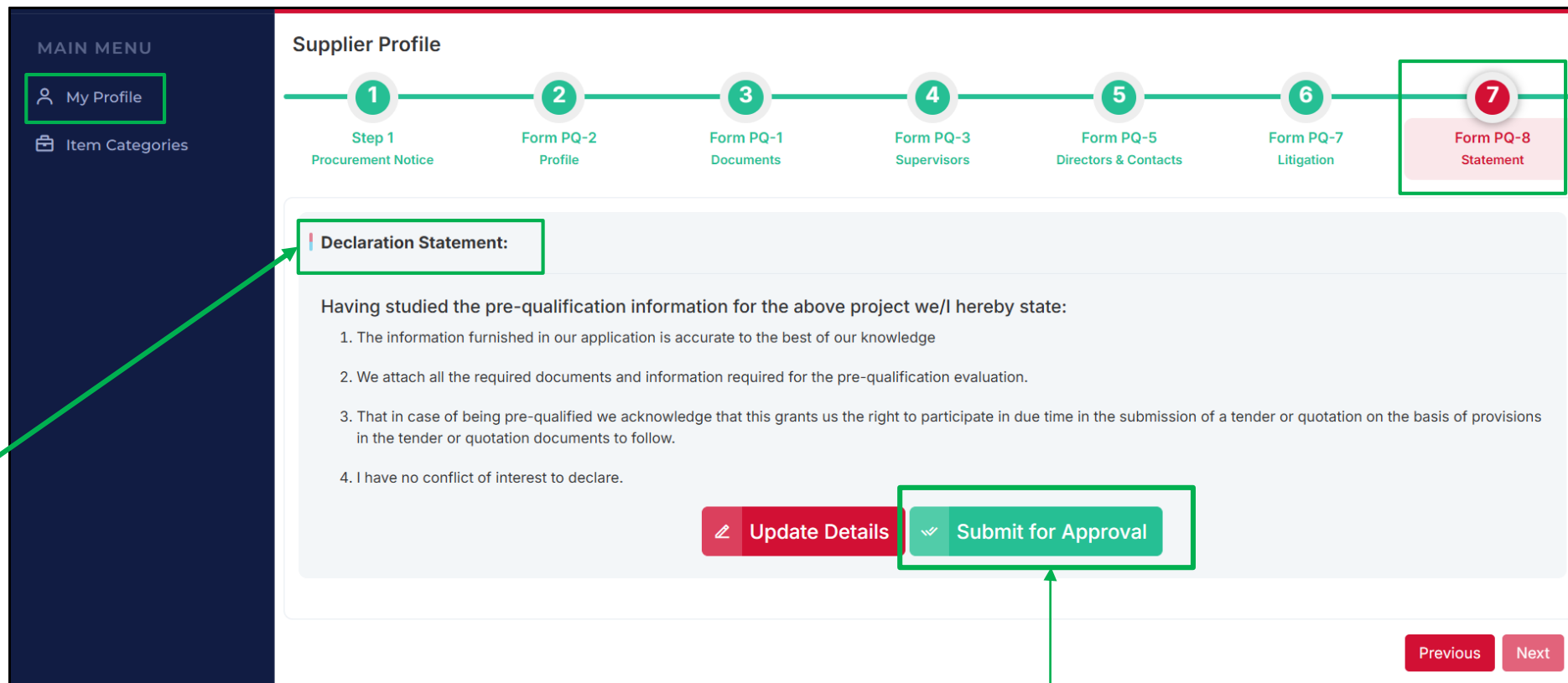
- If you wish to cancel your submission for a category, you can edit the Item category, go to Step 3 and click **“Cancel Submit”**.
- This will allow you to add more Past experience details
- You can Cancel before the pre-qualification deadline
- But ensure to Re-submit before the deadline



The screenshot displays the 'Supplier Profile-Item Category Section' interface. On the left is a dark blue sidebar with a 'MAIN MENU' containing 'My Profile', 'Item Categories', and 'Contact Us'. The main content area features a progress bar with three steps: 'Step 1 Items Details' (active), 'Step 2 Form PQ-6 Experience', and 'Step 3 Sworn Statement' (highlighted in red). Below the progress bar is a 'Declaration Statement' section with the text: '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.' At the bottom right of this section is a red button labeled '× Cancel Submit', which is highlighted by a green box and a green arrow pointing from the text 'cancel your submission' in the first bullet point of the list on the left. At the very bottom right of the page are 'Previous' and 'Next' buttons.

Profile Section 7 – FORM PQ-8 Statement

- After adding all your categories, go to “My Profile” and go to section 7
- For Section 7, carefully read the Declaration Statement.
- If you need more time, you can go 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 reviewed by the Amref team
- Please wait for official communication on the status of your application.



MAIN MENU

- My Profile
- Item Categories

Supplier Profile

Progress bar steps:

- 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.

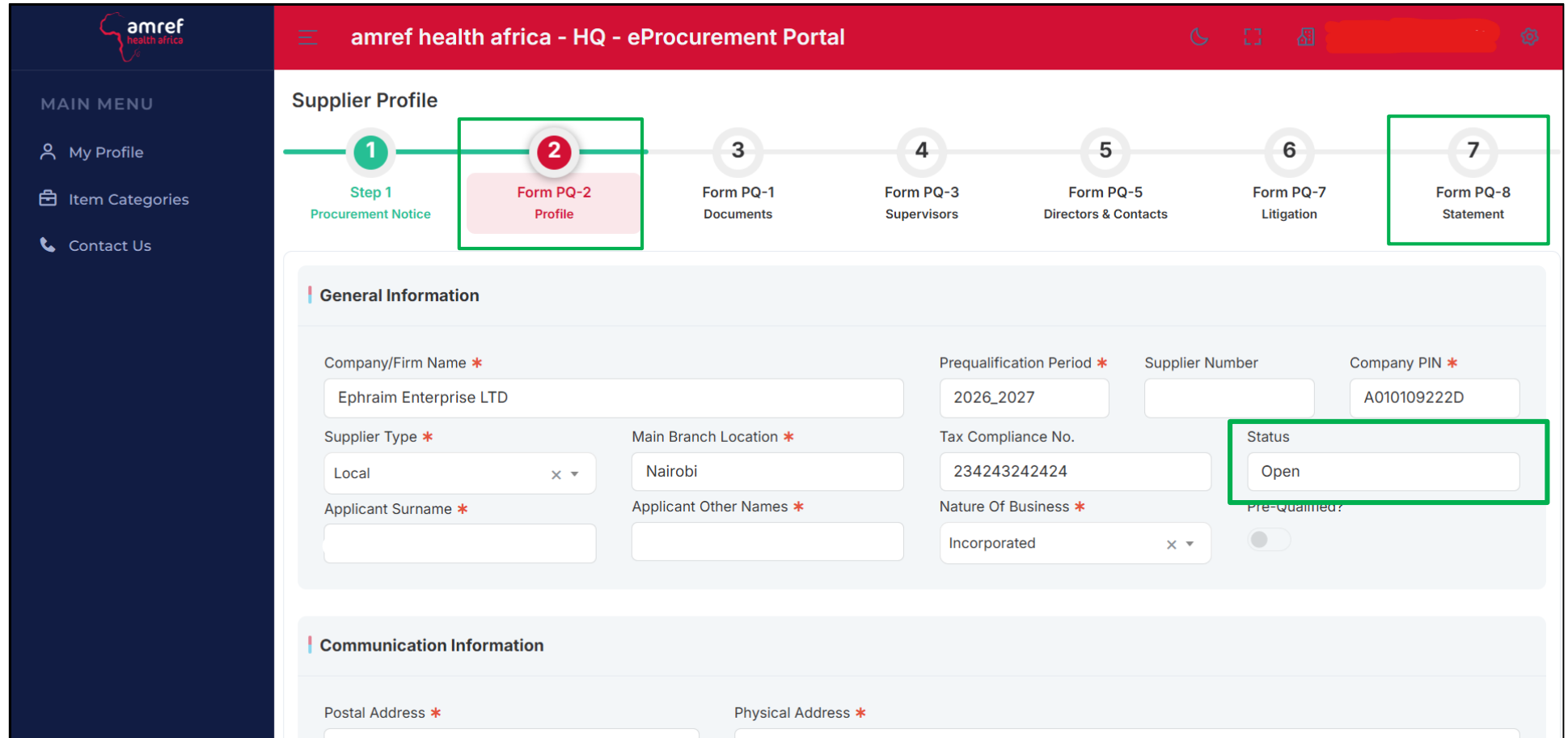
Buttons: **Update Details** | **Submit for Approval**

Navigation: **Previous** | **Next**

- **Note:** You can only submit your profile after you have fully completed all sections and **submitted** all the categories applied for.

Profile Section 7 – FORM PQ-8 Statement

- After successful submission you will receive an email of from the Amref system confirming your pre-qualification application.
- Under Section 2, the Status will change to “Open”
- If you wish to cancel your submission to make edits, you can do so under Section 7, and click the “**Cancel Submit**” button.
- **Note:** Cancellation should be done before the pre-qualification deadline.



The screenshot displays the 'amref health africa - HQ - eProcurement Portal' interface. On the left is a 'MAIN MENU' with links to 'My Profile', 'Item Categories', and 'Contact Us'. The main content area is titled 'Supplier Profile' and features a progress bar with seven steps: 1. Step 1 Procurement Notice, 2. Form PQ-2 Profile (highlighted with a green box), 3. Form PQ-1 Documents, 4. Form PQ-3 Supervisors, 5. Form PQ-5 Directors & Contacts, 6. Form PQ-7 Litigation, and 7. Form PQ-8 Statement (also highlighted with a green box). Below the progress bar, the 'General Information' section contains several input fields: 'Company/Firm Name' (Ephraim Enterprise LTD), 'Prequalification Period' (2026_2027), 'Supplier Number' (empty), 'Company PIN' (A010109222D), 'Supplier Type' (Local), 'Main Branch Location' (Nairobi), 'Tax Compliance No.' (234243242424), 'Applicant Surname' (empty), 'Applicant Other Names' (empty), 'Nature Of Business' (Incorporated), and 'Status' (Open, highlighted with a green box). A 'Pre-Qualified?' toggle switch is also present. The 'Communication Information' section at the bottom includes fields for 'Postal Address' and 'Physical Address'.