E-TENDERING

Introduction

E-Tendering is a process by which external vendors and potential vendors access tenders we have enlisted as available for bidding and get to assess and bid.

Something extra we have added is the provision to buy the tenders online and do a self-confirmation on the payment, hence get your credentials sent to your email address for secure Log-In.

The process entails the following:

1. **Landing Page.**

   On the landing page, you will get two text boxes, one for entering your Company PIN number and the other for entering the password.

   If you already have an account, go ahead and enter the credentials.
In case you have forgotten your password, click on “I forgot my password” for further directions on how to reset it.

For first time use, please click on “Register as a new Supplier”.

This will direct you to the Registration page.

2. Supplier Registration.

Here you are expected to enter:

- Company Name.
- Company PIN.
- Email.
- Phone Number.
- A security code in an image.
Click on Register and you will be redirected to a list of available Tenders for bidding.

3. Available Tenders.

A listing of all the tenders available for bidding will be listed.
You will be required to click on “View Items” to access the Tender items under each tender.

4. Purchase a Tender.

On the items for each tender, there are instructions to buy that particular tender. The items’ list has a search component that you can use to search for any particular item in the list. The list will automatically narrow down the list to your search item, if available.
To buy a particular tender, please provide the Company PIN you provided while registering for an account and click on “Buy This Tender”.

5. Issuing payment for Tender.

You will be directed to a page showing you a summary of the Tender Payment expected.
Kindly read through instructions and make a payment through Mpesa.

Once you receive payment confirmation from Mpesa through SMS, please click on “Confirm Payment” button. This will direct you to another page confirming your payment.
6. Confirmation of Payment.

You will be directed to the following page to confirm your payment as received.

As advised, an email with credentials to access the system at Login will be sent to you.

Make sure to Change Password once you login.
7. Login.

Once you get credentials (Company PIN and Password) from your email, please click on “Login” and use them to Log in.

Kindly note that the password will be presented in dot format for security purposes.

Click on Sign In to access the system.

**NB:** Please note that this is a one-time process for buying a tender and accessing Log In credentials. For Logging in in the future, please log in with the credentials you will have changed to after your first log in. You will have the option to buy additional tenders once you are logged in.
8. **Change Password.**

On the first time log in, you will be presented with a page to change the password that was sent to you in your email. Provide data for the fields.

Please read the instructions on the page before you proceed.

Once successful, you will be taken to an Overview Page that has statistics of your account.
9. Profile Overview.
First tab: gives percentage of data given in your Company Profile.
Second tab: Total of sections in your Company profile filled so far.
Third tab: the number of tenders bought.
Fourth tab: Link for buying additional tenders.

There is a tab displaying the amount of time remaining to closure of the tender period.
Gertrude’s E-Tender Portal Menu

10. Instructions.

Once you have logged in, several links to the left of the page are displayed that assist you navigate the system. You can always access the Instructions page for guidelines under the dashboard link.
Gertrude’s E-Tender Portal Menu

11. Company Profile.

Click on the Company Profile link to your left.

Access the Company Information section.

Start by filling out the several Company Information sections and clicking on “Save and Continue” on each one of them till you get to the last one.

BIDDER INFORMATION
### Gertrude’s E-Tender Portal Menu

#### SECTION ONE (1): BIDDER INFORMATION

<table>
<thead>
<tr>
<th>Name &amp; Addresses</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Mobile No.</td>
<td>0721424202</td>
</tr>
<tr>
<td>Landline No.</td>
<td>020666789</td>
</tr>
<tr>
<td>Contact Person First Name</td>
<td>John</td>
</tr>
<tr>
<td>Contact Person Title</td>
<td>Doctor</td>
</tr>
<tr>
<td>Current Trade License No.</td>
<td>TL345678</td>
</tr>
<tr>
<td>Company Email</td>
<td><a href="mailto:nganga.kanying@gmail.com">nganga.kanying@gmail.com</a></td>
</tr>
<tr>
<td>After Hours Phone No.</td>
<td>0721464391</td>
</tr>
<tr>
<td>Contact Person Second Name</td>
<td>Manto</td>
</tr>
<tr>
<td>Contact Person Mobile No.</td>
<td>0711223445</td>
</tr>
<tr>
<td>Contact Person Email</td>
<td><a href="mailto:jmartolo@gmail.com">jmartolo@gmail.com</a></td>
</tr>
</tbody>
</table>

**Activate Windows**

Go to Settings to activate Windows.
Gertrude’s E-Tender Portal Menu

DIRECTORS INFORMATION
FINANCIAL POSITION

SECTION THREE (3): FINANCIAL POSITION

Summary of quick assets and current liabilities as at latest audited accounts

<table>
<thead>
<tr>
<th>Assets</th>
<th>Liabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>54500200</td>
<td>34000</td>
</tr>
<tr>
<td>54295000</td>
<td>754400000</td>
</tr>
</tbody>
</table>

BANK DETAILS

<table>
<thead>
<tr>
<th>Bank Account No.</th>
<th>Bank Account Name</th>
<th>Bank Code</th>
<th>Bank Branch Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>102345</td>
<td>Corp INC.</td>
<td>01</td>
<td>010</td>
</tr>
<tr>
<td>KCB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Gertrude’s E-Tender Portal Menu

DELIVERY LOGISTICS

SECTION FOUR (4): DELIVERY LOGISTICS

Delivery Logistics (eg. Van, Lorry, Motorbike): Lorry

Nature of Business: Distributor

Delivery lead-time (hours/days): 2 weeks

Sworn Statement

The undersigned having studied the qualification invitation for the above tender hereby states:

That the information furnished in our application is accurate to the best of our knowledge.

That in case of being qualified we acknowledge that this grants us the right for our products/services to be considered on the basis of provisions in the tender documents.

That we enclose all the required documents and information for the pre-qualification evaluation.

Company Name: My Company INC.

Job Title/Position: Chief Operating Officer

Signed By/Full Name: Juma Maita

Sign Date: 01/11/2020 6:07:56 AM

Save and Continue
Gertrude’s E-Tender Portal Menu

STATUTORY AND REQUIRED DOCUMENTS

Upload All Required Documents. Please upload PDF files only!

Note:
For the Trade Reference Form and Anti-Corruption Policy Documents, kindly CLICK HERE to Download them first.

Certificate of Incorporation: Browse, No file selected.
VAT Registration Certificate: Browse, No file selected.
PIN Registration Certificate: Browse, No file selected.
Updated Business Certificate: Browse, No file selected.
Trade Reference Form: Browse, No file selected.
Last Audited Accounts/ Bank Reference letter: Browse, No file selected.
Tax Compliance Certificate from KRA: Browse, No file selected.
Anti Corruption Policy is a must: Browse, No file selected.

Upload Files
For Trade Reference form and Anti-corruption policy documents, please click on the “CLICK HERE” link at the top of this page, download the documents, edit and scan to upload them in this section.
Kindly make sure to upload only PDF files. Once you upload the documents successfully, it will look something close to the following:
CERTIFICATE OF UNDERTAKING

Gertrude’s Children’s Hospital
P.O. Box 40236-00103 Nairobi, Kenya

We, the undersigned, hereby undertake to:

1. Comply with the terms and conditions of the tender.
2. Accept the award and proceed with the procurement of goods/services.
3. Pay all amounts due within the stipulated time frame.
4. Ensure timely delivery of goods/services.
5. Abide by the rules and regulations of the tender.
6. Notify Gertrude’s Children’s Hospital of any changes in our financial status.

We declare that the information provided is true and correct.

Company Name: [Company Name]
Company Email: [Email Address]
CEO/Managing Director’s Full Name: [Name]
Manager’s Email: [Email Address]

Company Telephone No.: [Phone Number]
Company PO Box: [PO Box]
Manager’s Phone No.: [Phone Number]

[Signature]
[Name]

[Date]
Once you have filled in all sections successfully, you will be directed to the dashboard where you can verify the sections filled. A button captioned “Continue to My Tenders” will be activated. Click on it to access the tenders you bought.
12. **Sign in to access your Tenders.**

You will be presented with a page where you will be required to re-enter your Company PIN and password (the one you changed to) to access your tenders. This as an additional security measure.

Kindly note that you will not be able to proceed to your tenders if your profile is not at 100%.

Click on “Access My Tenders” to access tenders you have bought.
13. My Tenders

In this page, you have access to all the Tenders you have bought.

Click on “View Tender Items” to access items under the tender line.

You will be directed to tender items.
14. Tender Items.

This page has a set of instructions that will guide you on how to bid for the listed items.

Click on the button captioned “Download Excel” to download an excel document that has a listing of all the items under this tender.

You will get a prompt asking you to confirm the document is safe. This happens because the file is protected. Please click on “Yes”.
Click on “Enable Editing” to fill your bids.
Gertrude’s E-Tender Portal Menu

Filling the excel file.

Start by filling in the Unit Cost (numbers only), Brand, W/Sale Price (numbers only - Wholesale Price), Discount (numbers only), VAT, Manufacture, Pack Size, Remarks and Country.
NB: Please ensure you only select the VAT, not entering. The Final Tender Price will be filled automatically.

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Specifications</th>
<th>Annual Consumption</th>
<th>Unit Cost</th>
<th>Brand</th>
<th>W/Sale Price</th>
<th>Discount (%)</th>
<th>VAT</th>
<th>Final Tender Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10600015</td>
<td>Ferrous Salt + Polio Acid Oral Liquid Bottle 200ml</td>
<td>4581</td>
<td>200</td>
<td>New Ferrous</td>
<td>50.00</td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060002</td>
<td>Erythropoetin Prefilled Syringe: 2000 I.U.</td>
<td>22</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060005</td>
<td>Ferrous Salt (Iron: 27.5mg/5ml) 500ml</td>
<td>188</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060006</td>
<td>Ferrous Salt + Polio Acid Oral Liquid Bottle 150ml</td>
<td>2053</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060007</td>
<td>Ferrous Sulphate Tablet: 20mg</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060008</td>
<td>Filgrastin Injection: 30mg/ml, Vial</td>
<td>574</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060009</td>
<td>Polio Acid Tablet: 5mg (scored)</td>
<td>41700</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060010</td>
<td>Iron + Vitamin B Complex + Ascorbic Acid Solution</td>
<td>40</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060011</td>
<td>Ironman100 capsule: 150mg</td>
<td>502</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
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<tr>
<td>1060012</td>
<td>Iron Glucose Injection: Equivalent To 50mg/2ml Fe</td>
<td>20</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
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<td></td>
</tr>
<tr>
<td>1060013</td>
<td>Filgrastin Injection: 30mg/ml, Vial</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060014</td>
<td>Ferrous Salt + Polio Acid Oral Capsule</td>
<td>9060</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1060015</td>
<td>Esmolol Injection: 20mg/ml Syringes</td>
<td>216</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060016</td>
<td>Esmolol Injection: 40mg/ml Syringes</td>
<td>40</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060017</td>
<td>Hepatitis Sodium (30g)</td>
<td>3</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060018</td>
<td>Hepatitis Sodium Injection: 25,000 Units/5ml</td>
<td>55</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060019</td>
<td>Hepatitis Sodium Flushing Solution 10:1.0 ml/ml</td>
<td>1770</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060020</td>
<td>Mefloquine Tablet: 1mg</td>
<td>56</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060021</td>
<td>Mefloquine Tablet: 5mg</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060022</td>
<td>Atropine Sulphate Injection: 0.06mg Ampoule</td>
<td>2160</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060023</td>
<td>Glycopyrronium Injection: 200mcg, Ampoule</td>
<td>1830</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060024</td>
<td>Halothane Liquid Anaesthetic</td>
<td>1</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060025</td>
<td>Ketamine Injection: 50mg/ml, Vial (Preservative)</td>
<td>395</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060026</td>
<td>Propofol Injection: 10mg/ml, Ampoule</td>
<td>37100</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1060027</td>
<td>Isoflurane Liquid Anaesthetic</td>
<td>42</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Items.

The excel document has an additional tab captioned NEW ITEMS_ (TENDER_NUMBER). In this, you can introduce (suggest) new items to Gertrude’s Children’s Hospital.

Fill the document with respect to the items you want to bid for. You will be asked to save the document in another location. Please select a drive in your computer you can easily access (e.g: desktop) and note the name you give the document.

Go back to the Tender Online Portal. In case the system logged you out, please log in and go to “My Tenders”, Log in again, and access the tender you were working on.

Click on “Upload Excel”. You will be presented with the following page:

Click on “Browse” and select the excel file from where you saved it. Click on the file and click on “Open”.

The “No File selected” caption will be replaced with the file of the name you have uploaded. Click on “Upload Excel File” and wait for the file to upload.
When the upload finishes successfully, a feedback will be given on the following page (items listing page).

You will also receive an email confirming upload of the submitted bids.
Gertrude’s E-Tender Portal Menu

You can also view the bids you submitted under this tender as follows:

Submitted bids:
New Items:

The New Items submitted will be at the bottom of the page.
17. Buy Additional Tenders.
You can buy additional tenders from the link to the left captioned the same.

A list of available tenders will be presented. Click on “View Items”.
Confirm the Company PIN as yours and click on “Buy This Tender” to purchase a tender you are interested in.
Just like before, you will be directed to a page with payment instructions.
On “Confirm Payment”, you will be presented with the following page.

Follow the instructions given to access your additional tender.
Accessing Additional Tender.

You will have to Log in again to access your tenders.
You will get access to your new additional tenders as shown above.
Modified Overview.

After filling out your profile completely, note that the overview will change to reflect the progress of interacting with the system so far.