

**TENDER E-PROCUREMENT MANUAL**

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### **Acknowledgement**

Grateful thanks and warm thoughts to the incredible team consisting of a joint effort of teams all of whom mentioning by name would be beyond the scope of this manual but with patient perseverance and focus of thought made realize this venture.

### **Trademarks**

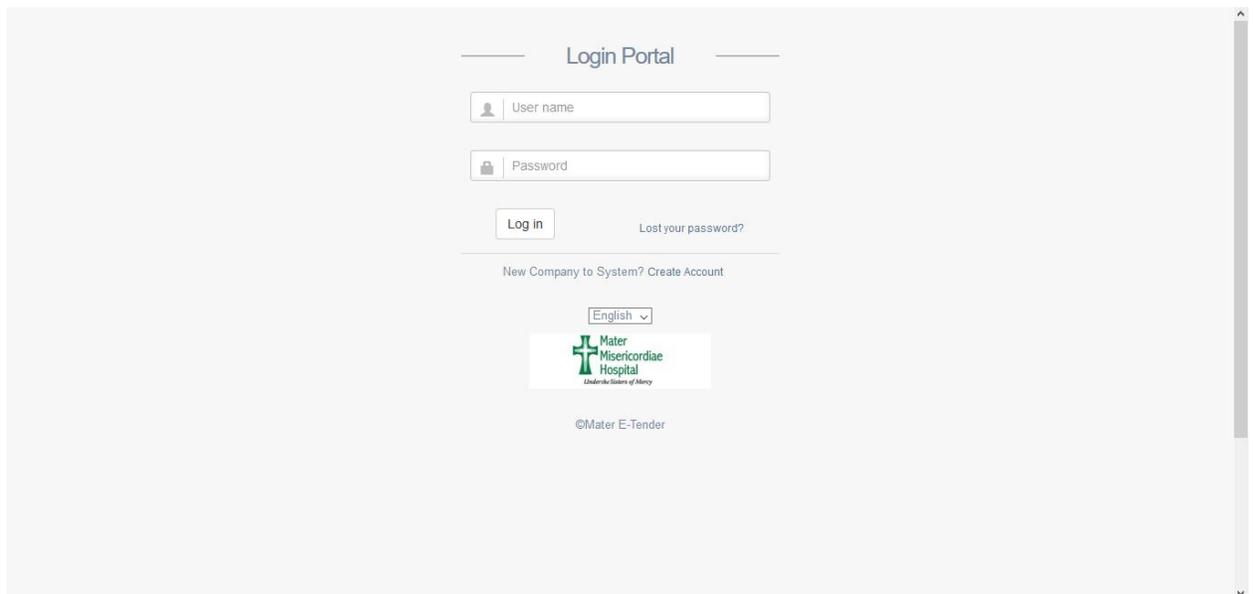
It has been acknowledged that all mentioned brands or product names are trademarks or registered trademarks of their respective holders.

### **Disclaimer**

Personal names used within this manual are strictly fictitious and are not intended to refer to any person whether alive or dead.

## 1. Login Portal

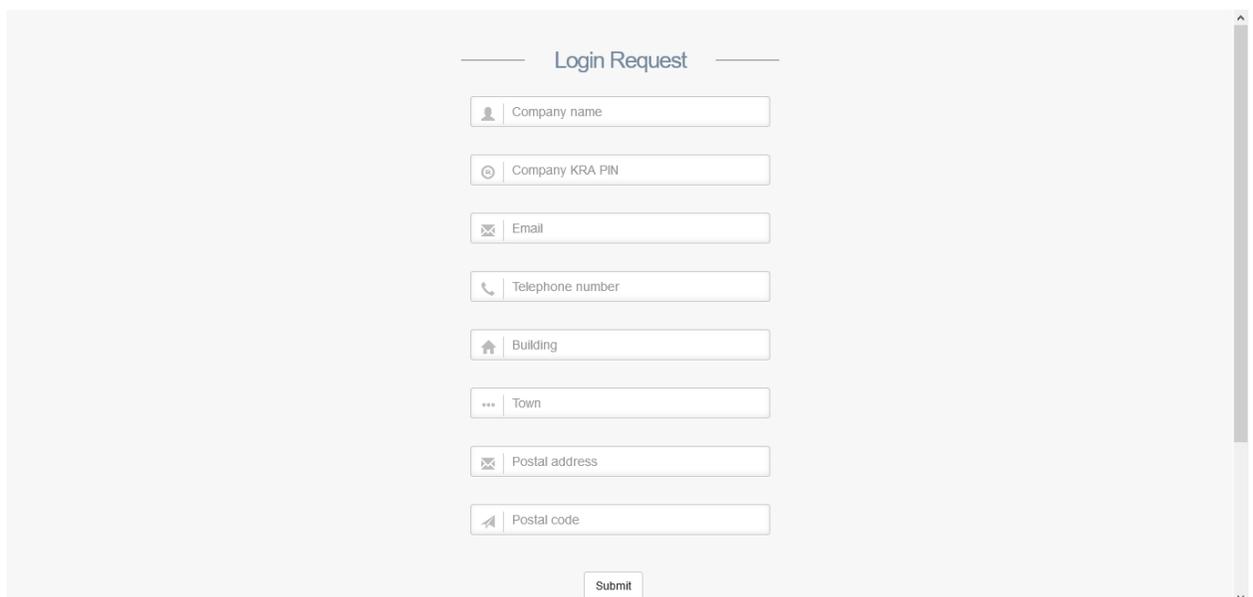
User name and password are required to log into e-tendering portal.



The screenshot shows the 'Login Portal' interface. At the top, the title 'Login Portal' is centered. Below it are two input fields: 'User name' with a person icon and 'Password' with a lock icon. A 'Log in' button is positioned below the password field, and a link 'Lost your password?' is to its right. Below the login fields, there is a link 'New Company to System? Create Account'. A language dropdown menu is set to 'English'. The Mater Misericordiae Hospital logo is displayed, featuring a green cross and the text 'Mater Misericordiae Hospital Under the Sisters of Mercy'. At the bottom, the copyright notice '©Mater E-Tender' is visible.

Fig. 1.1

A new user may request for login credentials by selecting Create Account under New Company to System.



The screenshot shows the 'Login Request' interface. The title 'Login Request' is centered at the top. Below it are seven input fields, each with an icon: 'Company name' (person), 'Company KRA PIN' (ID card), 'Email' (envelope), 'Telephone number' (phone), 'Building' (house), 'Town' (three dots), 'Postal address' (envelope), and 'Postal code' (location pin). A 'Submit' button is located at the bottom center of the form.

Fig. 1.2

Company name, Company KRA PIN, Email, Telephone number, Building and Town are mandatory on new user login request.

Upon submitting, user shall be sent login credentials on email provided.

Should user forget login password, password reset may be done by selecting Lost your Password option on login portal.

## 2. Main Menu

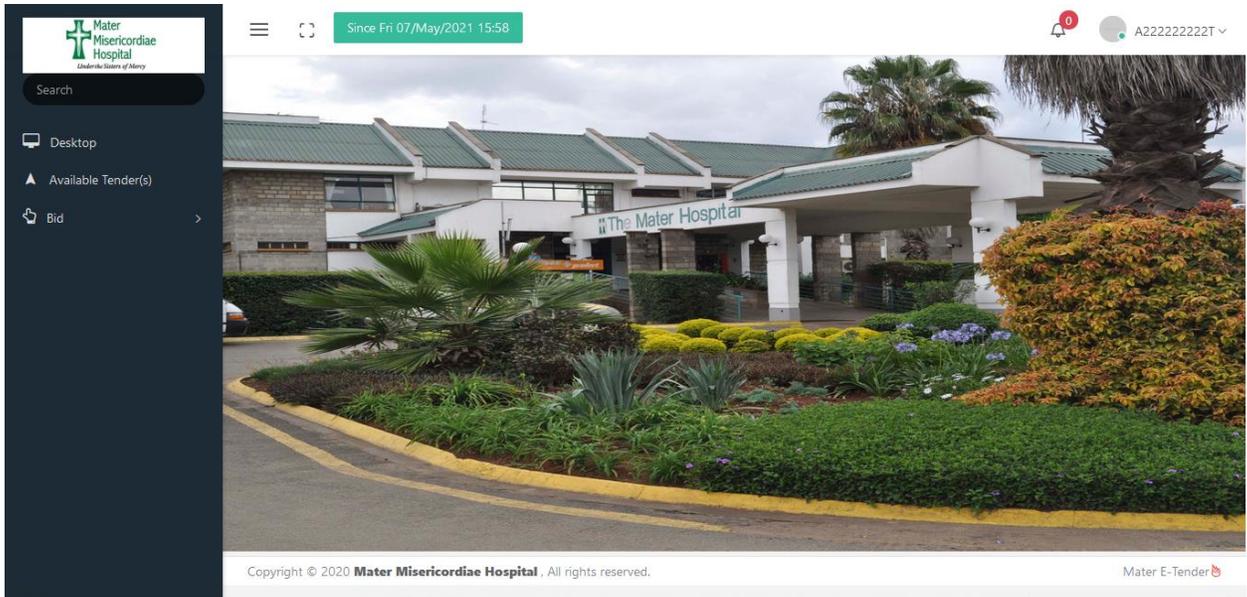


Fig. 2.1

Menu options appear on left most part of screen.

Any notifications requiring attention shall notify user in the red balloon on the left of user name that appears top right of menu screen.

## 3. Available Tender(s)

Allows users to express interest in uploaded tender(s) from 3 (above).

Available Tender(s)					
S/No.	Date	Tender No.	Brief	Instructions	Item List
1	23/02/2021	002	Tender for supplier of kitchen items - dry foods		

Date: 29/03/2021

S/No.	Date	Tender No.	Brief	Fee	MPesa Account
-------	------	------------	-------	-----	---------------

Tender Count: 0    Tender Total Fee: 0.00

Fig. 4.1

Only tenders that have achieved their commencement date and time but have not reached their closing date and time shall be available for processing. Ref. 3 (above)

User selects any tender by clicking on either; S/No., Date, Tender No. or Brief of specific tender. User may review documents uploaded by Mater hospital through clicking link provided under respective column.

Tender shall populate the bottom panel with any prerequisite tender fee where applicable.

Once users expresses interest in a tender and saves, tender shall disappear from the top panel.

Upon saving, acknowledgement or invoice shall be generated by system directing user on how to proceed.



**Mater  
Misericordiae  
Hospital**  
*Under the Sisters of Mercy*  
demo@demo.com  
Demo Road

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**E-TENDER INVOICE**

To **System Administrator**  
dshiraku@materkenya.com

S/No.	Tender No.	Description	Amount
1	009	Test tender	3,400.00

Amount: **Three thousand, four hundred point zero zero only**

**Payment Instructions**

1. Go to MPesa
2. Go to Lipa na MPesa
3. Enter Paybill number '526000'
4. Enter 21030222d on account number
5. Enter 3,400.00 on amount to pay
6. Enter MPesa PIN
7. Confirm payment

☺ *End of payment instructions* ☺

*E&OE* *This document is computer generated and does not require any signature*

Fig. 4.2 Tender invoice



E-TENDER ACKNOWLEDGEMENT TO PROCEED

To **System Administrator**  
dshiraku@materkenya.com

S/No.	Tender No.	Description	Amount
1	010	Test tender	0.00

Amount: **Zero point zero zero only**

**Important information**

1. This tender does not require payment of tender fee
  2. Kindly proceed to bid
- ☺ *End of important information* ☺

E&OE

*This document is computer generated and does not require any signature*

Fig. 4.3 Tender acknowledgement to proceed

For tenders that require tender fee payment user shall pay by MPesa and await confirmation from Mater hospital.

4. Bid Tender(s)

Users shall upload tender documents in this section as per specification from 3 (above).

**Bid Tender(s)**

Date

S/No.	Date	Tender No.	Brief	Instructions	Price Schedule
1	23/02/2021	001	Tender for supplier of kitchen items - dry foods		
2	02/03/2021	009	Test tender	<a href="#">Instructions</a>	

Tender No.\*  \*Compulsory\*      Date\*  \*dd/mm/yyyy\*

Opening Date  \*dd/mm/yyyy\*

Time  \*HH:mm

Summary\*  \*Compulsory\*

Closing Date  \*dd/mm/yyyy\*

Time  \*HH:mm

**TENDER DOCUMENT(S)**

Mandatory document(s)  No file selected.

Technical Document(s)  No file selected.

Price schedule (PDF)  No file selected.

Price schedule (Excel)  No file selected.

Fig. 6.1



Time on system is twenty four hour format therefore 3:30pm should be specified as 15:30.

Mandatory data is marked with an asterisk (\*) and should always be specified where indicated.

Date format is day/month/year always specified in numeric form including full year and not simply the last two digits.

All entries appearing on this form are mandatory.

User may upload tender documents by selecting tender through clicking either; S/No., Date,

Once saved user may not be allowed to make any amendments hence due diligence should be applied before saving.

5. Print Tender(s)

Allows users to review documents generated on 4 (above).