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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.
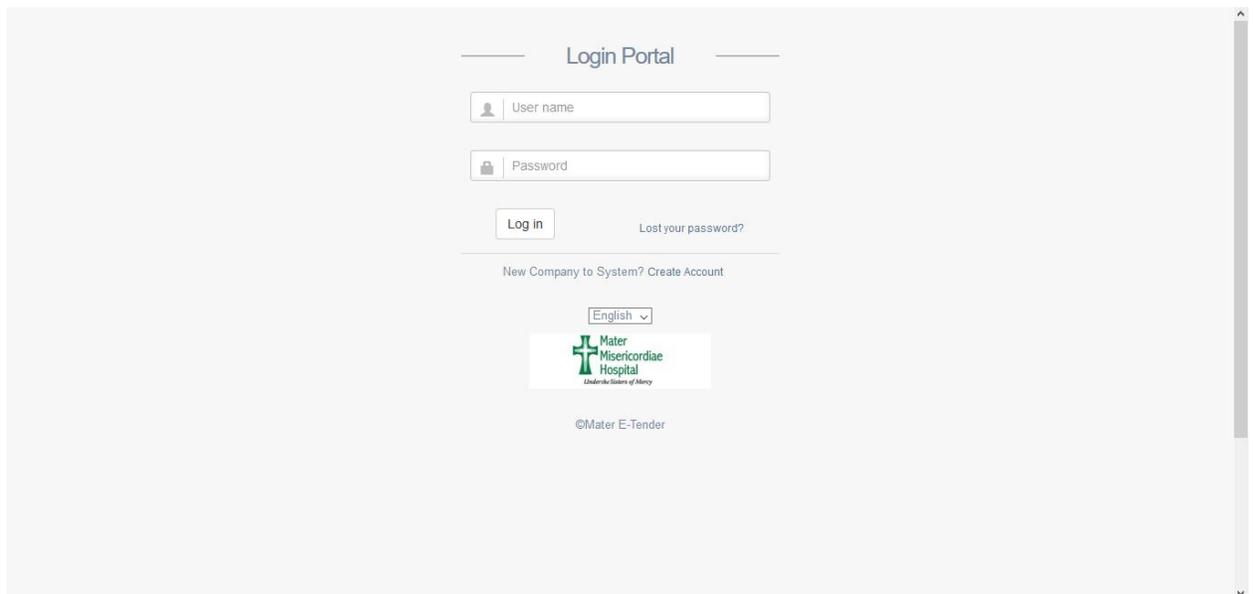
Fig. 1.1

A new user may request for login credentials by selecting Create Account under New Company to System.
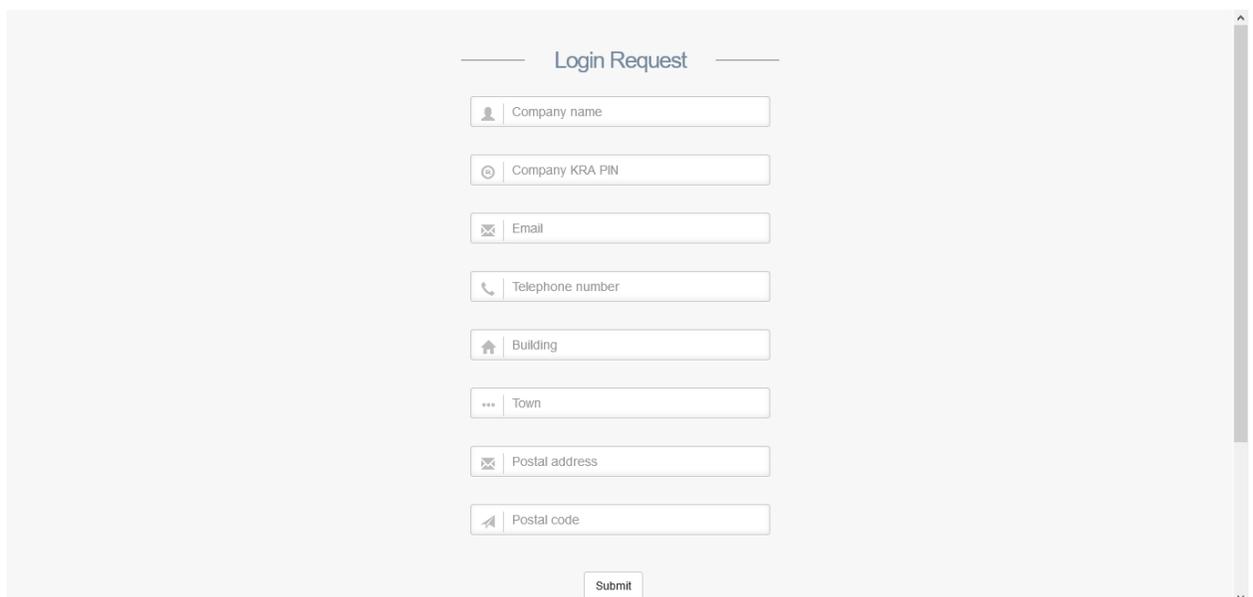
Fig. 1.2
Company name, Company KRA PIN, Email, Telephone number, Building and Town are mandatory on new user login request.
Upon submitting, user shall be sent login credentials on email provided.

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

2. Main Menu
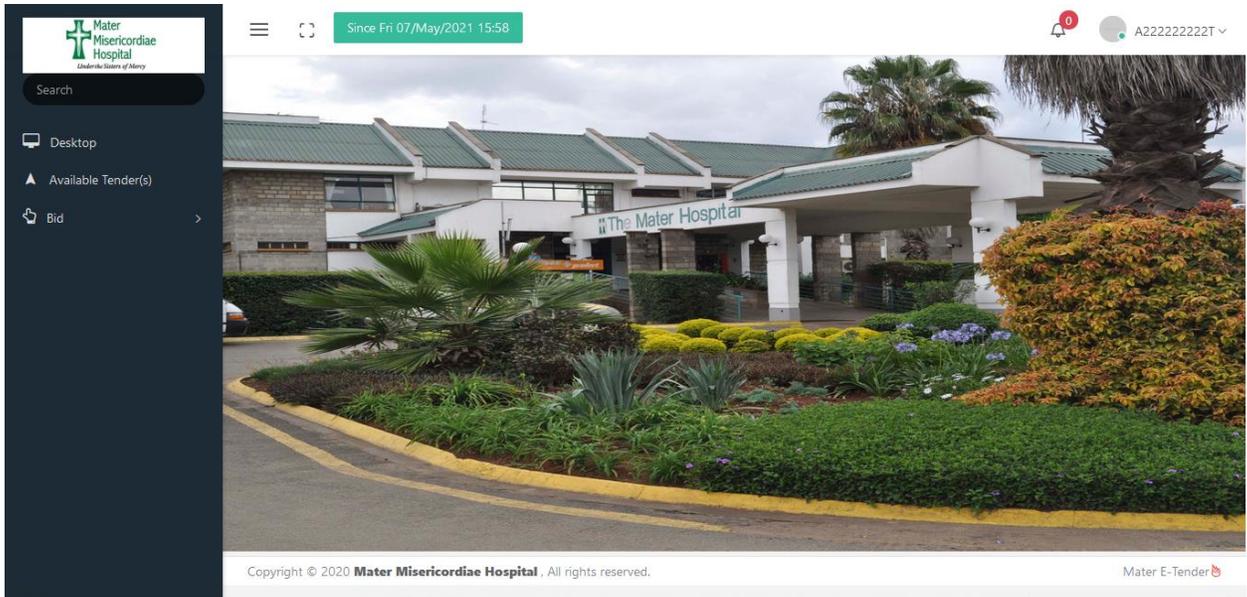
Fig. 2.1

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).

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

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

Mater Misericordiae Hospital
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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).

Fig. 6.1

Tip: 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).