USER MANUAL

SUPPLIER REGISTRATION FOR PRE-QUALIFICATIONS

Kenya Airports Authority
“Setting our sights high”

SAI RAMESH PAMPANA, SAP SRM Consultant
ALTTAB - PHOENIX BUSINESS CONSULTING
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1. WELCOME NOTE

Welcome to Kenya Airports Authority Pre-selections/Pre-Qualifications Supplier Self Registration portal. This portal serves as the initial point of entry for future vendors to do business with Kenya Airports Authority.

2. GENERAL INSTRUCTIONS

- Kindly use internet explorer for best experience.
- Before proceeding with the self-registration process, please make sure that you will have the following documents available in PDF format
- Please make sure all required attachments are in color format. Maximum recommended resolution for scanning the documents is 100 dpi and total size of documents is 50MB.

1. PIN: Tax compliance and PIN Certificate (Mandatory)
2. REG: Certificate of Incorporation/ Registration (Mandatory)
3. CR12: Registrar of companies – List of directors (Mandatory)
4. AGPO: Special Group certificates (Required only if they are registering under special groups)
5. RAC: Regulatory authority certificates (Mandatory for Works)
6. FIN: Audited Financial Statements for current 2 years or Current 3 months Bank statements (Mandatory)
7. IDC: Scan copy of Original National ID or Passport of each director (Mandatory)
8. OTH: Any other relevant document

For assistance please contact Kenya Airports Authority Procurement Team by Phone +254-020-6611211, 020-6612211 or Vendor support team via email vendor.support@kaa.go.ke

* Fields marked with an asterisk are mandatory.

3. PATH

To register with KAA as a potential supplier you must follow the path and click on the following link

www.kaa.go.ke  ➔ Corporate ➔ Procurement ➔ Supplier E-Services ➔ Supplier registration for Pre-qualifications
4. PORTAL LINK

https://suppliers.kaa.go.ke/prequalifications#

5. SECTIONS

KAA Portal page consists of following sections with mandatory fields as specified in the corresponding following sections:

- General Company Information
- Director details
- Contact person Information
- Product categories provided
- Special Groups
- Attachments
- Data Privacy statement

A. GENERAL COMPANY INFORMATION

- Company name, Company registration number, Tax Number (PIN), Ownership type and etc.,
B. DIRECTORS DETAILS

- Fill all the columns in director details and ownership percentage should be 100%. If in case multiple owners cumulatively this should be equal to 100%.
C. CONTACT PERSON INFORMATION

Contact Person Information

| First Name: | SAI RAMESH |
| Last Name:  | PAMPANA   |

**Copy Company Data**

- Telephone with Code: +91-891-25075777
- Mobile Phone: +91-7729075777
- Fax Number: 
- E-Mail Address: spampana@phoenixteam.com
- Repeat Email: spampana@phoenixteam.com

D. PRODUCT CATEGORIES PROVIDED

- Please choose product categories from the given list
- Search for the product category by giving search term and click on search

**Product Categories Provided**

<table>
<thead>
<tr>
<th>Product Category Description</th>
<th>Product Category</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goods</td>
<td>G01</td>
<td></td>
</tr>
<tr>
<td>- General Purchases</td>
<td>G0101</td>
<td></td>
</tr>
<tr>
<td>- Stationary General</td>
<td>G010101</td>
<td></td>
</tr>
<tr>
<td>- Printed Stationery</td>
<td>G010102</td>
<td></td>
</tr>
<tr>
<td>- Other Goods</td>
<td>G010103</td>
<td></td>
</tr>
<tr>
<td>- ICT Hard/Software</td>
<td>G0102</td>
<td></td>
</tr>
<tr>
<td>- Imaging Equipment</td>
<td>G0103</td>
<td></td>
</tr>
<tr>
<td>- Toners &amp; Ribbons</td>
<td>G0104</td>
<td></td>
</tr>
<tr>
<td>- Assorted Hardware</td>
<td>G0105</td>
<td></td>
</tr>
<tr>
<td>- Assorted Paints</td>
<td>G0106</td>
<td></td>
</tr>
</tbody>
</table>

- To view the list of products selected, please click on “SHOW SELECTED ITEMS”
E. SPECIAL GROUPS

Special Groups

<table>
<thead>
<tr>
<th>Special Group</th>
<th>Business Type</th>
<th>Certificate No.</th>
<th>Issue date</th>
<th>Period (in Yr)</th>
<th>Expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth</td>
<td>Goods</td>
<td>3454353353</td>
<td>01.11.2016</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>Services</td>
<td>3454333303</td>
<td>01.11.2016</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>Works</td>
<td>3454353353</td>
<td>01.11.2016</td>
<td>04</td>
<td></td>
</tr>
</tbody>
</table>

F. ATTACHMENTS

Please attach following mandatory documents.

1. PIN: Tax compliance and PIN Certificate (Mandatory)

2. REG: Certificate of Incorporation/Registration (Mandatory)

3. CR12: Registrar of companies – List of directors (Mandatory)

4. AGPO: Special Group certificates (Required only if they are registering under special groups)

5. RAC: Regulatory authority certificates (Mandatory for Works)

6. FIN: Audited Financial Statements for current 2 years or Current 3 months Bank statements (Mandatory)

7. IDC: Scan copy of Original National ID or Passport of each director (Mandatory)

8. OTH: Any other relevant document
G. DATA PRIVACY STATEMENT

- Please read the data privacy statement, privacy policy and click on check box to accept the terms

H. REGISTER

Up on accepting the terms, please click on button register

Message up on successful completion of registration.

6. CONFIRMATION MESSAGE

Up on successful completion of registration page, user displayed with confirmation Pop-up window “Your registration was successful. You will receive a confirmation e-mail soon”

7. EMAIL

Up on successful completion of registration, supplier receives an email with questionnaire
8. QUESTIONNAIRE MAIL

Supplier receives questionnaire email which consists of following

From: Vendor Support  
Sent: Friday, December 2, 2016 9:05 AM  
To: Alfred Ballach  
Subject: Self-Declaration Forms reference to KAA Supplier Registration system

Dear supplier,

You have recently registered yourself as a potential supplier on KAA Portal. To complete your supplier profile, it is necessary that you fill the following self-declaration forms (Form 1A, Form 1B and Form 1C). Please click on below LINK to complete your declaration online and make sure you click on “send Questionnaire” button for submission.

Best regards,  
KAA Supplier registration Team

Use the following LINK to navigate to the self-declaration.
General Supplier Data
This e-mail has been generated automatically. Please do not reply.

Thank you for registering with us.

Click on Hyperlink URL “General Supplier Data” below questionnaire will be opened and fill up them accordingly.

Form 1A, Form 1B and Form 1C will be opened, Supplier supposed to fill these forms and submit questionnaire.

FORM 1A:

KENYA AIRPORTS AUTHORITY - SUPPLIER REGISTRATION
Please kindly fill all the forms mandatorily by entering details in the given spaces. Keep the cursor on given boxes to get the tooltip help!

SELF DECLARATION FORMS

FORM 1A: SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DISBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2016

1. I, the undersigned, being a resident of

[blank]

in the Republic of

[blank]
do hereby make a statement as follows: - Principal Officer/Director of

[blank]

who is a Director in respect of Tender No:

[blank]

and duly authorized and competent to make this statement.

2. THAT the aforesaid bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deposed to heretofore is true to the best of my knowledge, information and belief.

Title

[blank]

Name

[blank]

Date

[blank]
FORM 1B:

FORM 1B: SELF DECLARATION THAT THE PERSON/BIDDER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

[Signature]

of

being a resident of

in the Republic of

do hereby make a statement as follows:

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of

who is a Bidder in respect of Tender No

for

and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of

which is the procuring entity which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents/subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of

4. THAT the aforesaid Bidder will not engage in any corruptive practice with other bidders participating in the subject tender.

5. THAT what is deponed to herewith is true to the best of my knowledge information and belief.

Title:

Name:

Date:

FORM 1C:

FORM 1C: LITIGATION HISTORY

Name of Applicant or partner of a joint venture:

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Select YES or NO:

☐ YES

☐ NO

If YES, please enter following details:

Dispute 1:

Year:

Award FOR or AGAINST Applicant:

Name of client, cause of litigation, and matter in dispute:

Disputed amount (current value Rs.):

Dispute 2:

Year:

Award FOR or AGAINST Applicant:

Name of client, cause of litigation, and matter in dispute:

Disputed amount (current value Rs.):

Dispute 3:

Year:

Award FOR or AGAINST Applicant:

Name of client, cause of litigation, and matter in dispute:

Disputed amount (current value Rs.).
9. SEND QUESTIONNAIRE

Supplier supposed fill the mandatory fields with the respective details. Tool tip provided for help on each field. System will not allow supplier to submit response without filling mandatory fields. Up on filling all 3 forms supplier must submit the questionnaire by clicking “Send Questionnaire”

**Send Questionnaire**

This is mandatory and will be verified internally validated for pre-selection process.

10. LOGIN CREDENTIALS

Up on submission of questionnaire, your application will be routed for KAA Internal approval. Up on approval from KAA, supplier will receive 2 separate emails consists of User ID and Password.

11. PASSWORD FOR THE USER ID

Up on receipt of the user credentials, supplier must log in and change the password and keep note of it for further usage.

12. WHAT SUPPLIER CAN DO IN LOG IN?

Supplier can view and change his own company data.

13. HELP LINE

**Support line and email:**

Vendor support team

Kenya Airports Authority

Phone +254-020-6611211, 020-6612211

Email: vendor.support@kaa.go.ke