USER MANUAL

ONLINE RFXs RESPONSE PROCESS/STEPS

REVISED 2021

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RECOMMENDED BROWSER
Most of the available internet Browsers are compatible for system full functionalities.

SUPPLIER LOG-IN

Log-In to KAA Supplier Portal using your valid credentials (sent to you via email) either through KAA website as below or directly using the below link.

- https://suppliers.kaa.go.ke/irj/portal

Through KAA website as below; https://www.kaa.go.ke/corporate/procurement/
SUPPLIER LOG-IN SCREEN

Use your user ID (V-------) and Password as generated and sent via your registered emails. On first time successful login the system will prompt you to change your password as appropriate.

SUPPLIER LOG-IN SCREEN MENUS
i) Home tab for reports if any,

ii) RFx and Auctions for viewing and responding to available and open/running quotation/tenders
iii) Administration tab for updating Company Data via “Vendor Additional Data”
Under “administration” “create users” tab as below. Please ignore it (for now you are not required to create users)

iv) Messages for any messages (currently not activated)
RFX and Auctions Tab

To response to any RFX, click “RFX and Auction” tab; and the below screen is populated with RFXs.

NOTE: Only RFX that you receive an email invitation and those for open tenders would be shown in your screen provided the closing date and time has not lapse. Always click “Refresh” tab to update the RFX screen.

For Current/running RFX – click “Published” Tab as below;
You can always Expand or collapse the “Show Quick Criteria Maintenance” / “Hide Quick Criteria Maintenance”

**DISPLAY RFX**

To display RFX; Select “Event (RFX) Number” corresponding to quotation/tender no. under event description in the List and Click on button “DISPLAY EVENT” as below;

On clicking Display event, the following screen is populated with the RFX details as below;

(RFx Number, RFx name (Smart Number), RFx status, RFx start date, Submission deadline, Remaining Time to submit the response etc)
NAVIGATING THE RFX SCREEN

Checking the requirement details before responding. (*This process is important as it will give you the opportunity to understand the requirement before creating response. It will assist in making a decision on whether to response or not*).

Checking RFX/Quotation item(s) – clicking on “item” tab as below;
Checking for any related notes or attachments – click on “notes and attachment” tab as below; *(this is important as it may contain submission instructions or specifications, samples etc)*

For open tenders mainly. Tender document and other relevant requirements would be available under external area as below. To Check for any tender document / BQs which are posted/ available – Click “Technical RFX” Tab as below; and the system will then display the second screen. *(Here the screen displays two menus i.e. “collaboration and external area”)*

*N/B – Below process is not applicable to Request for Quotations unless it is stated so in the instructions to bidders.*

*N/B For first time access to cfolder, you are required to accept the terms as below;*
if the following screens appears. Please click the button “show all content” as shown below;
NAVIGATING THE CFOLDER MENU

At the initial i.e. before selecting “create response” The screen has two menus “collaboration and external area”. You click on each tab to check if any document is uploaded on the same as below; (if document exist it would be shown as below. Click on “current version” name to open the file/document).

N/B: NEVER ATTACH ANY OF YOUR DOCUMENTS ON THIS TWO FOLDERS AS IT WILL BE ACCESSIBLE TO EVERYONE.
CREATING A RESPONSE TO AN RFX

After confirming the requirement and now ready to create a response; below are steps to follow:

PROCESS OF RESPONDING TO A NEW RFX

STEPS: Register ➔ Participate ➔ Create Response ➔ Submit

Any current/running RFX has response status would be as below; and therefore eligible for creating a bid response

**Step 1 – Register**

Click “Register” tab as below *(only applicable for first time access to the specific RFX)*;
The following message will then be displayed;

For first time registered vendor/potential supplier, the below error would be displayed on clicking “Register” tab. Please exit the screen and go to “administration tab” “vendor additional data” and filled the missing information and attach the required relevant registration documents as per below screens.

Error Screen.

Exit the above screen and and go to “administration” tab “vendor additional data” and filled the missing information and attach the required relevant registration documents as per below.
N/B; THE DOCUMENTS ATTACH HERE ARE FOR REGISTRATION ONLY AND NOT RELATED TO TENDER SUBMISSION REQUIREMENT. ALL TENDER REQUIREMENTS MUST BE SUBMITTED WITH THE RELEVANT SPECIFIC TENDER AS PER INSTRUCTIONS.

Fill the missing information and attach the mandatory registration documents as below;

Filled any required fields and attach all relevant registration documents by choosing relevant document type and attaching the documents as below.
On successful attachment of all relevant mandatory documents as below. Click “save” and the system would populate the below successful message. If there are errors, the system would point the same via error message for your corrections.

Click save
Successful system message.

When successfully saved, the below message will appear on the screen. You can now respond to the RFX following previous steps/process.

Display the relevant RFx and click “Register” tab again to proceed.
**Step 2 – click Participate**

Once you click on Register button, it activates the ‘Participate and do not Participate’ buttons as below:

On clicking ‘Participate’, the system will activate “create response” tab as below;
**Step 3 – Create Response**

Click on “create response” button; and the system will now allow you to fill your price and attach relevant documents as below (this is what is referred to as “the Price Screen”) –

**Note:** For simple quotations that has no technical RFX attachments, there is no need to create technical RFX response unless you’ve been instructed to do so.
Creating Response Screen

Once you are in ‘create RFX response screen’; system will allow you to enter Price and attachments as below;

Click on “items” button and enter your price as below;

If the price option is greyed then the requirement has a subline which is applicable for works or services. Please expand the item folder as below and enter the price on the subline 1.1 as below;
INPUTING RELEVANT TAX – 16% VAT is coded as V1

Choose/highlight the relevant item line and click details as below;
Choose the tax code V1 as below if the field is empty;

Always Click “Print Review” tab to check if your price is captured correctly as below;
For “Request for quotation”, attach all relevant supporting documents under “Notes and Attachments” tab as below; click “notes and attachments” button as below; However for open tenders, Restricted Tenders, Direct Procurement or Request for Proposal attach only financial information/submission including relevant signed priced form of tender on this tab. You can also add your bid remarks on the tab below.
Inserting Bid remarks if any

Attaching relevant supporting documents
Changing TENDER CURRENCY if allowed for the tender / quotation.

Expand the currency tab as shown and select your currency from the available currencies.

ADDITIONAL STEP FOR OPEN TENDERS/REQUEST FOR PROPOSALS

Creating technical RFX response

If required as per instructions, click “technical RFX response” button as below; and system will lead you to the second screen (cfolder) where the system creates a folder specific to you for uploading your response documents (click on “Tech Bid” as below).
For first time users only, you must accept the terms as per below screen.

Screen 1 – system creates a specific folder for you with your user ID where you can attach your relevant documents.

Screen 2 – click your “tech bid” folder.
Screen 3 – click “Create” tab to attach your supporting documents.

*Once you click on the “Tech bid” the system will allow you to create a document as below; Click “create” button and attach the documents as below;*
Screen 4 – Select “document” as below
Type the name of your document on the field under “new document” and then click continue shown below.
Then upload your document as below and click “save” after uploading;

*Please wait for the system to complete the process and once it is complete the system would automatically take you back to tech bid screen where you can attach new documents in similar way.*

On successful saving of your documents, the below screen would be populated with current version name as shown below; **Note if the current version is empty it means your document is not successfully attach/uploaded,** please re-attach and wait for the system to complete the process.
If there are no more attachments, you can now close the window as below and return to the price screen and click submit:
On completion and before clicking “submit” you can click “check” button to confirm as below;

**Step 4 – Submit Response**

On completion of your response entries and attachments, click on “check” button as below for the system to check for errors if any;

After successful system check, click on “submit” button; and system would issue successful message with submission reference number indicating “Submitted” as below;
On completion click refresh and close the window as below;

Please Recheck and Confirm that your response status has been updated as submitted with a response number as below;
WITHDRAW OR AMEND YOUR RFX RESPONSE

The system can allow you to amend or withdraw your response at any time before the closing date and time (Once the closing date has reach you can not submit any amendment).

To amend or withdraw your response click on the response number as below;

**Withdraw RFX Response**

For response withdrawal, click on “withdraw” button and system will generate a message as below; (note; you can still resubmit after withdrawal by clicking “resubmit” button as shown below provide the tender is still open)

**Screen 1 - Withdraw**
Screen 2 – Successfully withdrawal message and reactivation of other tabs like “Re-submit” and “Do not participate”

Amending RFX Response
For Response amendment click on “Edit” button as below and amend. Note; once you amend, you must click “submit” to update your amendments and submission.

Screen 1 – click edit on display screen as below
Screen 2 – Screen edit mode

*Proceed to amend as appropriate*

Screen 3 – on completing the amendments ensure you click “submit” tab for system to update your submission.
Screen 4 – successful submission message - After editing and submitting the document; make sure you have received a “Submitted” message to show it has been re-submitted successfully, as shown below.