

# REGISTRATION AND PREQUALIFICATION OF SUPPLIERS USER GUIDE

## Introduction

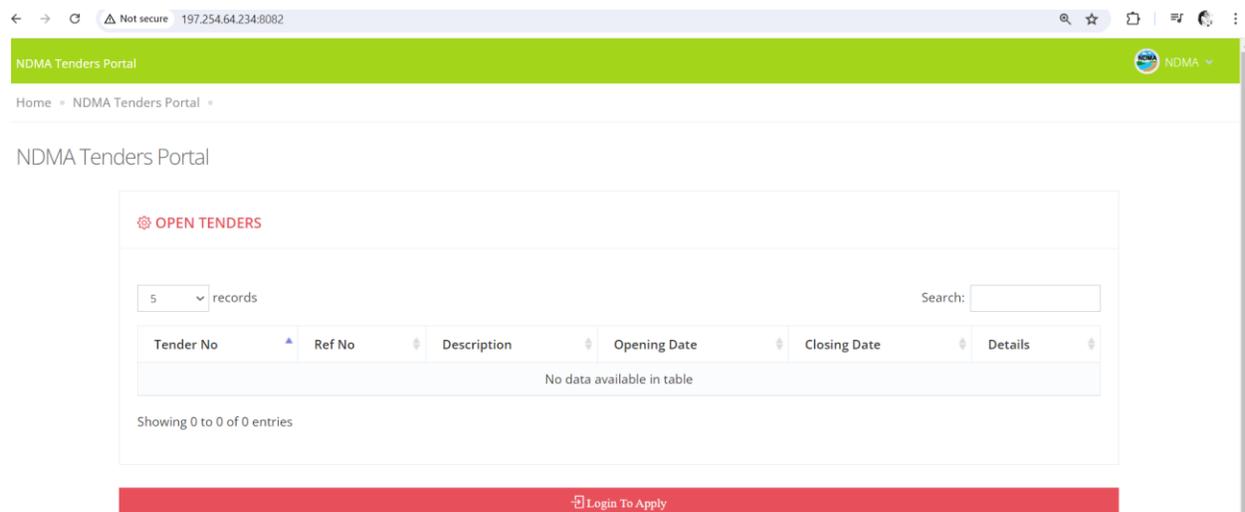
This is the process of screening for potential contractors, vendors, or suppliers. It is based on experience, managerial ability, financial ability, reputation, as well as work history.

Before onboarding any merchant, assessing them for the quality of their product, time to supply, pricing, network, and reliability is mandatory.

## Steps

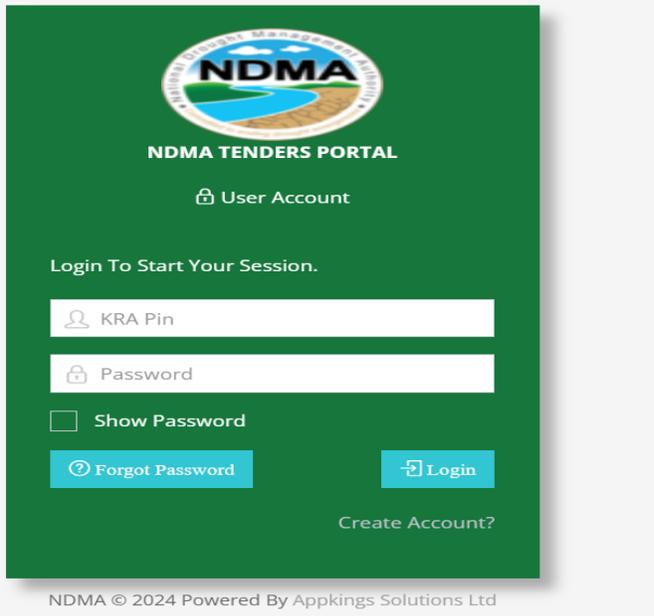
### 1. Access the Tender Portal

- Navigate to the tender portal by clicking on this [URL link](http://197.254.64.234:8082/), <http://197.254.64.234:8082/>
- The following screen will be displayed:



### 2. Log In to Apply

- Click on "Log in to Apply".



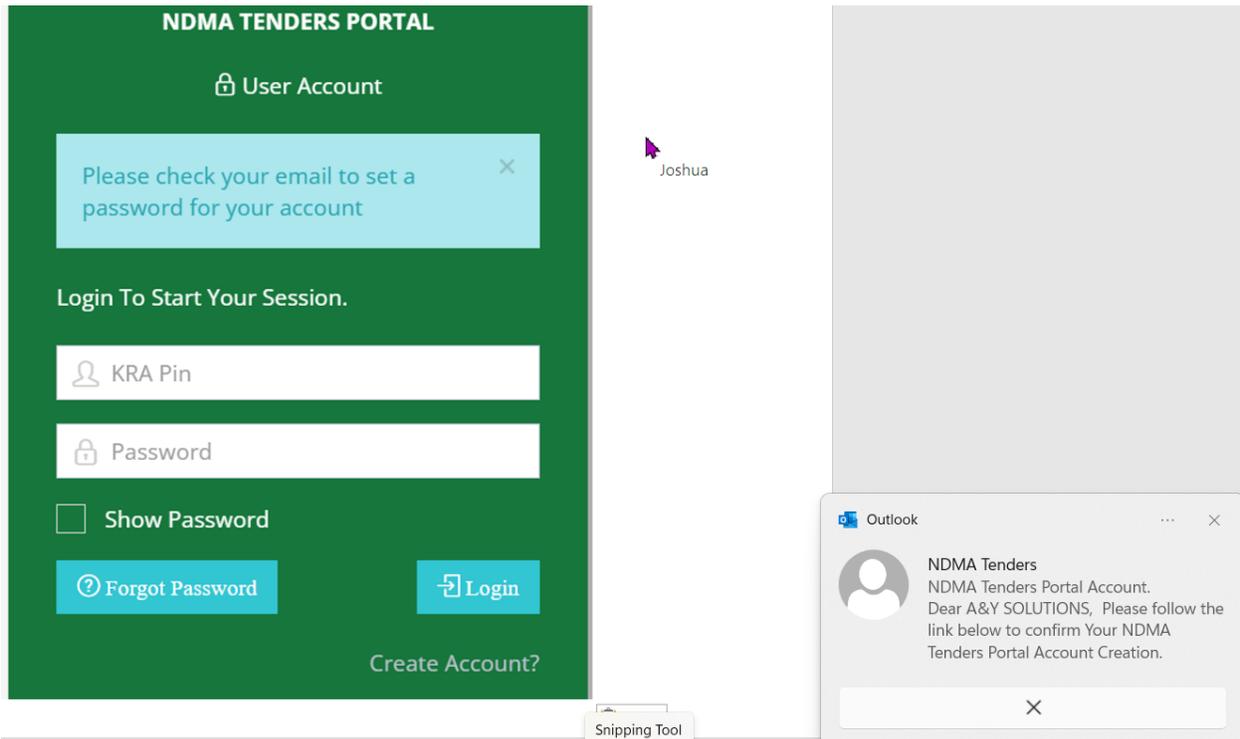
### 3. Create an Account

- If you already have a supplier account, log in using your KRA PIN and password.
- If you are a first-time user, click on "Create Account". The following pop-up window will appear:

The image shows the 'Create Account' form on the NDMA Tenders Portal. It features the NDMA logo and the text 'NDMA TENDERS PORTAL' and 'User Account' at the top. The heading for the form is 'Enter Details To Create Account'. The form consists of several input fields, each with an icon: 'KRA Pin' (lock icon), 'Company Name' (document icon), 'Address' (location pin icon), 'Company Phone' (phone icon), 'Company Email' (envelope icon), 'Contact Person' (person icon), 'Contact No' (phone icon), and 'Contact Email' (envelope icon). At the bottom of the form, there are two buttons: 'Back' with a left-pointing arrow icon and 'Submit' with a right-pointing arrow icon.

#### 4. Enter Account Details

- Fill in the required details to create an account.
- Click "Submit" upon completion.



#### 5. Email Notification

- You will receive an email notification with instructions to reset your account password.

## NDMA Tenders Portal Account.

NT NDMA Tenders <systems.ndma@ndma.go.ke>  
To: [REDACTED]

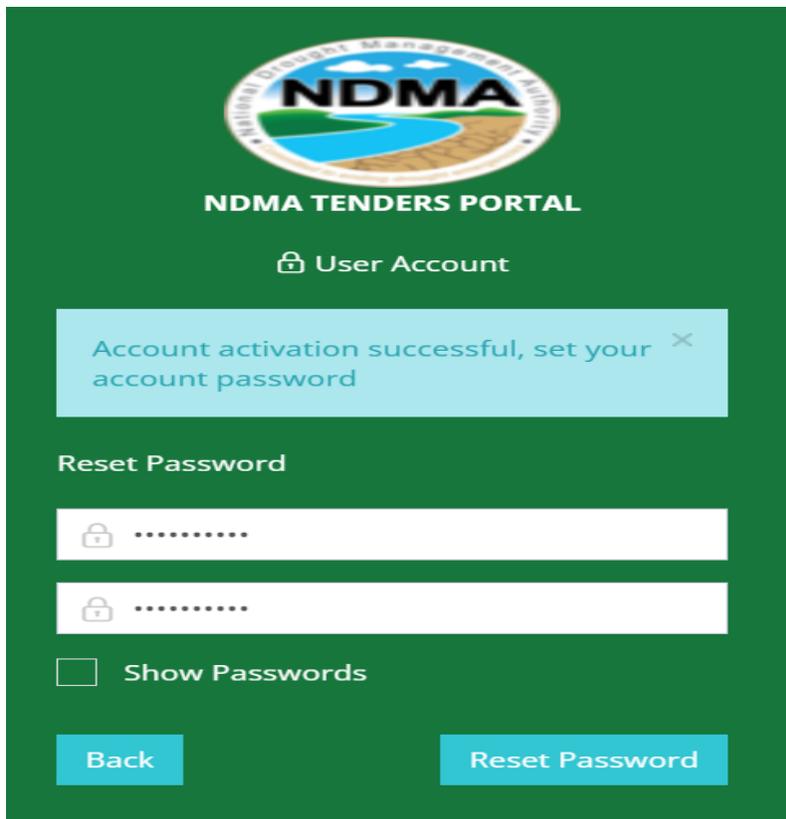
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear A&Y SOLUTIONS,

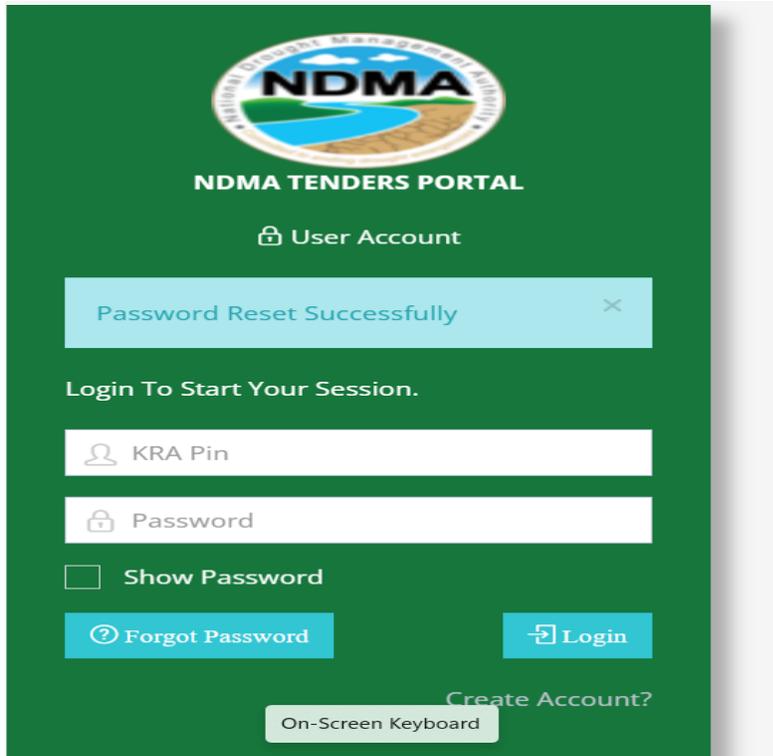
Please follow the link below to confirm Your NDMA Tenders Portal Account Creation.

[Click here](#)

Thanks



The screenshot shows the NDMA Tenders Portal interface. At the top is the NDMA logo, which includes the text 'National Disaster Management Authority' around a central emblem. Below the logo, the text 'NDMA TENDERS PORTAL' is displayed. Underneath that is a link for 'User Account'. A light blue notification box contains the message: 'Account activation successful, set your account password'. Below this, there is a 'Reset Password' section with two password input fields, each with a lock icon and a series of dots. A checkbox labeled 'Show Passwords' is present below the input fields. At the bottom, there are two buttons: 'Back' and 'Reset Password'.



## 6. Log In to Register

- Using your KRA PIN as the username and the reset password, log in to register and apply for prequalification.
- Enter the OTP code sent to your email to log in.

Enter the OTP Code sent to your email to log in

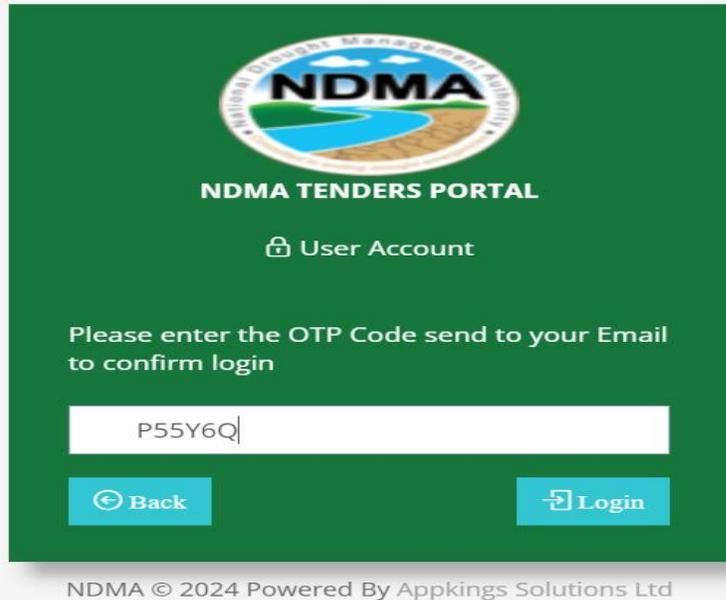
NDMA Tenders Portal OTP.

 NDMA Tenders <systems.ndma@ndma.go.ke>  
To 

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

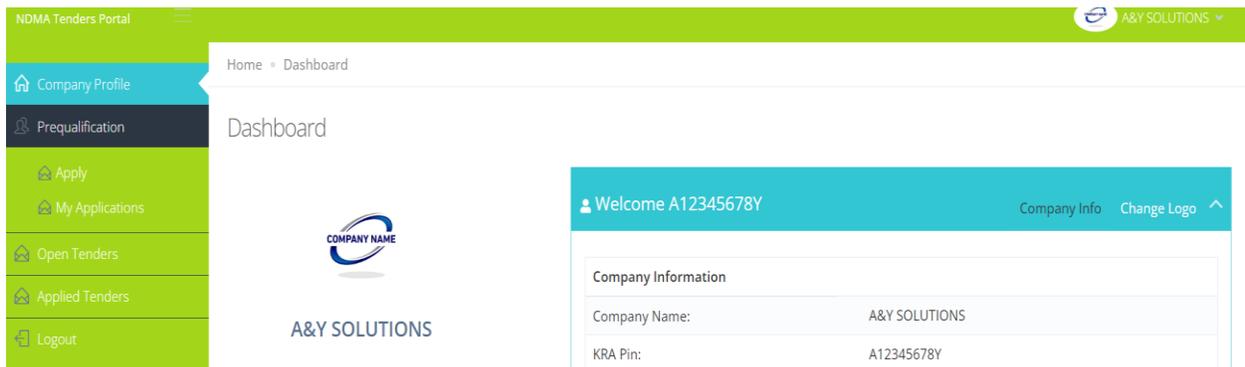
P55Y6Q is your OTP Code for NDMA eTendering Portal. Use it to verify login.





## 7. Dashboard

- Upon logging in, the dashboard will be displayed as shown below:



## 8. Apply for Prequalification

- Click on "Prequalification" > "Apply".
- Attach the mandatory documentation.
- Select the categories you are applying for.
- Click "Submit".

NDMA Tenders Portal MY SOLUTIONS

Company Profile

**Prequalification** Apply for Prequalification

Apply

My Applications

Open Tenders

Applied Tenders

Logout

KRA Certificate  
 No file chosen

Certificate of Incorporation  
 No file chosen

Tax Compliance Certificate  
 No file chosen

Prequalification Document  
 No file chosen

**Select Prequalification Categories**

Code	Description	Select
NDMA/PRQ/1	Provision of Catering Services (Teas Snacks/Lunches)	<input type="checkbox"/>
NDMA/PRQ/10	Prequalification of Firms for Information Communication Technology (ICT) Consulting and Training Services including Consultancy Services for	<input type="checkbox"/>

NDMA/ROS/2	Supply of Computers, Laptops, Scanners and Tablets	<input type="checkbox"/>
NDMA/ROS/3	Supply of Computers, Laptops, Scanners and Tablets	<input type="checkbox"/>
NDMA/ROS/4	Supply of Photocopiers and Printers	<input type="checkbox"/>
NDMA/ROS/5	Supply of External Hard disks, Flash drives, USB Cables and other accessories	<input checked="" type="checkbox"/>
NDMA/ROS/6	Supply of ICT Consumables (Toners and Cartridges)	<input type="checkbox"/>
NDMA/ROS/7	Provision of ICT Software and support services	<input checked="" type="checkbox"/>
NDMA/ROS/8	Supply of Motor Vehicle Tyres, Tubes and Batteries	<input checked="" type="checkbox"/>
NDMA/ROS/9	Supply of Staff Uniforms	<input checked="" type="checkbox"/>

## Conclusion

Following these steps will help you successfully register and prequalify as a supplier. Ensure all information provided is accurate and up-to-date to avoid any delays in the prequalification process.