

VENDOR REGISTRATION AND BIDDING PROCESS



AGRA

Sustainably Growing
Africa's Food Systems

Step by Step process of
registering and bidding as
an AGRA Supplier

SECTION 1

Vendor Registration

Supplier Registration

If you are already registered in the AGRA e-procurement system and remember your password, click [HERE](#) to login to your supplier page.

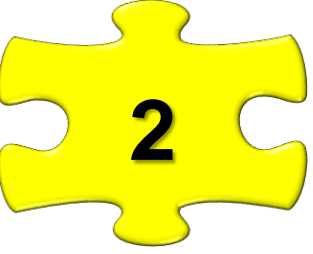
Have you had a contract with AGRA since 2020 to date? If yes, please reach out to us via procurement@agra.org to reset your login details.

If you are already registered in the AGRA e-procurement system but do not remember your password, do not register again but reach out via email to: procurement@agra.org to reset your password.

If you are a new supplier and interested in becoming a registered vendor, please click to [Register](#) to AGRA e-procurement system.



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REGISTRATION PROCESS FOR NEW VENDORS





Fill in the Supplier Details

Fill in the details in the relevant tabs provided:

- Must correspond to the name registered in the registration office of the supplier's country.
- Only *Latin characters* are allowed for the Company name.
- Special characters are not allowed in the Company name.
- Tax organization type – please select from the list provided in the dropdown menu.
- Supplier Type: select from the dropdown menu.
- Include the corporate website, if applicable or available.
- Add any attachment which is relevant such as certificate of incorporation, licensing or trading certificate.

Fill in all the details marked with an Asterix (*) which are mandatory

1 **Company Details**
2 **Contacts**

Register Supplier: Company Details ?

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* **Company**

* **Tax Organization Type**

Supplier Type

Corporate Web Site

Attachments None +

Your Contact Information

Enter the contact information for communications regarding this registration.

* **First Name**

* **Last Name**

* **Email**

* **Confirm Email**



- If you create another profile for the name already registered, the system will allow for saving, however, you will not receive the registration emails
- In case you have already created a user profile and experienced issues with the registration, please reach out to us via procurement@agra.org

4 Fill in the Supplier Details cont...

Section 2 of the Supplier information

Things to Note



Enter a value as applicable:

- D-U-N-S Number: It should contain 9 or 12 digits.
- Taxpayer ID
- Tax Registration Number



- In case there is no D-U-N-S No. or Taxpayer ID or Tax Registration No., insert a unique identifier to your company/ individual such as national ID
- The Taxpayer ID and the Tax Registration Number are greyed out by default. Please select the Tax Country first and the other fields shall open for completion.

Back Next Save for Later Register

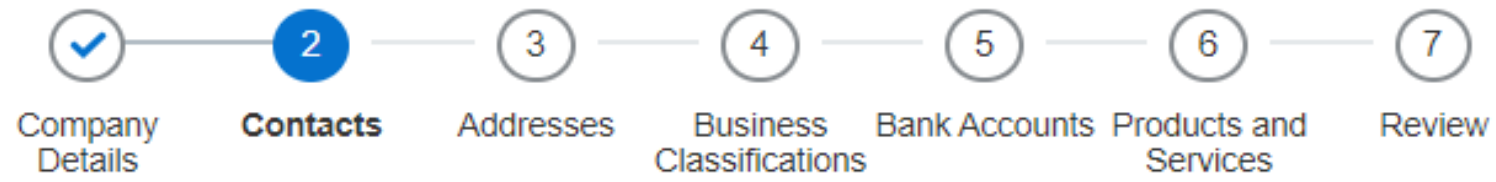
D-U-N-S Number

Tax Country ▼

Taxpayer ID

Tax Registration Number

Note to Approver



Register Supplier: Contacts ?

[Back](#) [Next](#) [Save for Later](#) [Register](#) [Cancel](#)

Enter at least one contact.

Actions ▾ View ▾ Format ▾ **+ Create** Edit Delete Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | Request User Account | Edit | Delete |
|----------------|-----------|--------------------|------------------------|----------------------|------|--------|
| Morwani, Enock | | emorwani@gmail.com | ✓ | ✓ | | |

Columns Hidden 7

1



The AGRA e-procurement system times out after a certain time of inactivity and any unsaved changes shall be lost.

Save the data entered at any time prior to completion of the registration by clicking *"save for later"*.

The AGRA e-procurement system shall send an e-mail to the address provided at step 1 of the registration, containing a link that you should click to continue the registration.

2



Enter the contact details being (first, last name and email address).

Additional contacts may be included, but it is important to keep one point of contact.

Proceed to the next step, please click *"Next"* or *"addresses"*.

6 Supplier Address

Enter Company Address

Things to Note

Fill in all the details marked with an Asterix (*) which are mandatory



- Click **“Create”** to enter the supplier address.
- Enter the address of the company or the supplier.
- Include the city and postal code



- Ensure that you pay special attention to the selected country.
- Ensure that you select the country of address and if not appearing by default, please change it by clicking on **“Search”** in the country dropdown menu.
- Search and select the correct country

Register Supplier: Addresses

Company Details | Contacts | **Addresses** (3)

Actions | View | Format | **+ Create** | Edit | Delete | Freeze | Detach | Wrap

| Address Name | Address |
|------------------|---------|
| Columns Hidden 3 | |

Create Address

* Address Name: Decatrs Enter

* Country: Kenya

| | | |
|------------------------------------|----------------|----|
| * Address line 1 | ASSIGN_COUNTRY | AC |
| Address line 2 | Afghanistan | AF |
| Address Line 3 | Aland Islands | AX |
| City | Albania | AL |
| Postal code | Algeria | DZ |
| | American Samoa | AS |
| Address Contacts | Andorra | AD |
| Select the contacts that are assoc | Angola | AO |
| | Anguilla | AI |
| | Antarctica | AQ |
| | Search... | |

Actions | View | Format

| Name |
|------------------|
| Columns Hidden 4 |

7 Supplier Profile Details

Fill in the details in the relevant tabs provided:

- Check all the boxes indicated "Address Purpose".
- Once you have completed the required information, click "OK"
- Click "Next" or "Business Classifications".

Fill in all the details marked with an Asterix (*) which are mandatory

Create Address

* Address Name

* Country

* Address line 1

Address line 2

Address Line 3

City

Postal code

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

Email

Enter the e-mail associa

Address Contacts

Select the contacts that are associated with this address.

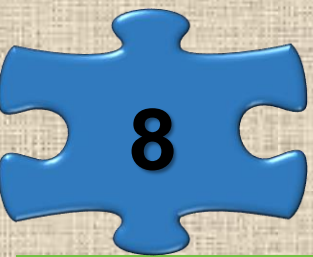
Actions View Format X Freeze Detach Wrap

| Name | Job Title | Email | Administrative Contact | User Account |
|------------------|-----------|-------|------------------------|--------------|
| Columns Hidden 4 | | | | |

Create Another OK Cancel

The "Address Purpose" must all be ticked as "Ordering", "Remit to" and "RFQ or Bidding"

Ensure you add your contact information Email address and Phone



Supplier Bank Details

- a) Click the (+) create to add a bank details.
- b) Enter the bank account details according to the requirements, filling in the tabs indicated.
- c) Select Country, Bank, Branch and Currency from the dropdown menu.
- d) Add Bank Account Number .
- e) Add the additional information if applicable being: IBAN
- f) Click **“Ok”** to save the Bank details
- g) Click **“Products and Services”** tab or **“Next”**

Register Supplier: Bank Accounts ?

Company Details | Contacts | Addresses | Business Classifications | **Bank Accounts** | Products and Services | Review

Actions ▾ View ▾ Format ▾ + Create / Edit X Delete

Account Number

Columns Hidden 8

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country Kenya ▾ IBAN

Bank BANK OF AFRICA LIMITED ▾ Currency KES ▾

Branch EMBAKASI ▾

* Account Number 66875

Additional Information

Account Name Decatra Enterprises Agency Location Code

Alternate Account Name Account Type ▾

Account Suffix Description

Check Digits

Comments

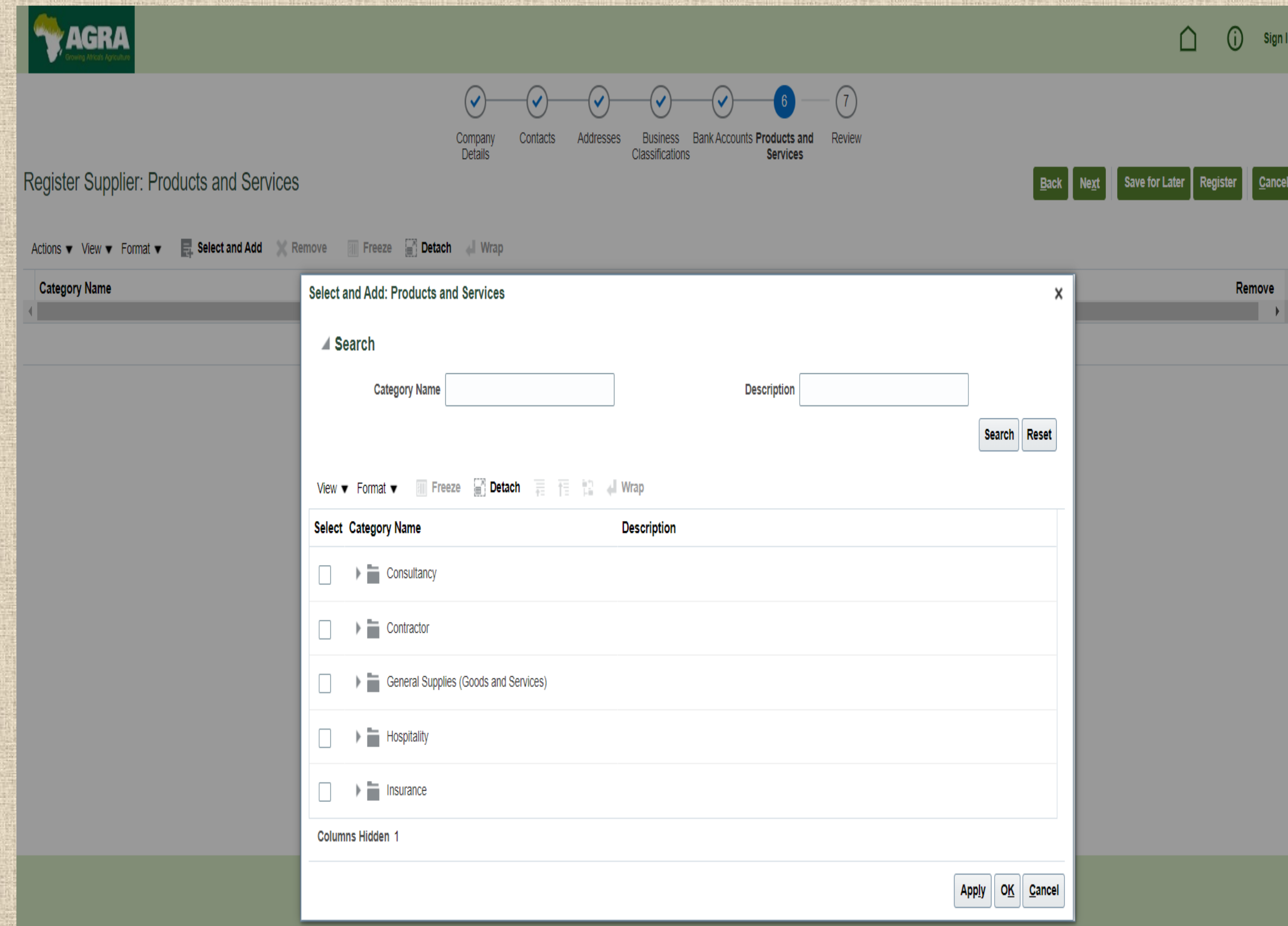
Note to Approver

Create Another OK Cancel



Products and Services

- a) Click the **"Select and Add"** button.
- b) You can select a whole category by checking the box for the category that you wish to add.
- c) You can expand each Products/ Services category and see all the sub-category by clicking the **"Expand"** button.
- d) Select a more specific sub-category that best describes the Products/ Services that your company offers by checking the appropriate box.
- e) You can select multiple categories or subcategories. Then click **"ok"**.
- f) To remove a selected category/sub-category from the list, select it in the list and click the (X) button.



The screenshot shows the AGRA 'Register Supplier: Products and Services' interface. At the top, there is a progress bar with seven steps: Company Details, Contacts, Addresses, Business Classifications, Bank Accounts, Products and Services (highlighted), and Review. Below the progress bar, the title 'Register Supplier: Products and Services' is displayed. A toolbar contains buttons for 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. Below the toolbar, there is a table with columns for 'Category Name' and 'Description'. A 'Select and Add' dialog box is open, showing a search interface with 'Category Name' and 'Description' input fields, and a list of categories: Consultancy, Contractor, General Supplies (Goods and Services), Hospitality, and Insurance. The dialog also includes 'Search', 'Reset', 'Apply', 'OK', and 'Cancel' buttons.



Review

- a) Click the **“Review Section”**. This is to check that all the information required have been submitted.
- b) Once done click the finish To finish the registration, click the **“Register”** button. A confirmation message will pop-up on your screen confirming that the registration was submitted.

Review Supplier Registration: Decattra Enterprises ?

Company Details

| | | | |
|-----------------------|----------------------|-------------------------|-----------|
| Company | Decattra Enterprises | D-U-N-S Number | |
| Tax Organization Type | Corporation | Tax Country | Kenya |
| Supplier Type | Supplier | Taxpayer ID | 23444332 |
| Corporate Web Site | | Tax Registration Number | 155578955 |
| | | Note to Approver | |

Attachments

Confirmation

Your registration request was submitted. You will receive an e-mail after your registration request is reviewed.

OK

SECTION 2

Bidding Process

Log in to Oracle Cloud System

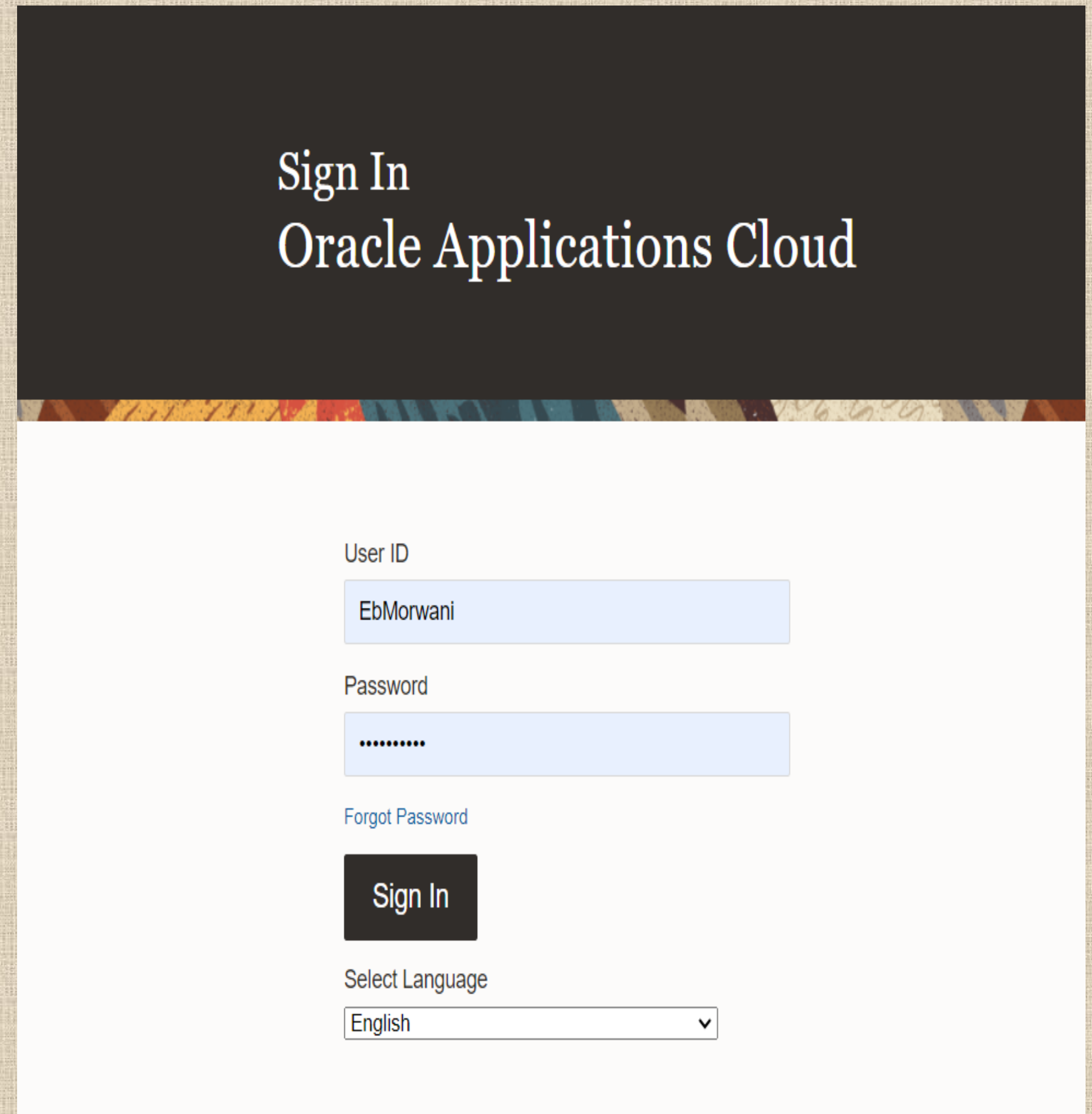


Tenders are advertised in our website and can be accessed using the link <https://agra.org/opportunities/consultancies/>

To participate for tenders through AGRA Oracle System, [Log In](#) using your user ID and password.



- If you are already registered, do not register again.
- If you have forgotten your password, click “forgot password” option and a new password will be sent to you.
- If you don't receive a new password, please write to procurement@agra.org for assistance





Search for Negotiations

Once you are logged into your Supplier profile account, click on "[Supplier Portal](#)".

- Then, click the "[View Active Negotiations](#)" link.
- Negotiation is a term used for a tender in the Oracle Cloud system



Search for Negotiations

Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

** Invitation Received

Response Submitted

Negotiation Open Since

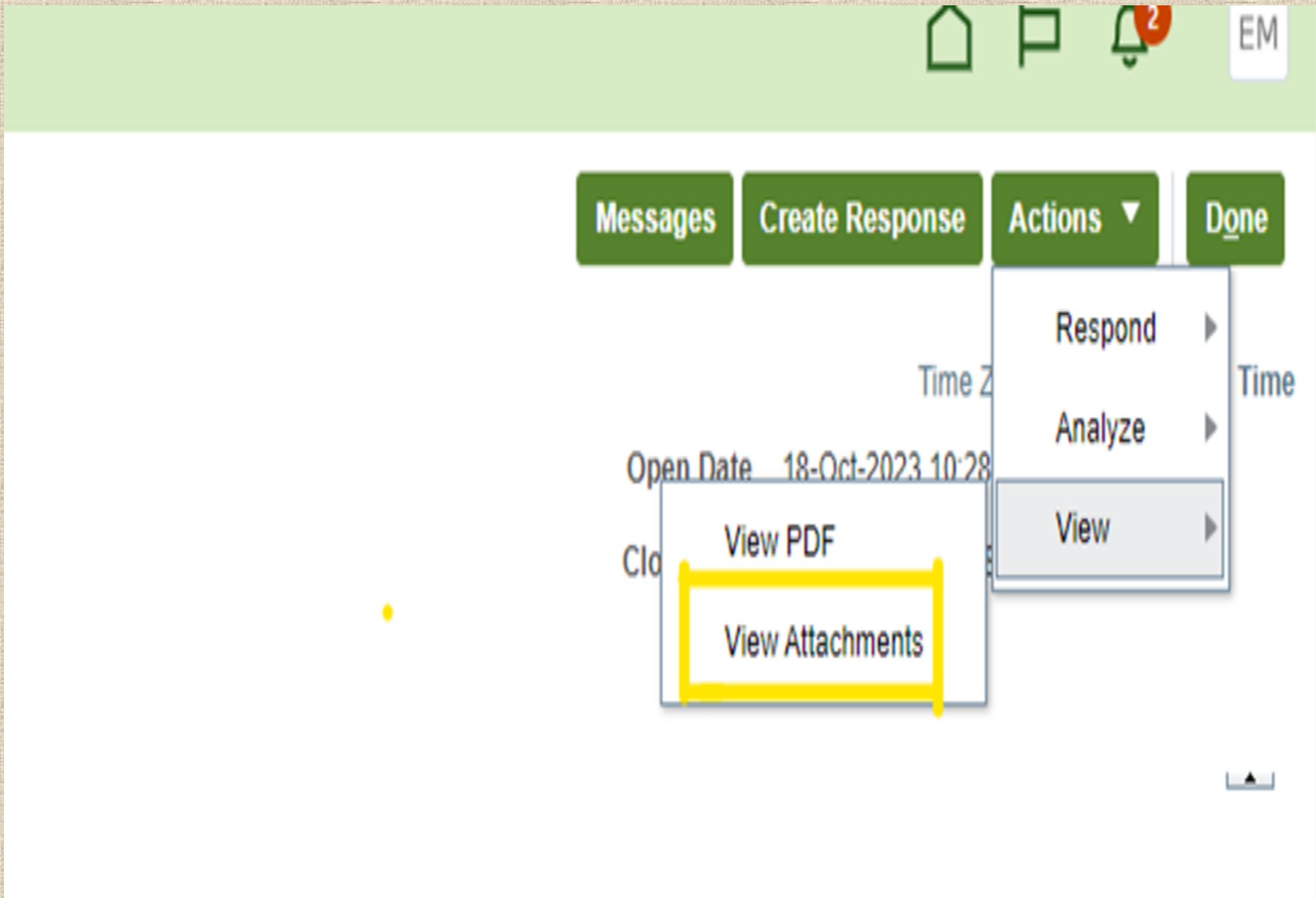
Search Results

| Negotiation | Title | Negotiation Type | Time Remaining | Close Date | Your Will Resp Participate |
|--------------|--|------------------|-----------------|----------------------|----------------------------|
| AGRA-RW-1004 | CONSULTANT TO SUPPORT THE DESIGN OF THE AGRICULTURAL LAND RENTAL MARKET POLICY | RFP | 8 Days 20 Hours | 01-Nov-2023 10:28 AM | 1 |

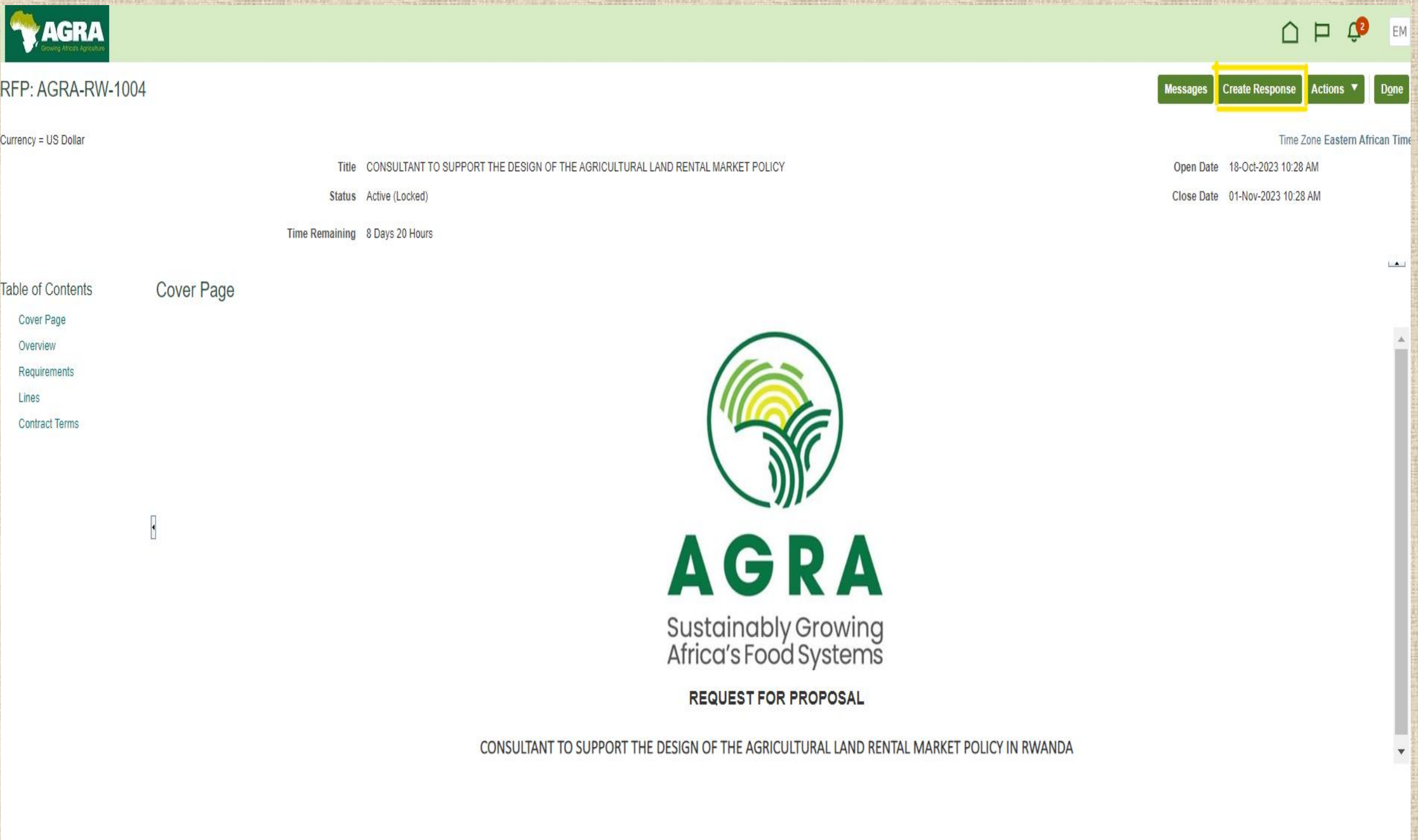
- a) Click on "Invitation received" and select "No". then click search to view all available advertised negotiations.
- b) For a specific tender, under "negotiations", enter the negotiation number referenced in the RFP. Click on "invitation received" and select "No", then click the "search" button.


 Only apply for consultancies.
 Not applicable for RFQs

4 Search for Negotiations- View/Download and Create Response



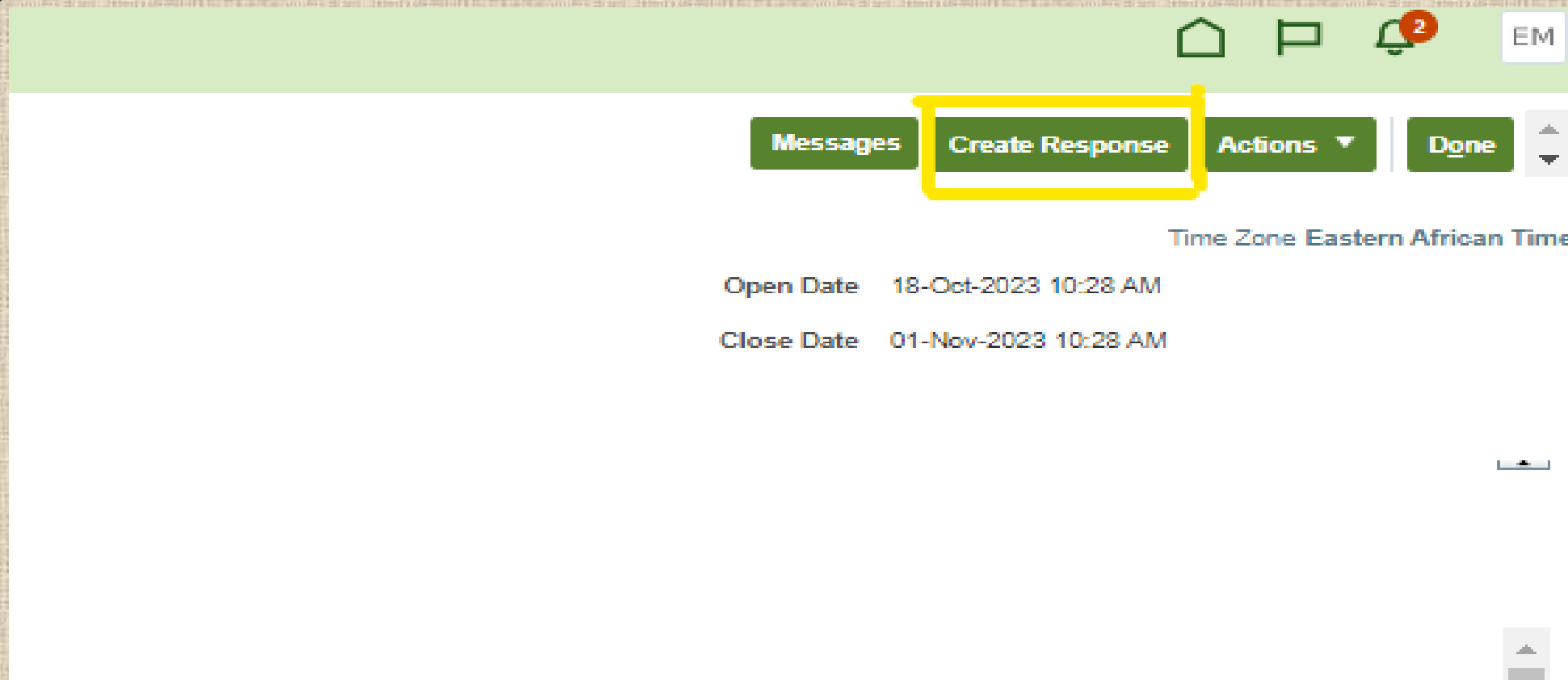
To view attachments of the negotiation, select "Actions", "View", and go to "View Attachments".



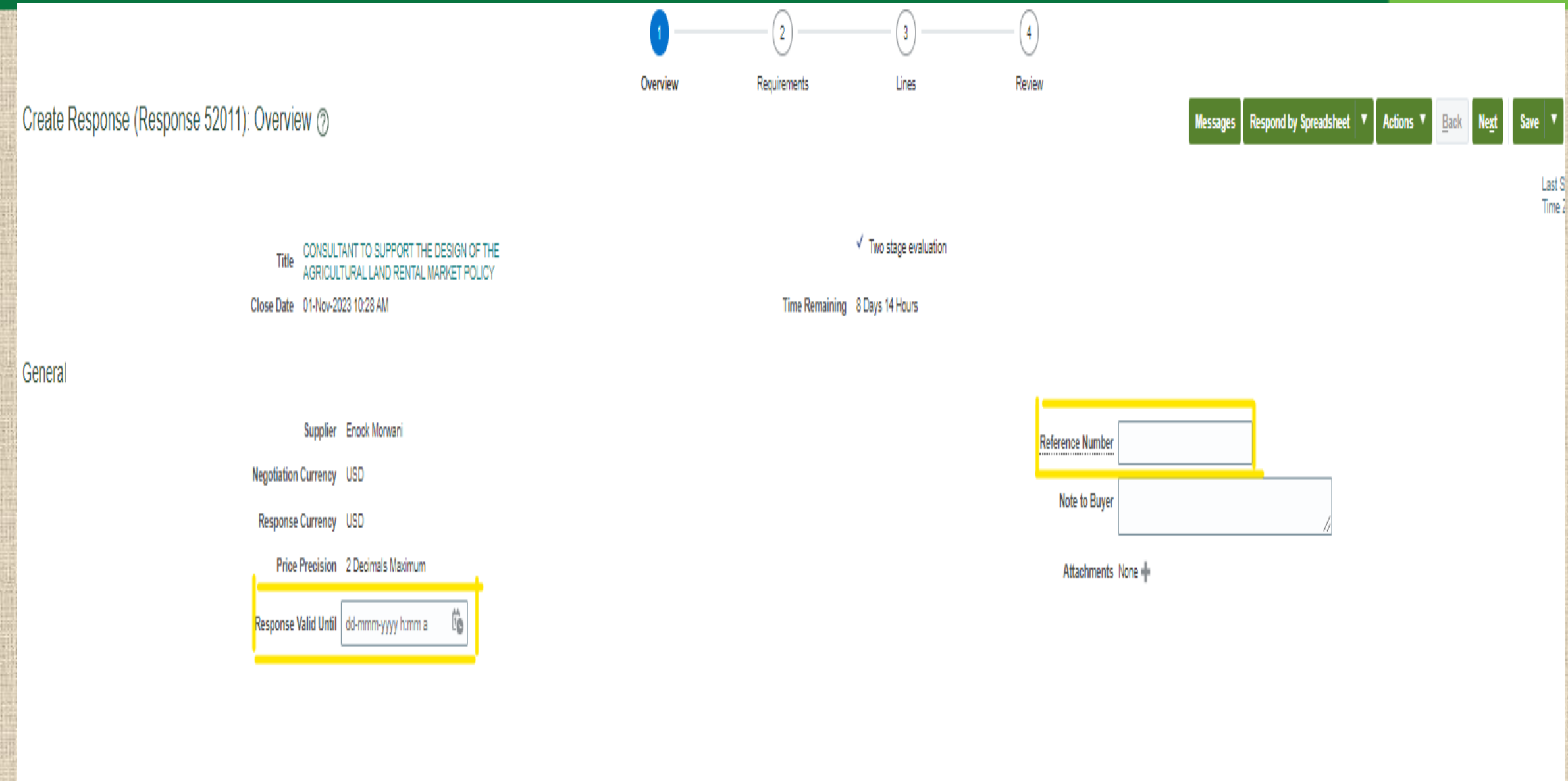
- Each negotiation in the system has multiple sections. To view each section, click on the corresponding link in the "Table of Contents".
- To respond to the RFP, Click. "Create Response".



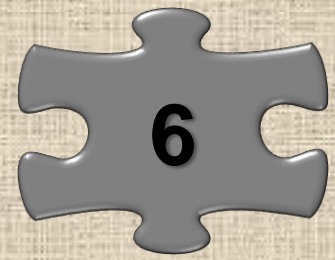
Create Response



To submit a response to a negotiation, please click on "Create Response" button.



Enter the Negotiation "Reference Number" provided in the advertisement/RFP, "Response Validity" period and then, click the button "Save" and the draft bid response will be created/saved. You can continue working on the draft response at any moment during the solicitation period



Create Response to a Negotiation

At the far right, you will see a drop-down menu where you can select and click **"Mandatory Documents"**. Select and attach the mandatory documents requested including Academic Certificates, Company Registration Certificates, Tax Compliance Certificates e.t.c.

Go back to the dropdown menu and click on **"Evaluation Criteria"** as highlighted in yellow. Then, attach documents on requirements on Academic Qualifications, Experience in Similar assignments and proposed approach and methodology. Save and click next to go to lines.

7 Creating a Response to a Negotiation- Financial Requirements

Presentation last saved: Just now

Overview Requirements **Lines** Review

Create Response (Response 52011): Lines

Currency = US Dollar

Time Remaining 8 Days 15 Hours

Close Date 01-Nov-2023 10:28 AM

| Line | Description | Category Name | Start Price | Response Price | Total Score | Response Quantity | UOM | Line Amount | Promised Delivery Date |
|------|---|-------------------|-------------|----------------|-------------|-------------------|-----|-------------|------------------------|
| 1 | consultancy for supporting the Design of Agricultural Land Rental Market Policy in Rwanda | Professional Fees | | 50,000.00 | 100 | | | 50,000.00 | dd-mmm-yyyy |

Rows Selected 1 Columns Hidden 8

Grand Totals

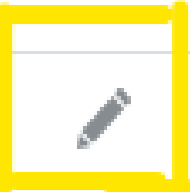
All response lines are included.

Response Amount 50,000.00

Create Response (Response 52011): Lines

Currency = US Dollar

Time Remaining 8 Days 15 Hours

Actions View Format  Freeze Detach Wrap

| Line | Description |
|------|---|
| 1 | consultancy for supporting the Design of Agricultural Land Rental Market Policy in Rwanda |

Rows Selected 1 Columns Hidden 8

Grand Totals

All response lines are included.

Response Amount 50,000.00

Under "Lines" on the response price in USD insert your total applicable fees inclusive of all reimbursements and taxes and click save.

After Saving click the edit pen highlighted in the screenshot above



Creating a Response to a Negotiation- Financial Requirements

Lines: Edit Line: 1 (Response 52011)

Currency = US Dollar

Item

Revision

Description consultancy for supporting the Design of Agricultural Land Rental Market Policy in Rwanda

Category Name Professional Fees

Start Price

* Response Price

Total Score 100

UOM

Rank Sealed

Close Date 01-Nov-2023 10:28 AM

Location AGRA-Rwanda

Requested Delivery Date

Promised Delivery Date

Note to Buyer

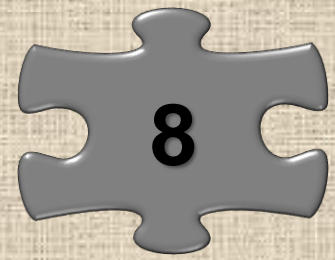
Attachments None +

Messages 1: consultancy for support... Save Save and Close Cancel

Last Saved 23-Oct-2023 6:55 PM


Financial proposal, do not need to be password protected since its open once technical evaluation has been completed

Attach the detailed non-protected Financial proposal and click "Save and Close"



Review of Negotiation and Submit

Click Save & Close to submit your bid later.

Click **“Actions”** to view the RFQ/RFP, to validate your response or to view your response in pdf format

You can ask questions or send us messages by clicking on the **“Messages”** tab.

Click Submit to finalize and submit your response

The screenshot displays the 'Review' stage of a bid response process. At the top, a progress bar shows four steps: 1. Overview, 2. Requirements, 3. Lines, and 4. Review (highlighted in blue). Below the progress bar, the title of the response is 'Review Response: Response 52011'. A toolbar on the right contains buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The main content area shows the bid details: 'Currency = US Dollar', 'Title: CONSULTANT TO SUPPORT THE DESIGN OF THE AGRICULTURAL LAND RENTAL MARKET POLICY', 'Close Date: 01-Nov-2023 10:28 AM', and 'Time Remaining: 8 Days 14 Hours'. A yellow box highlights the 'Overview', 'Requirements', and 'Lines' tabs. Below the tabs, there are options for 'View', 'Format', 'Freeze', 'Detach', and 'Wrap'. A table lists the bid line items:

| Line | Description | Category Name | Response Price | Response Quantity | UOM Name | Line Amount | Promised Delivery Date | Attachments |
|------|---|-------------------|----------------|-------------------|----------|-------------|------------------------|-------------|
| 1 | consultancy for supporting the Design of Agricultural Land Rental Market Policy in Rwanda | Professional Fees | 50,000.00 | | | 50,000.00 | | |

Below the table, it indicates 'Columns Hidden: 10'. A 'Grand Totals' section shows 'All response lines are included' and a total 'Response Amount: 50,000.00'.

THANK YOU