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| Title of Solicitation |  AFS FORUM EVENT MANAGER |
| Procurement Process |  Request for Proposal |
| Solicitation Reference No. |  [**RFP AGRA-** **RW-1018**](https://agragreen.sharepoint.com/%3Aw%3A/s/ORACLEADVERTISEDPROCUREMENTS/EYMpaUYtgtlGt4lNQld6tmYBsfK41kheI6a4ShaIRea2rg) **- Readvertisement** |
| Issuing Office & Address |  AGRA NAIROBI |
| Contact |  Procurement@agra.org/  |
| Eligibility |  Rwandan registered firms |
| Solicitation Issue Date |  4rd April 2024 |
| Pre-bid conference  | **Date of pre-bid conference:** April 17th, 2024Interested bidders are requested to register on the link below by 1500 hours, April 16th, 2024. A Microsoft Teams link for the pre-bid meeting will be shared with bidders who will have registered.  For Registration Link click: [**HERE**](https://forms.office.com/r/vksmZR0XFZ) |
| Initial Submission Deadline | April 24th, 2024, 5:00PM, East African Time. |
| Revised Submission Deadline | April 30th, 2024, 5:00PM, East African Time. |
| Type of Consultancy |  **Consultancy Firm** |

**Introduction:**

AGRA has automated its procurement process through Oracle Supply Chain Management System. To access our tenders, you are required to register and have an oracle account.

Details of the tender can be accessed via AGRA Oracle vendor management system. All bidders **MUST** register in the oracle system as per the [Vendor Registration and Bidding Manual](https://agragreen.sharepoint.com/%3Ab%3A/s/ORACLEADVERTISEDPROCUREMENTS/EarWzA6jCFFFg2S6g-n_7KsB4ei6iuCk8AsufgZa0mljaQ?e=nkHkaZ) provided. If you don’t have an account please register in our oracle system using the [Vendor registration](https://ekjd.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000001758868&_adf.ctrlstate=18k4ngf6e4_288&_afrLoop=34506244177810687&_afrWindowMode=0&_afrWindowId=null&_adf.ctrl-state=2g36pxejh_1&_afrFS=16&_afrMT=screen&_afrMFW=1488&_afrMFH=742&_afrMFDW=1536&_afrMFDH=864&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=120&_afrMFG=0&_afrMFS=0&_afrMFO=0) link.

For vendors with an AGRA Oracle account please login to your [Vendor Portal](https://ekjd.login.em2.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DLFpSu9%2FBuRMZkYKRFLn44%2FuBVeHZejP%2FHAA7cp4T5OLTMcgxSNZnTlXnTIjUgO1EbbZGaLOVOARlzt1v2hM96yh6uj3XpqO5JjV45QWRgAaSltF1m6ovK6enJdw7HCO9mT4R8P%2BGQOMYh%2Buah4dKLB3uARGw3dMoHiqdbns9SeU0VMbivUmWC%2BQYHXyGK3vxxL53gJzZKKEXjveyMnURRyLKqHPxIenQ8wOKvdmnfoRohfDlzb96FrtmjiDPX%2BHMthvz%2F%2FGmb4MEQZC4Uw1Z31LPEVeD%2BriPPdvRm10ldXi2iBQfQMzlyToDTEPdFONRzNLKDyRdxaqIPB5f1nf%2Fv0x6Mb7DKQvbBsM8Km5xUibE4ePtJnAaabdUiPQy2DvtVYGVVHEwpDf6hLR39NPfv0COCRJ0ROHaB0wNPAJOgnRirkmivM9a5EF8kurOFgDoAuizD3Tl7P3T%2F5Jb2a1lP3vGZNr34nDgjTKYndnBNZICBF6JpYBk4kF8RFK4xeAtW89f7Ar5zoreXdLsNpYxaJ%2FhOPE4IC0gkHqWjgtMvW6g4n6PAj3L6xgkcf1j00w7LkvbXc8Q%2Fdy2TGmSsJ1GATOYL5UF%2BCAFgp%2Ba1Si3v0k0Mb48L0ORui4ad98F8sfg%20agentid%3DOraFusionApp_11AG%20ver%3D1%20crmethod%3D2%26cksum%3D1d6dee3583b52558ef7440c88cc5e90b2f0a0112&ECID-Context=1.00626O5dRFfEkJY_tpS4yX0005Uz00058g%3BkXjE) and search for negotiation number [***RFP AGRA- RW-1018***](https://agragreen.sharepoint.com/%3Aw%3A/s/ORACLEADVERTISEDPROCUREMENTS/EYMpaUYtgtlGt4lNQld6tmYBsfK41kheI6a4ShaIRea2rg)following the provided [Vendor Registration and Bidding Manual](https://agragreen.sharepoint.com/%3Ab%3A/s/ORACLEADVERTISEDPROCUREMENTS/EarWzA6jCFFFg2S6g-n_7KsB4ei6iuCk8AsufgZa0mljaQ?e=nkHkaZ)

**Negotiation Documents:**

1. [**Vendor Registration and Bidding Manual**](https://agragreen.sharepoint.com/%3Ab%3A/s/ORACLEADVERTISEDPROCUREMENTS/EarWzA6jCFFFg2S6g-n_7KsB4ei6iuCk8AsufgZa0mljaQ?e=QCNdXm)
2. [**RFP AGRA- RW-1018: AFS FORUM EVENT MANAGER**](https://agragreen.sharepoint.com/%3Aw%3A/s/ORACLEADVERTISEDPROCUREMENTS/EYMpaUYtgtlGt4lNQld6tmYBsfK41kheI6a4ShaIRea2rg)

**AGRA Nairobi- Kenya**

**Procurement Team**