

E-PROCUREMENT USER MANUAL LAKE BASIN DEVELOPMENT AUTHORITY

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Prepared for:



LAKE BASIN DEVELOPMENT AUTHORITY



YEAR: 2023

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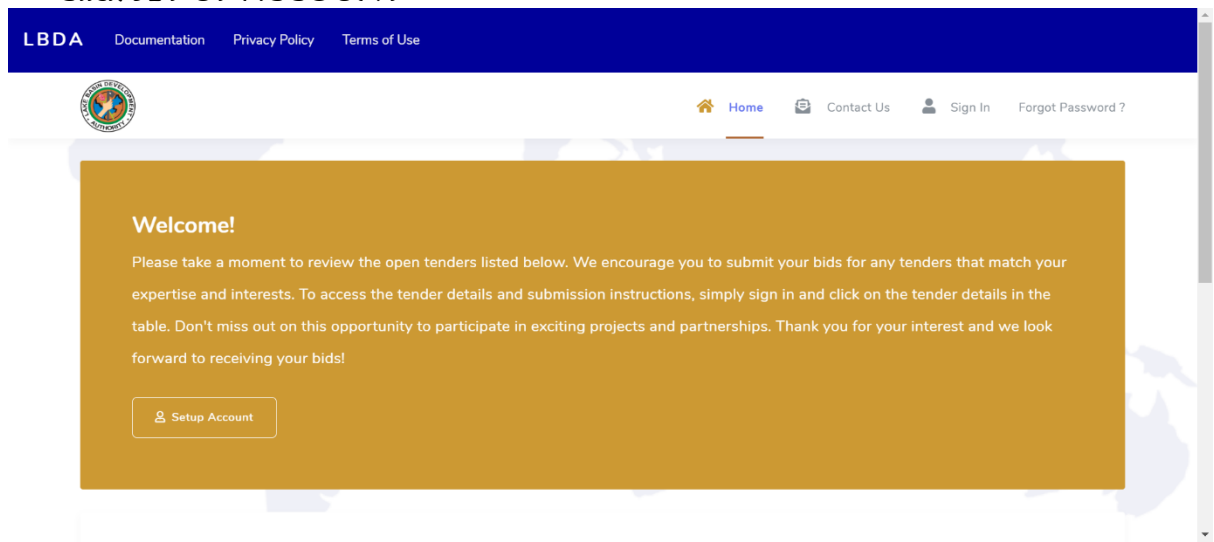
INTRODUCTION

The E-Procurement can be accessed through the link: <http://eprocurement.lbda.go.ke:81/>
Upon accessing the link, you are prompted to login. First time users are required to sign up.

REGISTRATION PROCESS

For first time suppliers to LBDA:

- Click SET UP ACCOUNT



- Enter your details.
- Click Register.
- After successful registration, the portal will prompt you to log in.
- Complete your profile details.

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The screenshot shows the registration page of the Lake Basin Development Authority (LBDA) e-procurement system. The page has a dark blue header with the LBDA logo and navigation links for Documentation, Privacy Policy, and Terms of Use. Below the header, there is a navigation bar with Home, Sign In, and Sign Out options. The main content area features a 'Sign Up' section with a progress indicator showing four steps: Supplier Details, Verify Account, Login, and Dashboard. The 'Supplier Details' step is currently active. The form includes fields for Supplier Name, Supplier Email, Country (a dropdown menu), Postal Address, Postal Code, City, Contact Person Name, Contact Person Phone No. (with a format hint: (07 XX XX XX XX)), and Contact Person Email. There are also fields for Password and Password Confirmation. A blue 'Register' button is located at the bottom of the form.

For suppliers who have supplied to LBDA before:

- Click on forgot/reset password.
- Enter your Supplier email and click on forgot password.
- A new notification will be sent to your email to reset password with a verification code.
- Reset password box will appear key in the verification code and input the new password.

Click the Reset button and the new password will be updated.
Then log in.

The screenshot shows the 'Forgot Password' modal window on the LBDA e-procurement system. The modal is white with a dark blue header and a close button (X) in the top right corner. It contains a 'Supplier Email' field with a red asterisk, a blue envelope icon, and a text input field containing the word 'Email'. Below the input field is a blue button labeled 'Forgot Password'. The background of the page is dimmed, showing a 'Welcome!' message and a 'Setup Account' button. The date '28 May 2023' is visible in the bottom right corner.

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The screenshot shows the 'Reset your Password' form. At the top left is the Lake Basin Development Authority logo. To the right are navigation links: Home, Sign In, and Sign Out. The form has three input fields: 'Verification Code*' containing 'QL4NI', 'Password*', and 'Confirm Password*'. A large blue 'Reset' button is at the bottom.

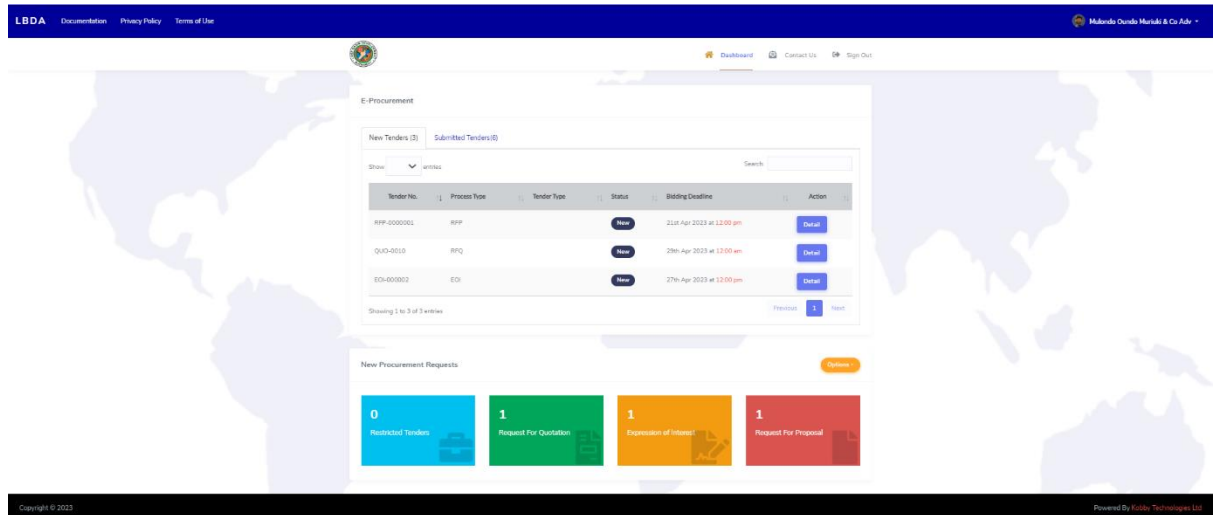
The screenshot shows the 'Login' form. At the top left is the Lake Basin Development Authority logo. To the right are navigation links: Documentation, Privacy Policy, Sign In, and Forgot Password?. The form has two input fields: 'Supplier Email' with an email icon and 'Password' with a lock icon. Below the fields is a link 'Don't have an account? Register' and a large blue 'Verify' button. A 'Setup Account' button is visible at the bottom left of the page.

Upon successful login, you will see a homepage which consists of a dashboard and a menu bar. The menu bar shows an overview of activities in each category in the menu bar, that is:

- Tenders
- Expression of Interest
- Request for quotation
- Request for proposal
- Profile

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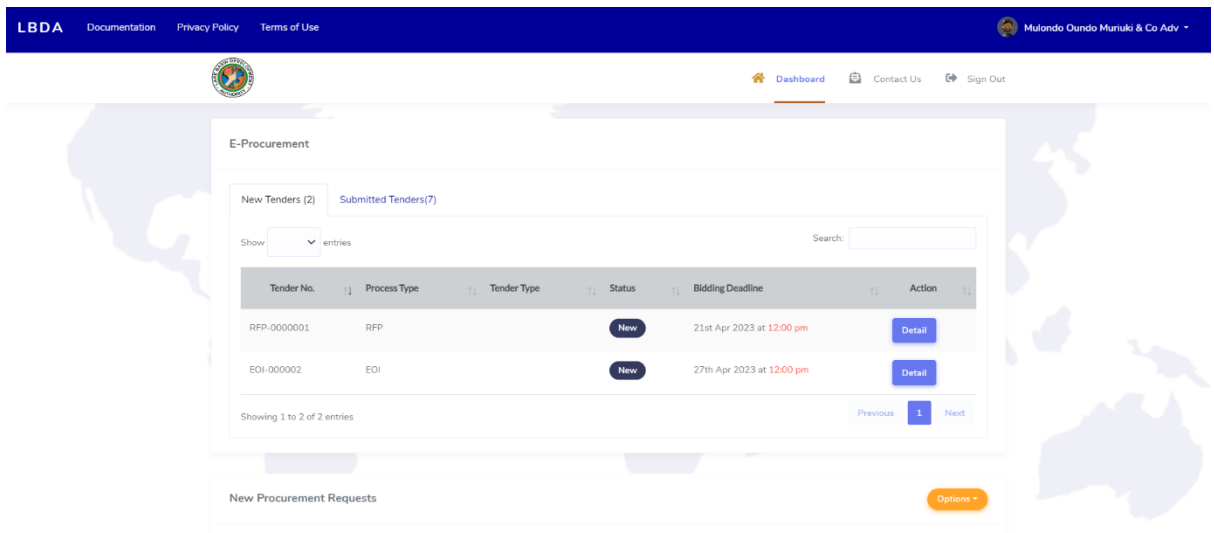
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TENDERS

Tenders

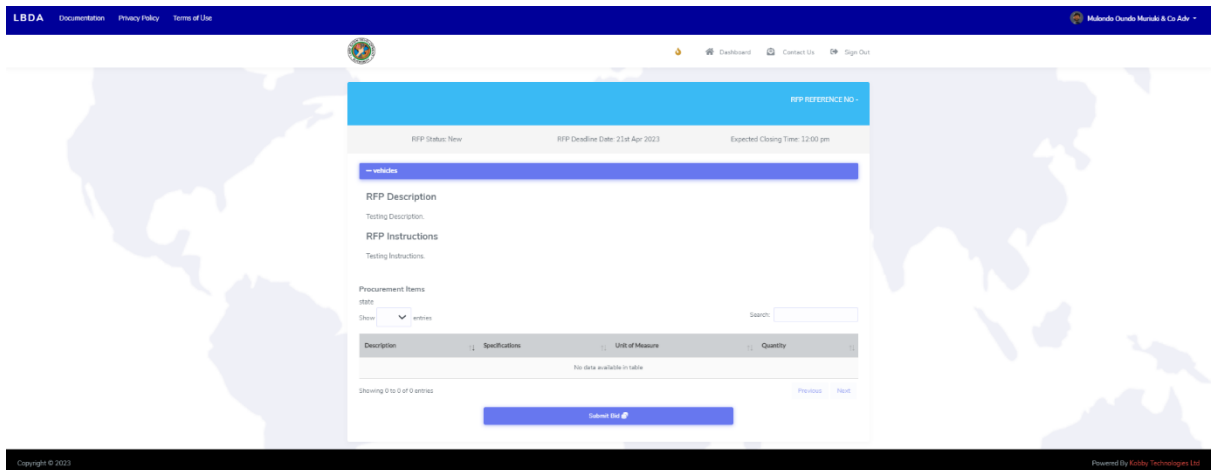
- In this section, there is an overview of tenders that are available. A prospect logs in and clicks on the desired tender. To view the details of a tender, click on: Detail
- Fill in the financial requirements and attach relevant documents then click Submit.



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Request for Quotation

- This section shows the overview of Request for Quotation.
- Click + Respond for Quotation and submit Bid.

The screenshot shows the 'Request for Quotation' overview page. At the top, there's a search bar and a 'Show 10 entries' dropdown. Below that, a table lists the RFQs. The table has the following columns: Tender No., Status, Process Type, Sent for Evaluation, Tender Opening Date, Tender Closing Date, Tender Security Institution, Tender Security Amount, and Action. The table contains six rows of data, each with a 'Detail' button next to it.

Tender No.	Status	Process Type	Sent for Evaluation	Tender Opening Date	Tender Closing Date	Tender Security Institution	Tender Security Amount	Action
QUO-0010	Open	RFQ	No	1st Jan 0001	1st Jan 0001, 12:00 am		0	Detail
QUO-0013	Open	RFQ	No	1st Jan 0001	1st Jan 0001, 12:00 am		0	Detail
QUO-0014	Open	RFQ	Yes	1st Jan 0001	1st Jan 0001, 12:00 am	SAFARICOM SACCO	70000	Detail
QUO-0015	Open	RFQ	Yes	1st Jan 0001	1st Jan 0001, 12:00 am		0	Detail
QUO-0016	Open	RFQ	Yes	1st Jan 0001	1st Jan 0001, 12:00 am		0	Detail
QUO-0018	Open	RFQ	Yes	1st Jan 0001	1st Jan 0001, 12:00 am		0	Detail

Express of Interest (EOI)

- This section shows the overview of Expression of Interest list.
- Click + Respond to EOI.
- Fill in the Financial Requirements part and attach the required documents, then click Submit Bid.

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EOI REFERENCE NO - PREQ-00259

EOI Status: New EOI Deadline Date: 27th Apr 2023 Expected Closing Time: 12:00 pm

← Purchase - Testing EOI

Procurement Items

state:

Show: entries Search:

Description	Specifications	Unit of Measure	Quantity
notebooks		NO	100

Showing 1 to 1 of 1 entries Previous 1 Next

Submit Bid

EOI REFERENCE NO - PREQ-00259

EOI Status: New EOI Deadline Date: 27th Apr 2023 Expected Closing Time: 12:00 pm

← Purchase - Testing EOI

EOI Security

Security Institution:

Security Amount:

Submit

Close X Next

EOI REFERENCE NO - PREQ-00259

EOI Status: New EOI Deadline Date: 27th Apr 2023 Expected Closing Time: 12:00 pm

← Purchase - Testing EOI

EOI Technical Requirements

Select Document to Upload *

Access to government procurement opportunities

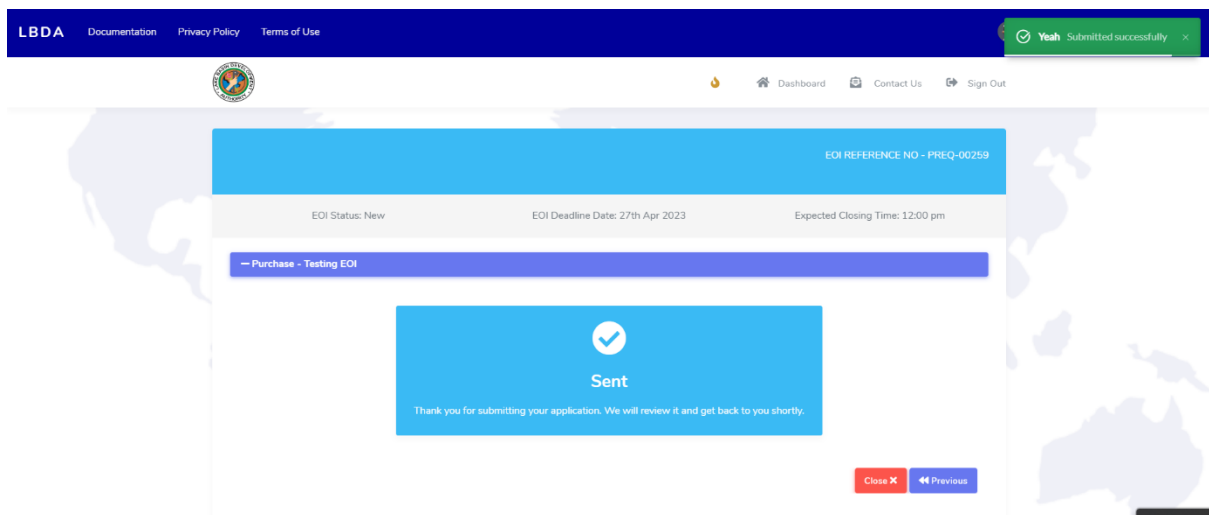
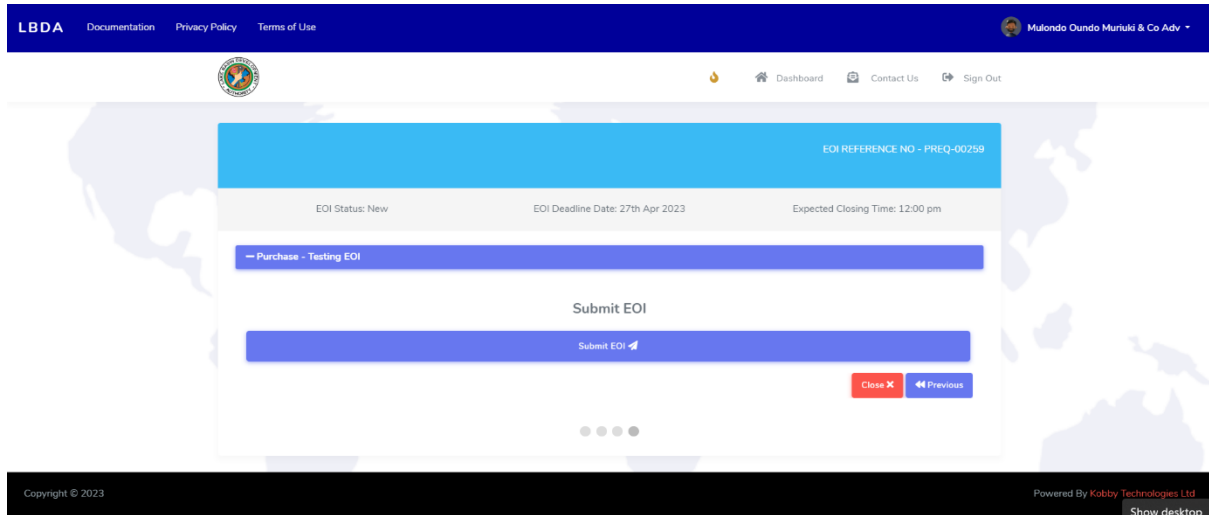
Choose file Browse

Upload

Close X Previous Next

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Request for proposal

- In this section, an overview of RFP is shown.
- To view details of the desired RFP, click on Detail.
- Fill in the financial requirements, technical requirements and attach the required documents.
- Click Submit Bid.

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