


How to Respond to Open Tender (Two Envelope) through SAP Ariba


- 1. Go to KETRACO Website Under Procurement - Open Tender and Click on the Tender Link as show below:**

Tender No	Name	Published	Closing Date	Eligibility	Link / Advert
KETRACO-PT-008-2022	TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC)	04-Oct-2022	24-Oct-2022 10:00 am	Open	Tender Link Document 

2. The Link Opens Ariba Discovery Page, then Click on Respond to Posting

I'm Buying I'm Selling

Back

 This is a public sector / buyer funded posting and you can respond for free ⓘ






TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PRO...

Open

Ariba Discovery Buyer

Posted On: 3 Oct 2022
Open for bidding on: 3 Oct 2022
Response Deadline: 24 Oct 2022 12:00 AM PDT

0
Q&A

Respond to Posting |  Add to Watchlist | **Not Interested** | Share:    

Opportunity Amount: **Less than \$1000 USD**

Response Deadline: 24 Oct 2022 12:00 AM PDT
(Buyers can close postings early)

Posting ID: 14263730(Doc3689182861)

Posting Type: Request for Information

Public Posting: <http://discovery.ariba.com/rfx/14263730>

Product and Service Categories

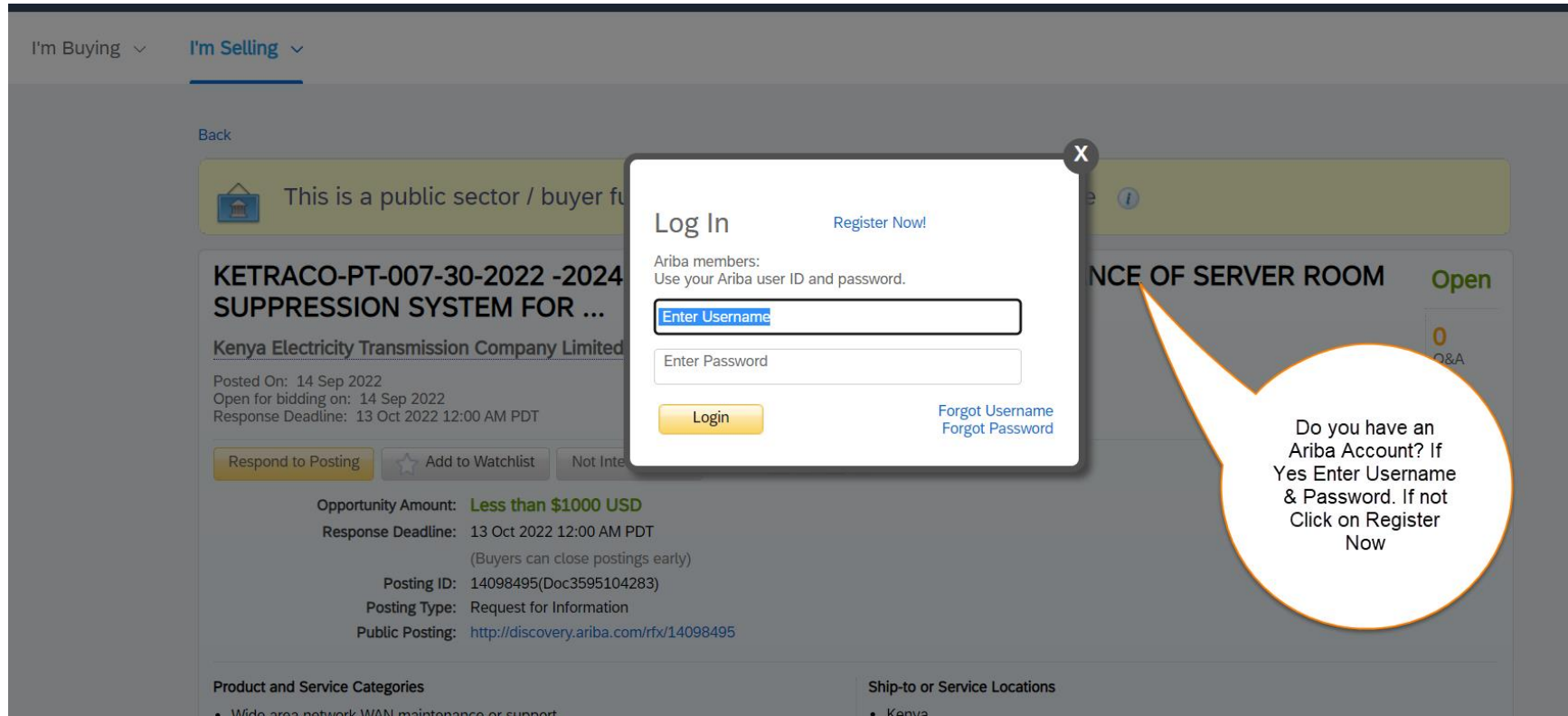
- Soil conservation or protection services

Ship-to or Service Locations

- Nairobi Municipality - Kenya

Posting Summary
TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC)

3. The Sign Up/Log In Pop Box Appears



For Bidders with Ariba Accounts Go to Step Number 9.

4. To Register Click on Register Now:

The screenshot shows the SAP Ariba Discovery interface. At the top, there is a navigation bar with 'SAP Ariba Discovery' and a dropdown arrow. Below this, there are tabs for 'I'm Buying' and 'I'm Selling'. The main content area displays a procurement posting for 'KETRACO-PT-007-09-2022-2024-COMPUTER HARDWARE, SOFTWARE' by Kenya Electricity Transmission Company Limited. A modal window titled 'Log In' is overlaid on the page, featuring a 'Register Now!' button highlighted with a red border. The modal also includes a 'Login' button and links for 'Forgot Username' and 'Forgot Password'. The background content includes details such as 'Posted On: 13 Sep 2022', 'Open for bidding on: 13 Sep 2022', and 'Response Deadline: 12 Oct 2022 12:00 AM PDT'. The opportunity amount is listed as 'Less than \$1000 USD'.

5. Click on Register as a Supplier

SAP Ariba Discovery ▾

I'm Buying ▾ **I'm Selling** ▾

New user? Register here for FREE!
Join the network of companies that already depend on Ariba to help establish new business relationships!

Register as a **Buyer** and enjoy these privileges:

- ▶ **Automated distribution** of your Discovery Posting to qualified suppliers
- ▶ **Receive and manage** supplier responses with an online dashboard
- ▶ **Search and discover** new suppliers in over 12,000 categories

Register as a **Supplier** and enjoy these privileges:

- ▶ **Search and automatically receive** new business opportunities
- ▶ **Gain visibility** to new potential customers and markets worldwide
- ▶ **Build your reputation** among a community of leading purchasing organizations

Register as Buyer

Register as Supplier

6. Enter Company Details and Register

SAP Ariba Discovery ?

Register Register Cancel

Company information

Enter your Company Details in all the Mandatory Fields (*)

1

* Indicates a required field

Company Name:* XYZ Limited

Country/Region:* Kenya [KEN]

Address:* P.O Box 34942

Line 2

Postal Code:* 00100


City:* Nairobi

County:* Nairobi City [KE-30]

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Network standard account is Free

Already have an account? [Login](#)

 **Strengthen relationships**
Collaborate with your customer on the same secure network.

Tell us more about your business

Product and Service Categories:* -or- [Browse](#)

Residential construction

Ship-to or Service Locations:* -or- [Browse](#)

Nairobi Municipality - Kenya

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

from the SAP Business Network app
Store on Google Play
to your mobile device
and manage
customer orders on
the go.

Tax ID: Optional

Enter your Company Tax ID number.

Vat ID: Optional

DUNS Number: Optional

- I have read and agree to the [Terms of Use](#)
- I hereby agree that SAP Business Network will make my profile visible to all users and the applicable profile visibility settings. Please

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:

P.O Box 34942
Nairobi
Nairobi City
KEN, 00100

Use this

We recommend:

PO Box 34942
Nairobi
Nairobi Area
KEN, 00100

Accept

Click on
Accept to
Continue

Register

Cancel

7. In Case Ariba detects there is an Account Similar to the one you have created you get this warning, Click on Review Account or Skip Review if you have never done this Process

The screenshot shows a registration form with several input fields and a modal dialog box. The form includes a dropdown menu for location (Nairobi Municipality - Kenya), and input fields for Tax ID, Vat ID, and DUNS Number, each with a placeholder 'Optional'. To the right of these fields are instructions: 'Enter your Company Tax ID number.', 'Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.', and 'Enter the nine-digit number issued by Dun & Bradstreet.' Below the form are two checked checkboxes: 'I have read and agree to the Terms of Use' and 'I hereby agree that SAP Business Network will... and the applicable profile visibility settings. Ple...'. At the bottom right are 'Register' and 'Cancel' buttons. A white modal dialog box is centered over the form, titled 'Potential existing accounts' with an information icon. The dialog text reads: 'We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' It contains two buttons: 'Review accounts' (highlighted in blue) and 'Skip review'.

Nairobi Municipality - Kenya X

Tax ID: Optional Enter your Company Tax ID number.

Vat ID: Optional Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will... and the applicable profile visibility settings. Ple...

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts Skip review

Register Cancel

8. Confirm Email Address



Ariba Discovery

Standard Account

[Get enterprise account](#)

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to ntonkwaillian@gmail.com.

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

[Resend](#)

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

[Send](#)



Dear XYZ Limited,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=W99QDmiSIT92nWhMsxq6aayXDdcWawFz&anp=Ariba&app=Discovery>

After your registration process is complete, use the following URL to log in to your account:

<https://discovery.ariba.com>

Sincerely,

The SAP Ariba Team

<https://seller.ariba.com>

9. Log In with Existing Account or New Created Account:

The screenshot shows the SAP Ariba Discovery interface. At the top, the navigation bar includes the SAP logo, 'Ariba Discovery', a dropdown menu, 'Standard Account', and a 'Get enterprise account' button. Below this, there are tabs for 'I'm Buying' and 'I'm Selling'. The main content area displays a procurement posting for 'KETRACO-PT-007-09-2022-2024-COMPUTER HARDWARE,SOFTWARE' by Kenya Electricity Transmission Company Limited. A modal window titled 'Log In' is overlaid on the page, featuring a 'Register Now!' link, instructions for Ariba members, and input fields for 'Enter Username' and 'Enter Password'. A yellow 'Login' button and links for 'Forgot Username' and 'Forgot Password' are also present in the modal. The background posting details include the opportunity amount, response deadline, posting ID, and type.

Log In [Register Now!](#)

Ariba members:
Use your Ariba user ID and password.

[Login](#) [Forgot Username](#)
[Forgot Password](#)

KETRACO-PT-007-09-2022-2024-COMPUTER HARDWARE,SOFTWARE
Kenya Electricity Transmission Company Limited

Posted On: 13 Sep 2022
Open for bidding on: 13 Sep 2022
Response Deadline: 12 Oct 2022 12:00 AM PDT

[Respond to Posting](#) [Add to Watchlist](#) [Not Interested](#) [Leave feedback](#)


Opportunity Amount: **Less than \$1000 USD**
Response Deadline: 12 Oct 2022 12:00 AM PDT
(Buyers can close postings early)
Posting ID: 14091504(Doc3589707353)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/14091504>


10. Click on Intend to Respond (One Time Step)

[< Go back to Leads](#)

[Desktop File Sync](#)

Event Details

 Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF ...

 Time remaining
19 days 22:30:08

[Event Messages](#)
[Download Tutorials](#)
[Response Team](#)

▼ Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

You must decide whether or not you intend to participate in this event.

 [Intend to Participate](#)

[Decline to Participate](#)

[Print Event Information](#)

Event Overview and Timing Rules

Owner: [Ramla Abdi](#) ⓘ
Event Type: RFP

Description: KETRACO-PT-008-2022 TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC) PROJECT ON PLOT L.R NO. 209/10664 ALONG EAST GATE OFF MOMBASA ROAD, EMBAKASI SOUTH SUB-COUNTY, NAIROBI COUNTY

Currency: Kenyan Shilling
Commodity: Soil pollution 771216
Regions: 047 Nairobi

Publish time: 10/3/2022 6:49 AM
Due date: 10/24/2022 12:00 AM

11. Click on Select Lots (One Time Step)

< Go back to Leads Desktop File Sync

Event Details Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF ... ⌚ Time remaining
19 days 22:28:22

[Download Content](#) [Select Lots](#) [Print Event Information](#)

SECTION 1 (A) - REQUEST FOR PROPOSAL (RFP) (Section 1 of 9) Next >>

Name ↑

- ▼ 1 SECTION 1 (A) - REQUEST FOR PROPOSAL (RFP)
 - 1.1 Fill and Attach Request For Proposal (RFP) Form [References](#)▼

» Next Section: SECTION 2. INSTRUCTI...

Event Overview and Timing Rules

Owner: Ramla Abdi ⓘ	Description: KETRACO-PT-008-2022 TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC) PROJECT ON PLOT L.R NO. 209/10664 ALONG EAST GATE OFF MOMBASA ROAD, EMBAKASI SOUTH SUB-COUNTY, NAIROBI COUNTY
Event Type: RFP	Currency: Kenyan Shilling

1 SECTION 1 (A) - REQU...

12. Check the line-Item box and Click on Confirm Selected Lots

Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SOIL POLLUTION INVESTIGATION FOR THE PROPOSED NATIONAL SYSTEM CONTROL CENTER (NSCC) Cancel

Select Lots

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response [More](#)

Checklist

- 1. Review Event Details
- 2. Select Lots/Line Items
- 3. Submit Response

[Select Lots/Line Items](#) [Select Using Excel](#)

Lots Available for Bidding

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	9.1 soil investigation-NSCC
	soil investigation-NSCC

[Confirm Selected Lots/Line Items](#)

13. Navigate the Tender Document using the Sections on the Left Pane

Console

Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF ...

Time remaining
19 days 22:09:01

Event Messages
Response History
Response Team

▼ Checklist

- 1. Review Event Details
- 2. Select Lots/Line Items
- 3. Submit Response

▼ Event Contents

All Content

- 1 SECTION 1 (A) - REQU...
- 2 SECTION 2. INSTRUCTI...
- 3 SECTION 3.

SECTION 2. INSTRUCTIONS TO CONSULTANTS AND DATA SHEET

(Section 2 of 9) << Prev. | Next >>



Name ↑

▼ 2 SECTION 2. INSTRUCTIONS TO CONSULTANTS AND DATA SHEET

▼ 2.1 A. GENERAL PROVISIONS

2.1.1 1. Meanings/Definitions [↗](#)

More... +

2.1.2 2. Introduction [↗](#)

More... +

2.1.3 3. Conflict of Interest [↗](#)

More... +

2.1.4 4. Unfair Competitive Advantage [↗](#)

More... +

2.1.5 5. Corrupt and Fraudulent Practices [↗](#)

More... +

2.1.6 6. Eligibility [↗](#)

More... +

▼ 2.2 B. PREPARATION OF PROPOSALS

2.2.1 7. General Considerations [↗](#)

More... +

2.2.2 8. Cost of Preparation of Proposal [↗](#)

More... +

2.2.3 9. Language [↗](#)

More... +

2.2.4 10. Documents Comprising the Proposal [↗](#)

More... +



14. Attach the Required Documents

< Go back to Leads

Desktop File Sync

Console

Doc3689182861 - KETRACO-PT-008-2022 TENDER FOR PROVISION OF ...

Time remaining
19 days 22:16:14

Event Messages
Response History
Response Team

▼ Checklist

- 1. Review Event Details
- 2. Select Lots/Line Items
- 3. Submit Response

▼ Event Contents

All Content

All Content

Name ↑	Price	Quantity	Extended Price
▼ 1 SECTION 1 (A) - REQUEST FOR PROPOSAL (RFP)			
1.1 Fill and Attach Request For Proposal (RFP) Form References ▼			*Attach a file
▼ 2 SECTION 2. INSTRUCTIONS TO CONSULTANTS AND DATA SHEET			
▼ 2.1 A. GENERAL PROVISIONS			
2.1.1 1. Meanings/Definitions			Less... <input type="button" value="-"/>
a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.			
b) "Applicable Law" means the laws and any other instruments having the force of law in Kenya.			
c) "Procuring Entity" means the entity that is carrying out the consultant selection process and signs the Contract for the Services with the selected Consultant.			
d) "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Entity under the Contract.			
e) "Contract" means a legally binding written agreement signed between the Procuring Entity and the Consultant and includes all the attached			

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

▼ Event Contents

All Content

1 SECTION 1 (A) -
REQU...

SECTION 4. FINANCIALPROPOSAL - STANDARD FORMS

(Section 4 of 9) << Prev. | Next >>



Name ↑

▼ 4 SECTION 4. FINANCIALPROPOSAL - STANDARD FORMS

4.1	FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM References ▼	*Attach a file
4.2	FORM FIN-2: SUMMARY OF COSTS References ▼	*Attach a file
4.3	FORM FIN-3A: BREAKDOWN OF REMUNERATION References ▼	*Attach a file
4.4	FORM FIN 3B: CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES References ▼	*Attach a file
4.5	FORM 3C: FORM FOR CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES References ▼	*Attach a file
4.6	FORM FIN-4 BREAKDOWN OF REIMBURSABLE References ▼	*Attach a file

(*) indicates a required field



Submit Entire Response

Save draft

Compose Message

Excel Import

15. Enter RFP Total Amount and Submit Entire Response

RFP TOTAL AMOUNT (Section 9 of 9) << Prev.  

Name ↑	Price	Quantity	Extended Price
▼ 9 RFP TOTAL AMOUNT			
9.1 soil investigation-NSCC Less... -	* <input type="text"/> KES	1 Activity Unit	
soil investigation-NSCC			

Ship To: Block B Kawi House, Off Red Cross R
Nairobi, 00100
Kenya

(*) indicates a required field

Submit Entire ResponseUpdate TotalsSave draftCompose MessageExcel Import

Whenever you Log from the Tender Link on the Website, it will bring you directly to the Tender Document.