



Kenya Airports Authority

*"Setting our sights high"*

# USER MANUAL

## **ONLINE RFXs RESPONSE PROCESS/STEPS**

# REVISED 2021

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## RECOMMENDED BROWSER

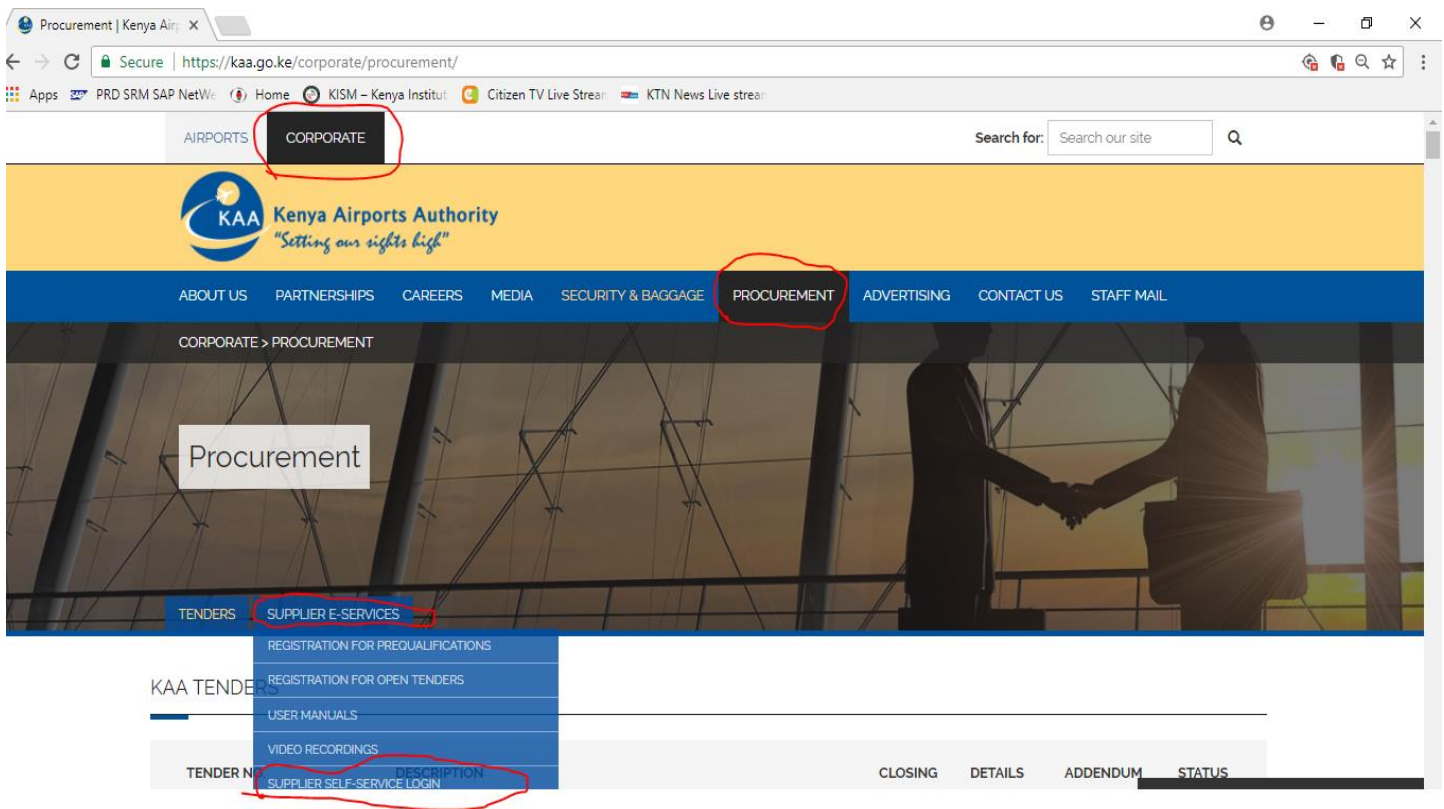
Most of the available internet Browsers are compatible for system full functionalities.

## SUPPLIER LOG-IN

Log-In to KAA Supplier Portal using your valid credentials ([sent to you via email](#)) either through KAA website as below or directly using the below link.

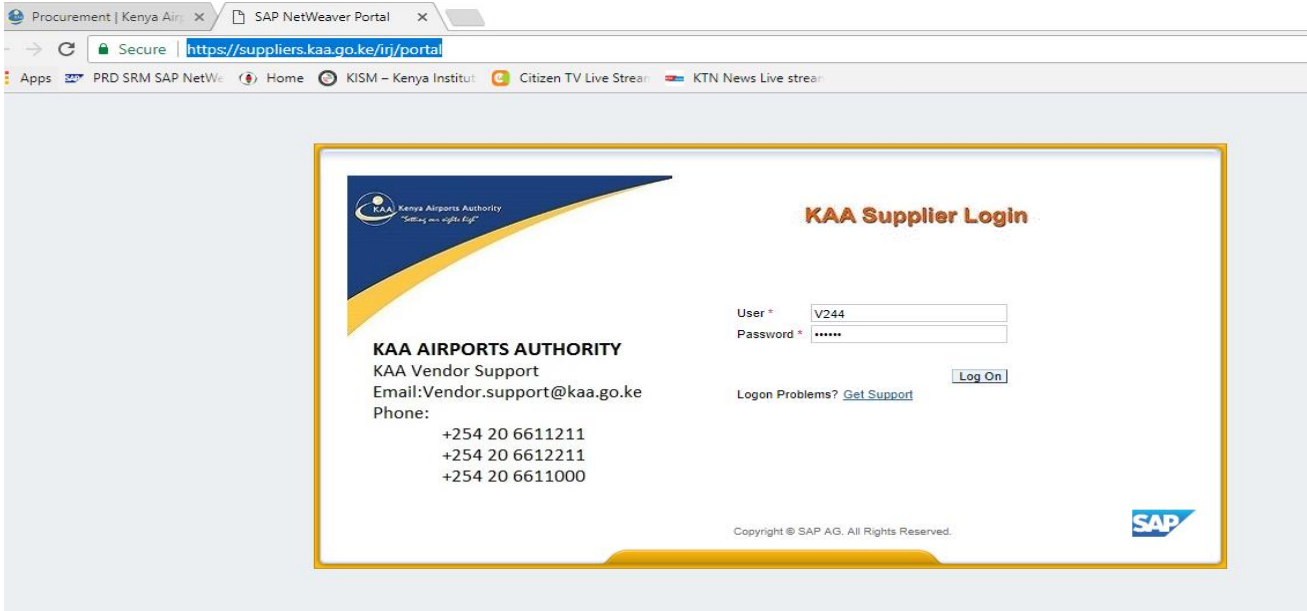
- <https://suppliers.kaa.go.ke/irj/portal>

Through KAA website as below; <https://www.kaa.go.ke/corporate/procurement/>

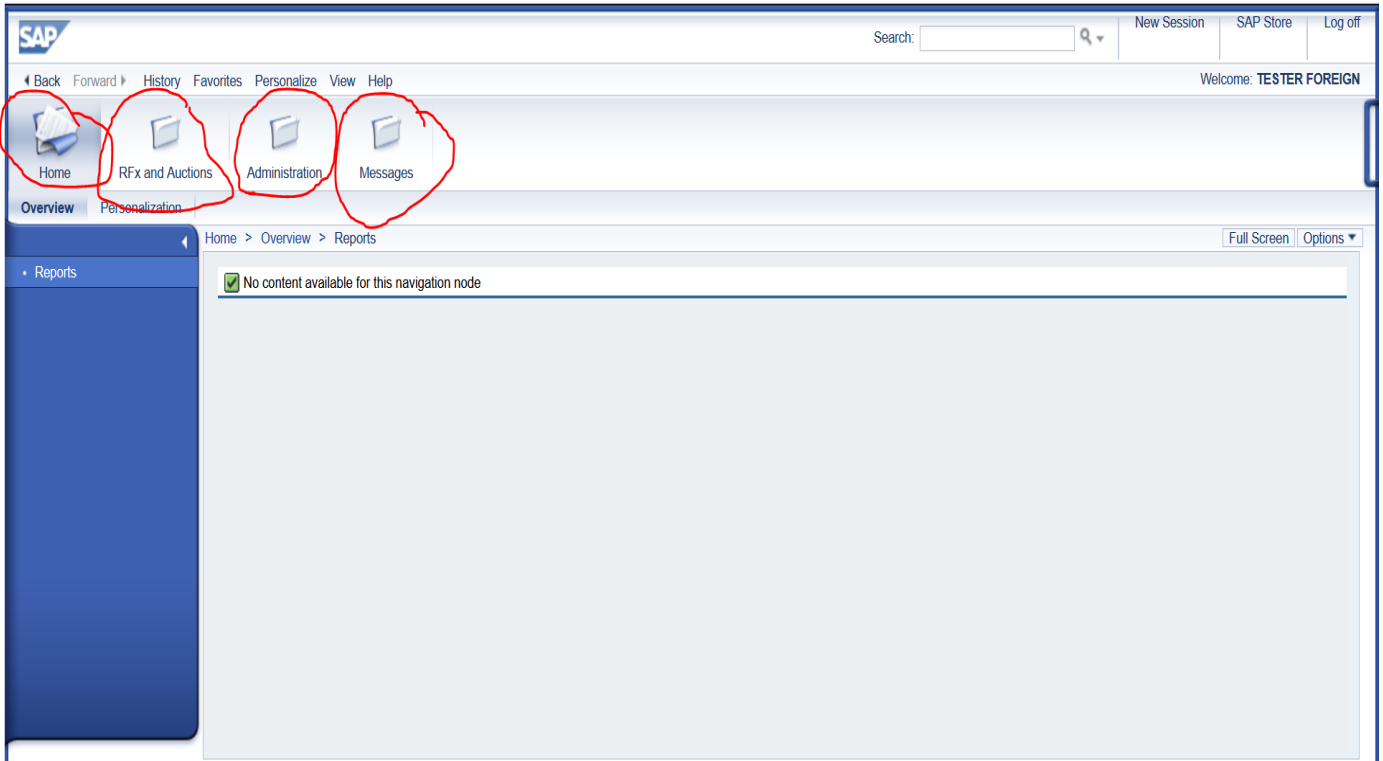


# SUPPLIER LOG-IN SCREEN

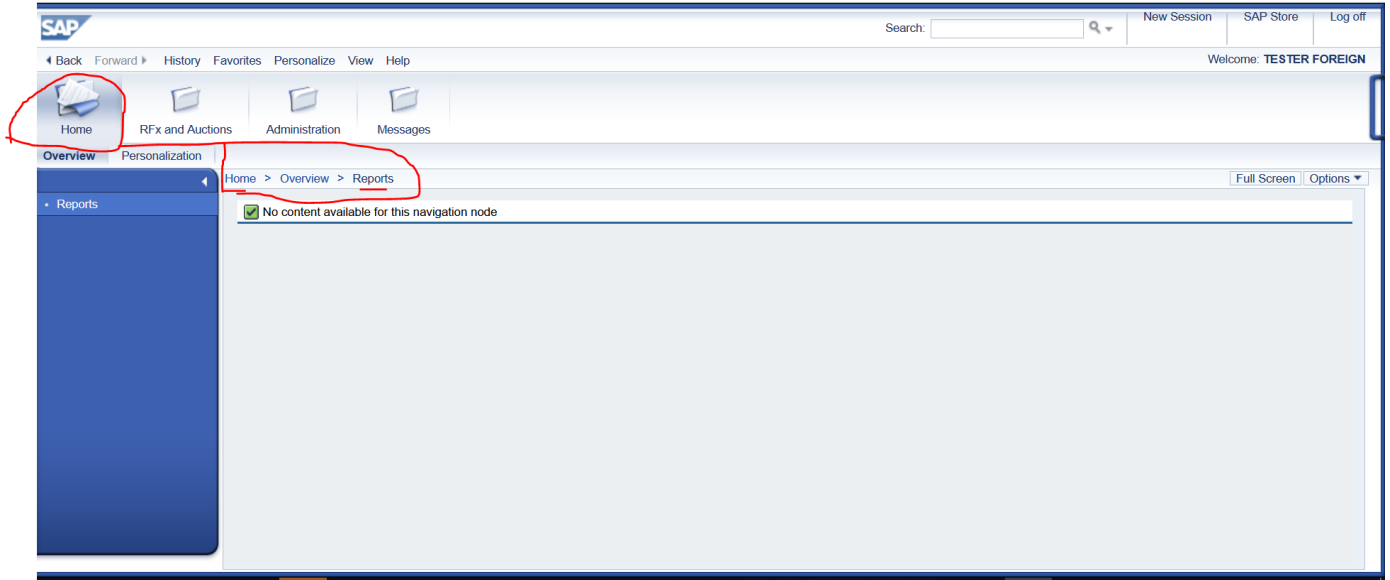
Use your user ID (V-----) and Password as generated and sent via your registered emails. On first time successful login the system will prompt you to change your password as appropriate.



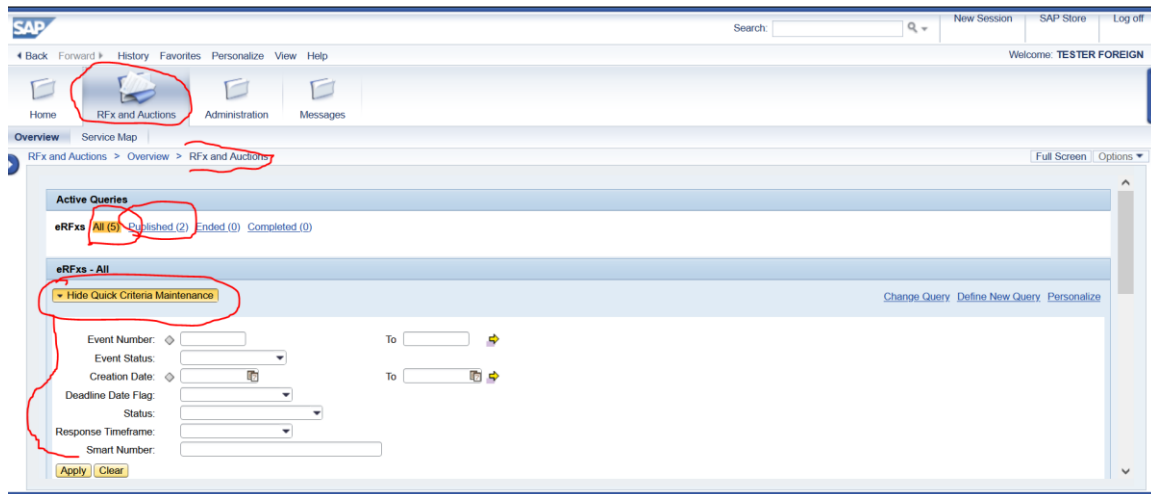
# SUPPLIER LOG-IN SCREEN MENUS



i) Home tab for reports if any,

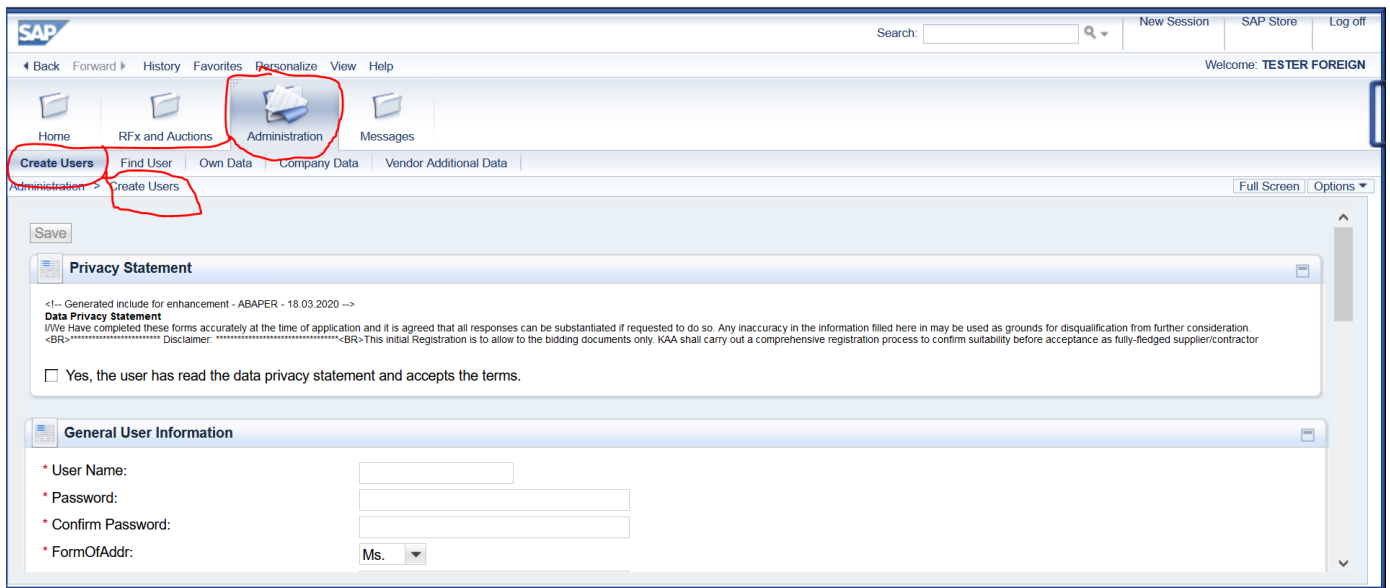


ii) RFx and Auctions for viewing and responding to available and open/running quotation/tenders

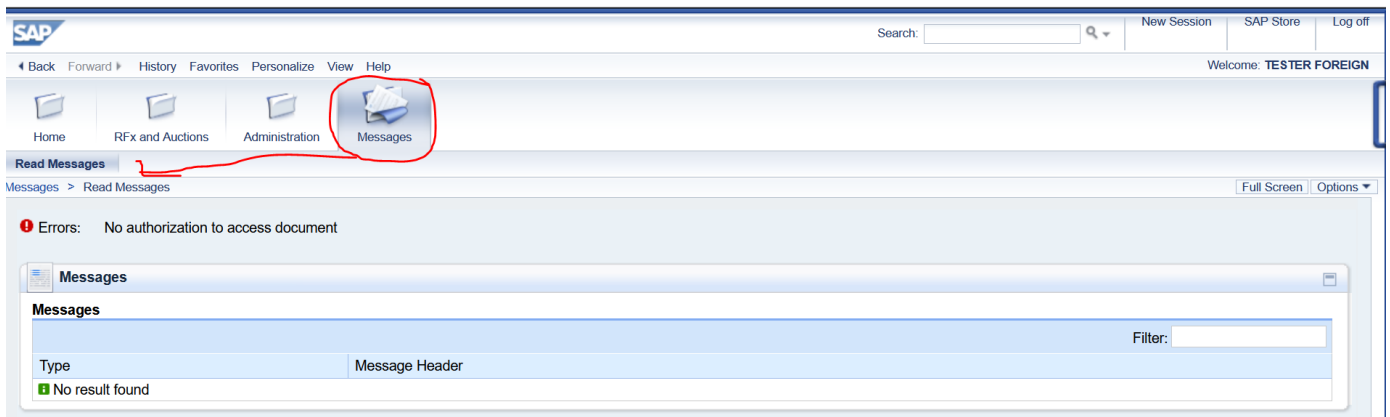




Under "administration" "create users" tab as below. Please ignore it (for now you are not required to create users)



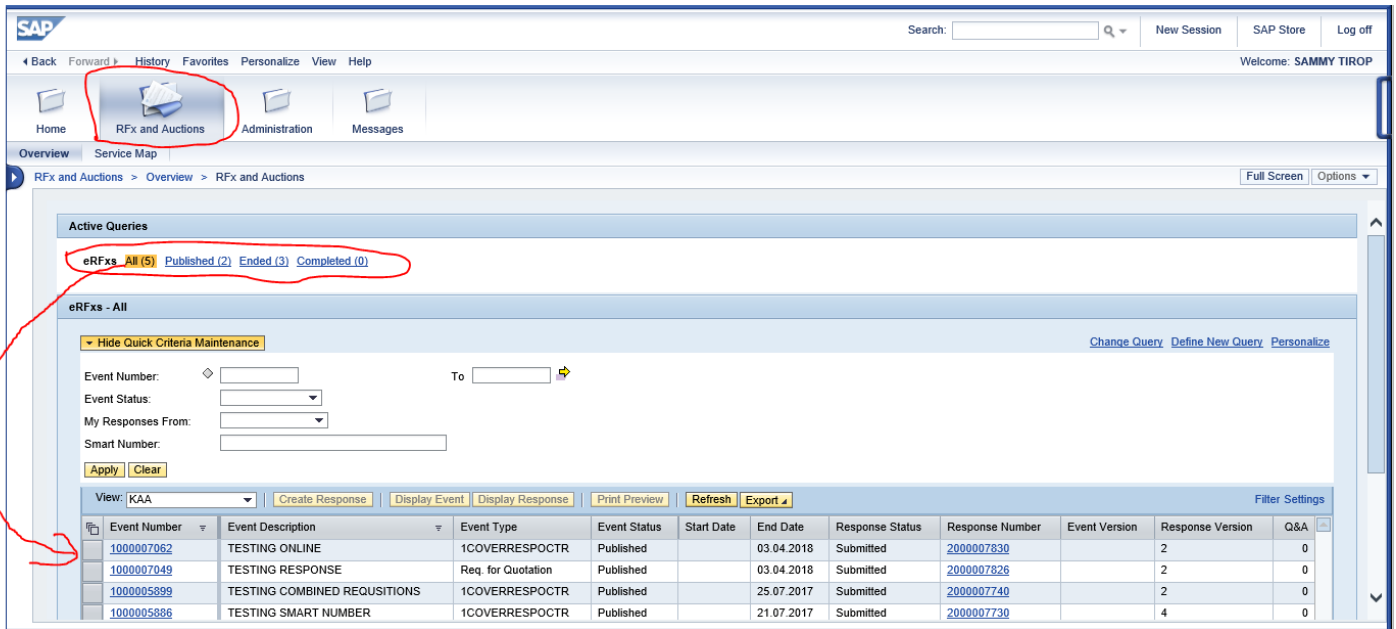
iv) Messages for any messages (currently not activated)



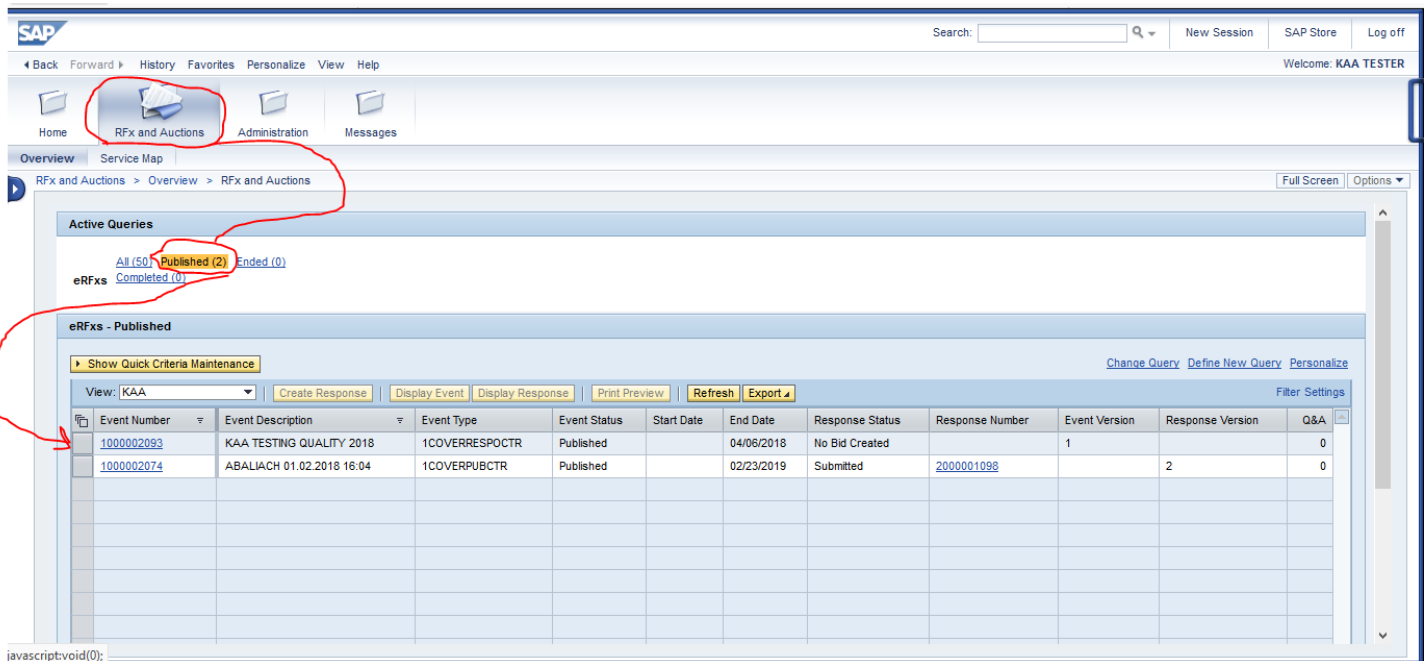
# RFX and Auctions Tab

To response to any RFX, click **"RFX and Auction"** tab; and the below screen is populated with RFXs.

NOTE: Only RFX that you receive an email invitation and those for open tenders would be shown in your screen provided the closing date and time has not lapse. Always click **"Refresh"** tab to update the RFX screen

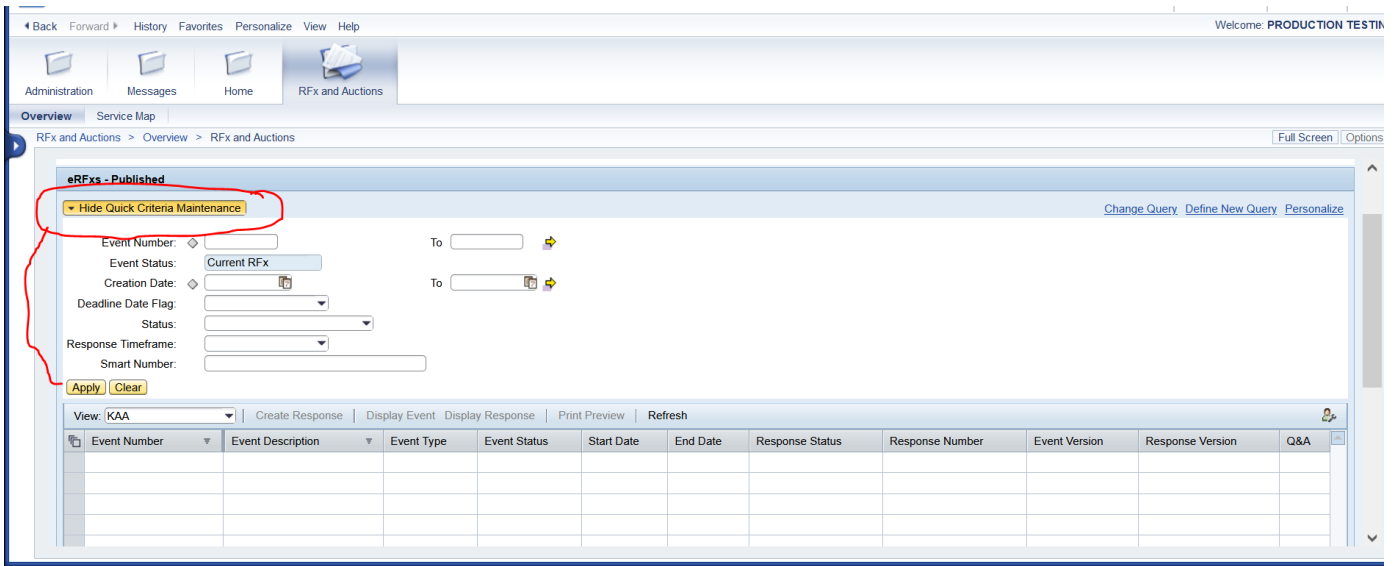


For Current/running RFX – click **"Published"** Tab as below;



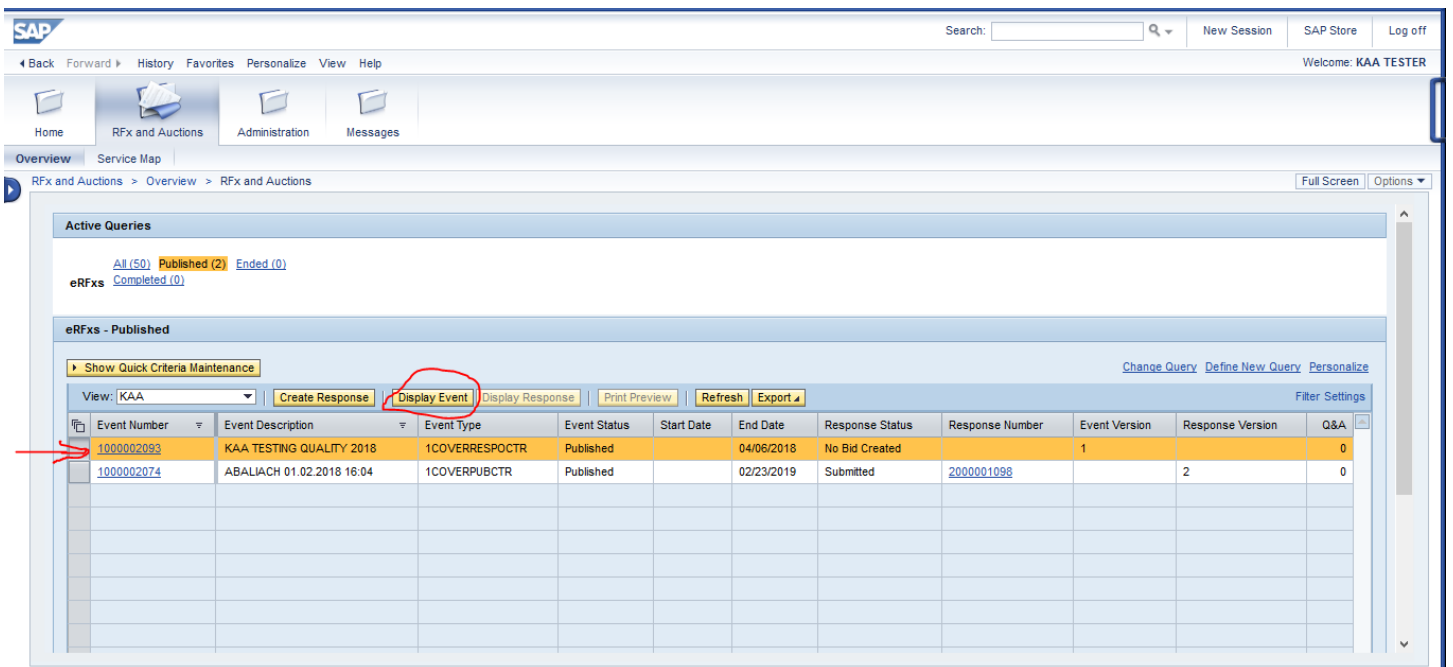


You can always Expand or collapse the “Show Quick Criteria Maintenance” / “Hide Quick Criteria Maintenance”



## DISPLAY RFX

To display RFX; Select “Event (RFX) Number” corresponding to quotation/tender no. under event description in the List and Click on button “DISPLAY EVENT” as below;



On clicking Display event, the following screen is populated with the RFX details as below;

(RFX Number, RFX name (Smart Number), RFX status, RFX start date, Submission deadline, Remaining Time to submit the response etc)

**Display RFX : 100002093** Options ▾

Rfx Number 100002093 Smart Number CAA TESTING QUALITY 2018 RFX Status Published RFX Start Date            Submission Deadline 04/06/2018 11:00:00 UTC+3 **Remaining Time** 1 Days 00:53:06

Rfx Owner ALFRED ABALIACH RFX Version Number 1 RFX Version Type Active Version

Close Print Preview Refresh Technical RFX Register Questions and Answers (0) Export System Information Create Memory Snapshot

**RFX Information** | **Items** | Notes and Attachments

**RFX Parameters** | Questions | Note and Attachments | Conditions | Table Extensions | Payment | Synopsis | User-Specified Status

Time Zone:

Start Date:

Submission Deadline: \*

Opening Date: \*

End of Binding Period:

Currency:

**Partners and Delivery Information** Filter Settings

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		ALFRED ABALIACH	
Location		CAA HEADQUARTERS	020-6611000

Close Print Preview Refresh Technical RFX Register Questions and Answers (0) Export System Information Create Memory Snapshot

### NAVIGATING THE RFX SCREEN

Checking the requirement details before responding. *(This process is important as it will give you the opportunity to understand the requirement before creating response. It will assist in making a decision on whether to respond or not).*

Checking RFX/Quotation item(s) – clicking on “**item**” tab as below;

**Display RFX : 100002093** Options ▾

Rfx Number 100002093 Smart Number CAA TESTING QUALITY 2018 RFX Status Published RFX Start Date            Submission Deadline 04/06/2018 11:00:00 UTC+3 Remaining Time 1 Days 00:53:06

Rfx Owner ALFRED ABALIACH RFX Version Number 1 RFX Version Type Active Version

Close Print Preview Refresh Technical RFX Register Questions and Answers (0) Export System Information Create Memory Snapshot

**RFX Information** | **Items** | Notes and Attachments

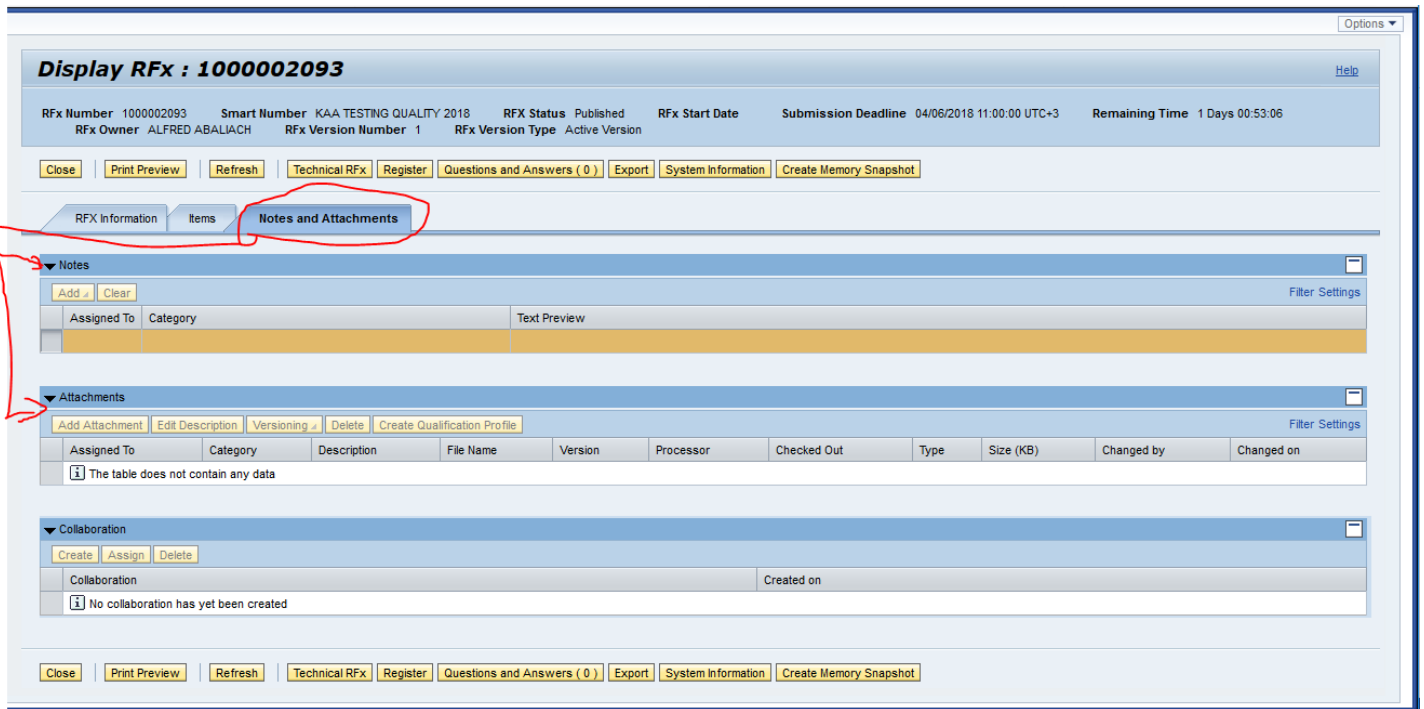
**Item Overview**

Details Add Line Add Subline Cut Copy Paste Delete Expand All Collapse All Filter Settin

Line Number	Item Type	Option Type	Product ID	Description	Lot	Allow RFX Response Modification	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Total Value	Internal #
0001	Material			PAINING WORKS		<input type="checkbox"/>	W01		1	AU						1

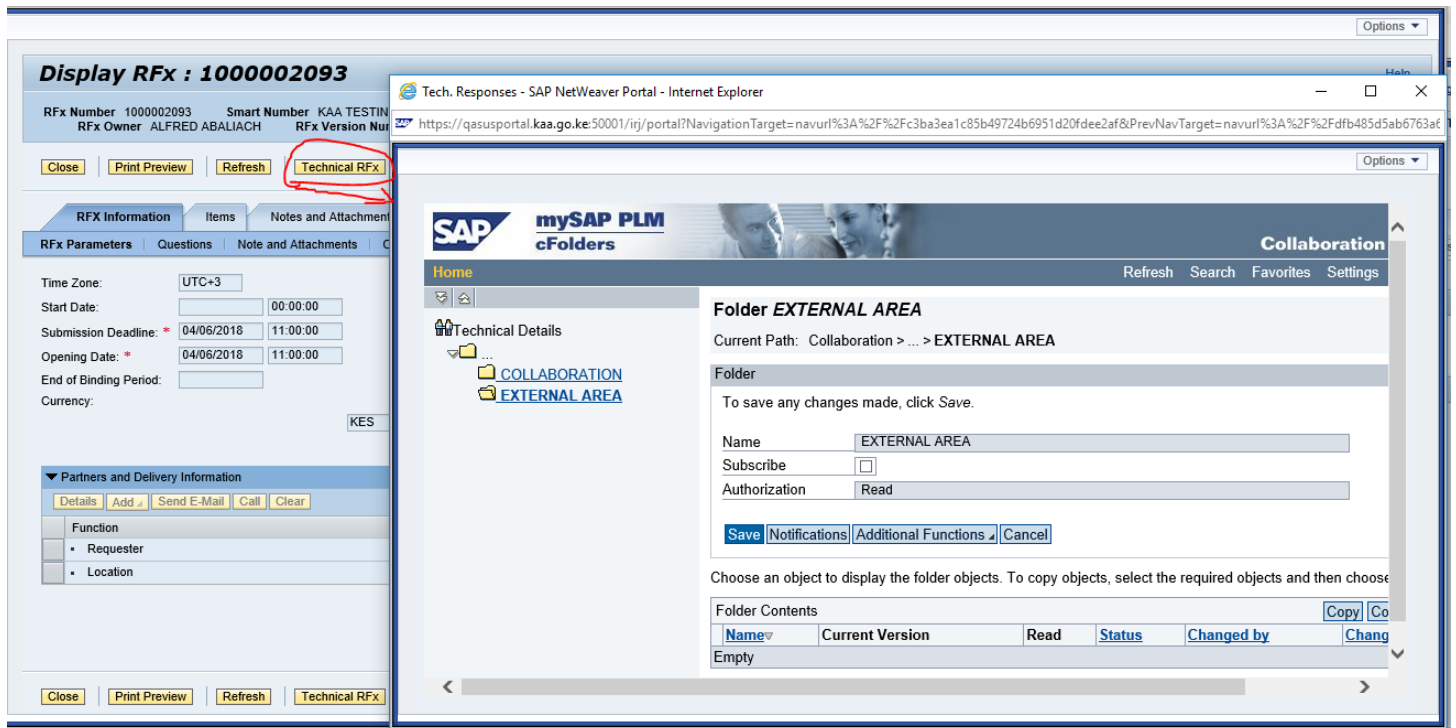
Close Print Preview Refresh Technical RFX Register Questions and Answers (0) Export System Information Create Memory Snapshot

Checking for any related notes or attachments – click on “notes and attachment” tab as below; *(this is important as it may contain submission instructions or specifications, samples etc)*



For open tenders mainly. Tender document and other relevant requirements would be available under external area as below. To Check for any tender document / BQs which are posted/ available – Click “**Technical RFX**” Tab as below; and the system will then display the second screen. *(Here the screen displays two menus i.e. “collaboration and external area”*

*N/B – Below process is not applicable to Request for Quotations unless it is stated so in the instructions to bidders.*



N/B For first time access to cfolder, you are required to accept the terms as below;

**Create RFX Response**

Submit | Read Only | Print Preview | Check | **Technical RFX Response**

Please attach the files in CFolder

RFX Response Number 2000010972 RFX Number 1000010106  
 Remaining Time 0 Days 02:59:32 RFX Owner TIMOTHY OCH

RFX Information | **Items** | Notes and Attachments | Cond

Item Overview

Line Number	Description	Variant	Item
0001	CONSULTANCY		Mat

OS/390®, OS/400®, iSeries, pSeries, xSeries, zSeries, z/OS, AFP, Intelligent Miner, WebSphere®, Netfinity®, Tivoli®, Informix und Informix® Dynamic Server™ sind Marken der IBM Corporation in den USA und/oder anderen Ländern.

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**ACCEPT** **REJECT**

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*if the following screens appears. Please click the button "show all content" as shown below;*

Tech. Responses - SAP NetWeaver Portal - Internet Explorer

https://qasusportal.kaa.go.ke:50001/irj/portal?NavigationTarget=navurl%3A%2F%2Fc3ba3ea1c85b49724b6951d20fdee2af&PrevNavTarget=navurl%3A%2F%2Fd5ab6763a691b2fc3ae45c8adb&NavMode=3&CurrentWindowId=WIDxDefa

Only secure content is displayed. What's the risk?

**Show all content**

100%

10:44 AM  
4/5/2018

## NAVIGATING THE CFOLDER MENU

At the initial i.e. before selecting “create response” The screen has two menus “collaboration and external area”. You click on each tab to check if any document is uploaded on the same as below; (if document exist it would be shown as below. Click on “current version” name to open the file/document).

N/B: **NEVER ATTACH ANY OF YOUR DOCUMENTS ON THIS TWO FOLDERS AS IT WILL BE ACCESSIBLE TO EVERYONE.**

The screenshot shows the SAP mySAP PLM cFolders interface. The left sidebar contains a tree view with 'COLLABORATION' and 'EXTERNAL AREA' folders. The main content area is titled 'Folder COLLABORATION' and shows the current path as 'Collaboration > ... > COLLABORATION'. Below this, there are input fields for 'Name' (set to 'COLLABORATION'), 'Subscribe' (checkbox), and 'Authorization' (set to 'Read'). A 'Folder Contents' table is displayed below, with a red box highlighting the 'Current Version' column. The table contains one entry: 'PROPOSED-REHABILITATION-OF-RUNWAY-APRON-AT-SUNEKA-AIRSTRIIP.pdf (8.859KB)' with a 'Read' status, changed by 'ABALIACH' on '05.04.2018 08:49:01'. A red arrow points from the 'COLLABORATION' folder in the sidebar to the table.

Folder Contents		Copy	Copy as Bookmark	All	None
Name	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/> TENDER DOCUMENT AND BQS	PROPOSED-REHABILITATION-OF-RUNWAY-APRON-AT-SUNEKA-AIRSTRIIP.pdf (8.859KB)			ABALIACH	05.04.2018 08:49:01

# CREATING A RESPONSE TO AN RFX

After confirming the requirement and now ready to create a response; below are steps to follow:

## PROCESS OF RESPONDING TO A NEW RFX

STEPS: Register → Participate → Create Response → Submit

Any current/running RFX has response status would be as below; and therefore eligible for creating a bid response

The screenshot shows the SAP RFX and Auctions interface. The main table displays the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Status	Response Number	Event Version	Response Version	Q&A
1000002093	KAA TESTING QUALITY 2018	1COVERRESPOCTR	Published	04/06/2018	04/06/2018	No Bid Created				0
1000002074	ABALIACH 01.02.2018 16:04	1COVERPUBCTR	Published		02/23/2019	Submitted	2000001098		2	0

### Step 1 – Register

Click “Register” tab as below (only applicable for first time access to the specific RFX);

The screenshot shows the 'Display RFX : 1000001620' page. The page displays the following information:

**Display RFX : 1000001620**

RFX Number 1000001620    Smart Number TENDERING TEXT    RFX Status Published    RFX Start Date    Submission Deadline 03/19/2017 22:10:00 UTC+3  
RFX Owner ALFRED ABALIACH    RFX Version Number 1    RFX Version Type Active Version

Buttons: Close, Print Preview, Refresh, **Register**, Questions and Answers (0), Export, System Information, Create Memory Snapshot

The following message will then be displayed;

**Display RFX : 100002093**

RFX Number 100002093 Smart Number KAA TESTING QUALITY 2018 RFX Status Published RFX Start Date Submission Deadline 04/06/2018 11:00:00 UTC+3 Remaining Time 0 Days 23:32:52  
RFX Owner ALFRED ABALIACH RFX Version Number 1 RFX Version Type Active Version

You are registered to the RFX and will be informed of changes

Close Print Preview Refresh Technical RFX Participate Do Not Participate Questions and Answers (0) Export System Information Create Memory Snapshot

RFX Information Items Notes and Attachments

RFX Parameters Questions Note and Attachments Conditions Table Extensions Payment Synopsis User-Specified Status

Time Zone: UTC+3  
Start Date: 00:00:00 Technical RFX Response Opening Date: \* 04/06/2018 11:00:00  
Submission Deadline: \* 04/06/2018 11:00:00  
Opening Date: \* 04/06/2018 11:00:00  
End of Binding Period:  
Currency: KES

Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		ALFRED ABALIACH	
Location		KAA HEADQUARTERS	020-6611000

Close Print Preview Refresh Technical RFX Participate Do Not Participate Questions and Answers (0) Export System Information Create Memory Snapshot

For first time registered vendor/potential supplier, the below error would be displayed on clicking "Register" tab. Please exit the screen and go to "administration tab" "vendor additional data" and filled the missing information and attach the required relevant registration documents as per below screens.

Error Screen.

**Display RFX :**

Print Preview Refresh Technical RFX Close Register Questions and Answers (0) Export System Information Create Memory Snapshot

Please maintain necessary information in Vendor Portal  
Portal->Administration->Vendor Additional Data

RFX Number 1000010106 Smart Number TEST 2 TWO ENVELOPE RFX Status Published RFX Start Date Submission Deadline 08/03/2021 16:00:00 UTC+3  
Remaining Time 0 Days 03:30:47 RFX Owner TIMOTHY OCHANGO INGUTIA RFX Version Number 7 RFX Version Type Active Version

RFX Information Items Notes and Attachments

RFX Parameters Questions Notes and Attachments Conditions Table Extensions

Time Zone: UTC+3  
Start Date: 00:00:00 \* Technical RFX Response Opening Date: 08/03/2021 16:00:00  
\* Submission Deadline: 08/03/2021 16:00:00  
\* Opening Date: 08/03/2021 16:00:00  
End of Binding Period:  
Currency: KES

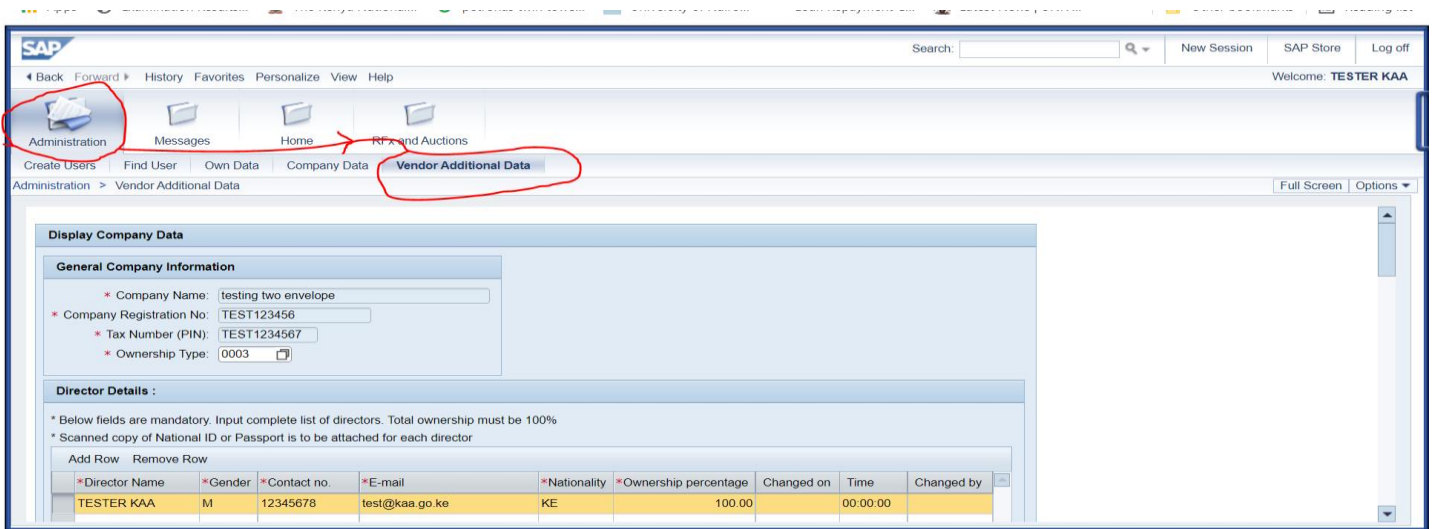
Partners and Delivery Information

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		TIMOTHY OCHANGO INGUTIA	
Location		KAA HEADQUARTERS	020-6611000

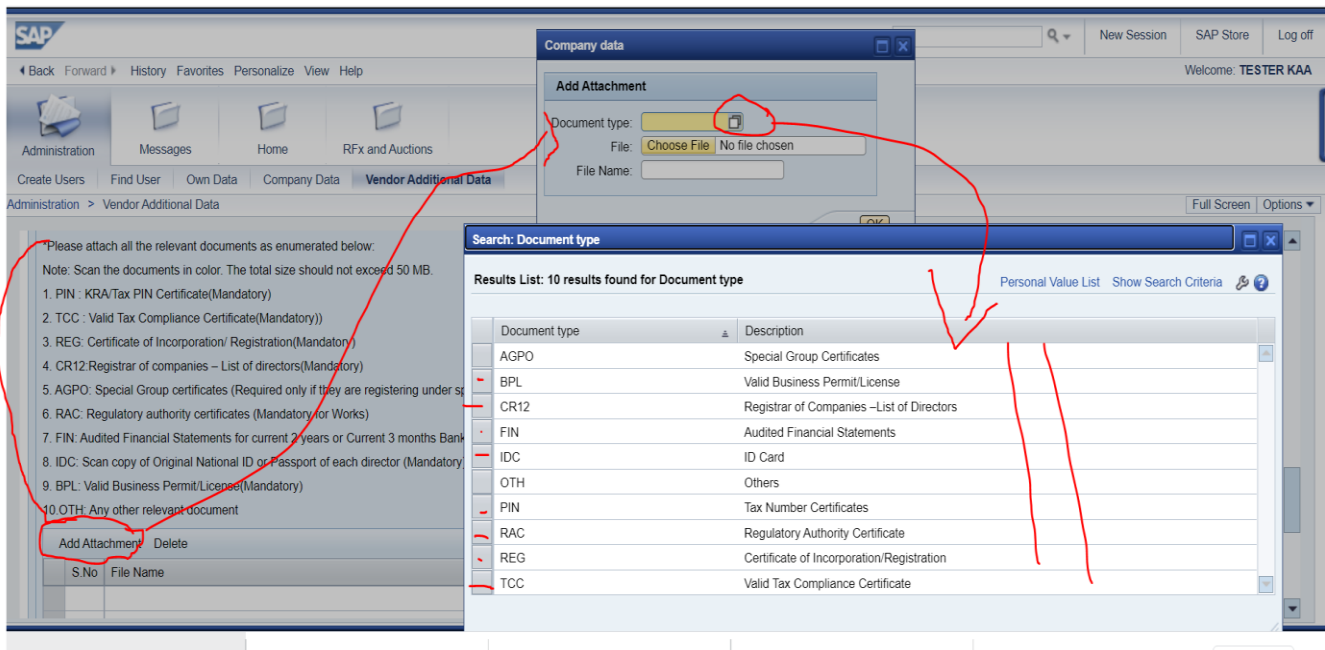
Exit the above screen and and go to "administration" tab "vendor additional data" and filled the missing information and attach the required relevant registration documents as per below.

**N/B; THE DOCUMENTS ATTACH HERE ARE FOR REGISTRATION ONLY AND NOT RELATED TO TENDER SUBMISSION REQUIREMENT. ALL TENDER REQUIREMENTS MUST BE SUBMITTED WITH THE RELEVANT SPECIFIC TENDER AS PER INSTRUCTIONS.**

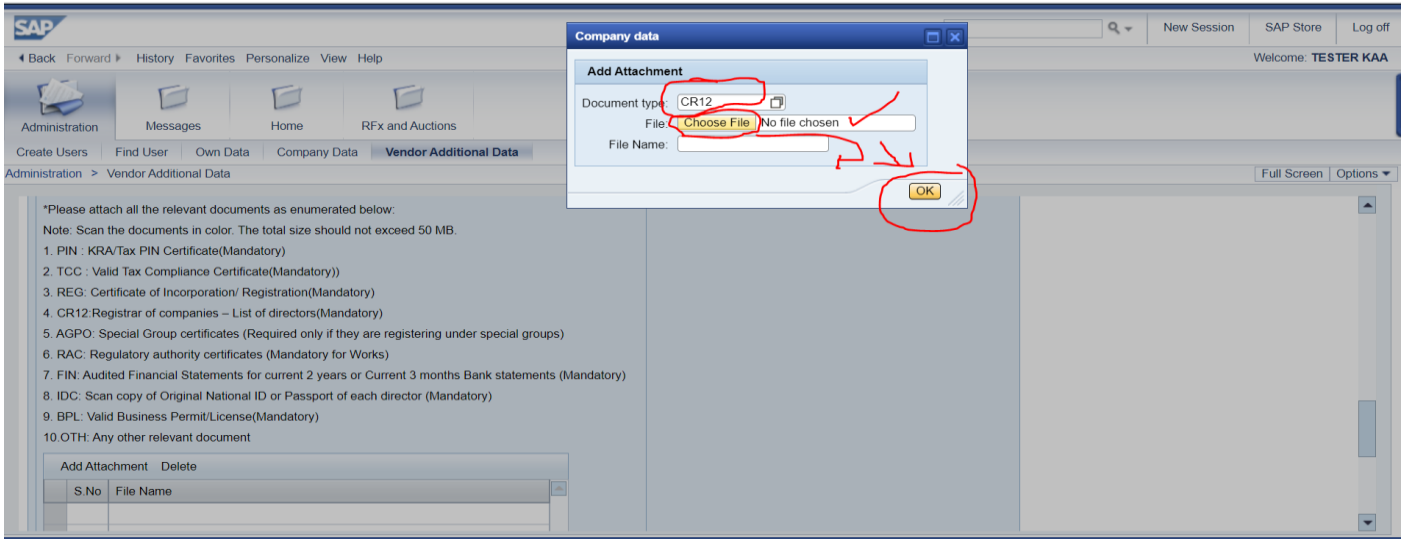


**Fill the missing information and attach the mandatory registration documents as below;**

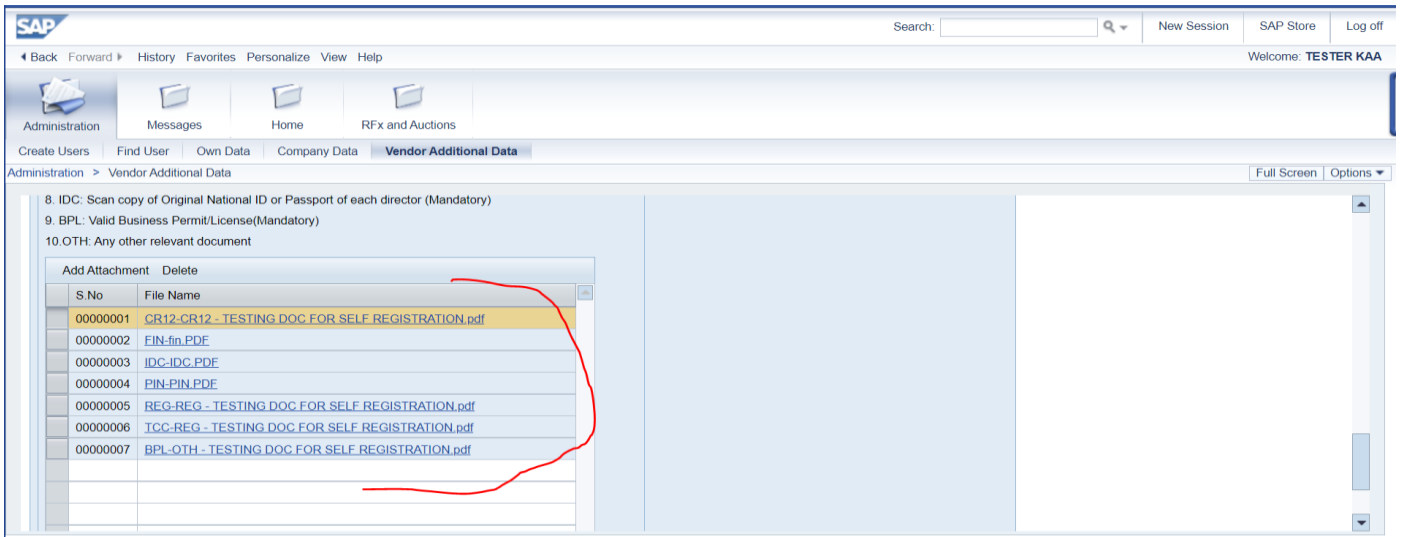
*Filled any required fields and attach all relevant registration documents by choosing relevant document type and attaching the documents as below*



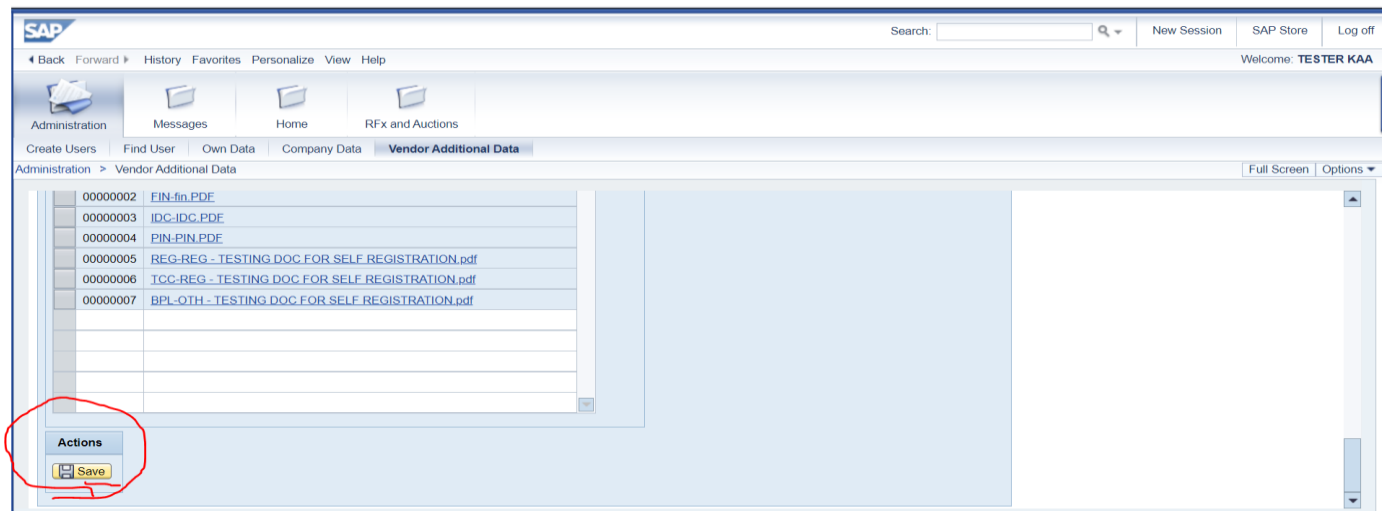




On successful attachment of all relevant mandatory documents as below. Click **“save”** and the system would populate the below successful message. If there are errors, the system would point the same via error message for your corrections.

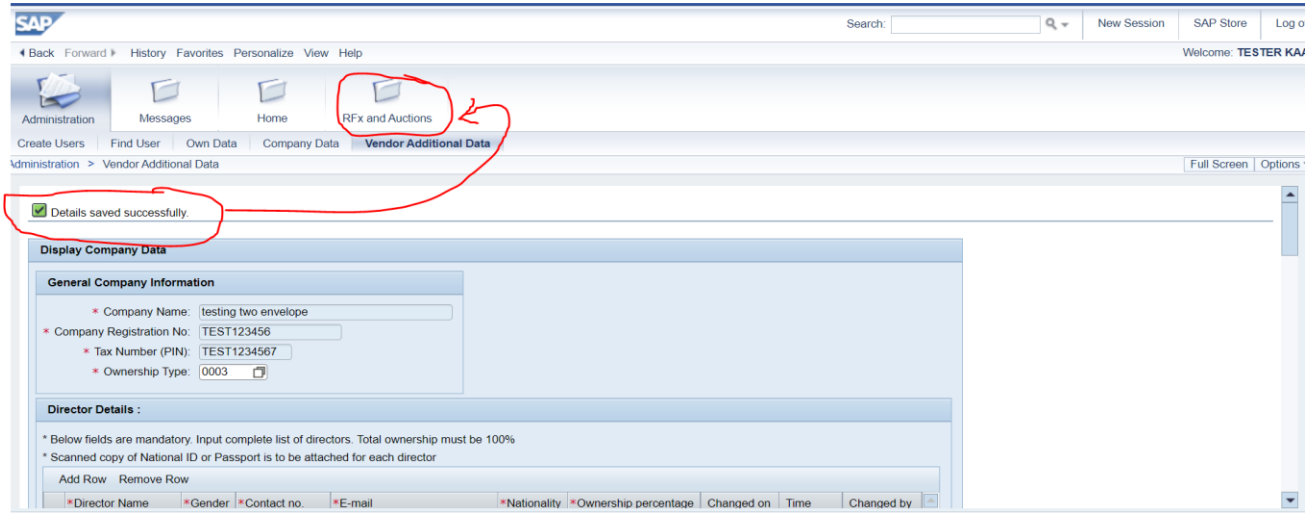


Click save

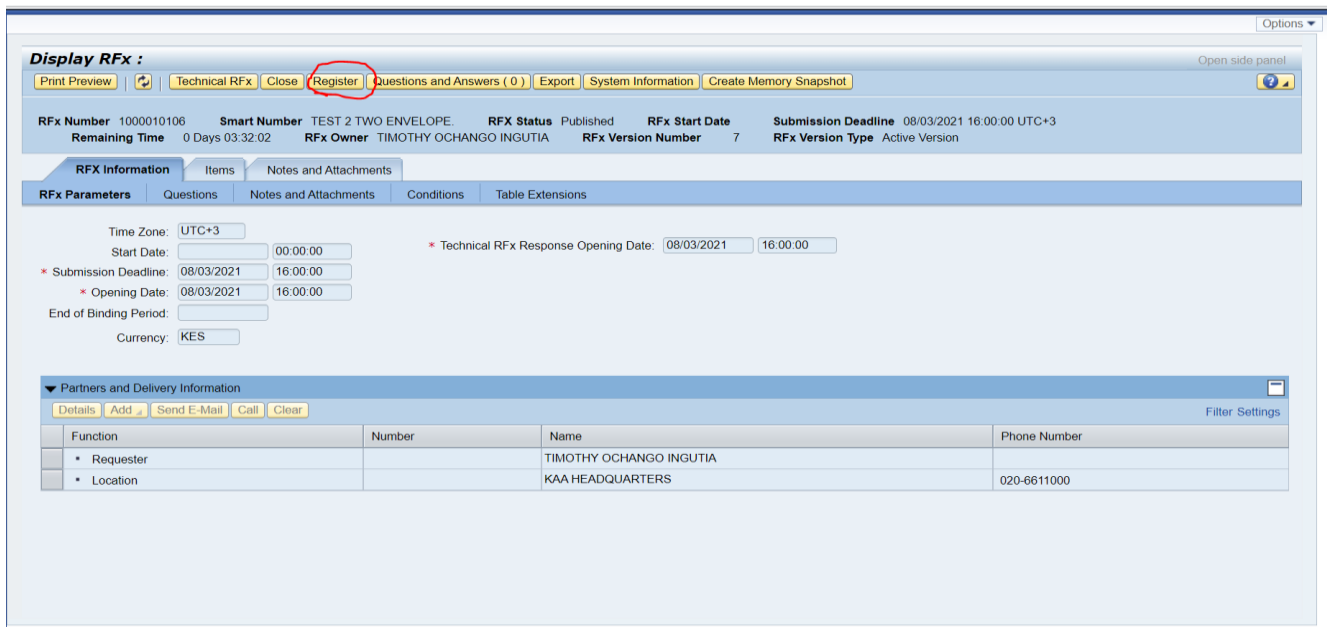


## Successful system message.

When successfully saved, the below message will appear on the screen. You can now respond to the RFX following previous steps/process.



## Display the relevant RFX and click "Register" tab again to proceed



## Step 2 – click Participate

Once you click on **Register** button, it activates the ‘Participate and do not Participate’ buttons as below;

The screenshot shows the 'Display RFX : 100002093' page. At the top, there is a header with RFX details: RFX Number 100002093, Smart Number KAA TESTING QUALITY 2018, RFX Status Published, RFX Start Date, Submission Deadline 04/06/2018 11:00:00 UTC+3, and Remaining Time 0 Days 23:32:52. Below the header, a message box states 'You are registered to the RFX and will be informed of changes'. A toolbar contains buttons for 'Close', 'Print Preview', 'Refresh', 'Technical RFX', 'Participate', 'Do Not Participate', 'Questions and Answers (0)', 'Export', 'System Information', and 'Create Memory Snapshot'. The 'Participate' button is highlighted with a red circle. Below the toolbar, there are tabs for 'RFX Information', 'Items', and 'Notes and Attachments'. The 'RFX Parameters' tab is active, showing fields for Time Zone (UTC+3), Start Date, Submission Deadline, Opening Date, End of Binding Period, and Currency (KES). A 'Partners and Delivery Information' section is expanded, showing a table with columns for Function, Number, Name, and Phone Number. The table lists 'Requester' as ALFRED ABALIACH and 'Location' as KAA HEADQUARTERS with phone number 020-6611000. A second toolbar at the bottom of the page also highlights the 'Participate' button.

On clicking ‘Participate’, the system will activate “create response” tab as below;

The screenshot shows the 'Display RFX : 100002093' page after clicking 'Participate'. The header and RFX details remain the same. The message box now states 'Your response has been sent, you will be informed of changes via e-mail'. The toolbar buttons are updated: 'Participate' is now 'Do Not Participate' and 'Create Response' is highlighted with a red circle. The 'Partners and Delivery Information' section remains expanded, showing the same table as in the previous screenshot. The bottom toolbar also highlights the 'Create Response' button.

### Step 3 – Create Response

Click on “create response” button; and the system will now allow you to fill your price and attach relevant documents as below (*this is what is referred to as “the Price Screen”*) –

**Note: For simple quotations that has no technical RFX attachments, there is no need to create technical RFX response unless you’ve been instructed to do so.**

**Display RFX :**

Print Preview | Technical RFX | Close | Do Not Participate | **Create Response** | Questions and Answers ( 0 ) | Export | System Information | Create Memory Snapshot

You have been registered. You will be informed of RFX changes

RFX Number 1000010131 Smart Number DEEPAN 27.07.2021 RFX Status Published RFX Start Date Submission Deadline 08/28/2021 11:20:00 UTC+3 Remaining Time 24 Days 20:03:37  
 RFX Owner Deepan Sakkarawartha RFX Version Number 2 RFX Version Type Active Version

**RFX Information** | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments | Conditions | Table Extensions

Time Zone: UTC+3  
 Start Date: 00:00:00 \* Technical RFX Response Opening Date: 08/28/2021 11:20:00  
 \* Submission Deadline: 08/28/2021 11:20:00  
 \* Opening Date: 08/28/2021 11:20:00  
 End of Binding Period:  
 Currency: KES

Partners and Delivery Information

Function	Number	Name	Phone Number
Requester		RFCUSER	
Goods Recipient		RFCUSER	
Ship-To Address		CAA HEADQUARTERS	020-6611000
Location		CAA HEADQUARTERS	020-6611000

**Display RFX :**

Print Preview | Technical RFX | Close | Do Not Participate | **Create Response** | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Number 1000010131 Smart Number DEEPAN 27.07.2021 RFX Status Published RFX Start Date Submission Deadline 08/28/2021 11:20:00 UTC+3 Remaining Time 24 Days 20:03:37  
 RFX Owner Deepan Sakkarawartha RFX Version Number 2 RFX Version Type Active Version

**RFX Information** | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments | Conditions | Table Extensions

Time Zone: UTC+3  
 Start Date: 00:00:00 \* Technical RFX Response Opening Date: 08/28/2021 11:20:00  
 \* Submission Deadline: 08/28/2021 11:20:00  
 \* Opening Date: 08/28/2021 11:20:00  
 End of Binding Period:  
 Currency: KES

Partners and Delivery Information

Function	Number	Name	Phone Number
Requester		RFCUSER	
Goods Recipient		RFCUSER	
Ship-To Address		CAA HEADQUARTERS	020-6611000
Location		CAA HEADQUARTERS	020-6611000

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Export | Import

Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 2000010973 RFX Number 1000010131 Status In Process  
 Submission Deadline 08/28/2021 11:20:00 UTC+3 Opening Date 08/28/2021 11:20:00 UTC+3  
 Remaining Time 24 Days 19:59:00 RFX Owner Deepan Sakkarawartha Total Value 0.00 KES  
 RFX Response Version Number Active Version RFX Version Number 2

**RFX Information** | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Payment

**Event Parameters**  
 Currency: Kenyan Shilling

**Pricing Arrangement**  
 Pricing Arrangement:  
 Ceiling Amount:

**Status and Statistics**  
 Created On: 08/03/2021 15:21:12 UTC+3  
 Created By: Mr. TESTER KAA  
 Last Processed On: 08/03/2021 15:21:12 UTC+3  
 Last Processed By: Mr. TESTER KAA

Partners and Delivery Information

Function	Number	Name	Phone Number
Goods Recipient		RFCUSER	
Ship-To Address		CAA HEADQUARTERS	020-6611000
Location		CAA HEADQUARTERS	020-6611000

## Creating Response Screen

Once you are in 'create RFX response screen'; system will allow you to enter Price and attachments as below;

Click on "items" button and enter your price as below;

**Edit RFX Response:**

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 2000010971 RFX Number 1000010106 Status Saved Submission Deadline 08/03/2021 16:00:00 UTC+3 Opening Date 08/03/2021 16:00:00 UTC+3 Remaining Time 0 Days 05:1

RFX Response Version Number Active Version RFX Version Number

RFX Information **Items** Notes and Attachments Conditions Summary Tracking

Item Overview

Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Cur
0001	CONSULTANCY		Material	S01		Services	1	1	AU	11000	KES

10:44 AM 8/3/2021

If the price option is greyed then the requirement has a subline which is applicable for works or services. Please expand the item folder as below and enter the price on the **subline 1.1** as below;

RFX Response Number 2000010973 RFX Number 1000010131 Status Saved Submission Deadline 08/28/2021 11:20:00 UTC+3 Opening Date 08/28/2021 11:20:00 UTC+3

Remaining Time 24 Days 19:46:20 RFX Owner Deepan Sakkarawarthy Total Value 100,000.00 KES RFX Response Version Number Active Version RFX Version Number 2

RFX Information **Items** Notes and Attachments Conditions Summary Tracking

Item Overview

Details Add Item Copy Paste Delete Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery
1	Test												

**Create RFX Response**

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 2000010973 RFX Number 1000010131 Status In Process Submission Deadline 08/28/2021 11:20:00 UTC+3 Opening Date 08/28/2021 11:20:00 UTC+3  
 Remaining Time 24 Days 19:59:00 RFX Owner Deepan Sakkarawartha Total Value 0.00 KES RFX Response Version Number Active Version RFX Version Number 2

RFX Information **Items** Notes and Attachments Conditions Summary Tracking

Item Overview

Details Add Item Copy Paste Delete Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery
1	Test												
1.1	Test		Service	S01	Services		1		1 AU		KES	1	From 08/28/2021

**INPUTING RELEVANT TAX – 16% VAT is coded as V1**

Choose/highlight the relevant item line and click details as below;

**Edit RFX Response:**

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Delete | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 2000010971 RFX Number 1000010106 Status Saved Submission Deadline 08/03/2021 16:00:00 UTC+3 Opening Date 08/03/2021 16:00:00 UTC+3 Remaining Time 0 Days 05:00  
 RFX Response Version Number Active Version RFX Version Number 7

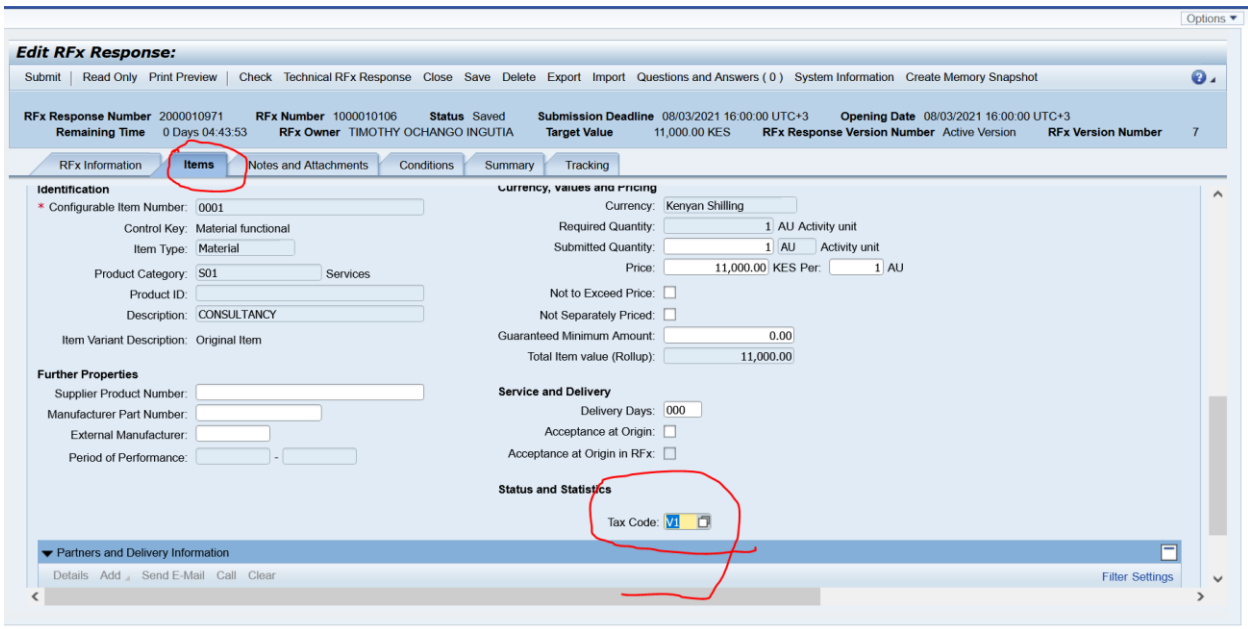
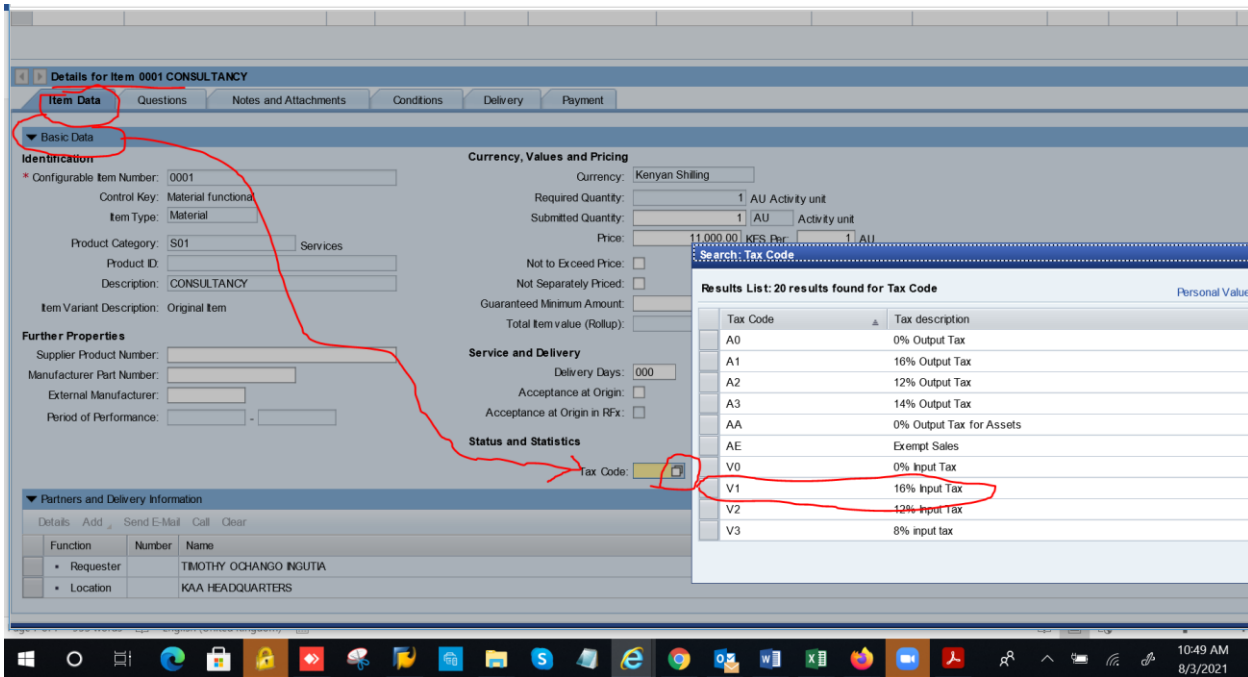
RFX Information **Items** Notes and Attachments Conditions Summary Tracking

Item Overview

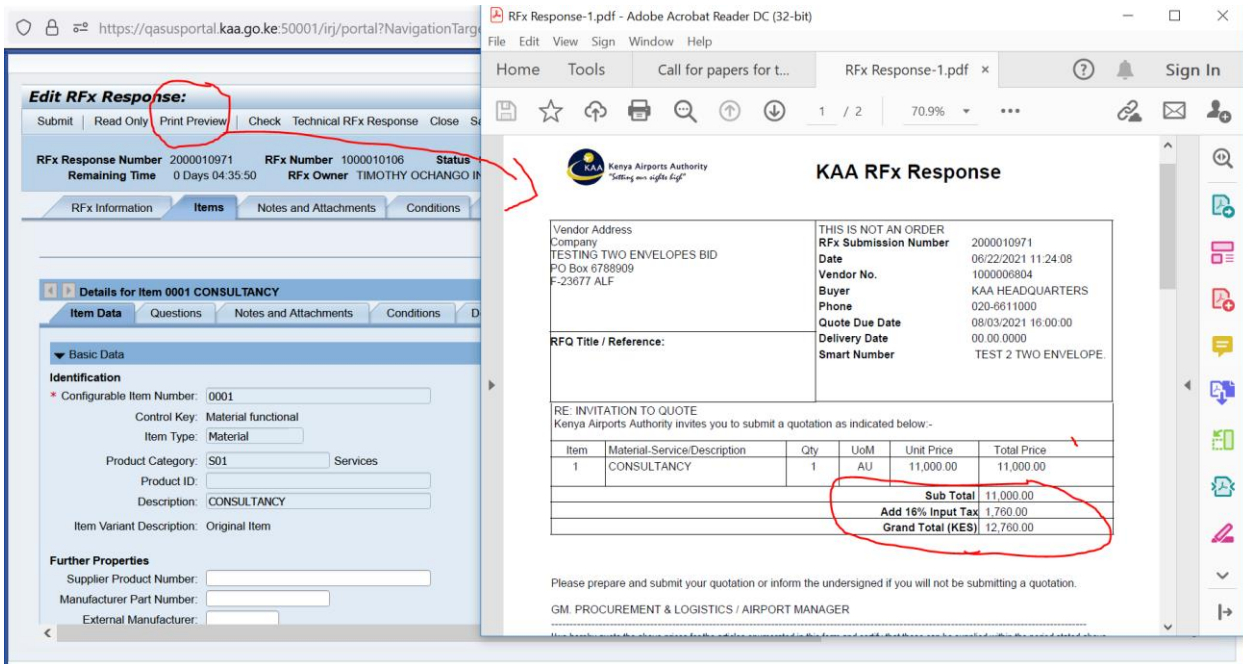
Details Add New Copy Paste Delete Calculate Value

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency
0001	CONSULTANCY		Material	S01	Services		1		1 AU	0.00	KES

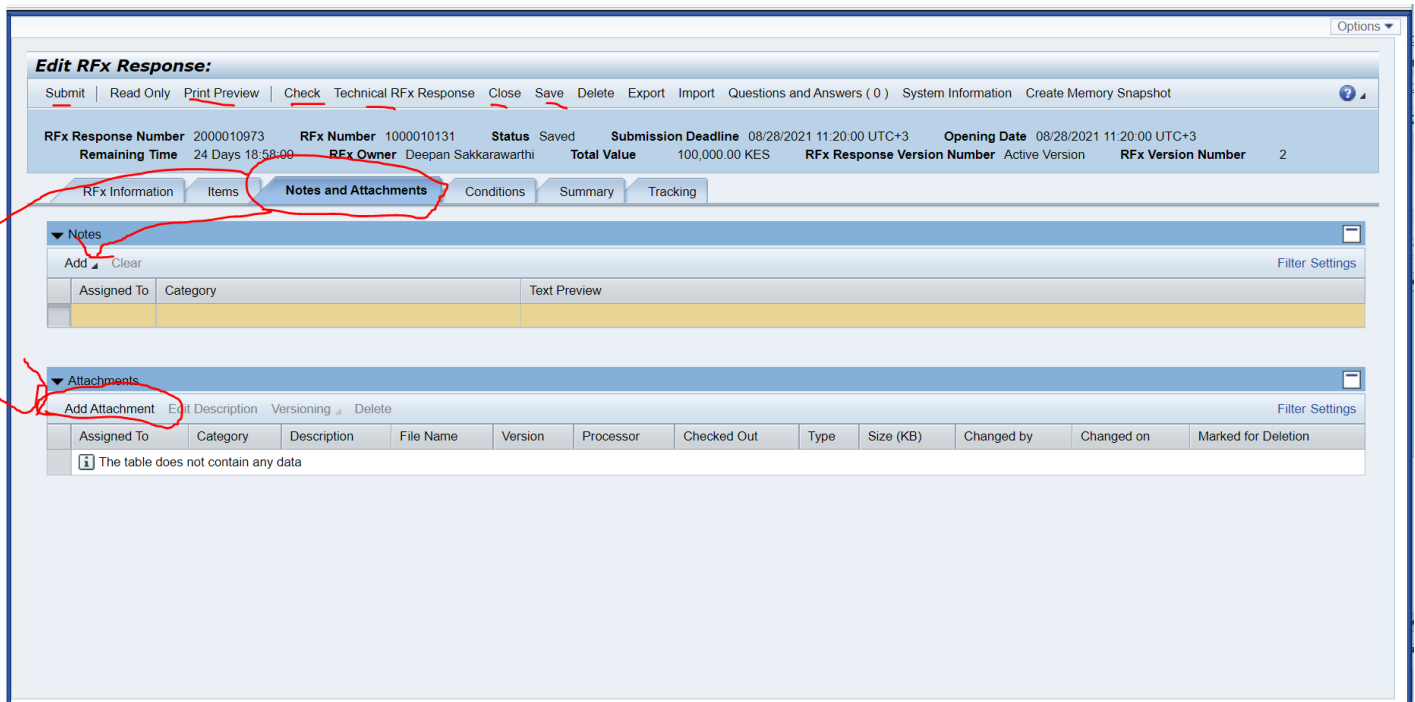
Choose the tax code **V1** as below if the field is empty;



Always Click **Print Review** tab to check if your price is captured correctly as below;



For "Request for quotaion", attach all relevant supporting documents under "Notes and Attachmment" tab as below; click "notes and attachments" button as below; **However for open tenders, Restricted Tenders, Direct Procurement or Request for Proposal attach only financial information/submission including relevant signed priced form of tender on this tab.** You can also add your bid remarks on the tab below



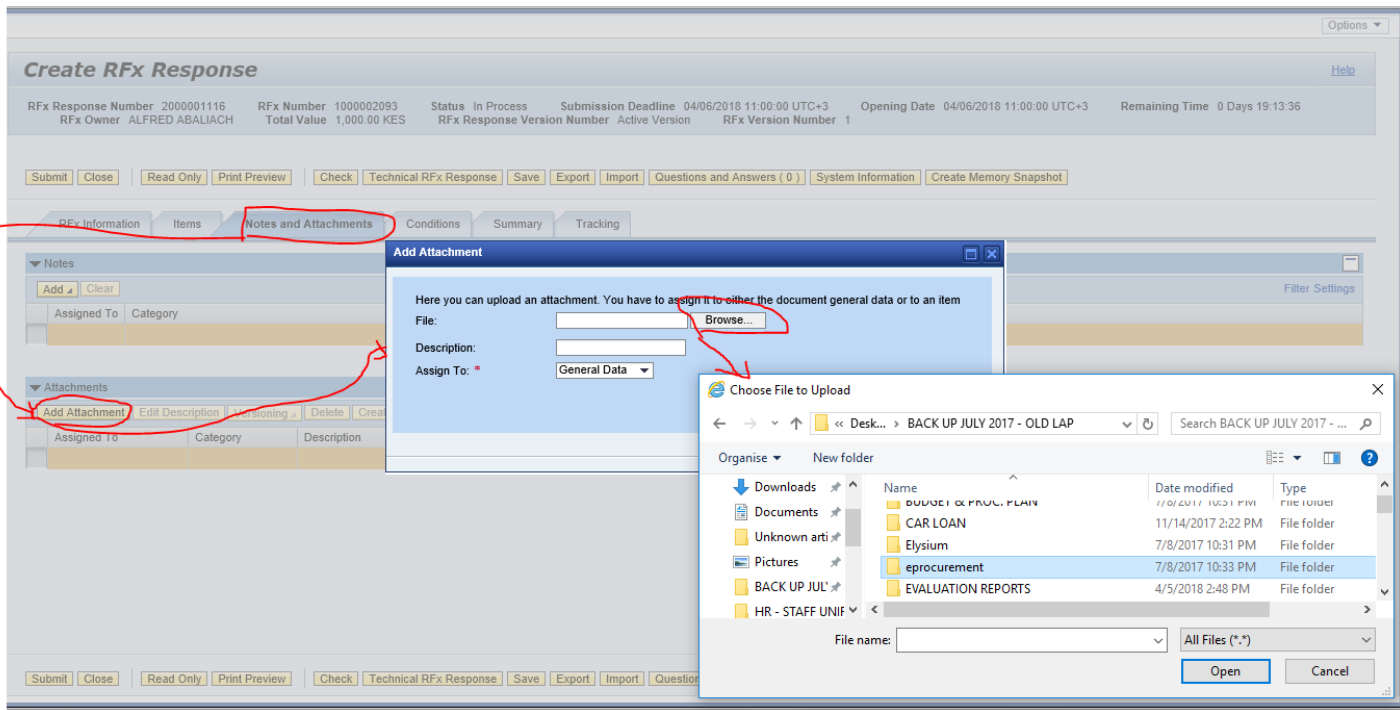


## Inserting Bid remarks if any

The screenshot displays the 'Edit RFX Response' interface. At the top, there are navigation tabs: RFX Information, Items, Notes and Attachments, Conditions, Summary, and Tracking. The 'Notes and Attachments' tab is active. A dialog box titled 'Add Bidder's Remarks' is open in the foreground. The dialog contains a text area with the text 'PRICE INCLUSIVE OF VAT'. Below the text area, there is a dropdown menu labeled 'Assign to:' with 'General Data' selected. At the bottom right of the dialog are 'OK' and 'Cancel' buttons. Red circles and arrows highlight the 'Add Bidder's Remarks' button in the background, the text area in the dialog, and the 'OK' button in the dialog.

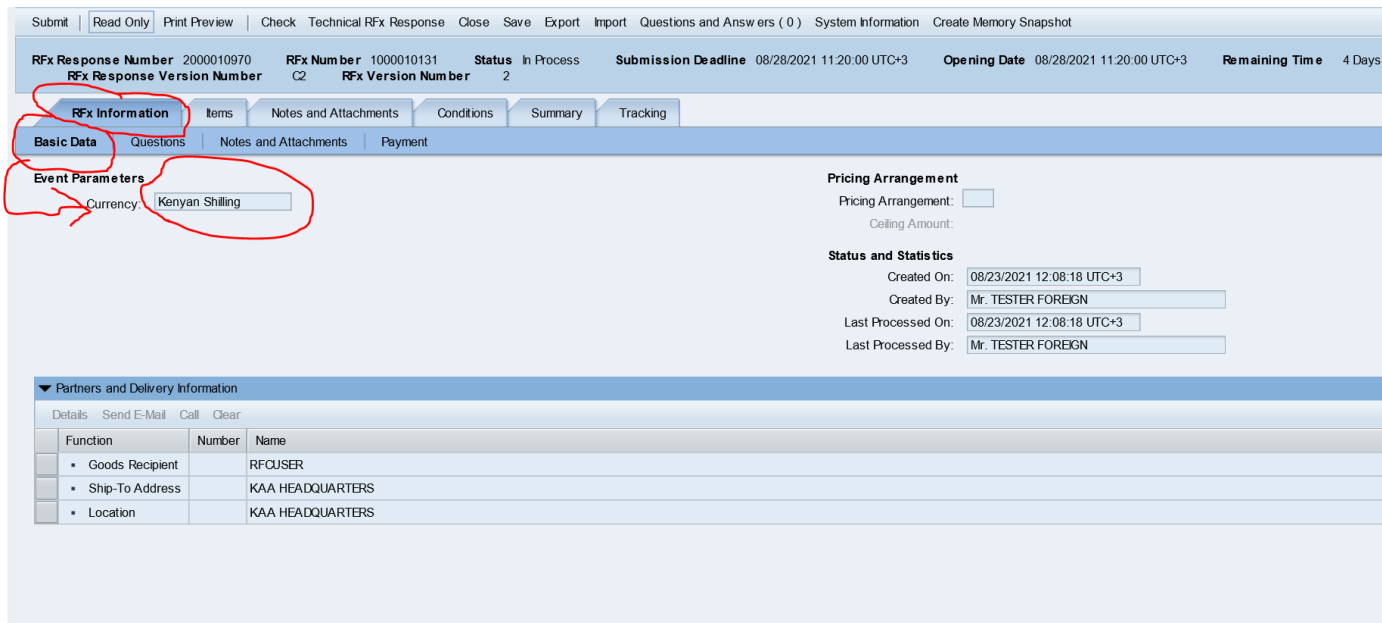
## Attaching relevant supporting documents

The screenshot displays the 'Edit RFX Response' interface, similar to the previous one. The 'Notes and Attachments' tab is active. A dialog box titled 'Add Attachment' is open in the foreground. The dialog contains a text area with the text 'Here you can upload an attachment. You have to assign it to either the document general data or to an item'. Below the text area, there is a 'File:' field with a 'Choose File' button and 'No file chosen' text. Below that is a 'Description:' field. At the bottom, there is a dropdown menu labeled '\* Assign to:' with 'General Data' selected. At the bottom right of the dialog are 'OK' and 'Cancel' buttons. Red circles and arrows highlight the 'Add Attachment' button in the background, the 'Choose File' button in the dialog, and the 'OK' button in the dialog.



**Changing TENDER CURRENCY if allowed for the tender / quotation.**

Expand the currency tab as shown and select your currency from the available currencies.

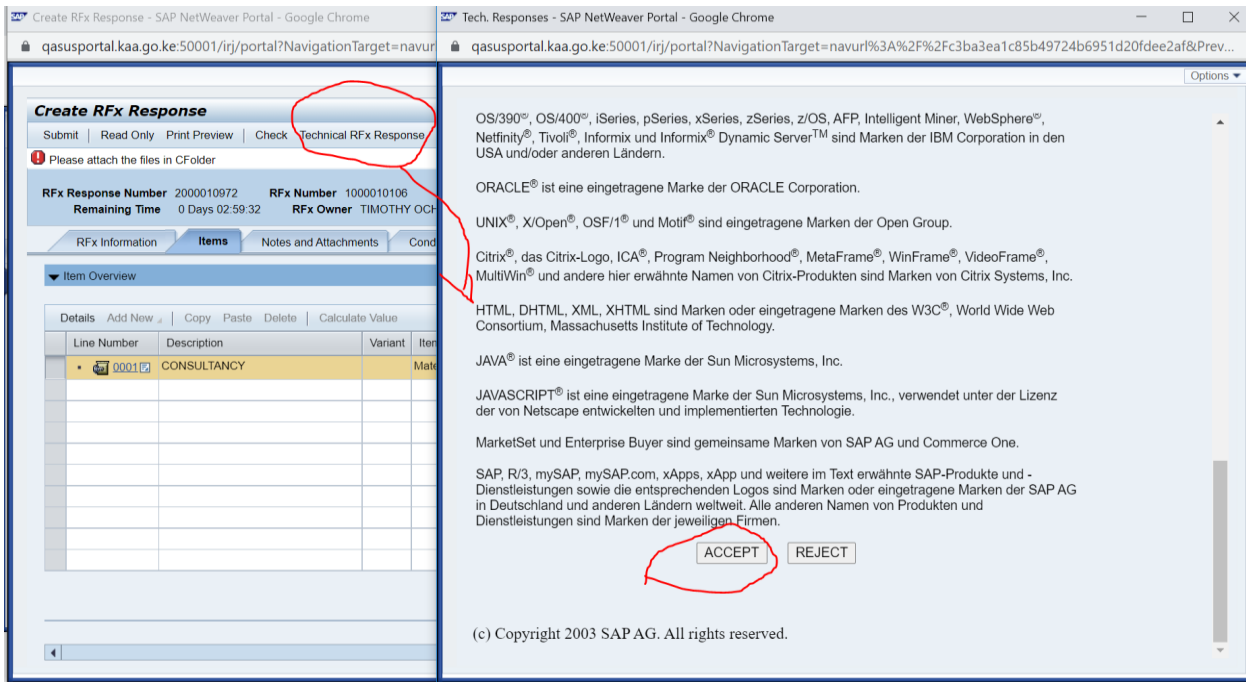


**ADDITIONAL STEP FOR OPEN TENDERS/REQUEST FOR PROPOSALS**

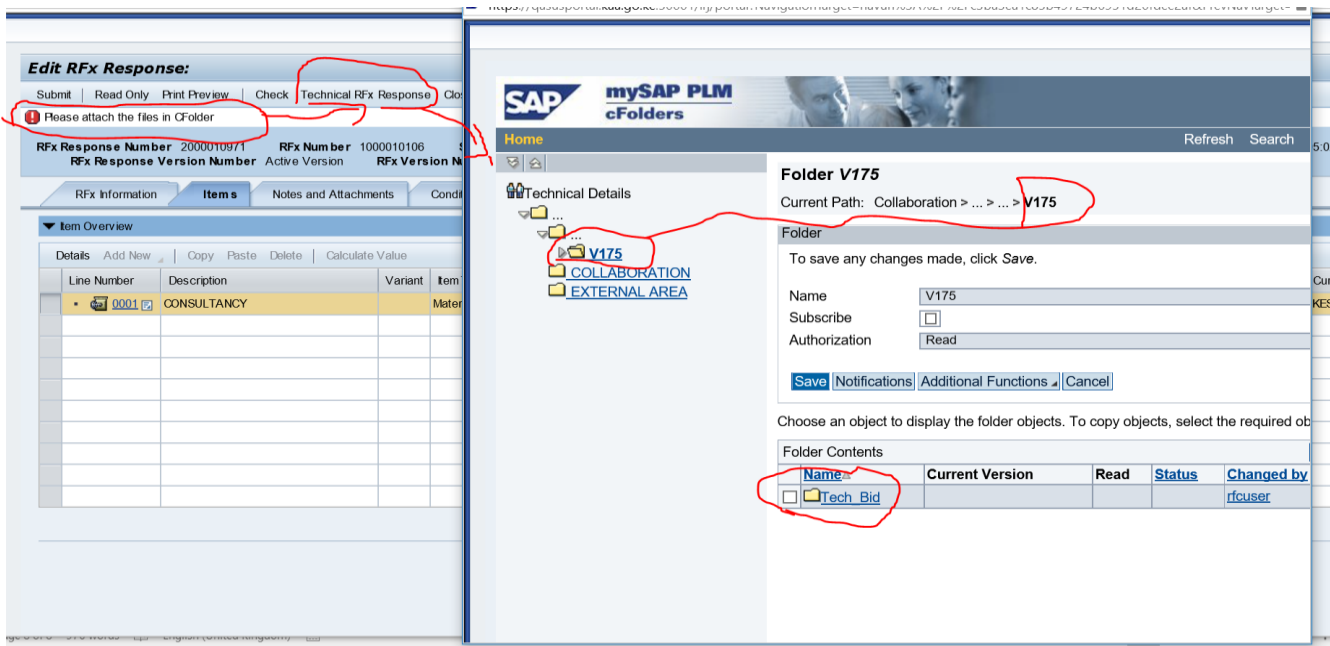
**Creating technical RFX response**

If required as per instructions, click “**technical RFX response**” button as below; and system will lead you to the second screen (cfolder) where the system creates a folder specific to you for uploading your response documents (click on “Tech Bid” as below).

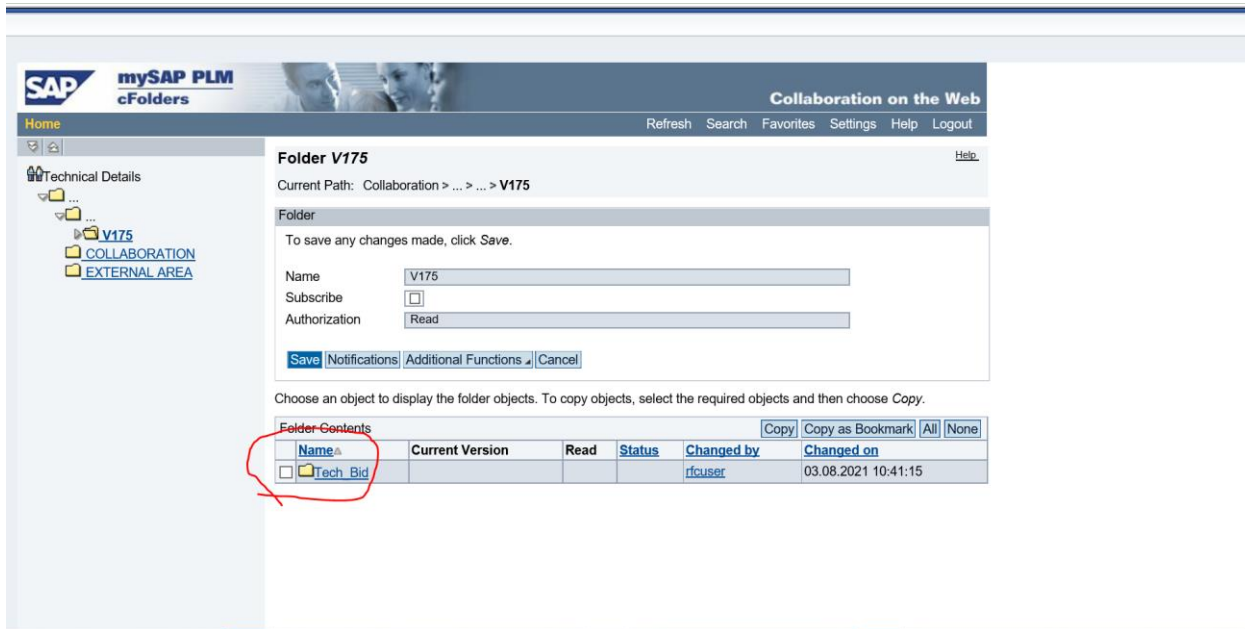
For first time users only, you must accept the terms as per below screen.



Screen 1 – system creates a specific folder for you with your user ID where you can attach your relevant documents

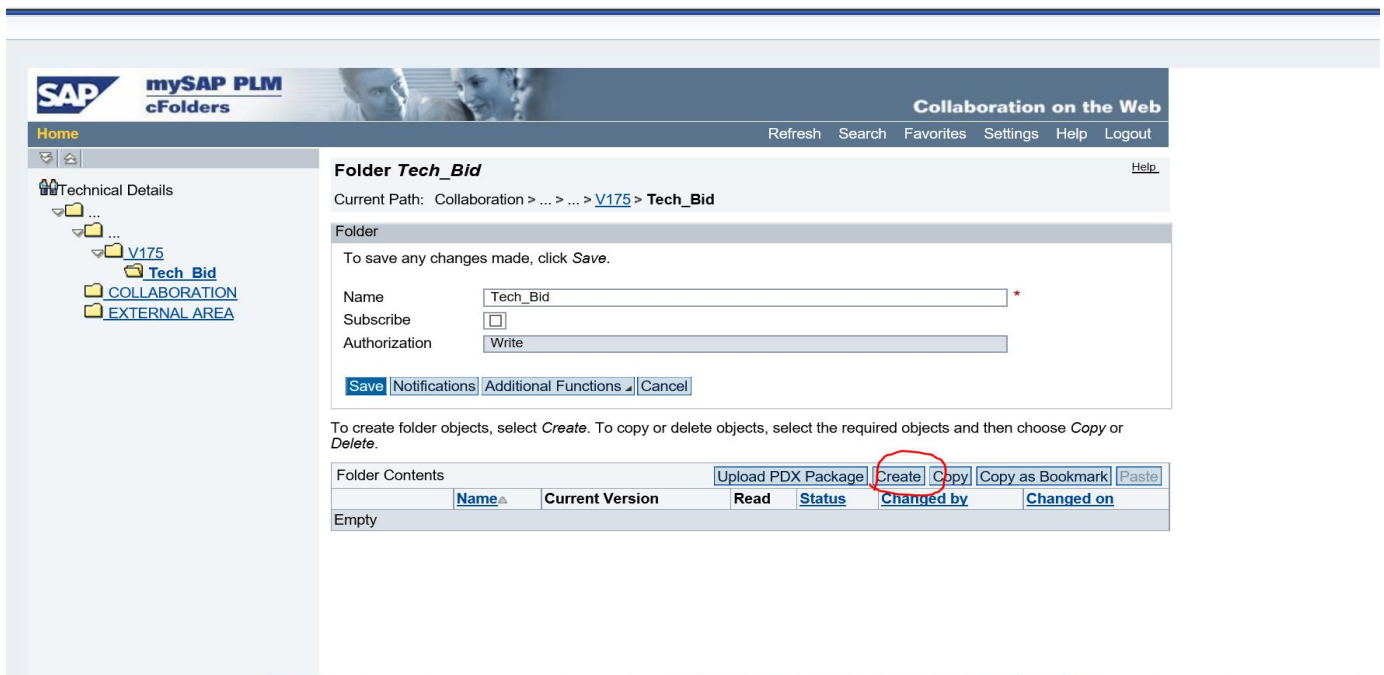


Screen 2 – click your "tech bid" folder



Screen 3 – click “Create” tab to attach your supporting documents.

Once you click on the “Tech bid” the system will allow you to create a document as below; Click “create” button and attach the documents as below;



Screen 4 – Select “document” as below

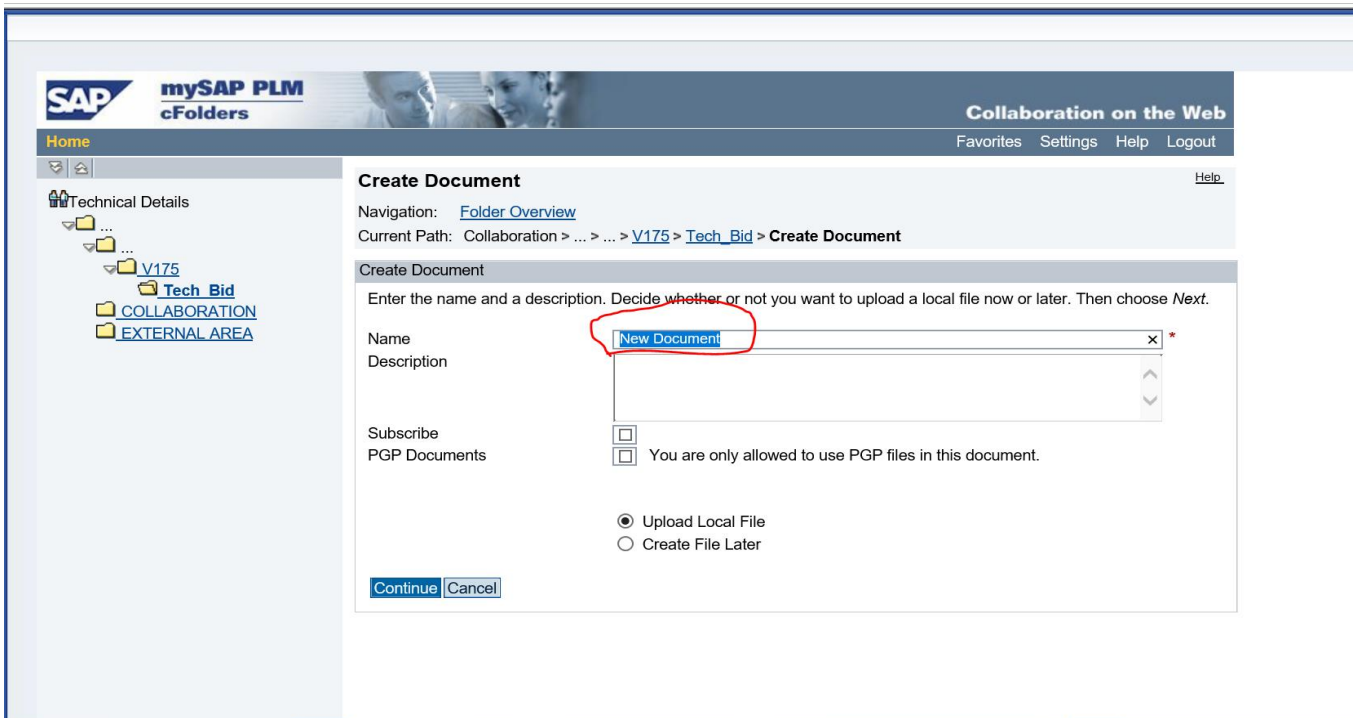
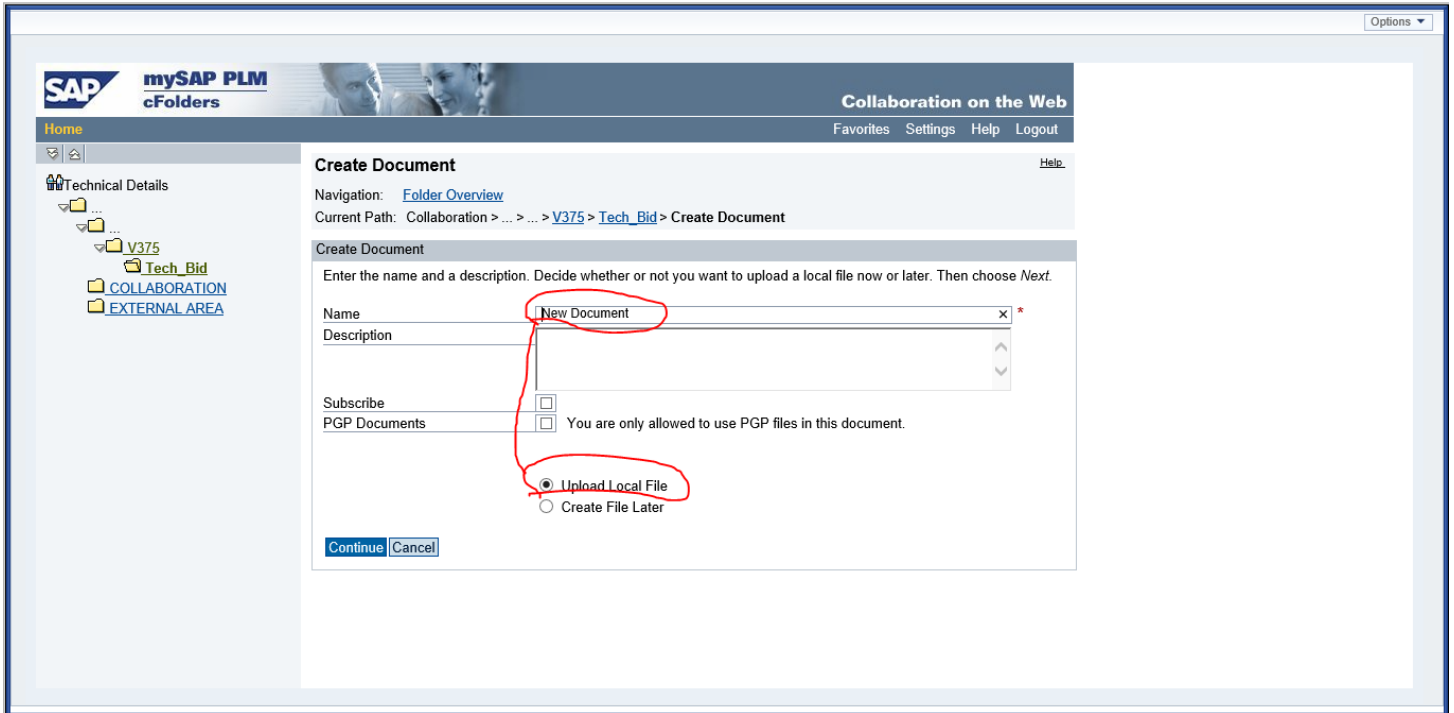
The screenshot shows the SAP mySAP PLM cFolders interface. The left sidebar displays a folder tree with 'V175' and 'Tech Bid' selected. The main area is titled 'Create Object' and shows a list of object types. The 'Document' option is highlighted with a red circle. The current path is 'Collaboration > ... > V175 > Tech Bid > Create Object'.

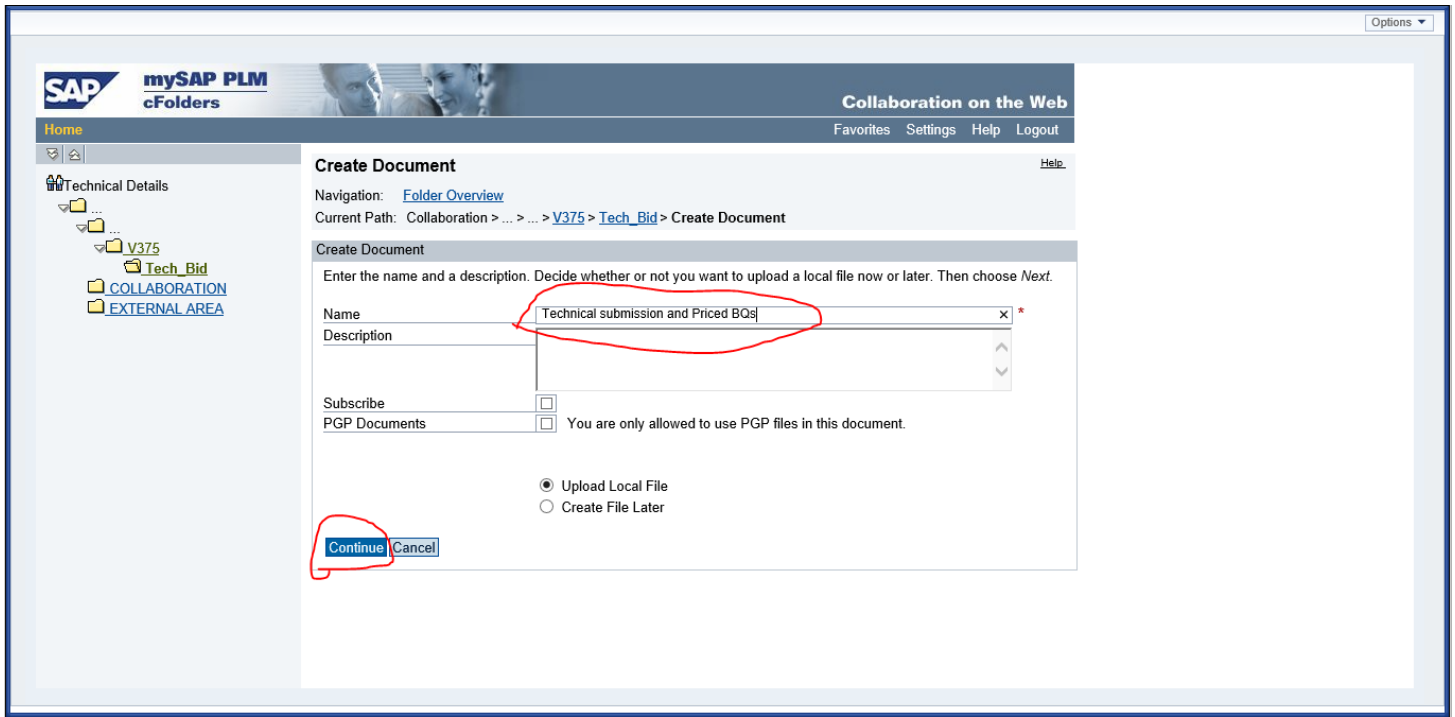
What do you want to create?	
<input type="checkbox"/> Folder	A folder is used to structure the collaboration and is also a container for storing objects.
<input type="checkbox"/> Bill of Material	A bill of material structures materials and represents a directory of all parts (items) that belong to a material.
<input type="checkbox"/> Bookmark	A bookmark can be linked to any Web site.
<input type="checkbox"/> Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.
<input checked="" type="checkbox"/> Document	A document can contain any file in different versions.
<input type="checkbox"/> Engineering Change Number	An Engineering Change Number contains all the information required for managing a change
<input type="checkbox"/> Manufacturer Part Number	A code or number used by a manufacturer or vendor to identify a material.
<input type="checkbox"/> Material	A material is an item (product, goods and so on) that is created, used in production, traded, or consumed.
<input type="checkbox"/> Note	A note is for adding a short descriptive text and can have versions.
<input type="checkbox"/> iPPE Node	iPPE nodes stand for product functions whose concrete form are the iPPE variants.
<input type="checkbox"/> iPPE Variant	iPPE variants are the concrete form of functions of the product.

The screenshot shows the SAP mySAP PLM cFolders interface. The left sidebar displays a folder tree with 'V375' and 'Tech Bid' selected. The main area is titled 'Create Object' and shows a list of object types. The 'Document' option is highlighted with a red circle. The current path is 'Collaboration > ... > V375 > Tech Bid > Create Object'.

What do you want to create?	
<input type="checkbox"/> Folder	A folder is used to structure the collaboration and is also a container for storing objects.
<input type="checkbox"/> Bookmark	A bookmark can be linked to any Web site.
<input checked="" type="checkbox"/> Data Sheet	A data sheet structures specification and classification information.
<input type="checkbox"/> Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.
<input checked="" type="checkbox"/> Document	A document can contain any file in different versions.
<input type="checkbox"/> Note	A note is for adding a short descriptive text and can have versions.

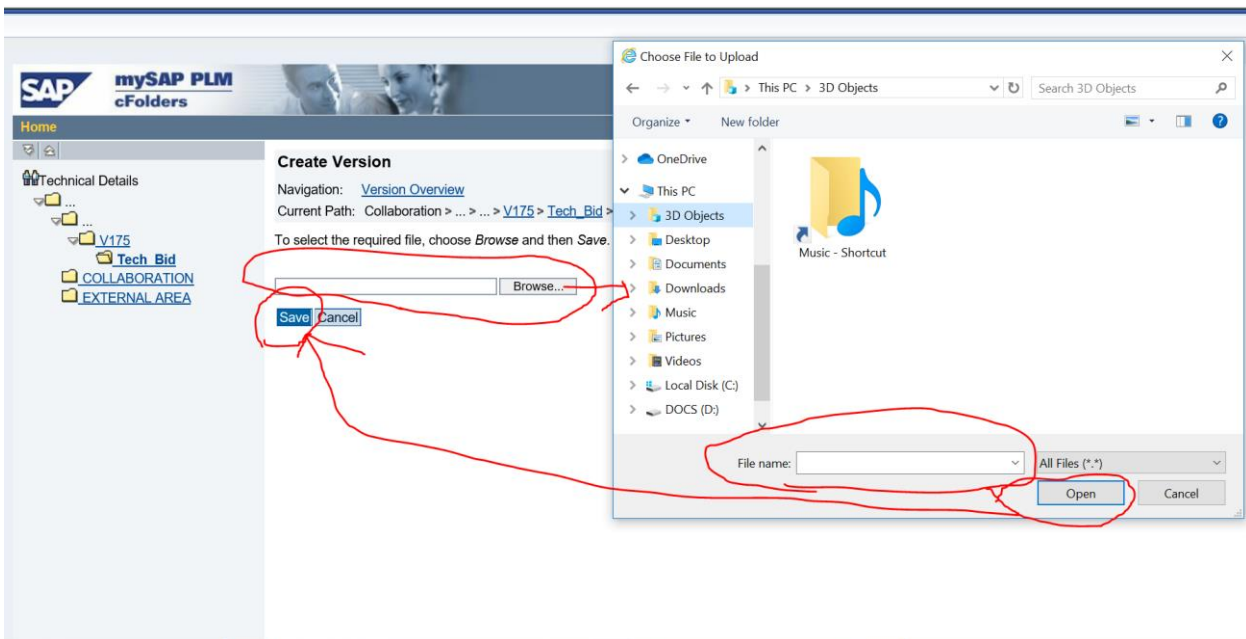
Type the name of your document on the field under “new document” and then click continue shown below.





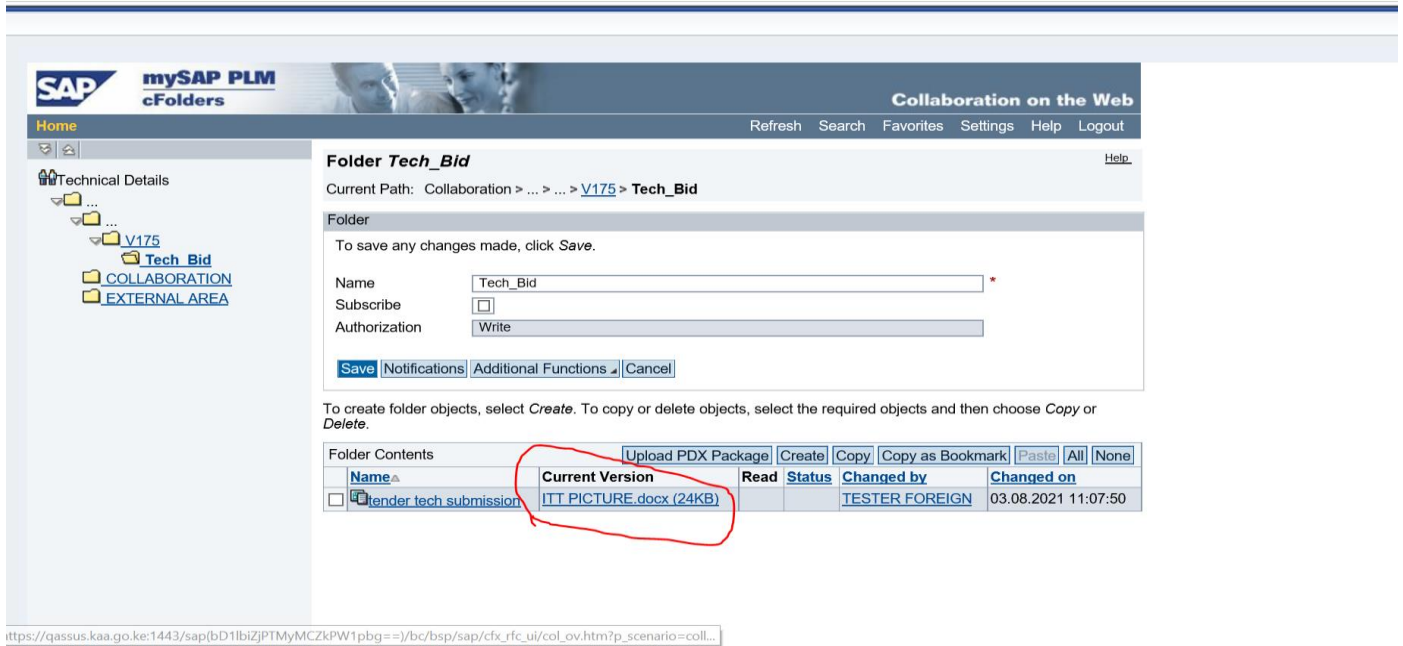
Then upload your document as below and click “save” after uploading;

*Please wait for the system to complete the process and once it is complete the system would automatically take you back to tech bid screen where you can attach new documents in similar way.*

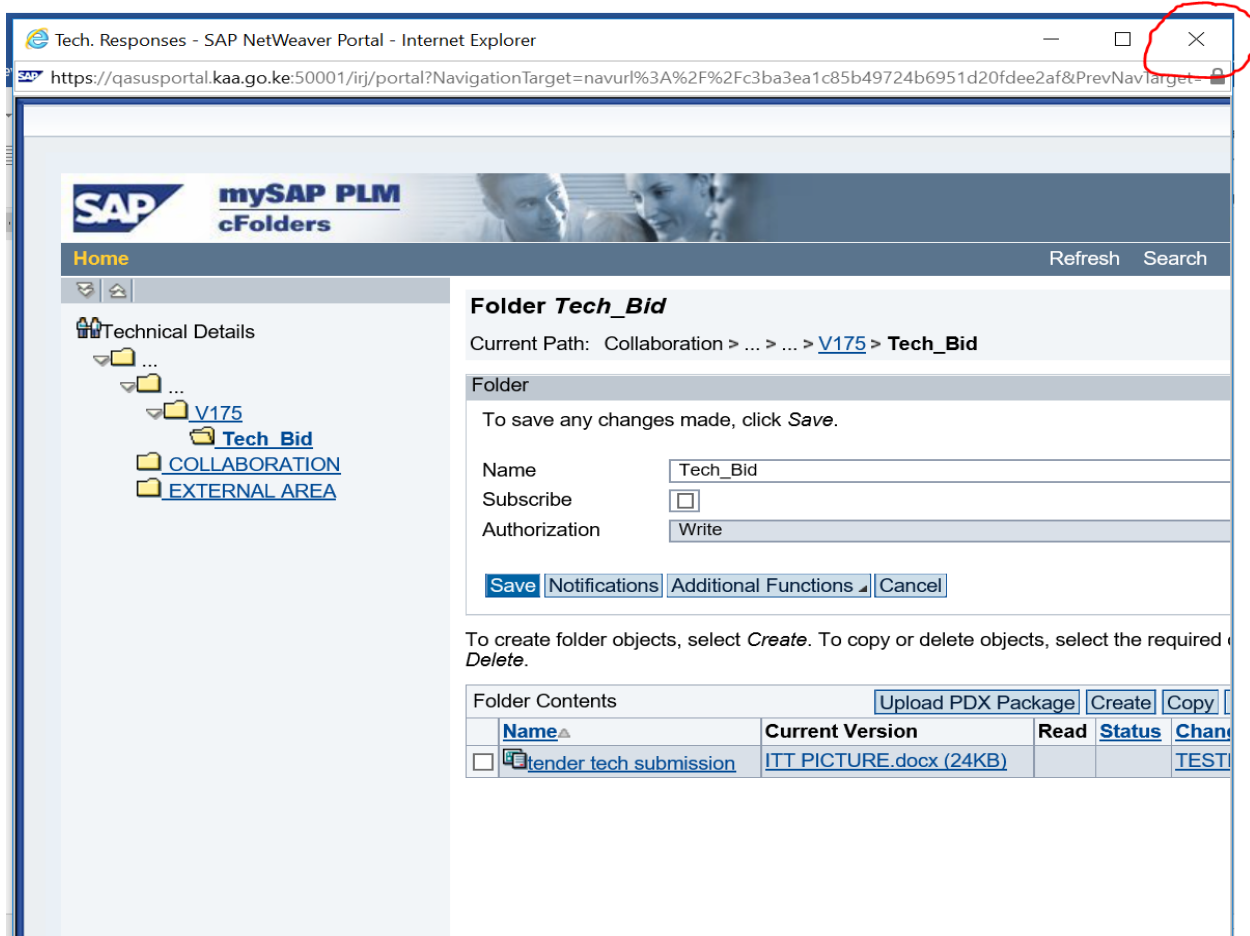


On successful saving of your documents, the below screen would be populated with current version name as shown below; **Note if the current version is empty it means your document is not successfully attach/uploaded**, please **re-attach** and wait for the system to complete the process.



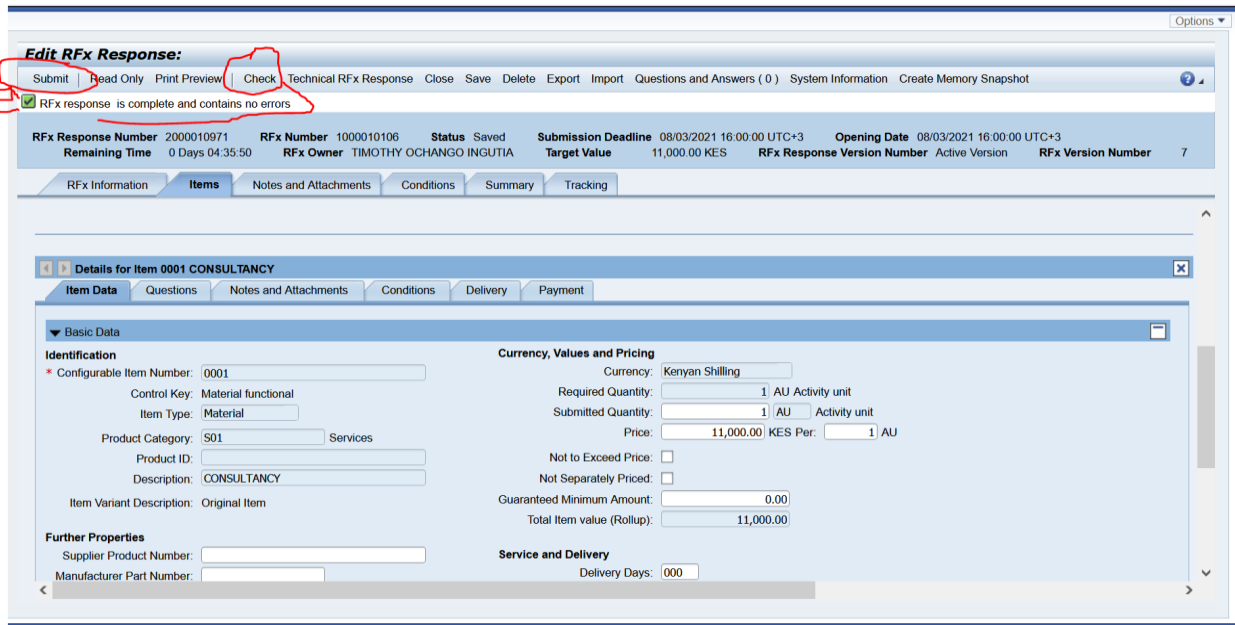


If there are no more attachments, you can now close the window as below and return to the price screen and click submit;



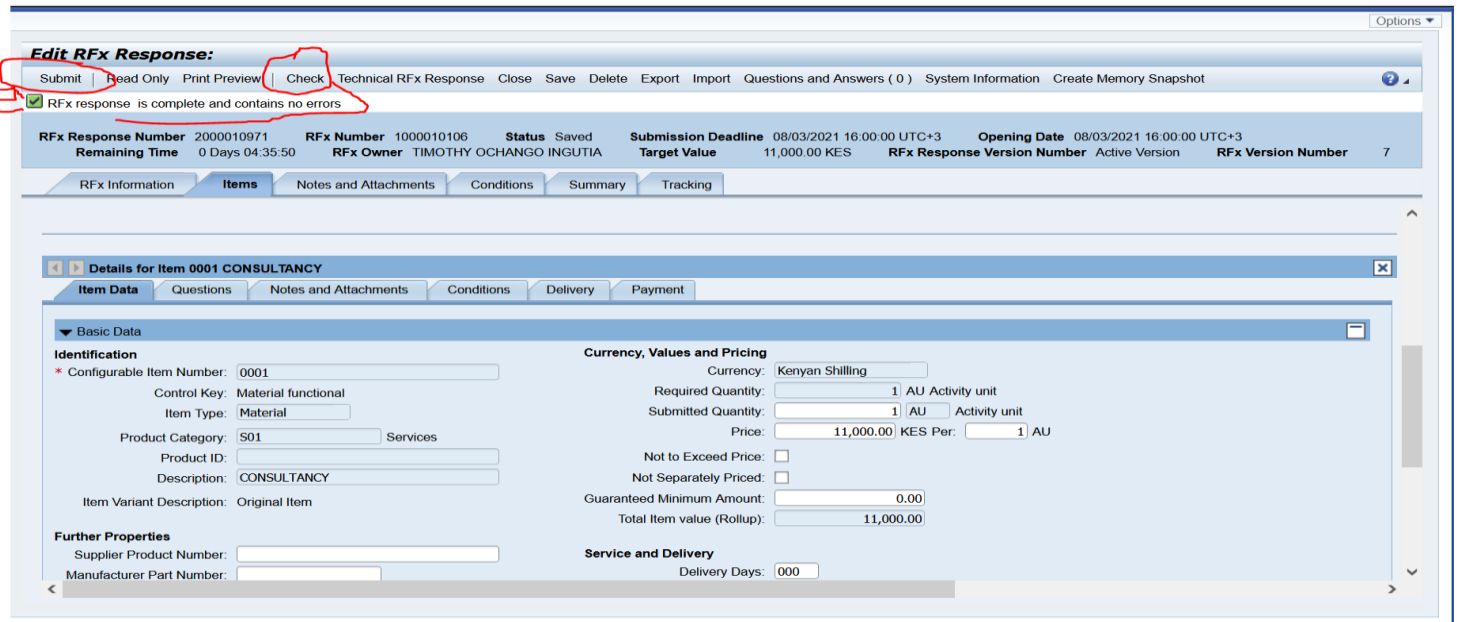


On completion and before clicking “submit” you can click “check” button to confirm as below;

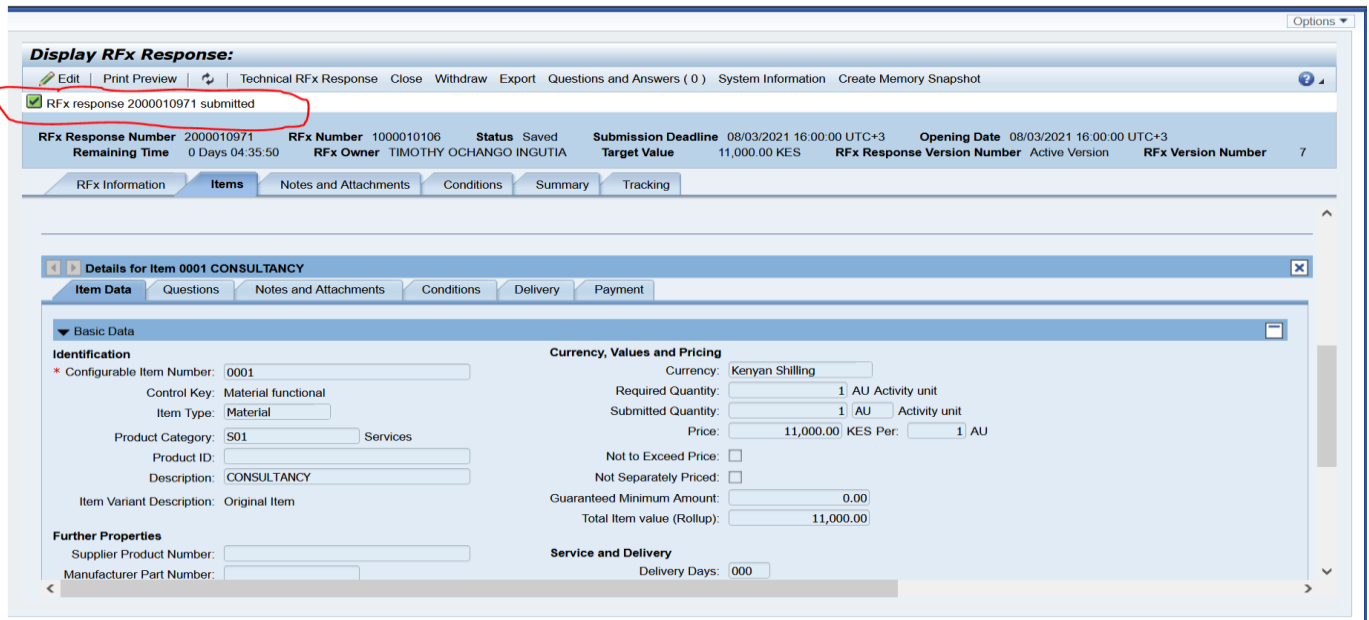


#### Step 4 – Submit Response

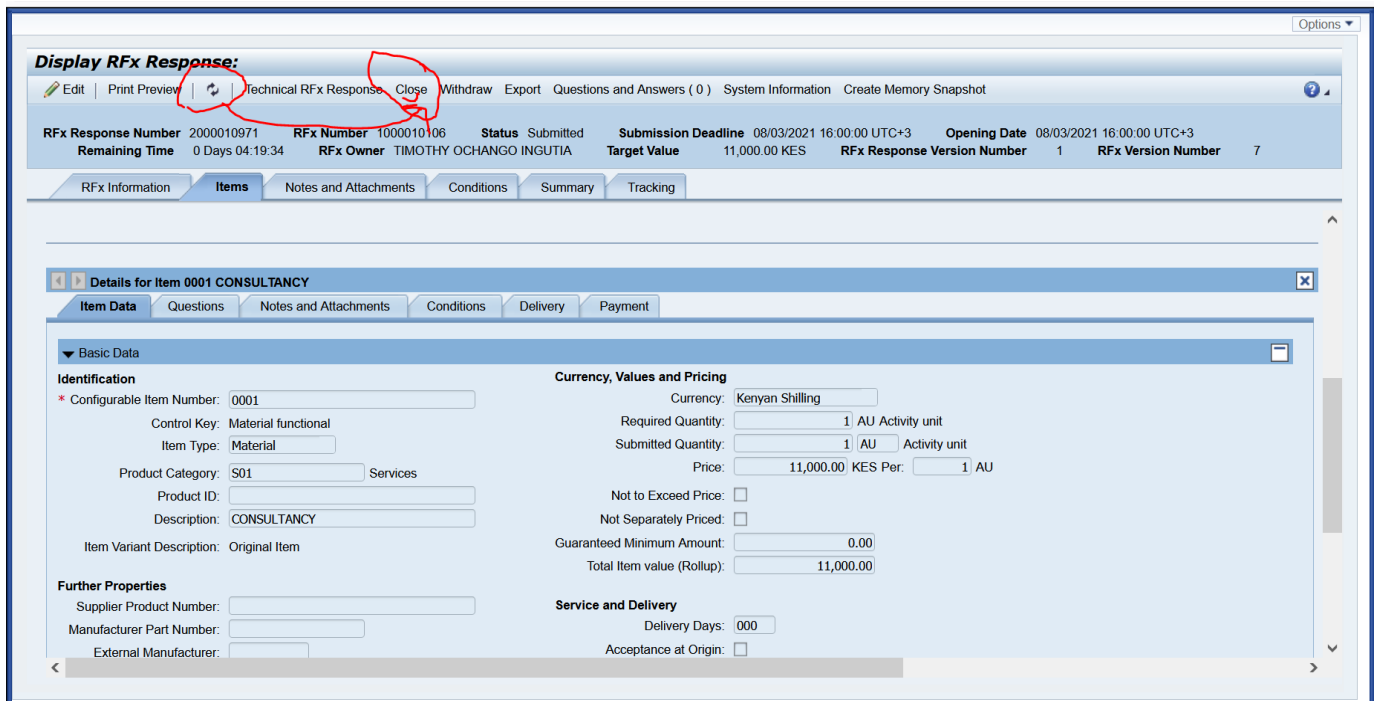
On completion of your response entries and attachments, click on “check” button as below for the system to check for errors if any;



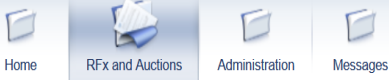
After successful system check, click on “submit” button; and system would issue successful message with submission reference number indicating “Submitted” as below;



On completion click refresh and close the window as below;



Please Recheck and Confirm that **your response status** has been updated as **submitted** with a **response number** as below;



eRFxs - Published

Show Quick Criteria Maintenance

Change Query Define New Query Personalize

View: KAA Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Status	Response Number	Event Version	Response Version	Q&A
<a href="#">1000010131</a>	DEEPAN 27.07.2021	1COVERPUBCTR	Published		08/28/2021	Saved	<a href="#">2000010970</a>	2		0
<a href="#">1000010106</a>	TEST 2 TWO ENVELOPE.	2COVERPUBCTR	Published		08/03/2021	Submitted	<a href="#">2000010971</a>	7	1	0

# WITHDRAW OR AMEND YOUR RFX RESPONSE

The system can allow you to amend or withdraw your response at any time **before the closing date and time** (Once the closing date has reach you can not submit any amendment).

To amend or withdraw your response click on the **response number** as below;

The screenshot shows the SAP RFX and Auctions Overview page. The 'Active Queries' section displays a table of published eRFxs. The response number '2000001116' is circled in red.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Status	Response Number	Event Version	Response Version	Q&A
1000002093	KAA TESTING QUALITY 2018	1COVERRESPECTR	Published	04/06/2018	04/06/2018	Submitted	2000001116	2	2	0
1000002074	ABALIACH 01.02.2018 16:04	1COVERPUBCTR	Published		02/23/2019	Submitted	2000001098		2	0

## Withdraw RFX Response

For response withdrawal, click on “**withdraw**” button and system will generate a message as below; (note; you can still resubmit after withdrawal by clicking “**resubmit**” button as shown below provide the tender is still open)

Screen 1 - Withdraw

The screenshot shows the 'Display RFX Response' screen. The 'Withdraw' button is circled in red. The screen displays details for RFX Response Number 2000010970, including submission deadline, opening date, and a table of items.

**Display RFX Response:**

Edit | Print Preview | Technical RFX Response | Close | **Withdraw** | Export | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 2000010970 | RFX Number 1000010131 | Status Submitted | Submission Deadline 08/28/2021 11:20:00 UTC+3 | Opening Date 08/28/2021 11:20:00 UTC+3  
 Remaining Time 24 Days 17:50:50 | RFX Owner Deepan Sakkarawarathi | Total Value 15,000.00 KES | RFX Response Version Number 1 | RFX Version Number 2

RFX Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

Item Overview

Details | Add Item | Copy | Paste | Delete | Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per
1	Test											
1.1	Test		Service	S01	Services		1		1 AU	15,0 ...	KES	1

Screen 2 – Successfully withdrawal message and reactivation of other tabs like “Re-submit” and “Do not participate”

The screenshot shows the 'Display RFX Response' interface. At the top, a message states: 'RFX response 2000010970 (DEEPAN 27.07.2021) withdrawn'. Below this, the RFX details are displayed: RFX Response Number 2000010970, RFX Number 1000010131, Status Submitted, Submission Deadline 08/28/2021 11:20:00 UTC+3, Opening Date 08/28/2021 11:20:00 UTC+3, Remaining Time 24 Days 17:50:50, RFX Owner Deepan Sakkarawarathi, Total Value 15,000.00 KES, RFX Response Version Number 1, and RFX Version Number 2. The 'Re-Submit' and 'Do Not Participate' buttons are circled in red. The 'Items' tab is selected, showing a table with one item: Line Number 1, Description Test, Variant, Product Type Service, Product ID S01, Product Category Services, Required Quantity 1, Submitted Quantity 1 AU, Unit 1 AU, Price 15,0... KES, and Price Per.

### Amending RFX Response

For Response amendment click on “Edit” button as below and amend. Note; once you amend, you must click “submit” to update your amendments and submission.

Screen 1 – click edit on display screen as below

The screenshot shows the 'Display RFX Response' interface with the 'Edit' button highlighted in red. The RFX details are the same as in the previous screenshot. The 'Basic Data' tab is selected, showing 'Event Parameters' with Currency set to 'Kenyan Shilling', 'Pricing Arrangement' with Pricing Arrangement and Ceiling Amount fields, and 'Status and Statistics' with Created On (08/03/2021 10:23:28 UTC ...), Created By (Mr. TESTER FOREIGN), Last Processed On (08/03/2021 17:36:04 UTC ...), and Last Processed By (Mr. TESTER FOREIGN). The 'Partners and Delivery Information' section is expanded, showing a table with columns: Function, Number, Name, and Phone Number. The table contains three rows: Goods Recipient (RFCUSER), Ship-To Address (KAA HEADQUARTERS, 020-6611000), and Location (KAA HEADQUARTERS, 020-6611000).

Screen 2 – Screen edit mode

Proceed to amend as appropriate

**Edit RFX Response:**

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 2000010970 RFX Number 1000010131 Status In Process Submission Deadline 08/28/2021 11:20:00 UTC+3 Opening Date 08/28/2021 11:20:00 UTC+3  
Remaining Time 24 Days 17:40:05 RFX Owner Deepan Sakkarawarthy Total Value 15,000.00 KES RFX Response Version Number C1 RFX Version Number 2

RFX Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Payment

**Event Parameters**  
Currency: Kenyan Shilling

**Pricing Arrangement**  
Pricing Arrangement:   
Ceiling Amount:

**Status and Statistics**  
Created On: 08/03/2021 17:39:55 UTC ...  
Created By: Mr. TESTER FOREIGN  
Last Processed On: 08/03/2021 17:39:55 UTC ...  
Last Processed By: Mr. TESTER FOREIGN

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
▪ Goods Recipient		RFCUSER	
▪ Ship-To Address		CAA HEADQUARTERS	020-6611000
▪ Location		CAA HEADQUARTERS	020-6611000

Screen 3 – on completing the amendments ensure you click “submit” tab for system to update your submission.

**Edit RFX Response:**

Submit | Read Only | Print Preview | Check | Technical RFX Response | Close | Save | Export | Import | Questions and Answers ( 0 ) | System Information | Create Memory Snapshot

RFX Response Number 2000010970 RFX Number 1000010131 Status In Process Submission Deadline 08/28/2021 11:20:00 UTC+3 Opening Date 08/28/2021 11:20:00 UTC+3  
Remaining Time 24 Days 17:40:05 RFX Owner Deepan Sakkarawarthy Total Value 15,000.00 KES RFX Response Version Number C1 RFX Version Number 2

RFX Information | Items | Notes and Attachments | Conditions | Summary | Tracking

Basic Data | Questions | Notes and Attachments | Payment

**Event Parameters**  
Currency: Kenyan Shilling

**Pricing Arrangement**  
Pricing Arrangement:   
Ceiling Amount:

**Status and Statistics**  
Created On: 08/03/2021 17:39:55 UTC ...  
Created By: Mr. TESTER FOREIGN  
Last Processed On: 08/03/2021 17:39:55 UTC ...  
Last Processed By: Mr. TESTER FOREIGN

Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Phone Number
▪ Goods Recipient		RFCUSER	
▪ Ship-To Address		CAA HEADQUARTERS	020-6611000
▪ Location		CAA HEADQUARTERS	020-6611000

Screen 4 – successful submission message-**After editing and submitting the document; make sure you have received a “Submitted” message to show it has been re-submitted successfully**, as shown below.

**Display RFX Response:**

[Edit](#) | [Print Preview](#) | [Technical RFX Response](#) | [Close](#) | [Withdraw](#) | [Export](#) | [Questions and Answers \( 0 \)](#) | [System Information](#) | [Create Memory Snapshot](#)

RFX response 2000010970 submitted

**RFX Response Number** 2000010970    **RFX Number** 1000010131    **Status** Submitted    **Submission Deadline** 08/28/2021 11:20:00 UTC+3    **Opening Date** 08/28/2021 11:20:00 UTC+3  
**Remaining Time** 24 Days 17:35:04    **RFX Owner** Deepan Sakkarawarhi    **Total Value** 15,000.00 KES    **RFX Response Version Number** 1    **RFX Version Number** 2

[RFX Information](#) | [Items](#) | [Notes and Attachments](#) | [Conditions](#) | [Summary](#) | [Tracking](#)

**Basic Data** | [Questions](#) | [Notes and Attachments](#) | [Payment](#)

**Event Parameters**  
 Currency:

**Pricing Arrangement**  
 Pricing Arrangement:   
 Ceiling Amount:

**Status and Statistics**  
 Created On:   
 Created By:   
 Last Processed On:   
 Last Processed By:

**Partners and Delivery Information**

[Details](#) | [Send E-Mail](#) | [Call](#) | [Clear](#)

Function	Number	Name	Phone Number
▪ Goods Recipient		RFCUSER	
▪ Ship-To Address		CAA HEADQUARTERS	020-6611000
▪ Location		CAA HEADQUARTERS	020-6611000