USER MANUAL

SUPPLIER REGISTRATION FOR PRE-QUALIFICATIONS

SAI RAMESH PAMPANA, SAP SRM Consultant

ALTTAB - PHOENIX BUSINESS CONSULTING

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USER MANUAL | SUPPLIER REGISTRATION FOR PRE-QUALIFICATIONS

1. WELCOME NOTE

Welcome to Kenya Airports Authority Pre-selections/Pre-Qualifications Supplier Self Registration portal. This portal serves as the initial point of entry for future vendors to do business with Kenya Airports Authority.

2. GENERAL INSTRUCTIONS

- Kindly use internet explorer for best experience.
- Before proceeding with the self-registration process, please make sure that you will have the following documents available in PDF format
- Please make sure all required attachments are in color format. Maximum recommended resolution for scanning the documents is 100 dpi and total size of documents is 50MB.

    1. PIN: Tax compliance and PIN Certificate (Mandatory)

    2. REG: Certificate of Incorporation/ Registration (Mandatory)

    3. CR12: Registrar of companies – List of directors (Mandatory)

    4. AGPO: Special Group certificates (Required only if they are registering under special groups)

    5. RAC: Regulatory authority certificates (Mandatory for Works)

    6. FIN: Audited Financial Statements for current 2 years or Current 3 months Bank statements (Mandatory)

    7. IDC: Scan copy of Original National ID or Passport of each director (Mandatory)

    8. OTH: Any other relevant document

For assistance please contact Kenya Airports Authority Procurement Team by Phone +254-020-6611211, 020-6612211 or Vendor support team via email vendor.support@kaa.go.ke

* Fields marked with an asterisk are mandatory.

3. PATH

To register with KAA as a potential supplier you must follow the path and click on the following link

www.kaa.go.ke → Corporate → Procurement →Supplier E-Services → Supplier registration for Pre-qualifications

4. PORTAL LINK

https://suppliers.kaa.go.ke/prequalifications#
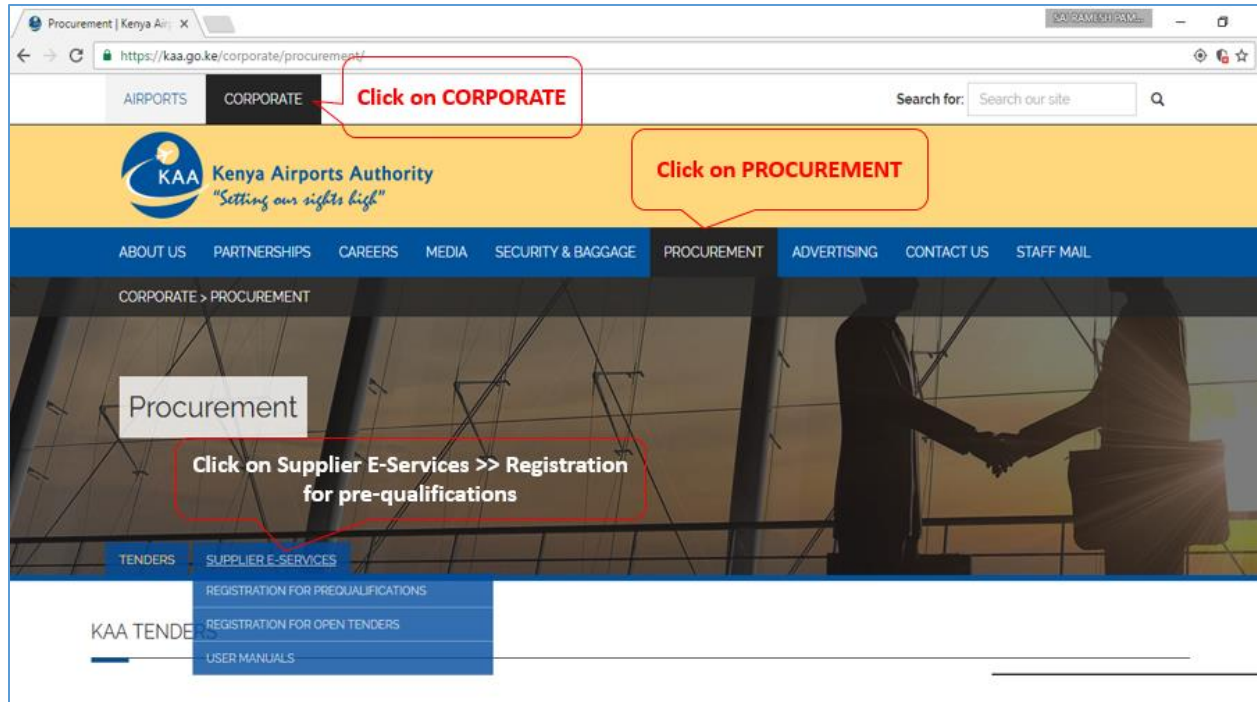
5. SECTIONS

KAA Portal page consists of following sections with mandatory fields as specified in the corresponding following sections:

- General Company Information
- Director details
- Contact person Information
- Product categories provided
- Special Groups
- Attachments
- Data Privacy statement

A. GENERAL COMPANY INFORMATION

o   Company name, Company registration number, Tax Number (PIN), Ownership type and etc.,

Supplier Self-Registration – Pre-Qualifications/Selections

http://kaasrd.kaa.co.ke:8000/sap/bc/webdynpro/sapsr | Supplier Self-Registration - ... ×

Kenya Airports Authority
"Setting our sights high"

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* Fields marked with an asterisk are mandatory.

General Company Information

Company Name: *	SAI Consulting Services	**Communication**	
Company Registration No: *	3645654654645	Language: *	EN
Tax Number (PIN): *	A576576786Q		
Repeat PIN: *	A576576786Q	Telephone with Code: *	+91-891-29075777 ×
Language: *	EN	Mobile Phone: *	+91-7729075777
Ownership Type: *	MNC majority owr ▼	Fax Number:	
Address		E-Mail Address: *	spampana@phoenixteam.comm
Street Address/Building No.: *	HILL NO 3, IT PARK	Repeat Email: *	spampana@phoenixteam.comm
City: *	VIZAG		
Postal Code: *	43232		
Country: *	IN		
PO Box: *	33434		

B. DIRECTORS DETAILS

o Fill all the columns in director details and owner ship percentage should be 100%. If incase multiple owners cumulatively this should be equal to 100%.

Director Details:

*Below fields are mandatory. Input complete list of directors. Total ownership must be 100%
* Scanned copy of National ID or Passport is to be attached for each director

	Director Name	Gender	Contact no.	E-mail	Nationality	Ownership percentage
	SAI RAMESH	Male ▼	7729075777	sairamesh13@gmail.com	IND	100,00
		▼				0,00
		▼				0,00
		▼				0,00
		▼				0,00

[Add Row] [Remove Row]

C. CONTACT PERSON INFORMATION

Contact Person Information

First Name: *   SAI RAMESHH

Last Name: *   PAMPANA

Salutation: *   Mr. ▼

[Copy Company Data]

Telephone with Code: *   +91-891-29075777

Mobile Phone: *   +91-7729075777

Fax Number:

E-Mail Address: *   spampana@phoenixteam.comm

Repeat Email: *   spampana@phoenixteam.comm

D. PRODUCT CATEGORIES PROVIDED

- o Please choose product categories from the given list
- o Search for the product category by giving search term and click on search

Product Categories Provided

* Please select atleast one product category. If you have certificate for special group, ensure that you are selecting product category matching your certificate.

Search for: [   ] [Search] [Reset]

[Show Selected Items] [Show all]

	Product Category Description	Product Category	Select
	▼ Goods	G01	☐
	▼ General Purchases	G0101	☐
	▪ Stationery General	G010101	☑
	▪ Printed Stationery	G010102	☐
	▪ Other Goods	G010103	☐
	▪ ICT Hard/Software	G0102	☐
	▪ Imaging Equipment	G0103	☐
	▪ Toners & Ribbons	G0104	☐
	▪ Assorted Hardware	G0105	☐
	▪ Assorted Paints	G0106	☐

- o To view the list of products selected, please click on "SHOW SELECTED ITEMS"

	Product Category Description	Product Category	Select
	▼ Goods	G01	☐
	▼ General Purchases	G0101	☐
	▪ Stationery General	G010101	☑
	▼ Services	S01	☐
	▼ General Services	S0101	☐
	▪ Cleaning/Environment	S010101	☑
	▼ Works & Equipment	W01	☐
	▼ Construction Works	W0101	☐
	▪ Major Works	W010101	☑

`Show Selected Items` `Show all`

E. SPECIAL GROUPS

Special Groups

*Only enter active certificates recognized by Kenya Public Procurement and one must fill all the fields in a given row.

	Special Group	Business Type	Certificate No.	Issue date	Period (in Yrs)	Expiry date
	Youth ▼	Goods ▼	345435353	01.11.2016	04	
	Youth ▼	Sevices ▼	345435353	01.11.2016	04	
	Youth ▼	Works ▼	345435353	01.11.2016	04	
	▼	▼			00	
	▼	▼			00	

`Add Row` `Remove Row`

F. ATTACHMENTS

Please attach following mandatory documents.

1. PIN: Tax compliance and PIN Certificate (Mandatory)

2. REG: Certificate of Incorporation/ Registration (Mandatory)

3. CR12: Registrar of companies – List of directors (Mandatory)

4. AGPO: Special Group certificates (Required only if they are registering under special groups)

5. RAC: Regulatory authority certificates (Mandatory for Works)

6. FIN: Audited Financial Statements for current 2 years or Current 3 months Bank statements (Mandatory)

7. IDC: Scan copy of Original National ID or Passport of each director (Mandatory)

8. OTH: Any other relevant document

Attachment

*Please attach all the relevant documents as enumerated below:

Note: Scan the documents in color. The total size should not exceed 50 MB.

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Add Attachment	Delete Attachment	
	DocType	File Name
	PIN	PIN Tax compliance and PIN Certificate.pdf
	REG	REG Certificate of Incorporation Registration.pdf
	CR12	CR12 Registrar of companies – List of directors.pdf
	AGPO	AGPO Special Group certificates .pdf
	RAC	RAC Regulatory authority certificates .pdf

G. DATA PRIVACY STATEMENT

o Please read the data privacy statement, privacy policy and click on check box to accept the terms

H. REGISTER

Up on accepting the terms, please click on button register **Register**

Message up on successful completion of registration.

6. CONFIRMATION MESSAGE

Up on successful completion of registration page, user displayed with confirmation Pop-up window "Your registration was successful. You will receive a confirmation e-mail soon"

Confirmation Pop-up

Your registration was successful. You will receive a confirmation e-mail soon.

Close
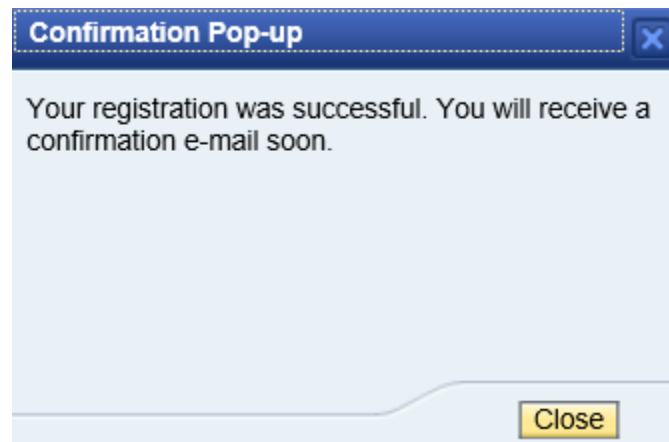
7. EMAIL

Up on successful completion of registration, supplier receives an email with questionnaire

8. QUESTIONNAIRE MAIL

Supplier receives questionnaire email which consists of following

From: Vendor Support
Sent: Friday, December 2, 2016 9:05 AM
To: Alfred Baliach
Subject: Self-Declaration Forms reference to KAA Supplier Registration system

Dear supplier,

You have recently registered yourself as a potential supplier on KAA Portal. To complete your supplier profile, it is necessary that you fill the following self-declaration forms (Form 1A, Form 1B and Form 1C). Please click on below LINK to complete your declaration online and make sure you click on "send Questionnaire" button for submission.

Best regards,
KAA Supplier registration Team

Use the following LINK to navigate to the self-declaration.
General Supplier Data
This e-mail has been generated automatically. Please do not reply.

Thank you for registering with us.

Click on Hyperlink URL "**General Supplier Data**" below questionnaire will be opened and fill up them accordingly.

Form 1A, Form 1B and Form 1C will be opened, Supplier supposed to fill these forms and submit questionnaire.

FORM 1A:

KENYA AIRPORTS AUTHORITY - SUPPLIER REGISTRATION

Please kindly fill all the forms mandatorily by entering details in the given spaces. Keep the cursor on given Box to get the tooltip help!

SELF DECLARATION FORMS

FORM 1A: SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

1. I,
of P. O. Box
being a resident of
in the Republic of
do hereby make a statement as follows:- Principal Officer/Director of
who is a Bidder in respect of Tender No
for
and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.
Title
Name
Date

FORM 1B:

FORM 1B: SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I,

of P. O. Box

being a resident of

in the Republic of

do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of

who is a Bidder in respect of Tender No.

for

for

and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of

which is the procuring entity.which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

Title

Name

Date

FORM 1C:

FORM 1C: LITIGATION HISTORY

Name of Applicant or partner of a joint venture:

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Select YES or NO

○ YES

○ NO

If YES, Please enter following details:

Dispute 1: ☐

Year

Award FOR or AGAINST Applicant

Name of client, cause of litigation, and matter in dispute

Disputed amount (current value Kshs.)

Dispute 2: ☐

Year

Award FOR or AGAINST Applicant

Name of client, cause of litigation, and matter in dispute

Disputed amount (current value Kshs.)

Dispute 3: ☐

Year

Award FOR or AGAINST Applicant

Name of client, cause of litigation, and matter in dispute

Disputed amount (current value Kshs.)

Send Questionnaire

9. SEND QUESTIONNAIRE

Supplier supposed fill the mandatory fields with the respective details. Tool tip provided for help on each field. System will not allow supplier to submit response without filling mandatory fields. Up on filling all 3 forms supplier must submit the questionnaire by clicking "Send Questionnaire"

Send Questionnaire

This is mandatory and will be verified internally validated for pre-selection process.

10. LOGIN CREDENTIALS

Up on submission of questionnaire, your application will be routed for KAA Internal approval. Up on approval from KAA, supplier will receive 2 separate emails consists of User ID and Password.

11. PASSWORD FOR THE USER ID

Up on receipt of the user credentials, supplier must log in and change the password and keep note of it for further usage.

12. WHAT SUPPLIER CAN DO IN LOG IN?

Supplier can view and change his own company data.

13. HELP LINE

Support line and email:

Vendor support team

Kenya Airports Authority

Phone +254-020-6611211, 020- 6612211

Email: vendor.support@kaa.go.ke