

Request For Quotation (RFQ)

Is your user account already activated?

If Yes

Please use the link https://myapplications.microsoft.com/?tenantId=centralbank.go.ke to login into the CBK Supplier Portal

Please refer to the Section Logging Into Supplier Portal (Already Activated) in Activation Guides browser (Microsoft Edge or Google Chrome) specific guides for additional information

If No

Please reach out to the Vendor Help desk to get information on how to activate your user account.

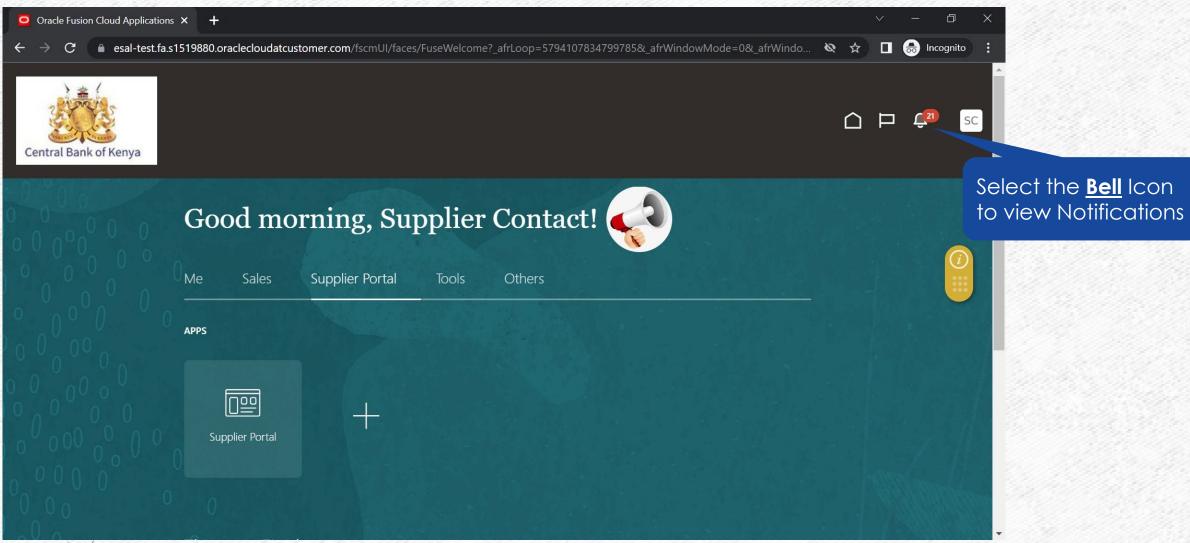
Please also view the Supplier Portal Activation Guides



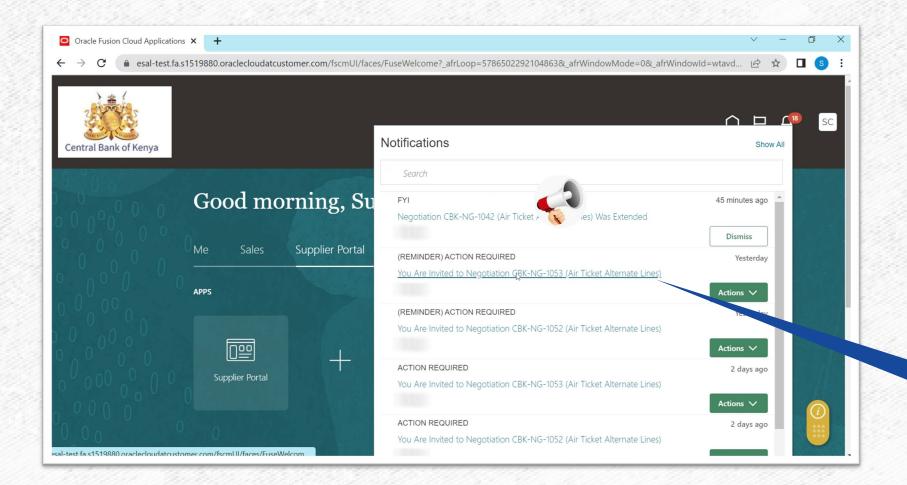
Request For Quotation (RFQ)



Step 1: Navigate to Supplier Portal



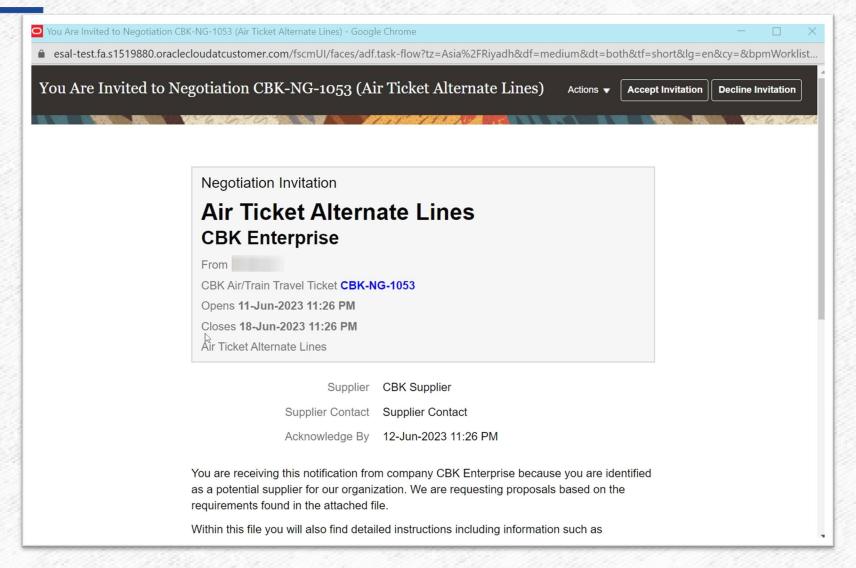
Step 2: Notification would be present



Select the link for the notification

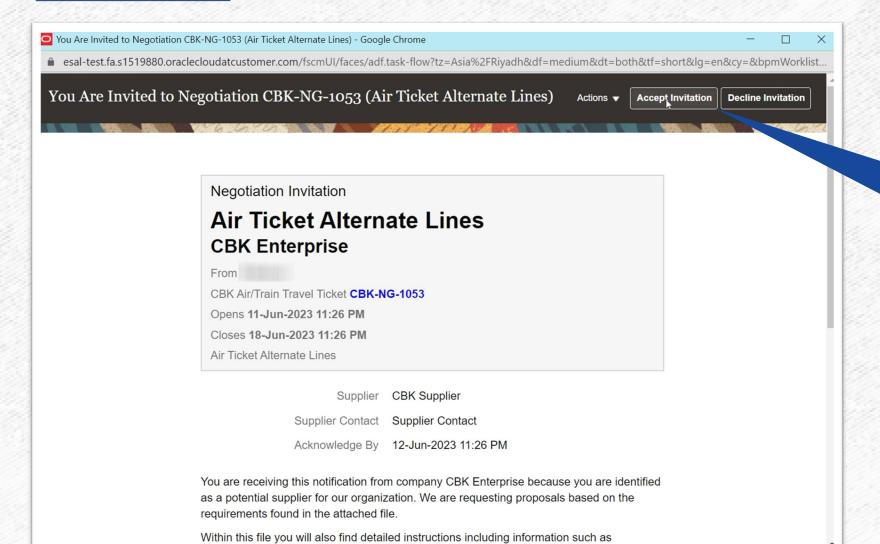


Step 3: View Notification





Step 4: Accept or Decline Invitation



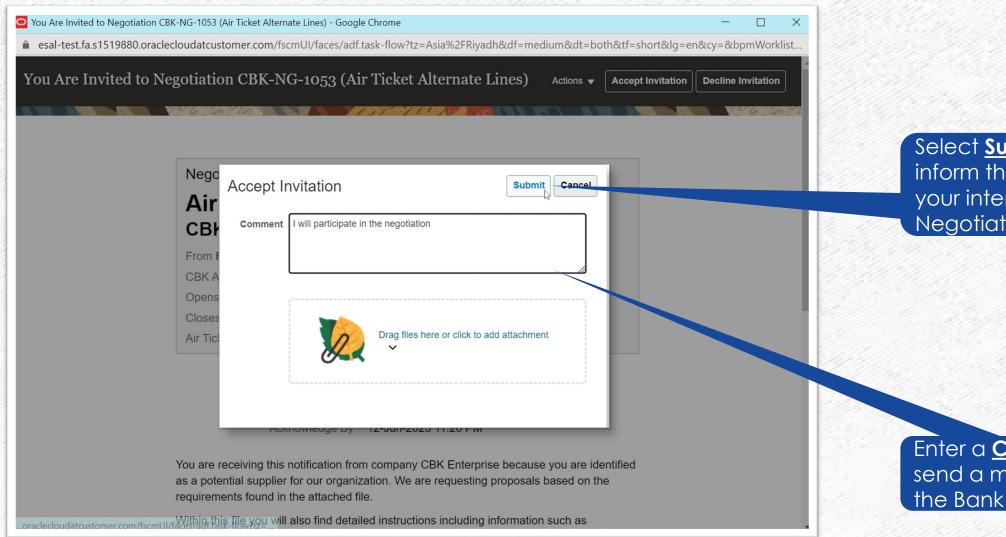
Please Select

Accept Invitation or

Decline Invitation to
inform CBK on your
company's intention
to participate in the
Negotiation or not.



Step 5: Submit intention to Participate

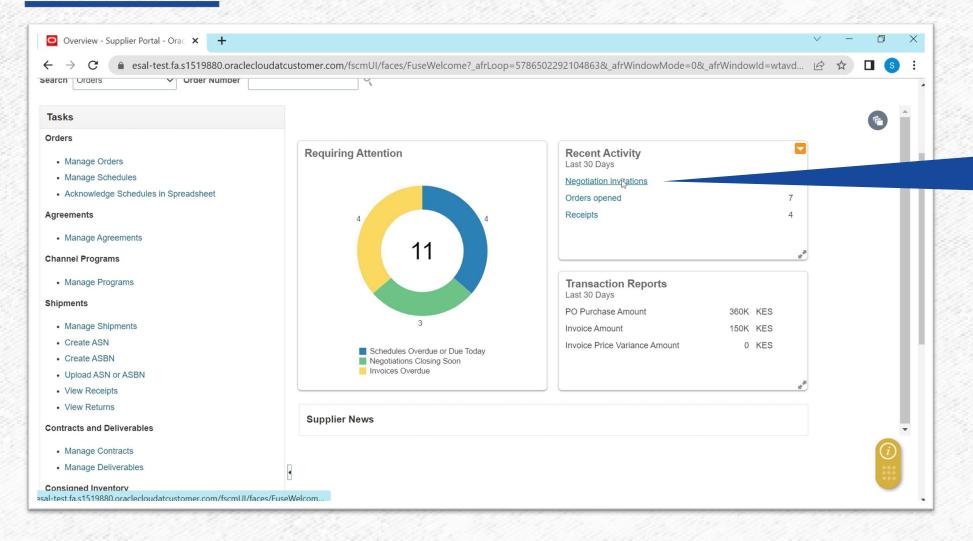


Select <u>Submit</u> to inform the CBK on your intentions for the Negotiations

Enter a **Comment** to send a message to the Bank



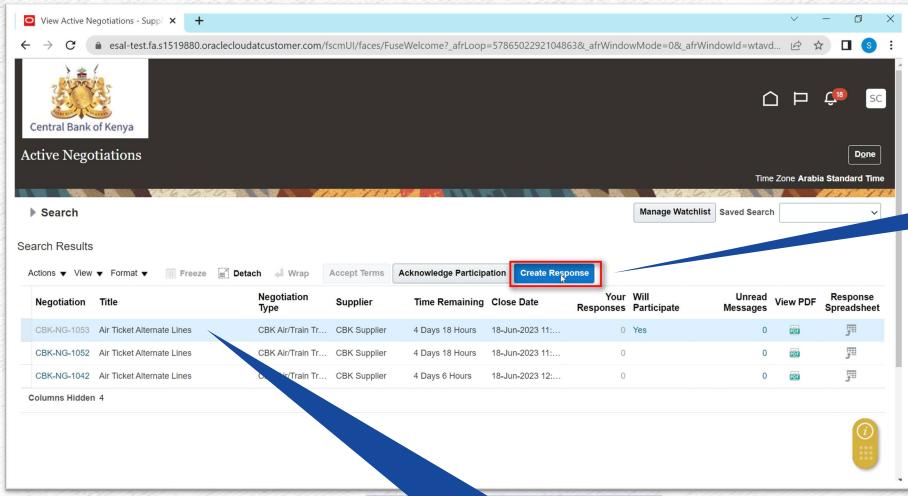
Step 6: Navigate to Recent Activity



Select
Negotiations
Invitations to
view Open
Negotiations



Step 7: Select Negotiation to View the Negotiation



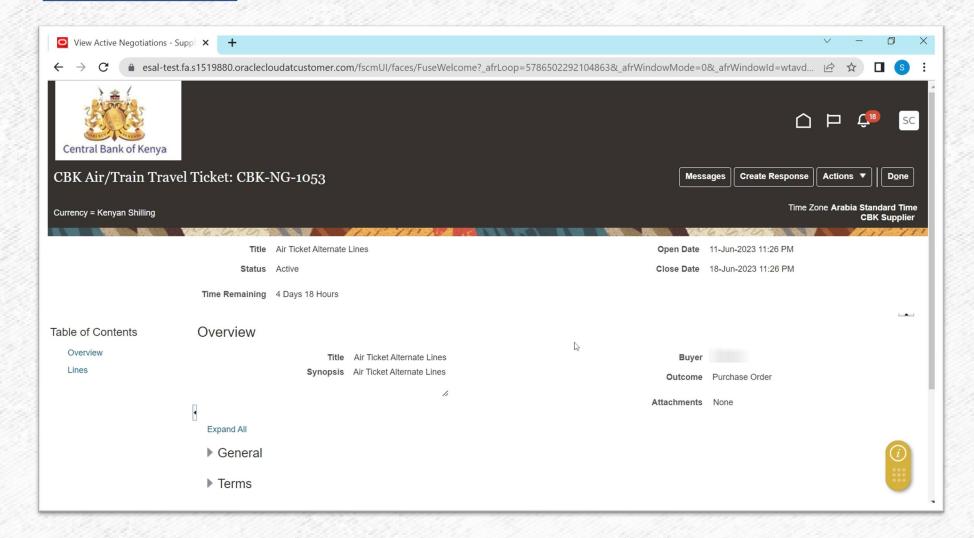
Select <u>Create</u>

<u>Response</u> to view the Negotiation



Highlight Row, your company wants to respond to

Step 8: Review the Negotiation

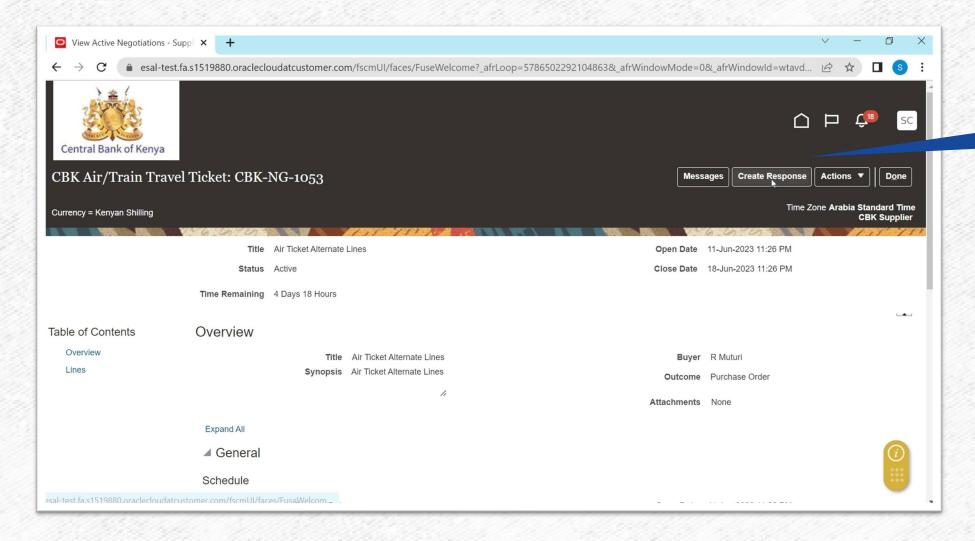


Review the requirements from the Negotiation.
Key sections are:

- Overview
- Lines
- General
- Terms



Step 9: Create Response



Select <u>Create</u> <u>Response</u>



Step 10: Enter Quote Valid Until Date

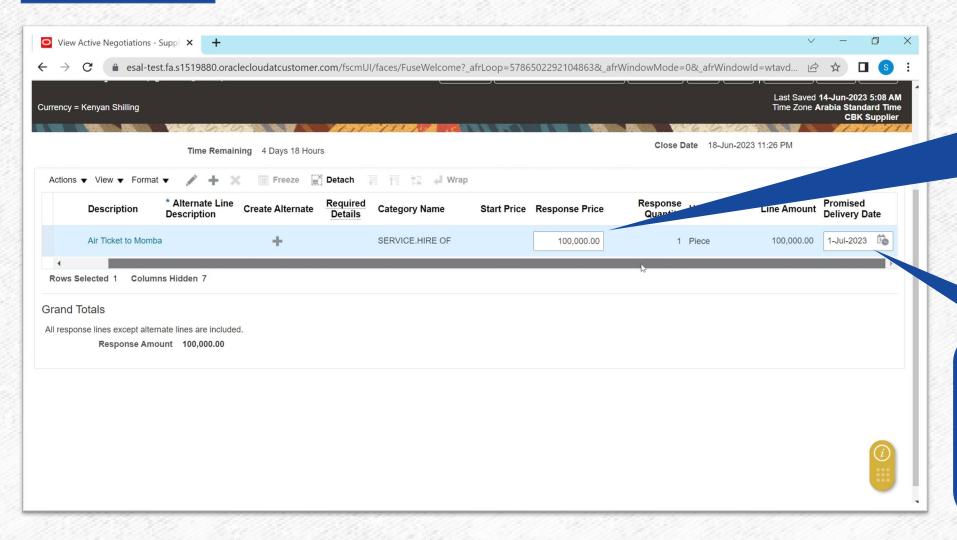
Select Next to proceed to the next step.

View Active Negotiations - Supp	+	-						V -	
→ C	880. or a cle cloud at customer. com/fs	scmUI/faces/FuseV	Velcome?_afrLo	op=5786502292104863&_afr\	VindowMode=0	&_afrWindowld	=wtavd	· E	
		1		3					
		Overview	Lines	Review					
Create Response (Quote 5001): Overview ⑦			Messages	Respond by Spreadsheet	Actions ▼	Back Next	Save	▼ Sub <u>m</u> it	<u>C</u> ancel
						Garden Cons		Saved 14-Jun-2 Cone Arabia Sta CE	
Title Air Ticket Alternate Lines					Time Remainir	ng 4 Days 18 Ho	urs		
	Close Date 18-Jun-2023 11:26 PM								
eneral									
Supplie	r CBK Supplier			Reference Number					
Negotiation Currency KES				Note to Buyer					
Response Currency	y KES			Note to Buyer				1,	
Price Precision	1 2 Decimals Maximum			Attachments 1	None 🕂				
Response Valid Unti	I 30-Jun-2023 11:27 PM								
				Select Re which re					

It is good practice to continuously **Save** your response as you progress. If required, one can use the **Save** and Close to commit the work and focus on another activity. On resumption of responding to the RFQ, one can pick it up from where you left it



Step 11: Enter Response Price & Promised Delivery Date

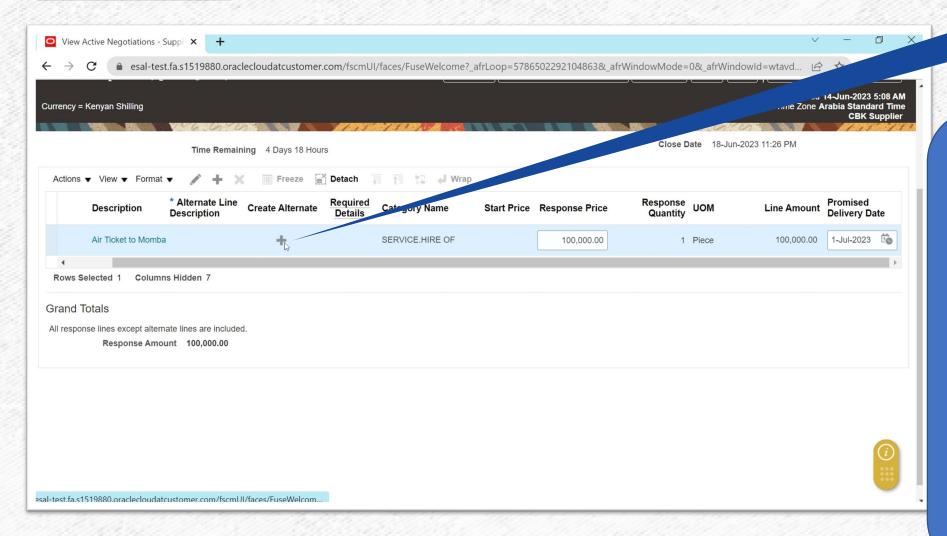


Enter the Response
Price for the line
that represents the
price you will
provide the Goods
or Services to the
Bank

Enter the <u>Promised</u>
<u>Delivery Date</u> that represents that date your_company can provide the Goods or Services



Step 12 (Optional) Create Alternate



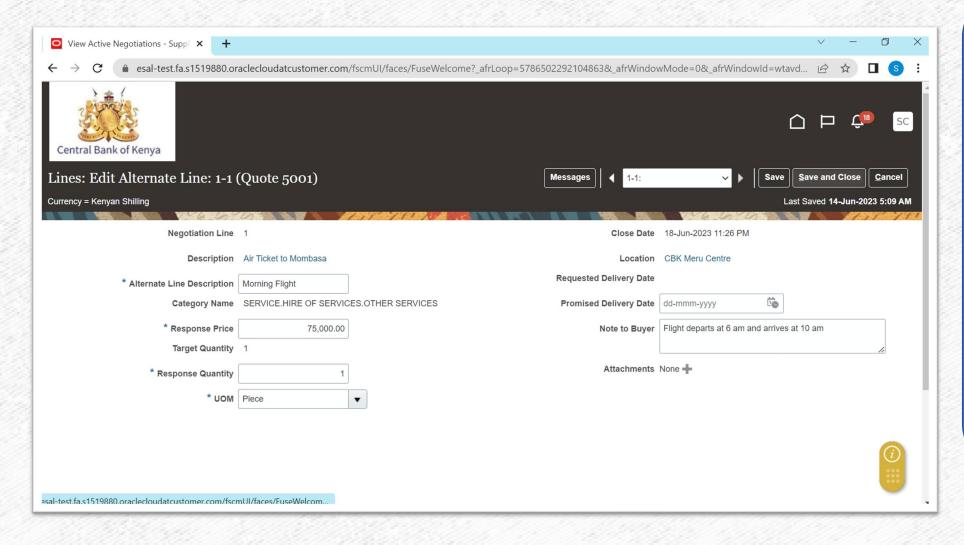
Select <u>Create</u>

<u>Alternate +</u> to
create an
alternate option
for the

- The Bank may occasional allow you to respond with an alternate line.
- The alternate response line is in addition to the response to the line you originally defined to the negotiation.
- You might want to add a new line to suggest alternate response information such as a different set of price breaks, cost factors, line attributes, or UOM specifications.



Step 13a: Enter Alternate Line Details



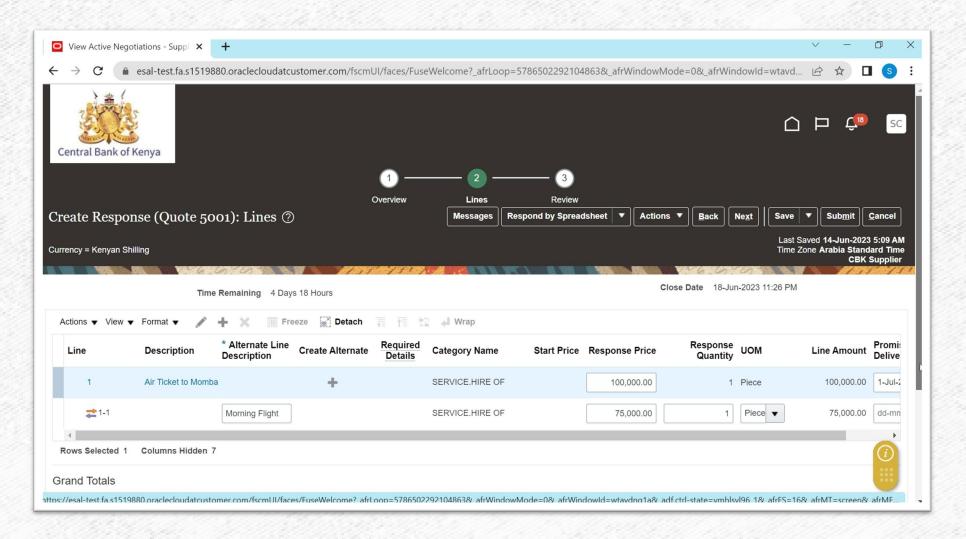
Enter at minimum the below details

- Alternate Line Description
- Response Price
- Response Quantity
- UOM
- Promise Delivery
 Date
- Note to Buyer to provide additional information

Select <u>Save and Close</u> to Exit the Alternate Line Page

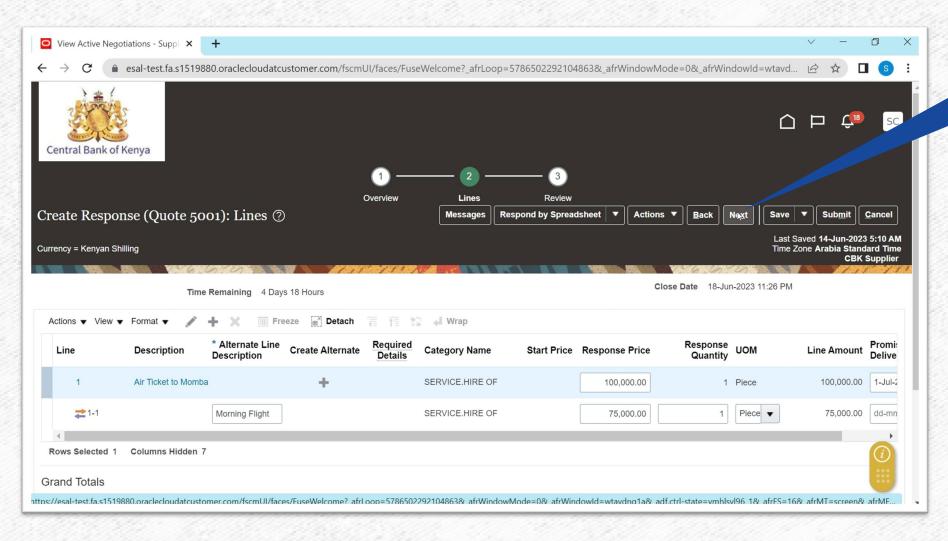


Step 13b: View of Original and Alternate Line





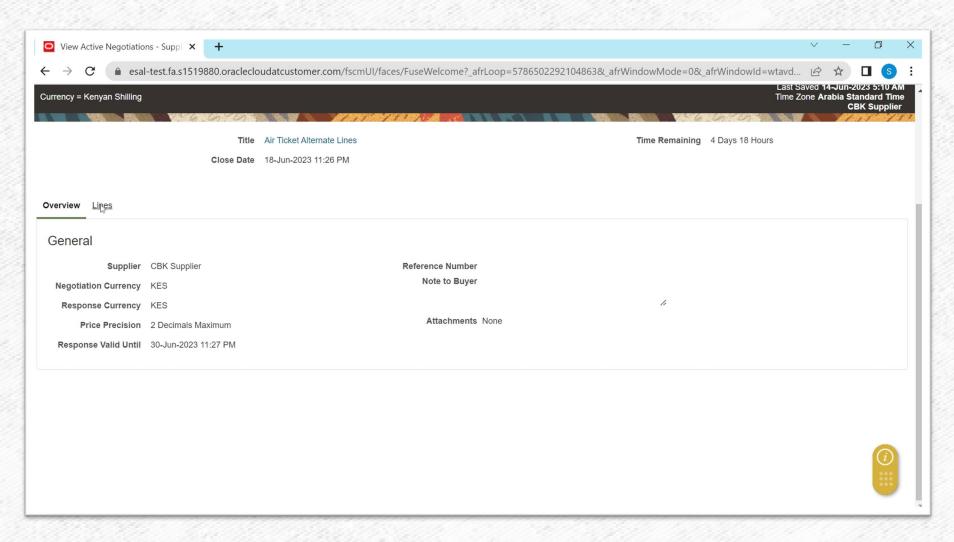
Step 14a: Response Review



Select <u>Next</u> to go to the Review Page



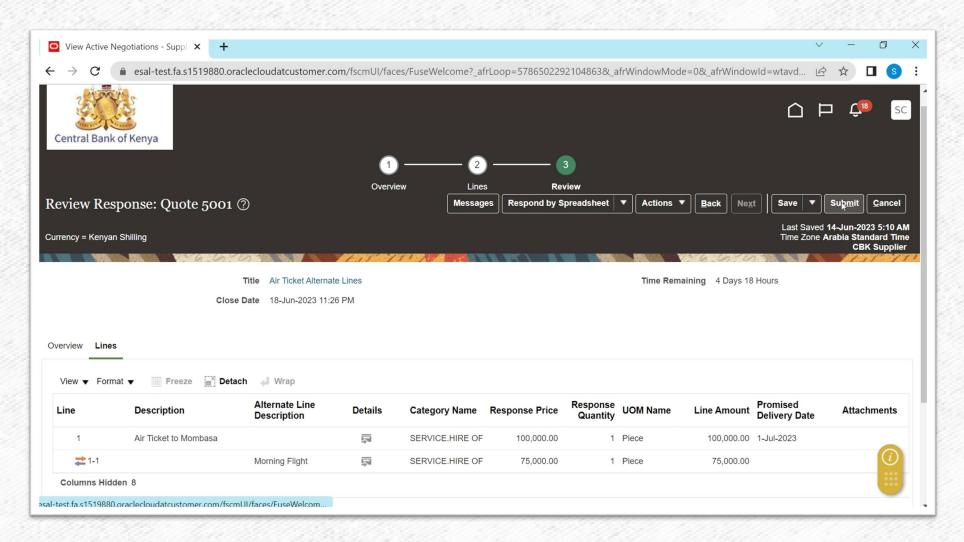
Step 14b: Response Review: Overview



Review and
Confirm
Entered
Information



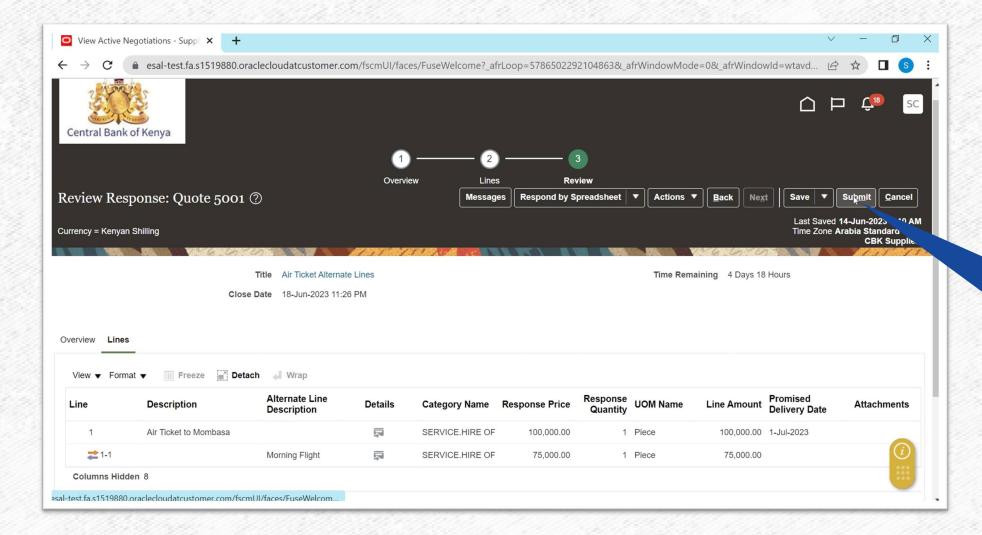
Step 14c: Response Review: Lines



Review and
Confirm
Entered
Information



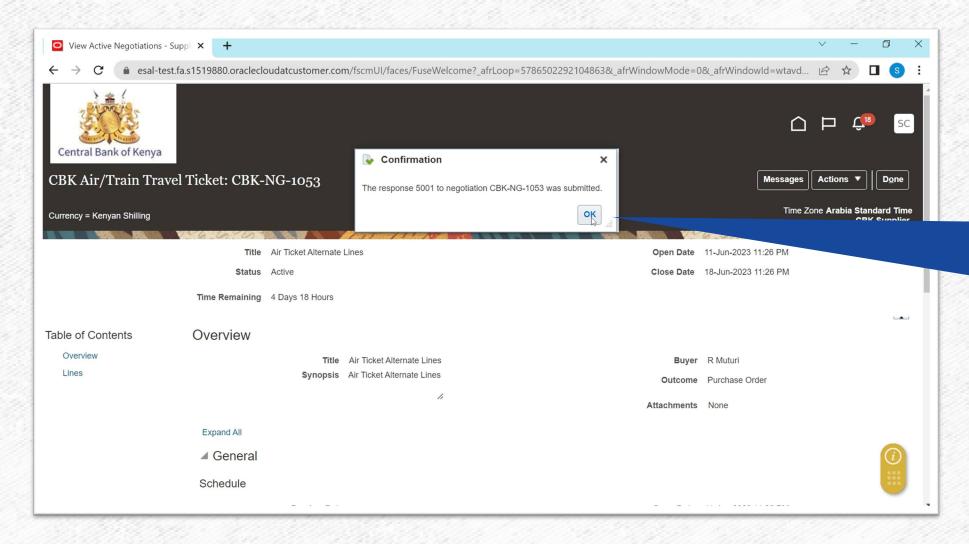
Step 15: Submit Response



After Review and confirmation of Response Select **Submit** to send the Quote/Response



Step 16: Confirmation message



Confirmation
message will be
displayed to confirm
submission of
Response.
Select **Ok** to close
Dialogue Box



Additional Information & Contacts



If you experience further challenges please write to us: vendorhelpdesk@centralbank.go.ke



Central Bank of Kenya

Address: Haile Selassie Avenue

Mailing Address: P.O Box 60000 – 00200, Nairobi, Kenya

Tel / Fax: +254 20 286 0000

Phone: +254 20 286 1000, +254 20 286 3000, +254 709 081 000, +254 709

083 000

Credits:

Music by **SoulProdMusic** from <u>Pixabay</u>
All stock footage provided by **Videvo**, downloaded from **videvo.net**

