



## HOW TO VIEW AND DOWNLOAD TENDER DOCUMENTS

- Scroll down to the Tenders link on the Procurement section of the website and click on the button which will host a page containing Notices, Addendums, Clarifications and a list of Tenders on sale.
- If you are an existing KenGen Website user Log in first to be able to view and download Tenders of your choice.
- If you are not an existing vendor please create an account by filling in your particulars to be able to view or download Tenders of your Choice
- Each tender listed has a code, (optional) a description and a PDF attachment for a **brief document** and the **entire document**.
- The **brief document** opens immediately on clicking the adjacent icon of the desired tender. A brief document gives you an idea on what the Tender is about. (closing date e.t.c)
- **Entire document** requires the supplier to registers (log-in) to view the tender. Existing vendors will enter their required **user name** and **password**.
- For **New Vendors** registration requires that the supplier key in their own information including their desired password that is easy to remember.
- **Note: All Suppliers who download Tender Documents from the Website are required to pay immediately for purposes of issuing; Addendums, Clarification, termination, for Record Keeping, and any other information.**