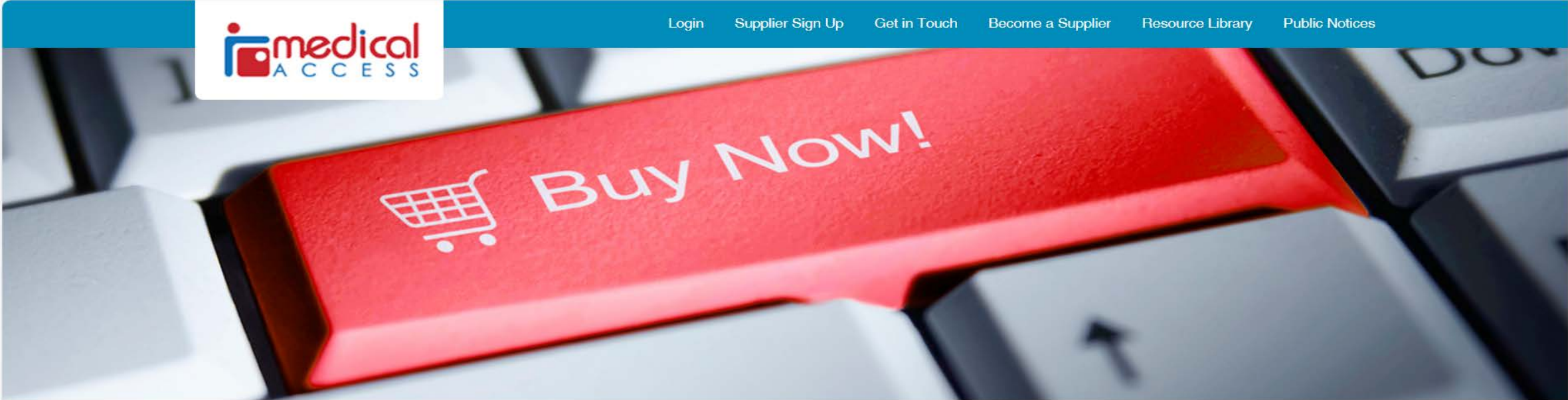






# Medical Access Uganda Limited (MAUL) e-Procurement Portal User Manual for Prequalification – For Bidders



 **How to Supply**


Medical Access Uganda Limited invites Suppliers to Prequalification through issuing of Request for Prequalification (RFP) document.

[Learn More](#)

 **Terms and Conditions**

Access our terms and conditions to use the Medical Access Uganda Limited E-procurement portal. You have to be prequalified to access the portal.

[Download Terms and Conditions](#)

 **Procurement Notices**

The procurement area where you can find the public posted tenders to bid on. Choose an event you would like to participate on, register an account.

[View Notices](#)

Have you been pre-qualified? Follow the link to login into dashboard. You will find a help link on various sections and [Login Here](#)

Activate Windows  
Go to Settings to activate Windows.


# 1. 0 Access to the System



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## 2.0 Creating a Supplier Account



[Login](#)

[Supplier Sign Up](#)

[Get in Touch](#)

[Become a Supplier](#)

[Resource Library](#)

[Public Notices](#)

A close-up photograph of a red computer keyboard key with a white shopping cart icon and the text 'Buy Now!' in white.

If your organization does not have a MePs account, click on "supplier sign up" button.



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[Login Here](#)

## 2.0 Creating a Supplier Account



### Supplier Create Account

Vendor Name

Email address

Andorra

City

Username

Password

I'm not a robot

reCAPTCHA  
Privacy - Terms

Sign Up

### Step 2.0 (a) Creating an Account

- Enter Company Name in the 'Vendor Name' field.
- Enter E-mail address in the 'Email address' field. The email address should be valid and active to enable you to receive procurement opportunities from MAUL.
- Use the drop down arrow and select your Country
- Enter your city in the 'City' field
- Enter a username that will be used by your company to log in to the portal
- Enter a **strong** password.
- Click the '**Sign Up**' button to complete this process.
- You will receive an E-mail notification on your registration

### Note

1. Minimum password length is **Eight (8) characters**. A strong password contains a combination of upper and lower case letters (AbCd), numbers (123), and symbols (@#\$).
2. Creating an account does not mean you are pre-qualified. You will receive an E-mail notification concerning pre-qualification from MAUL.
3. The vendor name, E-mail address, and username need to be unique

### IMPORTANT

After fifteen (15) minutes of inactivity, you will be logged out of the system and will be required to log in again.

When not working with the system, please LOG OUT.

## 2.0 Creating a Supplier Account

Once you have created an account/ profile, you will receive an email notification confirming registration. The E-mail contains the following details:

- The **username** you created and will use to log in to the e-Procurement portal
- The **email address** that MAUL will use to send you procurement opportunities and other relevant information
- A link to **reset** your e-Procurement password (optional).

You can return to the MAUL Home-page and log in using the credentials you have created.

**New E-Procurement Registration** - Welcome to MAUL E-procurement portal. A profile has been setup for your company. The username is : optic The email addr

10:17

E-mail notification for new e-Procurement registration.

## 2.1 Logging in to your Supplier Account



Login

Supplier Sign Up

Get in Touch

Become a Supplier

Resource Library

Public Notices

Buy Now!

**Step 2.1 (a)**  
Organizations with an account can just click on the log in button to proceed.



How to Supply

Medical Access Uganda Limited invites Suppliers to Prequalification through issuing of Request for Prequalification (RFP) document.

[Learn More](#)



Terms and Conditions

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[Download Terms and Conditions](#)



Procurement Notices

The procurement area where you can find the public posted tenders to bid on. Choose an event you would like to participate on, register an account.

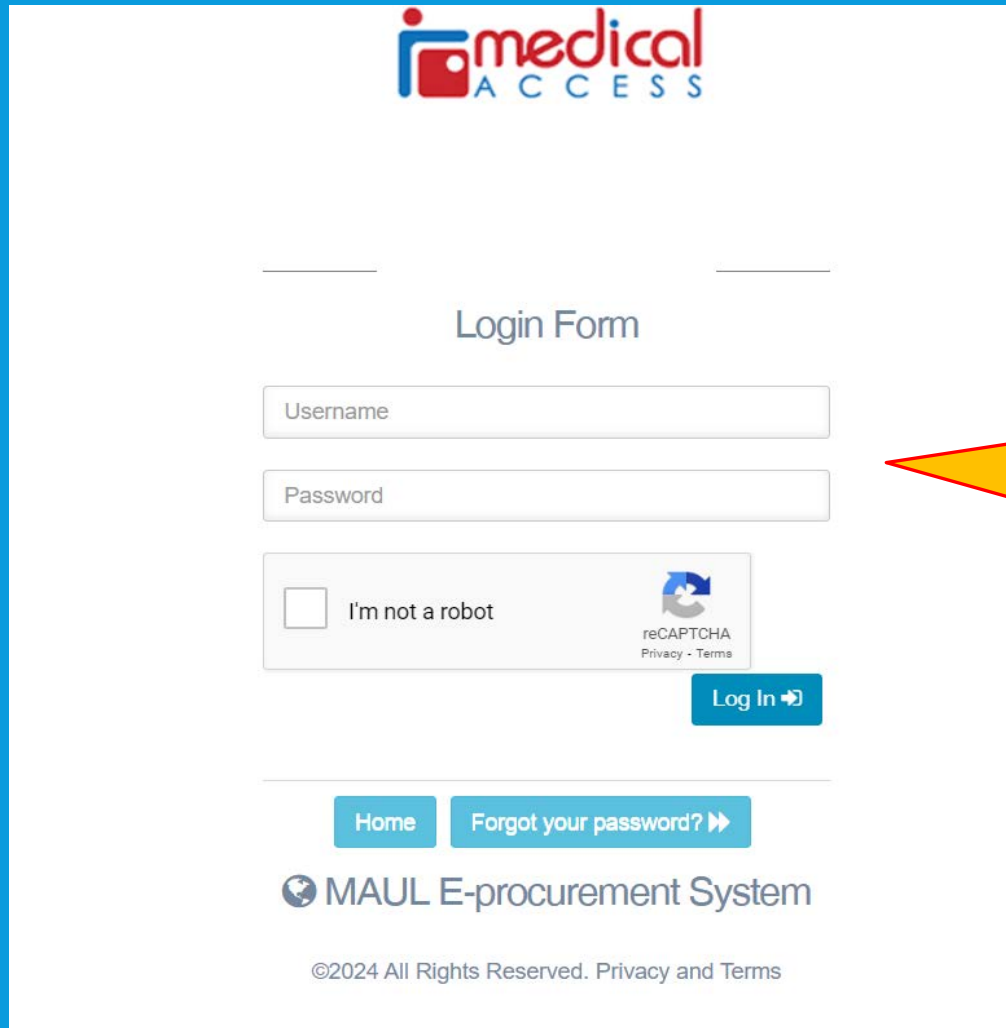
[View Notices](#)

Activate Windows  
Go to Settings to activate Windows.

Have you been pre-qualified? Follow the link to login into dashboard. You will find a help link on various sections and

[Login Here](#)

## 2.1 E-Procurement Portal Access/ Login



The screenshot displays the login interface for the MAUL E-procurement System. At the top center is the logo for 'i medical ACCESS', where 'i' is a red square with a white dot, 'medical' is in red, and 'ACCESS' is in blue. Below the logo is a horizontal line, followed by the text 'Login Form'. There are two input fields: 'Username' and 'Password'. Below these is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with the text 'reCAPTCHA Privacy - Terms'. A blue 'Log In' button with a right-pointing arrow is positioned to the right of the reCAPTCHA section. At the bottom of the form area, there are two buttons: 'Home' and 'Forgot your password?' with a right-pointing arrow. Below the buttons is the text 'MAUL E-procurement System' with a globe icon to the left. At the very bottom, there is a copyright notice: '©2024 All Rights Reserved. Privacy and Terms'.

### Step 2.1 (b)

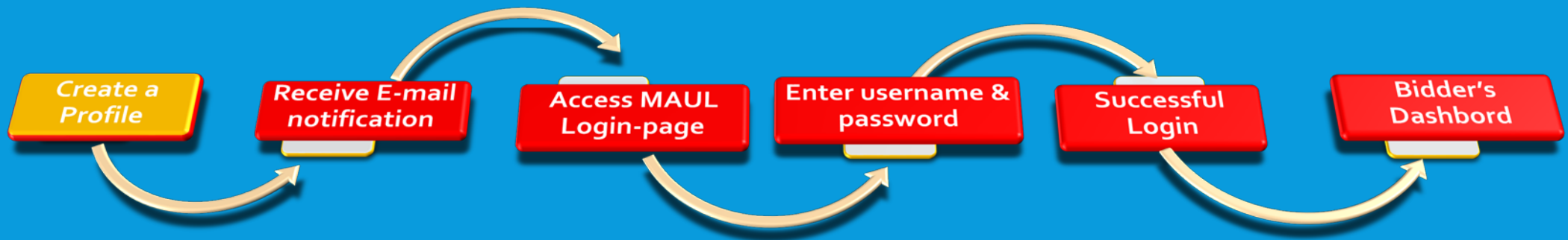
Use the **username and password** created during Supplier account creation. Click the '**Log in**' button to direct you to your supplier web page.

### Note

If you cannot remember your password, use the '**Forgot your password**' functionality... you will be notified to change your password via E-mail.



# System Navigation & Configurations



After successful login, the supplier/ bidder's dashboard will be visible. This section will cover the following areas:

- The main Navigation menu
- The various sections of the bidder's dashboard
- Supplier data configurations (company details, address, and contact persons)

# 3.0 Submit Vendor Details

## Step 3.0 (a)

Under Settings, Click on Vendor Details and key in the required information and submit.

The screenshot shows a web application interface for 'Mediwell Hospital'. The top navigation bar includes 'Help', 'All times in East African Time (EAT)', and 'Mediwell Hospital'. The left sidebar contains the following menu items: 'Settings', 'Vendor Details', 'Notifications', 'Contact Person', 'Invitations', 'Evaluation Clarifications', and 'Awards Contracts'. The main content area displays the 'Mediwell Hospital Organization' details page, which includes an 'Edit' button and a table of organization information.

Organization Type	Joint Venture
Business Type	Dealer
Company Registration Number	12345
Corporate Tax Number	12345
Vat Registration Number	12345
Place Of Registration	China
Place Of Issue	China
Year Established	Monday, January 15, 2024 at 12:00 AM
Registration Date	Sunday, January 10, 2016 at 12:00 AM
Registration Expiry Date	Tuesday, September 9, 2025 at 12:00 AM
Vat Registration Date	Monday, February 15, 2016 at 12:00 AM

# 3.1 Submit Contact Person Details

## Step 3.1 (a)

Under Contact Person, Click on Add Contact Person and key in the required information and submit.

The screenshot shows a web application interface for adding a contact person. The top navigation bar includes 'Help', 'All times in East African Time (EAT)', and 'Mediwell Hospital'. The left sidebar contains a menu with 'Contact Person' expanded to show 'Add Contact Person' (highlighted by a yellow callout), 'Contact Persons List', 'Invitations', 'Evaluation Clarifications', and 'Awards Contracts'. The main content area is titled 'Add Contact Person' and features a 'Back to List' button. The form includes a note '\* shows required field.' and the following fields: Name \*, Designation, Address, Telephone 1 \*, Telephone 2, Cell Phone, Fax, Email \*, and Remarks 1. A green 'Submit' button is located at the bottom right of the form. An 'Activate Windows' watermark is visible at the bottom right of the page.

# 4.0 View Procurement Notices

**e-Procurement**

Welcome, Mediwell Hospital

- Settings
- Notifications
- Contact Person
- Invitations
- Evaluation Clarifications
- Awards Contracts

**Dashboard**

Provider Name	Mediwell Hospital
Company Email	huiostheos84@gmail.com
Username	when zau
Status	active
City	Kampala
Country	Uganda

[View Public Procurement List](#)

**Invited Procurement Events**

**Item Groups**

[+ Choose Item Group](#) [Refresh](#)

Preferred Item Group		Pre-qualified Item Group	
#	Name	#	Name
You will be notified when you are invited to bid from the items under these groups.			

**Step 4.0 (a)**  
Click on the e-Procurement button to return to the home page and dashboard.  
Click on View Public Procurement List to view the prequalification notices in the supplier dashboard.

Activate Windows  
Go to Settings to activate Windows.

MAJIL e-Procurement System by FIMS

# 4.1 View Procurement Notices: Details

**e-Procurement**

Welcome, Mediwell Hospital

- Settings
- Notifications
- Contact Person
- Invitations
- Evaluation Clarifications
- Awards Contracts

**Public Procurement Events**

#	Title	Deadline	Published	Type of Notice	Status	Reference	Actions
1	REQUEST FOR PREQUALIFICATION APPLICATION FOR PROVIDERS OF GENERAL SUPPLIES	2/16/24, 2:15 PM	12/30/23, 2:15 PM		current	MAUL-PRQ/SUP/23/0105/08	<a href="#">View Details</a>
2	REQUEST FOR PREQUALIFICATION APPLICATIONS FOR PROVIDERS OF NON-CONSULTANCY SERVICES	2/16/24, 2:15 PM	12/30/23, 2:15 PM		current	MAUL-PRQ/SVC/23/0125/07	<a href="#">View Details</a>
3	REQUEST FOR PREQUALIFICATION APPLICATION FOR PROVIDERS OF CONSULTANCY SERVICES	2/16/24, 2:15 PM	12/30/23, 2:15 PM		current	MAUL-PRQ/SVC/23/0107/07	<a href="#">View Details</a>
4	Prequalification of Suppliers for Medical Supplies	5/22/23, 10:50 AM	5/15/23, 12:17 PM		closed	MAUL-PRQ/01/23/01	<a href="#">View Details</a>
5	supply of HIV Syphilis Dual Rapid Test Kits	6/24/19, 12:59 PM	5/28/19, 3:48 PM	Request for Quotation (RFQ)	closed	MAUL-PRQ/01/19/0103/19	<a href="#">View Details</a>

< previous   next >

Page 1 of 1, showing 5 records(s) out of 5 total

**Step 4.1 (a)**  
Choose the notice of interest and click on view details to proceed.

# 5.0 Open a Bid Document

The screenshot displays the e-Procurement system interface. On the left is a dark sidebar with the following menu items: 'e-Procurement', 'Welcome, Mediwell Hospital', 'Settings', 'Notifications', 'Contact Person' (with sub-items 'Add Contact Person' and 'Contact Persons List'), 'Invitations', 'Evaluation Clarifications', and 'Awards Contracts'. The main content area shows an event titled 'REQUEST FOR PREQUALIFICATION APPLICATION FOR PROVIDERS OF'. Below the title, it lists 'Procurement Reference: MAUL-PRQ/SUP/23/0105/08', 'Request Type:', 'Deadline: 2/16/24, 2:15 PM', and 'Bidding Currency:'. To the right of this information is a 'Time Left' section with a digital timer showing 32 Days, 00 Hours, 03 Minutes, and 50 Seconds. Below the timer is a red 'Add Response' button. A yellow callout box with a red border points to the timer and contains the text: 'Take note of the timer; it points to the days, hours and minutes left until the stipulated deadline'. Another yellow callout box with a red border points to the 'Add Response' button and contains the text: 'Step 5.0 (a) Click Add response to open a new bid document'. At the bottom right, there is a watermark for 'Activate Windows' and a footer for 'MAUI e-Procurement System by FIMS'.

Event title: REQUEST FOR PREQUALIFICATION APPLICATION FOR PROVIDERS OF

Procurement Reference: MAUL-PRQ/SUP/23/0105/08  
Request Type:  
Deadline: 2/16/24, 2:15 PM  
Bidding Currency:

Time Left

32 Days 00 Hours 03 Minutes 50 Seconds

Add Response

Take note of the timer; it points to the days, hours and minutes left until the stipulated deadline

**Step 5.0 (a)**  
Click Add response to open a new bid document

Activate Windows  
Go to Settings to activate Windows.

MAUI e-Procurement System by FIMS

## 5.0 Open a Bid Document

The screenshot displays the 'e-Procurement' interface. A modal window titled 'Prequalification' is open, showing the following details:

- Reference Number: MAUL-PRQ/SVC/23/0125/07
- Request Title: REQUEST FOR PREQUALIFICATION APPLICATIONS FO
- Provider Name: Mediwell Hospital

At the bottom of the modal, there are two buttons: 'Add' (highlighted with a yellow callout) and 'Close'. The background shows a sidebar with navigation options like Settings, Notifications, Contact Person, Invitations, Evaluation Clarifications, and Awards Contracts. A timer in the background indicates 23 Hours, 41 Minutes, and 26 Seconds remaining.

**Step 5.0 (b)**  
Confirm details of the bid document and click Add to complete step.

# 5.1 Populate the Bid document

The screenshot displays the e-Procurement system interface. On the left is a dark sidebar with the title 'e-Procurement' and a list of navigation items: 'Welcome, Mediwell Hospital', 'Settings', 'Notifications', 'Contact Person', 'Invitations', 'Evaluation Clarifications', and 'Awards Contracts'. The main content area features a green notification banner at the top that reads 'Response Registered successfully'. Below this, there are two panels. The left panel contains event details: 'Event title: REQUEST FOR PREQUALIFICATION APPLICATIONS FOR PRO...', 'Procurement Reference: MAUL-PRQ/SVC/23/0125/07', 'Request Type:', 'Deadline: 2/16/24, 2:15 PM', and 'Bidding Currency:'. The right panel is titled 'Time Left' and shows a countdown timer with four segments: '30 Days', '23 Hours', '37 Minutes', and '55 Seconds'. Below the timer is an 'Edit' button. A yellow callout box with a red border points to the 'Edit' button.

**Step 5.1 (a)**  
Click Edit to make changes to the new bid document and for your company specific details/ information to be entered.



# 5. 1 Populate the Bid document

**e-Procurement**

Welcome, Mediwell Hospital

- Settings
- Notifications
- Contact Person
- Invitations
- Evaluation Clarifications
- Awards Contracts

**Bid Document**

Procurement Reference: MAUL-PRQ/SVC/23/0125/07

[Fill Questionnaire](#) [Experience and Past Performance](#)

**Contact Details**

Reference Number	MAUL-PRQ/SVC/23/0125/07	Telephone	+34 76123456
Request Title	REQUEST FOR PREQUALIFICATION APPLICATION!	Email	testcharacter@gmail.com
Provider Name	Mediwell Hospital	Authorized Signing Officer	Test Character
Contact Person	Test Character <small>Add New from Contact Person Menu</small>	Title of Authorized Official	Managing Director

[Submit](#)

**Step 5.1 (b)**  
Enter contact person details (pertinent to the bid);

**Step 5.1 (c)**  
Scroll down to reveal the RFA document .

## 5.2 Populate the Bid document : Attach Documents

The screenshot shows a web application interface for managing bid documents. On the left is a dark sidebar with navigation items: 'Evaluation Clarifications' and 'Awards Contracts'. The main content area is divided into several sections:

- Form Fields:** Includes 'Request Title' (REQUEST FOR PREQUALIFICATION APPLICATION!), 'Provider Name' (Mediwell Hospital), 'Contact Person' (Test Character), 'Authorized Signing Officer' (Test Character), and 'Title of Authorized Official' (Managing Director). A green 'Submit' button is located below these fields.
- Additional information:** A section with a 'Document To Fill Sign And Upload' button.
- Requested Documents :-** A section titled 'Request for Prequalification Application' with the text 'The category has the RFA document'. It lists one document: '1. RFA for Non-Consultancy Services 2024 - 2027'. To the right of this entry are 'View' and 'Download' buttons. A yellow arrow points to the document name.
- Attachment Table:** A table with columns '#', 'Attachment Name', and a '+ New Attachment' button.

Two yellow callout boxes provide instructions:

- Step 5.2 (a):** Required responses can be scanned, saved as pdf and attached by clicking on this button. (Points to the '+ New Attachment' button)
- Step 5.2 (b):** Click View or Download to view the RFA document (Points to the 'View' and 'Download' buttons)

At the bottom right, the text 'AUL e-Procurement System by EIMS' is visible.

## 5.3 Populate the Bid document : Fill Questionnaire

**e-Procurement**

Welcome, Mediwell Hospital

- Settings
- Notifications
- Contact Person
- Invitations
- Evaluation Clarifications
- Awards Contracts

**Bid Document**

Procurement Reference: MAUL-PRQ/SVC/23/0125/07

**Document Menu**

- Fill Questionnaire
- Experience and Past Performance

**Contact Details**

Reference Number	MAUL-PRQ/SVC/23/0125/07	Telephone	+34 76123456
Request Title	REQUEST FOR PREQUALIFICATION APPLICATION!	Email	testcharacter@gmail.com
Provider Name	Mediwell Hospital	Authorized Signing Officer	Test Character
Contact Person	Test Character <small>Add New from Contact Person Menu</small>	Title of Authorized Official	Managing Director

**Submit**

**Additional information**

Document To Fill Sign And Upload

Requested Documents :-

## 5.3 Populate the Bid document : Fill Questionnaire

e-Procurement

Welcome, Mediwell Hospital

- Settings
- Notifications
- Contact Person
- Invitations
- Evaluation Clarifications
- Awards Contracts

Questionnaire

Help All times in East African Time (EAT) Mediwell Hospital

← Back

### Bidder Company Information

<b>Contact Person 1</b>	<b>Telephone</b>	<b>Email</b>
<input type="text" value="Test Character 1"/>	<input type="text" value="+3177733322"/>	<input type="text" value="testcharacter1@gmail.com"/>
<b>Contact Person 2</b>	<b>Telephone</b>	<b>Email</b>
<input type="text" value="Test Character 2"/>	<input type="text" value="+317744433"/>	<input type="text" value="testcharacter2@gmail.com"/>
<b>Contact Person 3</b>	<b>Telephone</b>	<b>Email</b>
<input type="text" value="Test Character 3"/>	<input type="text" value="+317744433"/>	<input type="text" value="testcharacter3@gmail.com"/>
<b>Manufacture Name</b>	<b>Year Established</b>	<b>Date Established</b>
<input type="text" value="Dummy Manufacturer"/>	<input type="text" value="2016"/>	<input type="text" value="2024"/> <input type="text" value="January"/> <input type="text" value="16"/>
<b>Address</b>	<b>Company Type</b>	<b>Company Type(Other Description)</b>
<input type="text" value="1234 Beijing;"/>	<input type="text" value="Corporation"/>	<input type="text"/>

Submit

**Step 5.3 (a)**  
Fill in the Company Contact Information and Click submit to reveal the next section of the form.

**Step 5.3 (b)**  
Scroll to reveal the next section

## 5.3 Populate the Bid document: Fill Questionnaire

General

### General

Tick the box of the category you are interested in

- Advertising and media
- Air Ticketing, Tours & Travel
- Catering Services
- Freight Forwarding and Customs Clearance
- Computer Repair and Maintenance
- Engraving Services
- Events Management
- Fleet Management & Tracking Services
- Fumigation Services
- Ground Clearing, Garbage Collection and Disposal Services
- Hotel and conference services
- Hotel & Accommodation Facilities (Regional)
- Insurance services
- Insurance Brokerage Services
- Medical Insurance Services
- Marine Cargo Insurance
- Internet Service Providers
- Maintenance and Repair of Electrical Equipment
- Maintenance and Repair of Furniture & Fittings
- Maintenance and Repair of Office tools & equipment
- Maintenance and Repair of Air Conditioners & HVAC Equipment
- Maintenance services for fire extinguishers
- Maintenance and Repair of Security Equipment
- Maintenance and Repair of Cold room equipment
- Maintenance, Servicing & Repair of vehicles and motor cycles
- Maintenance, Servicing & Repair of Power backup systems & equipment
- Moto Vehicle Hire Services
- Preventive Maintenance of IT equipment
- Property Management Services
- Printing, Branding & Design Services

**Step 5.3 (c)**  
Tick the product/ service categories of interest.

**Step 5.3 (d)**  
Scroll to reveal the next section



## 5.3 Populate the Bid document : Fill Questionnaire

### Step 5.3 (e)

Click Add/Edit to reveal respond to the Questions/ requirements on the right. Please note that the requirements from Question 10 and afterwards shall require attachments in addition to text.

- Design, Printing and Supply of Labels
- Provision of security services
- Telecom Service Providers
- Videography and Photography Services
- Car Parking Services
- Car Washing Services
- Embossment Services for Medical Products
- Courier Services
- Gardening and Compound Management Services

#	Question	Remarks	Document	Actions
1	Name of Company	Medillee		<a href="#">Add/Edit</a>
2	Year of Establishment			<a href="#">Add/Edit</a>
3	Type of Company (Individual, Partnership, Corporation and Others)			<a href="#">Add/Edit</a>
4	Name, Email, Phone Number of Contact Number 1			<a href="#">Add/Edit</a>
5	Name, Email, Phone Number of Contact Number 2			<a href="#">Add/Edit</a>
6	Name, Email, Phone Number of Contact Number 3			<a href="#">Add/Edit</a>
7	Physical Address			<a href="#">Add/Edit</a>
8	Postal Address			<a href="#">Add/Edit</a>
9	Banker's Details a) Bank Name b) Bank Account Number & Swift Code c) Contact Person d) Phone Number and Email Address			<a href="#">Add/Edit</a>
10	A copy of memorandum and articles of association			<a href="#">Add/Edit</a>
11	A copy of Company Form 7 or 8 from an authority e.g. Registrar of Companies (where applicable) detailing the list of current Directors, Partners/Proprietors.			<a href="#">Add/Edit</a>

## 5.3 Populate the Bid document : Fill Questionnaire

The screenshot displays a web interface for an e-procurement system. On the left, a list of services is shown with checkboxes, including 'Courier Services' which is checked. The main area features a questionnaire table with columns for '#', 'Question', 'Remarks', 'Document', and 'Actions'. A modal dialog box titled 'Name of Company' is open, containing a 'Remarks' text area, a green 'Submit' button, and a red 'Close' button. A yellow callout box with a red border points to the 'Submit' button, containing the text: 'Step 5.3 (f) Click Submit to complete entry of information'. The footer of the modal dialog reads 'MAUL e-Procurement System by EIMs'.

#	Question	Remarks	Document	Actions
1	Name of Company			<a href="#">Add/Edit</a>
2	Year of Establishment			<a href="#">Add/Edit</a>
3	Type of Company			<a href="#">Add/Edit</a>
4	Name, Email, Phone Number of Contact Number 1			<a href="#">Add/Edit</a>
5	Name, Email, Phone Number of Contact Number 2			<a href="#">Add/Edit</a>
6	Name, Email, Phone Number of Contact Number 3			<a href="#">Add/Edit</a>
7	Physical Address			<a href="#">Add/Edit</a>

**Step 5.3 (f)**  
Click Submit to complete entry of information

# 5.4 Populate the Bid document : Experience & Past Performance

**e-Procurement**

Welcome, Mediwell Hospital

- Settings
- Notifications
- Contact Person
- Invitations
- Evaluation Clarifications
- Awards Contracts

**Bid Document**

Step 5.4 (a)  
Click Experience and Past Performance to enter information on past execution of contracts

times in East African Time (EAT) 0 Mediwell Hospital

**Document Menu**

Procurement Reference: MAUL-PRQ/SVC/23/0125/07

Fill Questionnaire Experience and Past Performance

**Contact Details**

Reference Number	MAUL-PRQ/SVC/23/0125/07	Telephone	+34 76123456
Request Title	REQUEST FOR PREQUALIFICATION APPLICATION!	Email	testcharacter@gmail.com
Provider Name	Mediwell Hospital	Authorized Signing Officer	Test Character
Contact Person	Test Character <small>Add New from Contact Person Menu</small>	Title of Authorized Official	Managing Director

Submit

**Additional information**

Document To Fill Sign And Upload

Requested Documents :-



# 5.4 Populate the Bid document : Experience & Past Performance

e-Procurement

Welcome, Mediwell Hospital

- Settings
- Notifications
- Contact Person
- Invitations
- Evaluation Clarifications
- Awards Contracts

Help All times in East African Time (EAT) Mediwell Hospital

### Past Experience submission

Back

#	Name of Client and Contact Person	Category of Service	Type of Service Offered	Duration and Dates of Contract	Value of Contract	+ Add
---	-----------------------------------	---------------------	-------------------------	--------------------------------	-------------------	-------

#### Threshold Values

#	Group Name	Threshold
1	Maintenance and Repair of Furniture & Fittings	5000
2	Gardening and Compound Management Services	5000
3	Fumigation Services	5000
4	Insurance services	15000
5	Advertising and media	5000
6	Freight Forwarding and Customs Clearance	10000
7	Catering Services	5000
8	Maintenance and Repair of Electrical Equipment	5000
9	Hotel and conference services	10000
10	Car Parking Services	2000
11	Fleet Management & Tracking Services	5000
12	Property Management Services	10000
13	Preventive Maintenance of IT equipment	5000
14	Courier Services	5000
15	Embossment Services for Medical Products	2000
16	Computer Repair and Maintenance	5000
17	Internet Service Providers	20000

**Step 5.4 (b)**  
Click Add to enter information on previously executed contracts with reference to the threshold values stipulated.

## 5.4 Populate the Bid document : Experience & Past Performance

Performance / Experience Form

Name of Client and Contact Person

Category of Service

Type of Service Offered

Duration and Dates of Contract

Value of Contract

Attachment (Mandatory)  No file chosen

Past Experience submission

#	Name of Client and Contact Person
Threshold Values	
#	Group Name
1	Maintenance and Repair of Furniture
2	Gardening and Compound Management
3	Fumigation Services
4	Insurance services
5	Advertising and media
6	Freight Forwarding and Customs Clearance
7	Catering Services
8	Maintenance and Repair of Electrical
9	Hotel and conference services
10	Car Parking Services
11	Fleet Management & Tracking Services
12	Property Management Services
13	Preventive Maintenance of IT equipment
14	Courier Services
15	Embossment Services for Medical Products
16	Computer Repair and Maintenance
17	Internet Service Providers

Help All times in East African Time (EAT)

Value
5000
5000
5000
15000
5000
10000
5000
5000
10000
2000
5000
10000
5000
5000
2000
5000
20000

### Step 5.4 (c)

Click submit to complete entry of information on previous execution of contracts. The reference contract should be attached as part of the response

# 6.0 Requesting for clarifications

**e-Procurement**

Welcome, Mediwell Hospital

- Settings
- Notifications
- Contact Person
- Invitations
- Evaluation Clarifications
- Awards Contracts

**Bid Document**

Procurement Reference: MAUL-PRQ/SVC/23/0125/07

**Document Menu**

- View Bid
- Request / View Clarifications

**Contact Details**

Reference Number	MAUL-PRQ/SVC/23/0125/07	Telephone	+34 76123456
Request Title	REQUEST FOR PREQUALIFICATION APPLICATIONS FOR PROVIDER	Email	testcharacter@gmail.com
Provider Name	Mediwell Hospital	Authorized Signing Officer	Test Character
Contact Person	Test Character	Title of Authorized Official	Managing Director

**Additional information**

Document To Fill Sign And Upload

**Requested Documents :-**

**Request for Prequalification Application**

The category has the RFA document

1.	RFA for Non-Consultancy Services 2024 - 2027
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**Step 6.o (a)**  
Under the document menu; click request/view clarifications to 1) request for clarifications to the Request for Prequalification Application (RFA) Document or 2) View the clarifications provided by the procurement team.

+ New Attachment

# 6.0 Requesting for clarifications

**Step 6.o (b)**  
Click here and enter the details of your request for clarification under the description. Confirm submission of the same by clicking the "request clarification" button.

## 6.0 Requesting for clarifications

**Request / View Clarifications**

Request Clarifications Procurement Clarifications

There is no new clarifications from the procurement agency.

Close

**Step 6.o (c)**  
Click here to view the clarifications availed by the procurement team.

**e-Procurement**

Welcome, Mediwell Hospital

Settings

Notifications

Contact Person

Invitations

Evaluation Clarifications

Awards Contracts

**Bid Document**

Procurement

Contact Details

Reference

Request Title REQUEST FOR PROVISION OF CONSULTANCY APPLICATIONS FOR PROVIDER

Provider Name Mediwell Hospital

Contact Person Test Character

Email testcharacter@gmail.com

Authorized Signing Officer Test Character

Title of Authorized Official Managing Director

Document Menu

Questionnaire

Experience and Past Performance

1. RFA for Non-Consultancy Services 2024 - 2027

View Download

+ New Attachment

# 7.0 Requesting for clarifications

The screenshot displays the MAUL e-Procurement system interface. At the top, a green notification bar states "Saving successful." Below it, another green notification bar says "Submitted successfully .....". The main content area is titled "Bid Document" and shows "Procurement Reference: MAUL-PRQ/SUP/23/0105/08". The "Contact Details" section includes fields for Reference Number (MAUL-PRQ/SUP/23/0105/08), Request Title (REQUEST FOR PREQUALIFICATION APPLICATION FOR PROVIDERS), Provider Name (Mediwell Hospital), and Contact Person (Test Character). A "Submit" button is located below the contact details. The "Additional information" section has a "Document To Fill Sign And Upload" field. The "Requested Documents" section is titled "Request for Prequalification Application".

**Step 7.0 (b)**  
Your interface must show a notification of successful submission of the bid document.

**Step 7.0 (a)**  
Upon entering and attaching all the required information including documents, and you deem your bid document complete, click submit.