



## NOTICE TO ALL SUPPLIERS

### **ELECTRONIC GOVERNMENT PROCUREMENT (e-GP) SYSTEM.**

The Government of Kenya is transitioning to an **Electronic Government Procurement (e-GP)** system, which will be fully operational on **July 1, 2025**. All suppliers intending to conduct business with government institutions must register on the e-GP portal to be eligible for public procurement opportunities.

As a state corporation and a procuring entity governed by the Public Procurement and Asset Disposal Act, 2015 (PPADA, 2015 revised 2022), the Kenyatta International Convention Centre (KICC) is committed to supporting this transition and ensuring compliance with the directive. In line with this, KICC intends to sensitize all suppliers to ensure a smooth and timely migration to the e-GP system.

### **Why the Transition to e-GP?**

The e-GP system is a national initiative aimed at:

- Enhancing **transparency**, **efficiency**, and **accountability** in public procurement
- Providing a digital, end-to-end platform for procurement from planning to payment
- Enabling real-time verification of supplier data through integration with other government systems

### **KICC's Role in the Transition**

As a procuring entity, KICC will:

- Fully adopt the e-GP platform for all procurement activities
- Engage **only registered suppliers** on the e-GP portal from **July 1, 2025** onward
- Provide support and sensitize suppliers in understanding and completing the registration process

## **REGISTRATION REQUIREMENTS.**

**Supplier Documentation:** For successful registration in the e-Government Procurement (e-GP) Kenya system, the following information and documentation will be required:

- A valid company or business registration number issued and maintained by the Business Registration Service (BRS)
- Kenya National Identification (ID) Number issued and maintained by the National Registration Bureau (NRB)
- Kenya Revenue Authority (KRA) PIN for the business or individual
- Certificate of registration, incorporation or compliance
- Official mobile phone number and email address

**Pre-Registration Notice:** Suppliers are strongly advised to ensure that their data is updated with the relevant government agencies (eg. BRS, KRA and NRB) before initiating the registration process in the e-GP Kenya system.

**Supplier Verification:** For the purpose of registration, the e-GP system shall utilize the database of relevant government agencies including but not limited to KRA, BRS and NRB to verify and validate supplier information. Any discrepancies or mismatches between the data provided by the supplier at registration and the records maintained by these agencies may result in the rejection of the registration application.

**Authorized Person:** The individual responsible for registering and/or administering the supplier's account in the e-GP system must be the business owner (in the case of a sole proprietor or single directorship) or a director, partner, individual duly authorized by the registered business entity to act and transact on behalf of the supplier.

**Legal Authority to Register:** a director, partner or an individual duly authorized register on behalf of a supplier in the e-GP Portal shall be required to provide a legal instrument expressly granting them authority to act and transact on behalf of the supplier in the e-GP system.

Acceptable forms of legal instruments include, Power of Attorney (PoA) and Board Resolutions duly prepared and executed in full compliance with the relevant law and requirements.

**Document Requirements** Legal instruments such as the PoAs and Board Resolutions must specify the capacity and powers of a director, partner or individual authorized to register and transact in the e-GP system on behalf of the supplier and must be certified by an Advocate, Commissioner of Oaths or, where applicable, Company Secretary on record with a valid practicing certificate verifying the authenticity of the documents. Board Resolutions must be accompanied by a certified extract of the Minutes of the meeting that appointed the Authorized Person.


**Supplier Obligations:** All suppliers must provide a valid business email address and phone number. This email address and mobile phone number will be used for communications related to the e-GP system. It is the supplier's responsibility to ensure that the email and phone accounts are active and monitored regularly.

**Foreign Suppliers:** foreign suppliers who are not registered with BRS may proceed with the registration in the e-GP system through an Authorized Person. However, registration with BRS shall be a mandatory requirement for contract award. For the avoidance of doubt no contracts shall be awarded to foreign suppliers who are not registered with the Business Registration Service.

**Supplier Consent:** By proceeding with the registration process, suppliers agree to comply with all relevant laws, regulations, and consent to the requirements for use of the e-GP system and applicable government agencies. The Authorized Person shall be responsible for managing the supplier's e-GP account and the supplier shall be liable for all the actions of the Authorized Person in the e-GP system.

## How to Register on the e-GP Portal

### Step-by-Step Registration Guide

1. Visit the official **e-GP Supplier Registration Portal**:  
 <https://supplier.tenders.go.ke>
2. Click “**Create Account**” and choose your **supplier category**.
3. Fill in your business information, including:
  - Business/Company Name
  - Business Registration Number
  - KRA PIN
  - Contact details (email and mobile)
  - ID number of authorized representative(s)
4. Upload the required documents:
  - Certificate of registration/incorporation
  - KRA PIN certificate
  - Valid National ID (for individual suppliers or company representatives)
5. Submit your application and await email verification and approval.

### Integrated Systems for Real-Time Verification

- iTax System (KRA)
- Business Registration Service (BRS)
- Integrated Population Registration System (IPRS)

### Key Documents Required

- Business Registration Certificate
- KRA PIN Certificate

- National ID (for authorized personnel)
- Certificate of Incorporation or Compliance
- Official mobile phone number and email address


## Who Should Register?

All the following categories must register on the e-GP portal:

- Sole Proprietorships / Business Names
- Partnership Firms
- Limited Liability Partnership Firms
- Community-Based Service Providers
- Local Individual Consultants
- Local Companies (Private or Public)
- Companies Limited by Guarantee
- Foreign Companies





## Important Dates

- **Supplier Registration Deadline: June 30, 2025**
- **e-GP System Go-Live: July 1, 2025**

 **Note:** From July 1, 2025, KICC will only transact with suppliers registered on the e-GP platform.

## Need Help or More Information?

If you have questions or need assistance with the e-GP registration process, please contact:

-  **Email:** [support@egpkenya.go.ke](mailto:support@egpkenya.go.ke) / [info@egpkenya.go.ke](mailto:info@egpkenya.go.ke)
-  **Phone:** +254 20 2252299
-  **Website:** <https://supplier.tenders.go.ke>
-  **Visit:** The National Treasury, Harambee Avenue, Treasury Building P.O Box 30007-0010 Nairobi, Tel. +254 20 225229

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 **Act Now** – Visit <https://supplier.tenders.go.ke> to register and continue doing business with KICC and other public institutions.

**#eGP2025|#KICCProcurement|#PublicProcurementReform**