

COUNTY GOVERNMENT OF VIHIGA



OFFICE OF THE DIRECTOR

SUPPLY CHAIN MANAGEMENT SERVICES

NOTICE FOR ELECTRONIC GOVERNMENT PROCUREMENT SUPPLIER REGISTRATION DRIVE

DATE: 11TH - 22ND AUGUST 2025

VENUE: COUNTY HEADQUARTERS GROUNDS

The National Treasury is rolling out an end-to-end Electronic Government Procurement (e-GP) System to all Procuring Entities in both the National and County Governments. This is one of the public finance management reforms that is geared towards efficiency and value for money in public procurement.

The e-GP system rollout is in line with the directive by His Excellency, the President in his State of the Nation address on 21st November, 2024 that the National Treasury rolls-out the e-GP system by the first quarter of 2025.

The implementation and use of the e-GP system will result in reduced cost of goods, works and services; increased transparency in procurement processes and practices; improved efficiency in procurement by minimizing the procurement cycle time; maximization of value for money; accountability; improved confidentiality, integrity and authenticity of transactions between procuring entities and suppliers; streamlined procurement procedures across the government through standardization of processes and practices; and enhanced procurement information management that will facilitate procurement planning, monitoring, evaluation and reporting.

To register as a supplier in the Kenyan E-GP (Electronic Government Procurement) system, you need to access the e-GP portal and create a user account. This involves providing business details, verifying contact information, and submitting required documents. The National Treasury will then review and approve your registration. The National Treasury is conducting massive sensitization on supplier registration. The County Government of Vihiga, in support of the National Treasury has organized a supplier registration drive to assist local suppliers in ensuring compliance.

REQUIREMENTS

1. **Supplier Documentation:** For successful registration in the e-Government Procurement (e-GP) Kenya system, the following information and documentation will be required:
 - a. A valid company or business registration number issued and maintained by the Business Registration Service (BRS)
 - b. Kenya National Identification (ID) Number issued and maintained by the National Registration Bureau (NRB)
 - c. Kenya Revenue Authority (KRA) PIN for the business or individual
 - d. Certificate of registration, incorporation or compliance
 - e. Official mobile phone number and email address
2. **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.

3. **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.
4. **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.
5. **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.
6. **Document Requirements** Legal instruments such as the PoAs and Board Resolutions must specify the capacity and powers of the 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 Authorised Person.
7. **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.
8. **Foreign Suppliers:** foreign suppliers who are not registered with BRS may proceed with the registration in the e-GP system through an Authorised 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.
9. **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 Authorised Person in the e-GP system.

DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES

FOR ACCOUNTING OFFICER