



Title of Solicitation	Consultancy for Revision of the Travel Policy and Procedures Manual
Procurement Process	Request for Proposal
Solicitation Reference No.	RFP AGRA-NB-1356
Issuing Office & Address	AGRA Nairobi
Contact	Procurement@agra.org
Eligibility	Open to all eligible consultancy firms
Solicitation Issue Date	As per Open Date in AGRA's Oracle system
Submission Deadline	As per Close Date in AGRA's Oracle system
Type of Consultancy	Consultancy Firms Only

Introduction:

AGRA has streamlined its procurement process by implementing the Oracle Supply Chain Management System. To access our tenders, prospective bidders are required to register and possess an oracle account.

The Oracle SCM system prioritizes security, ensuring that your bid/proposal remains inaccessible until the designated deadline. We strongly recommend that bidders submit their proposals/bids **at least one day before the deadline**. This proactive approach allows us ample time to address any challenges you may encounter. **Please note that late bids or submissions via email will not be accepted.**

Details of the tender can be accessed through the AGRA Oracle Vendor Management System. All potential bidders MUST register in the Oracle system following the guidelines outlined in the Vendor Registration and Bidders Manual which can be accessed on this link: [Vendor Registration and Bidders Manual](#) . If you don't have an account please register in our oracle system using the [Vendor Registration](#) link

For vendors with an AGRA Oracle account please login to your [Vendor Portal](#) and search for negotiation number **RFP AGRA-NB-1356** following the provided [Vendor Registration and Bidders Manual](#).

Negotiation Documents:

1. [Request for Proposal -RFP AGRA-NB-1356.pdf](#)
2. [Vendor Registration Video](#)
3. [Bidding Video](#)
4. [Vendor Registration and Bidders Manual](#)

**AGRA Nairobi
Procurement Team**