

Wintender E-Procurement Portal Version 1.01

User Guide to Suppliers, Service Providers and Contractors

This Guide aims to instruct step by step ON how to Open an account, Login, Tender selection to Successfully Submission.

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WinTender[®]

Chapter	Content
Introduction	About Wintender Portal
Chapter ONE	Registration & Account Update
Chapter TWO	Load Money to your E-Wallet and Subscription
Chapter THREE	Tender Application and Submission

Introduction

Wintender is the E-procurement portal available at www.wintender.tz enables Suppliers, Service Providers and Contractors to Apply, Win and Execute Tenders through digital platform.

We consolidate Tenders across the Country (Private and Government sectors), and made them accessible at a your dashboard

All you have to do is register your business /Company and Get Started.

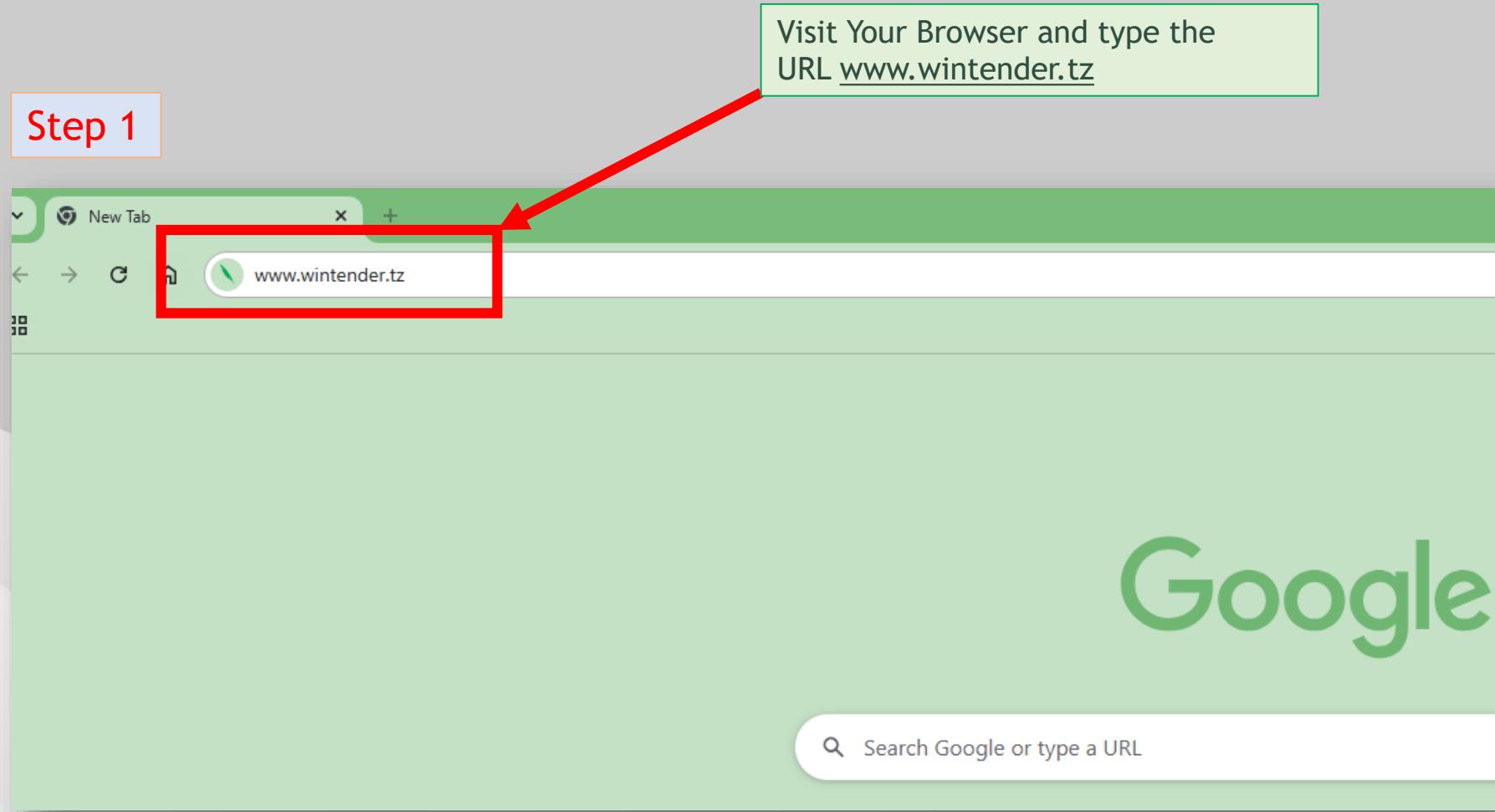


Chapter ONE

>Registration & Account Update



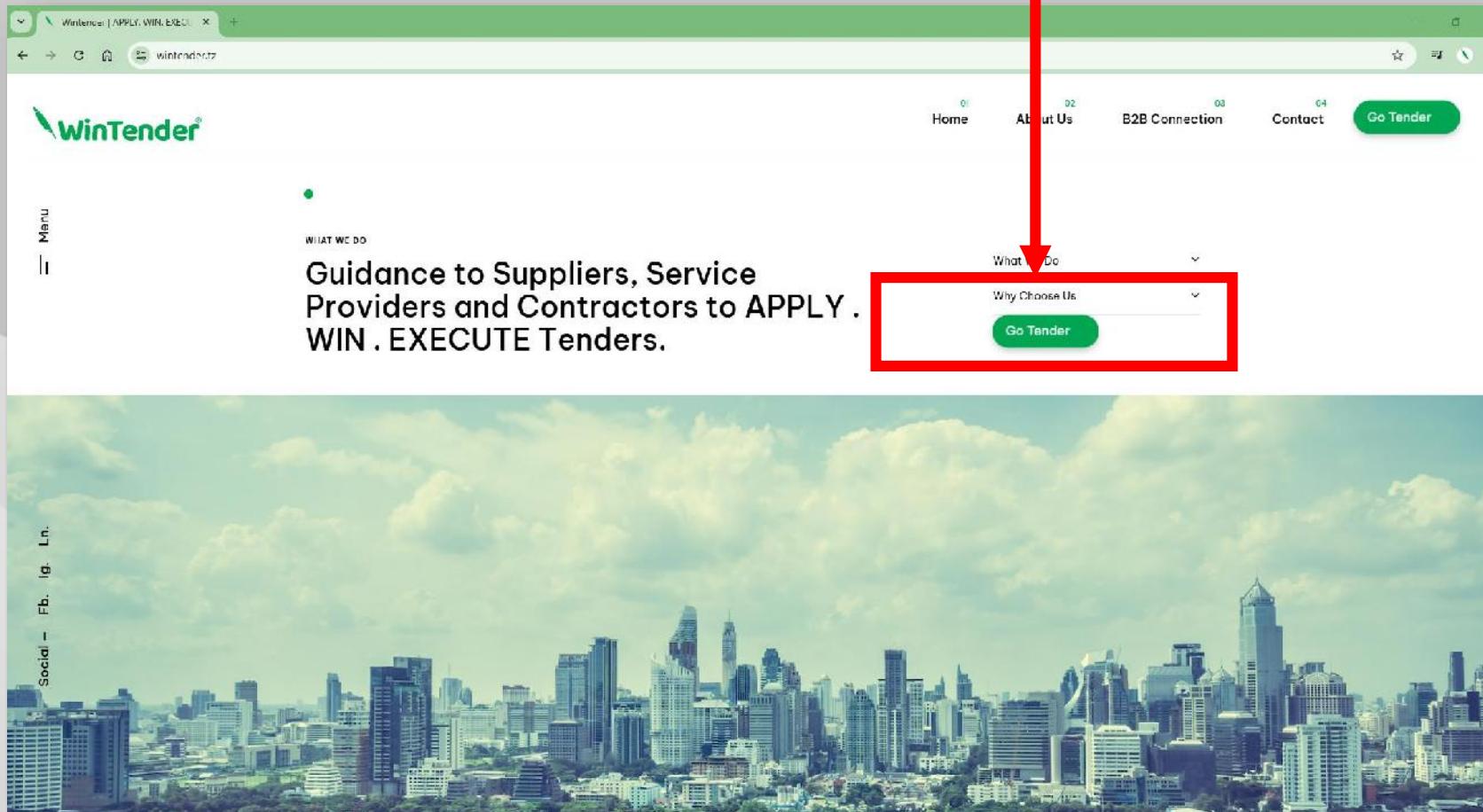
How to Access wintender E-Procurement Portal



How to Access wintender E-Procurement Portal

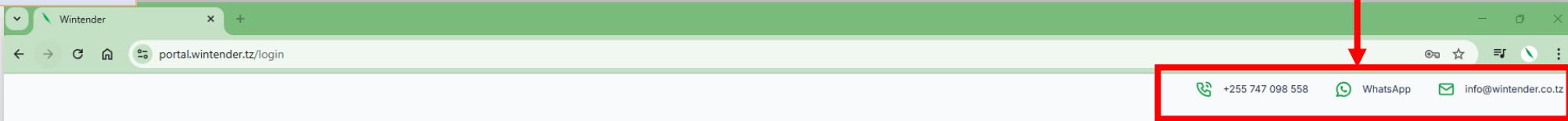
Step 2

Click the button [Go Tender]



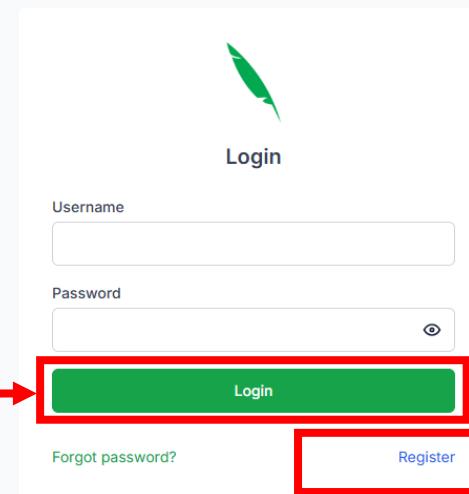
Register an Account

Step 3



1

Click login if you Have an Account



The image shows a "Login" form. It features a logo of a green feather-like icon above the word "Login". Below the logo are two input fields: "Username" and "Password". Underneath the password field is a "Forgot password?" link. At the bottom of the form are two buttons: a large green "Login" button and a smaller white "Register" button with blue text.

2

Click the register if you do not have an Account

Step 4

1 Fill in the forms as seen below

Registration

First name: MARIAH, Last name: MATHEW

Phone number: 075888 [REDACTED], Confirm Phone Number: 075888 [REDACTED]

Email: mariahw196@gmail.com

Company Information

Company Name: MMR COMPANY LIMITED, TIN: 123 456 789

Phone Number: 075888 [REDACTED], Address: Dar es Salaam

Categories

MECHANICAL CONTRACTORS (CLASS I-VII)

STATIONARY SERVICES X
COMMISSION AGENT MOTOR VEHICLE X
MECHANICAL CONTRACTORS (CLASS I-VII) X

3 category(ies) selected Clear all

2 Select business Categories your interest,
(Can be updated on your Dashboard)

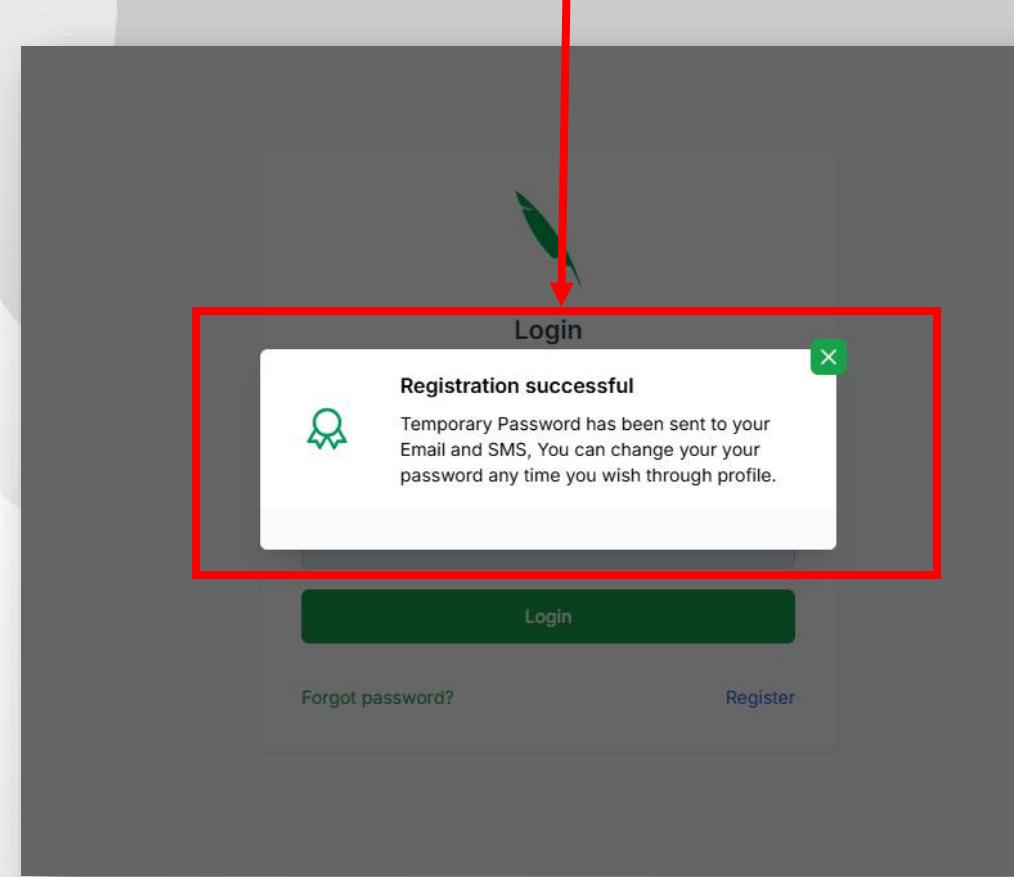
3 Click Register

Register

+255 747 098 558 WhatsApp info@wintender.co.tz

Registration Successfully

Step 5

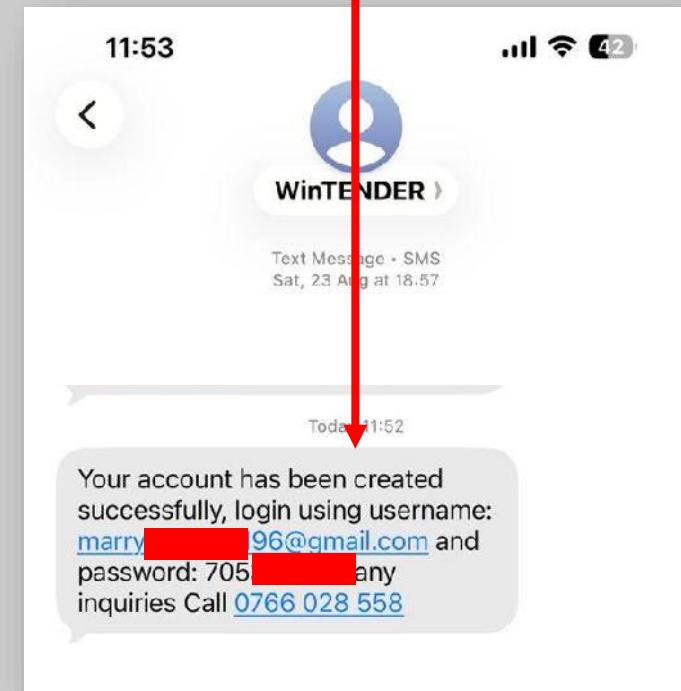


1

Your Account has being Created successfully

2

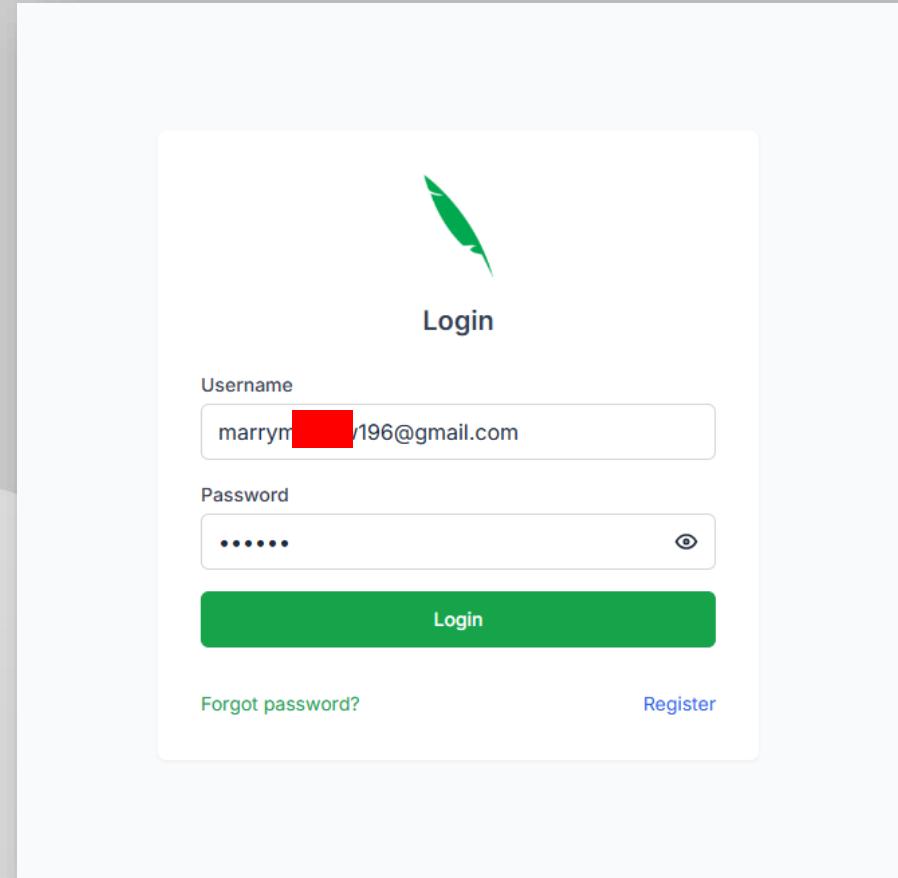
You shall receive Login Credentials Via SMS,
through Phone Number you provided



LOGIN INTO YOUR ACCOUNT

Step 6

Fill in Username and Password to Login



Dashboard

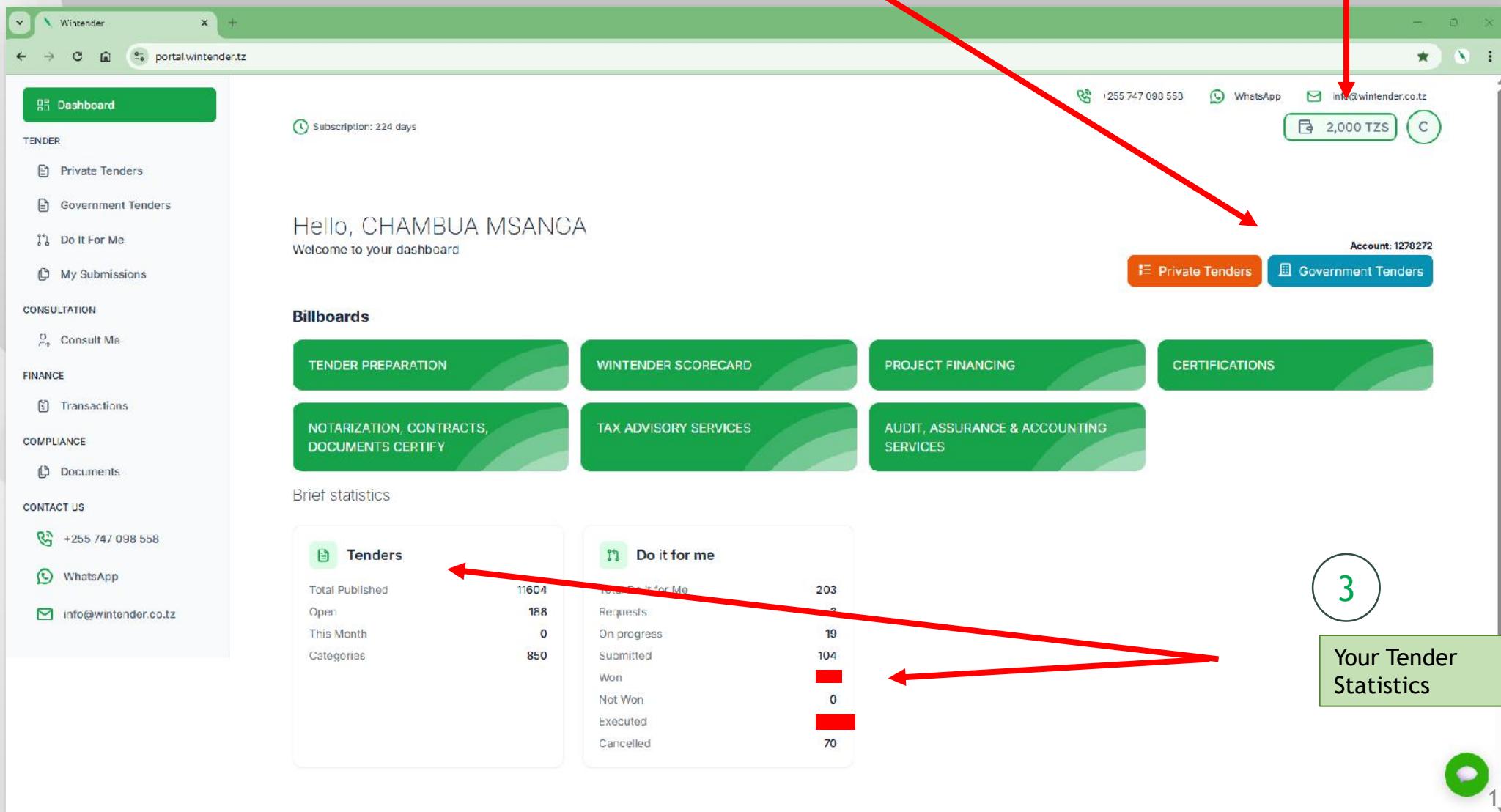
Step 7

1

**Click to Access Tenders,
Private / Government Sector**

2

E-Wallet, You can Load
any Amount (TZS)

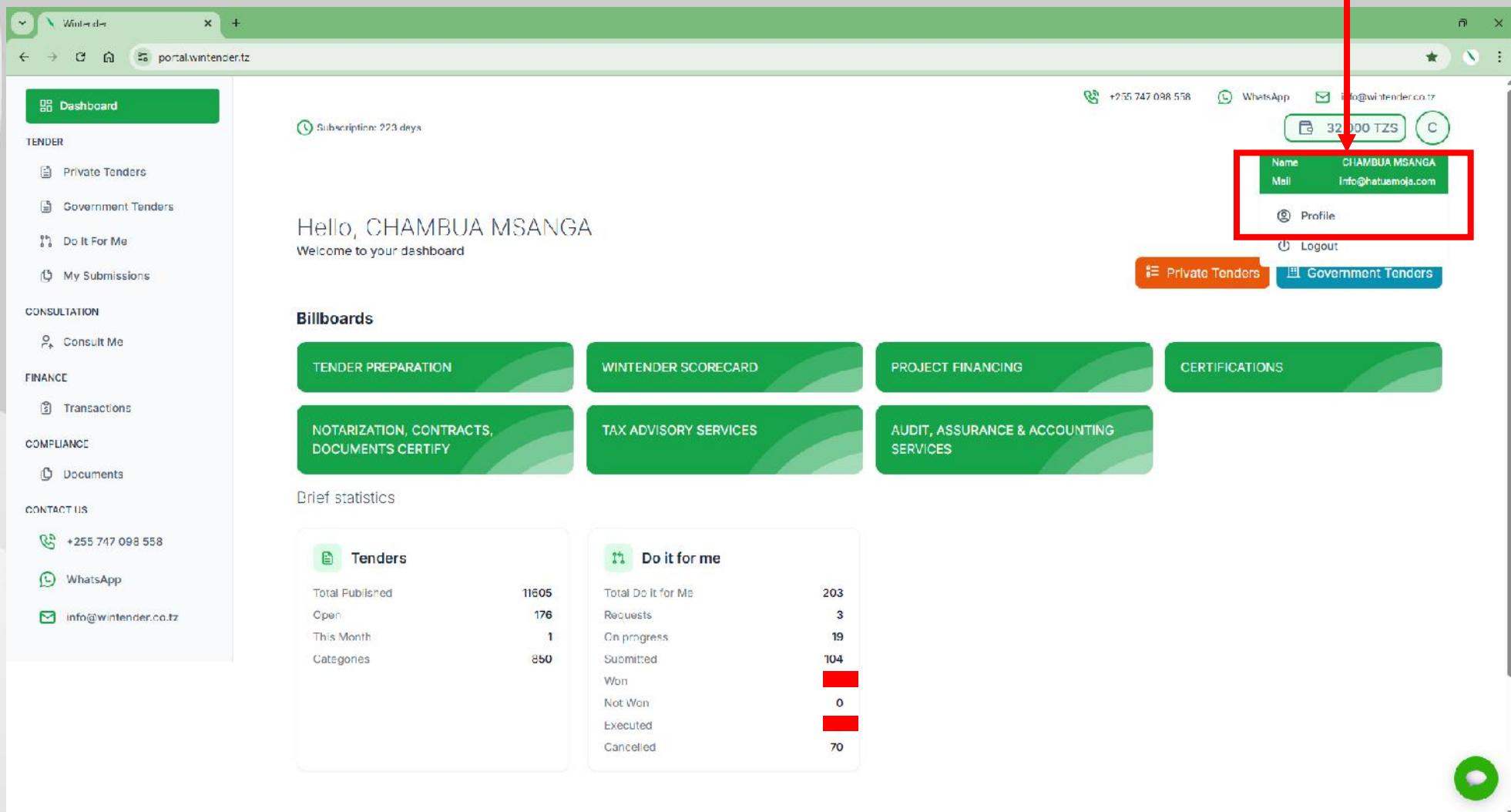


Dashboard

Step 8

1

Click Profile 'To Update your Profile



The screenshot shows the WinTender dashboard interface. On the right side, there is a user profile section with a red box highlighting it. A green arrow points from the 'Step 8' label at the top left towards this profile area. The profile information includes:

Name	CHAMBUA MSANGA
Email	Info@hatueomoja.com

Below the profile, there are several navigation links and service icons.

Subscription: 223 days

Billboards:

- TENDER PREPARATION
- WINTENDER SCORECARD
- PROJECT FINANCING
- CERTIFICATIONS

NOTARIZATION, CONTRACTS, DOCUMENTS CERTIFY

TAX ADVISORY SERVICES

AUDIT, ASSURANCE & ACCOUNTING SERVICES

Brief statistics:

Tenders		Do it for me	
Total Published	11605	Total Do it for Me	203
Open	176	Requests	3
This Month	1	On progress	19
Categories	850	Submitted	104
		Won	0
		Not Won	0
		Executed	70
		Cancelled	70

CONTACT US:

- +255 747 098 558
- WhatsApp
- info@wintender.co.tz

Navigation:

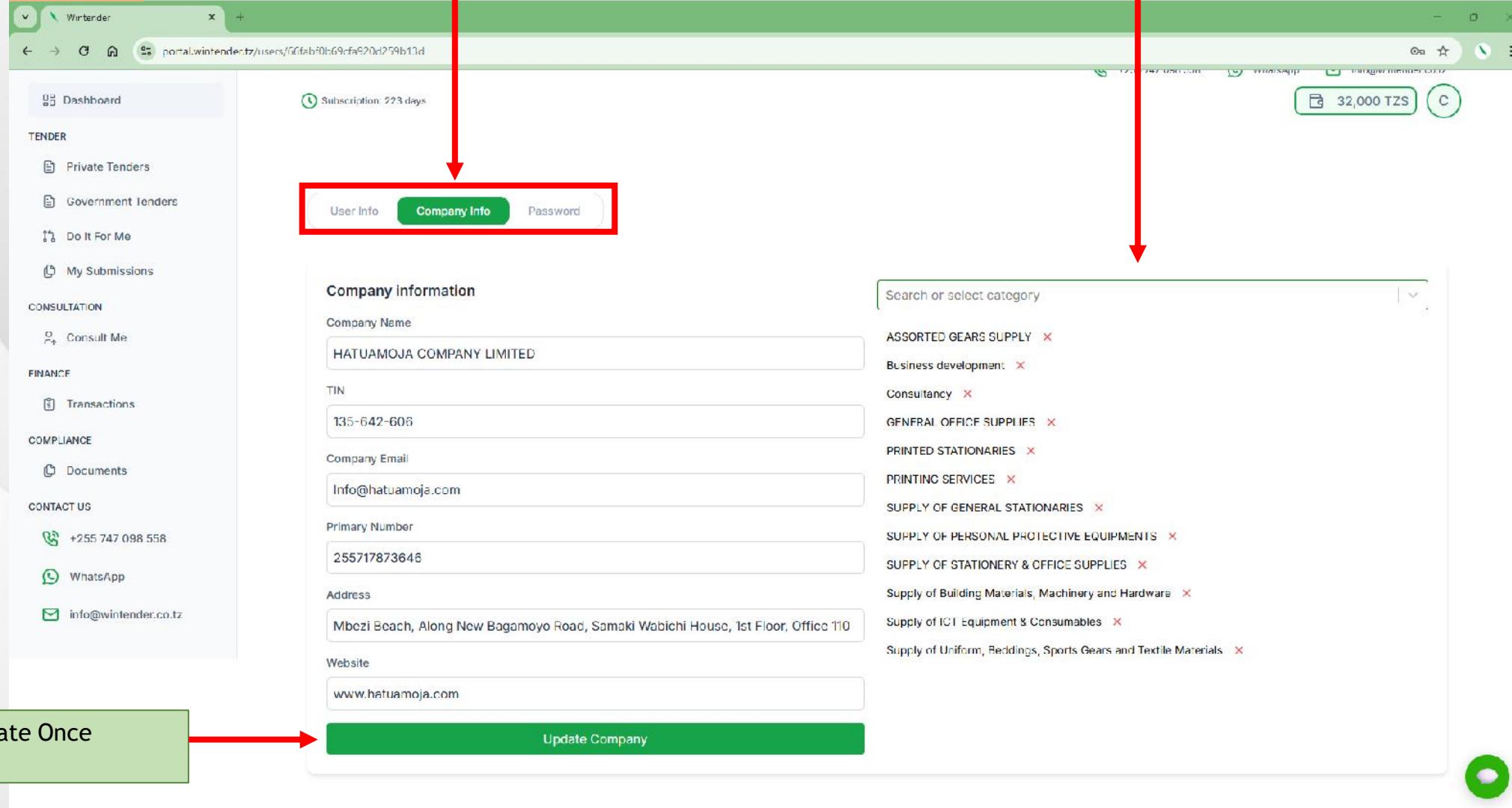
- Private Tenders
- Government Tenders
- Logout
- Profile

Dashboard

Step 9

1

Select any Tab, to Update



The screenshot shows the WinTender dashboard with the Company Info tab selected. The Company information section includes fields for Company Name, TIN, Company Email, Primary Number, Address, and Website. To the right, a list of business categories is displayed, with several items checked.

Company information

- Company Name: HATUAMOJA COMPANY LIMITED
- TIN: 135-642-603
- Company Email: Info@hatuamoja.com
- Primary Number: 255717873646
- Address: Mbizi Beach, Along New Bagamoyo Road, Samaki Wabichi House, 1st Floor, Office 110
- Website: www.hatuamoja.com

Search or select category

- ASSORTED GEARS SUPPLY ×
- Business development ×
- Consultancy ×
- GENERAL OFFICE SUPPLIES ×
- PRINTED STATIONARIES ×
- PRINTING SERVICES ×
- SUPPLY OF GENERAL STATIONARIES ×
- SUPPLY OF PERSONAL PROTECTIVE EQUIPMENTS ×
- SUPPLY OF STATIONERY & OFFICE SUPPLIES ×
- Supply of Building Materials, Machinery and Hardware ×
- Supply of ICT Equipment & Consumables ×
- Supply of Uniform, Beddings, Sports Gears and Textile Materials ×

2

Add/Delete Business Categories

3

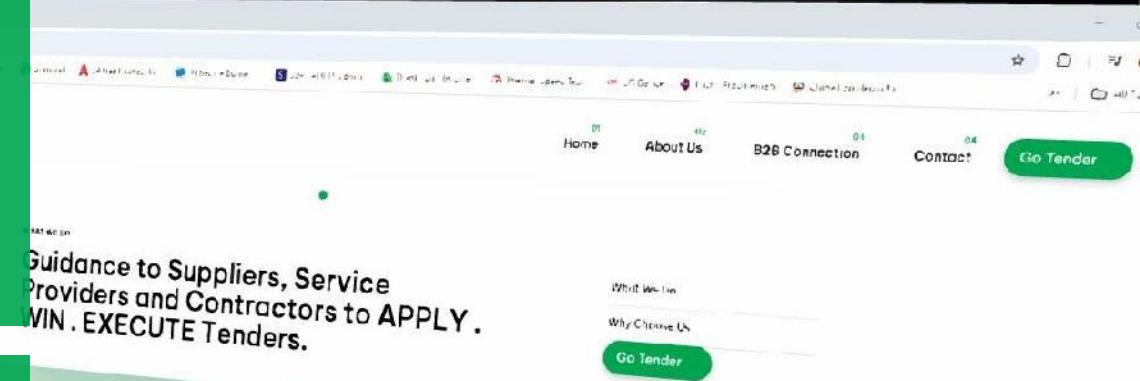
Click Update Once Complete

Update Company

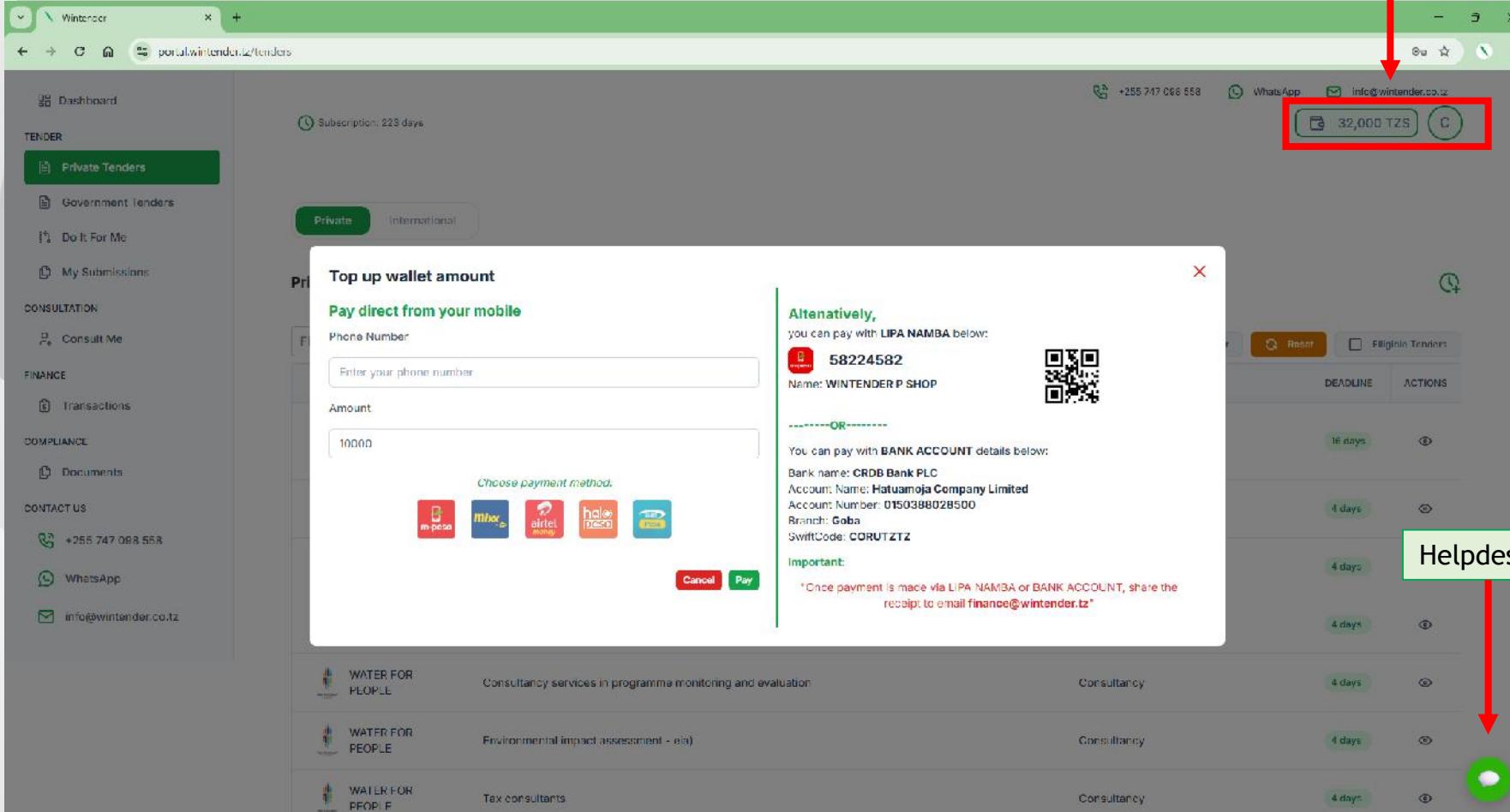
Chapter TWO

>Load Money to your E-Wallet and Subscription

1. Load any amount of Money in TZS as you wish, each tender shall be charged accordingly
2. How to Pay monthly Subscriptions



Loading E-Wallet and Subscription

Step 1

The screenshot shows the WinTender platform interface. A modal window titled "Top up wallet amount" is open, prompting the user to "Pay direct from your mobile". It asks for a "Phone Number" and "Amount" (set to 10000). Below this, payment methods are listed: m-pesa, M-Pesa, airtel money, halo pesa, and MTN. A "Choose payment method" button is present. At the bottom of the modal are "Cancel" and "Pay" buttons.

On the right side of the screen, a green box labeled "1" contains the text: "Click to Access Tenders, Private / Government Sector". A red arrow points from this box down to the tender listing area.

The tender listing area shows three items:

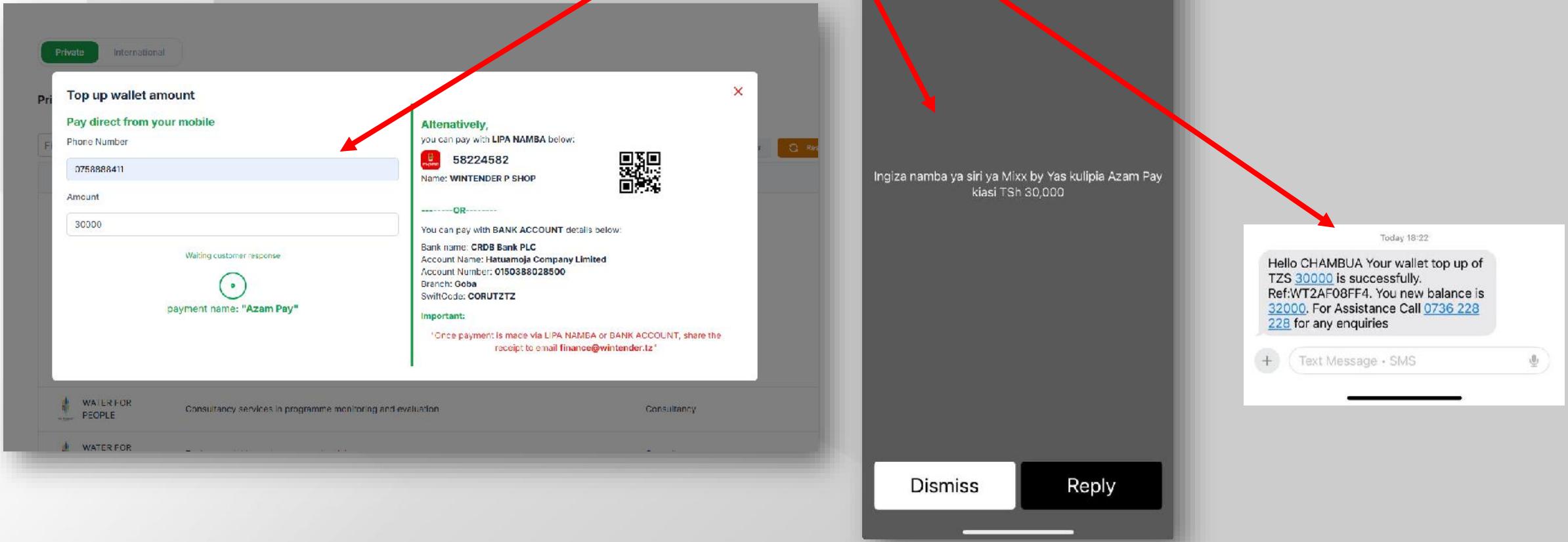
- WATER FOR PEOPLE - Consultancy services in programme monitoring and evaluation - Consultancy (4 days)
- WATER FOR PEOPLE - Environmental impact assessment - eia - Consultancy (4 days)
- WATER FOR PEOPLE - Tax consultants - Consultancy (4 days)

A green box labeled "2" contains the text: "Helpdesk". A red arrow points from this box down to a green circular button at the bottom right of the screen.

Loading E-Wallet and Subscription

Select Payment Method

Step 2



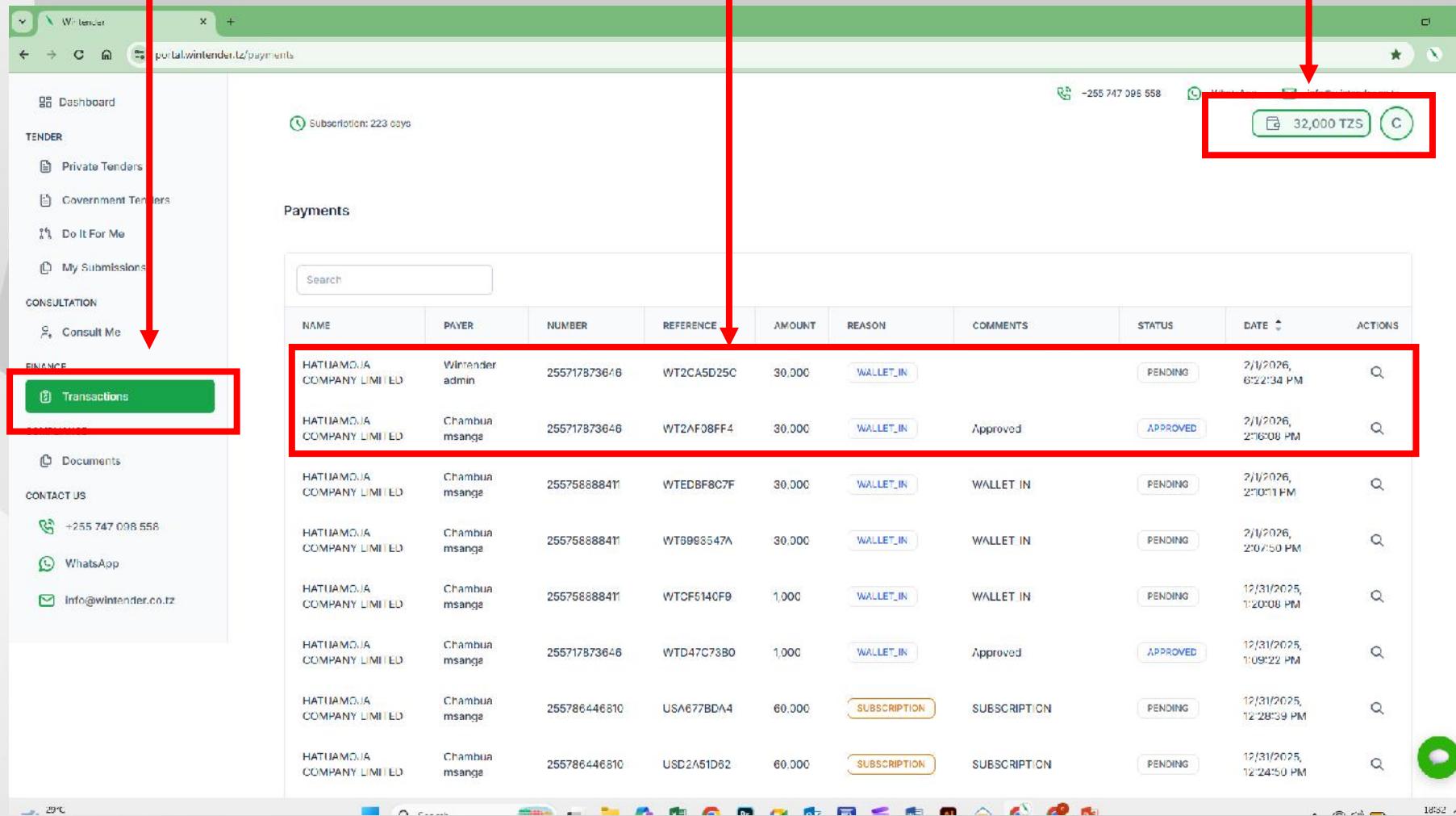
Loading E-Wallet and Subscription

Step 3

Click 'Transaction' To see all your transaction

Transaction Records

Your Wallet has being Top-up from TZS 2,000 - TZS 30,000



The screenshot shows the WinTender web application interface. On the left, there's a sidebar with various menu items: Dashboard, TENDER (Private Tenders, Government Tenders, Do It For Me, My Submissions), CONSULTATION (Consult Me), FINANCE (Transactions, Payments, Documents), CONTACT US (+255 747 098 558, WhatsApp, Email: info@wintender.co.tz). The main content area is titled 'Payments' and shows a table of transaction records. The table has columns: NAME, PAYER, NUMBER, REFERENCE, AMOUNT, REASON, COMMENTS, STATUS, DATE, and ACTIONS. Two specific transactions are highlighted with red boxes: one for HATUAMOJA COMPANY LIMITED (admin) with reference WT2CA5D25C and amount 30.000, marked as PENDING; and another for HATUAMOJA COMPANY LIMITED (Chambua msanga) with reference WT2AF08FF4 and amount 30.000, marked as APPROVED. A red arrow points from the 'Transactions' button in the sidebar to the highlighted row in the table. Another red arrow points from the 'Your Wallet has been Top-up from TZS 2,000 - TZS 30,000' text to the top right corner of the screen, where a green button labeled '32,000 TZS' is visible.

NAME	PAYER	NUMBER	REFERENCE	AMOUNT	REASON	COMMENTS	STATUS	DATE	ACTIONS
HATUAMOJA COMPANY LIMITED	Wintender admin	255712873646	WT2CA5D25C	30.000	WALLET_IN		PENDING	2/1/2026, 6:22:34 PM	
HATUAMOJA COMPANY LIMITED	Chambua msanga	255712873646	WT2AF08FF4	30.000	WALLET_IN	Approved	APPROVED	2/1/2026, 2:16:08 PM	
HATUAMOJA COMPANY LIMITED	Chambua msanga	2557568888411	WTEDBF8C7F	30.000	WALLET_IN	WALLET IN	PENDING	2/1/2026, 2:10:11 PM	
HATUAMOJA COMPANY LIMITED	Chambua msanga	2557568888411	WTB993547A	30.000	WALLET_IN	WALLET IN	PENDING	2/1/2026, 2:07:50 PM	
HATUAMOJA COMPANY LIMITED	Chambua msanga	2557568888411	WTDF514CF9	1.000	WALLET_IN	WALLET IN	PENDING	12/31/2025, 1:20:08 PM	
HATUAMOJA COMPANY LIMITED	Chambua msanga	255712873646	WTD47C73B0	1.000	WALLET_IN	Approved	APPROVED	12/31/2025, 1:09:22 PM	
HATUAMOJA COMPANY LIMITED	Chambua msanga	255786446810	USA677BDA4	60.000	SUBSCRIPTION	SUBSCRIPTION	PENDING	12/31/2025, 12:28:39 PM	
HATUAMOJA COMPANY LIMITED	Chambua msanga	255786446810	USD2A51D82	60.000	SUBSCRIPTION	SUBSCRIPTION	PENDING	12/31/2025, 12:24:50 PM	

Chapter THREE

>Access Tender-List & Application

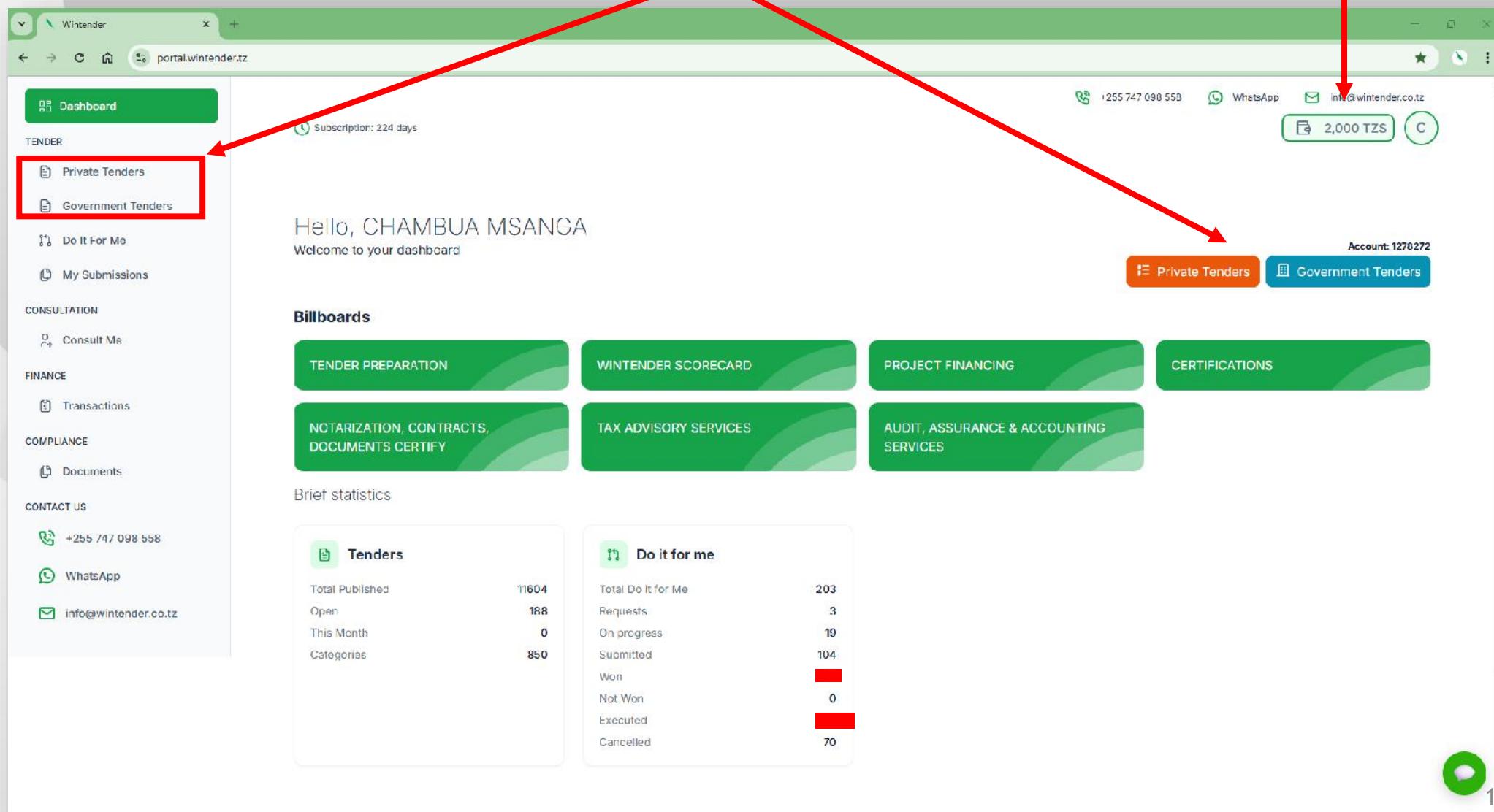


Dashboard

Step 1

Click to Access Tenders, Private / Government Sector / International

E-Wallet, You can Load any Amount (TZS)



Subscription: 224 days

2,000 TZS

info@wintender.co.tz

Account: 1270272

Private Tenders

Government Tenders

Hello, CHAMBUA MSANCA

Welcome to your dashboard

Billboards

TENDER PREPARATION

WINTENDER SCORECARD

PROJECT FINANCING

CERTIFICATIONS

NOTARIZATION, CONTRACTS, DOCUMENTS CERTIFY

TAX ADVISORY SERVICES

AUDIT, ASSURANCE & ACCOUNTING SERVICES

Brief statistics

Tenders		Do it for me	
Total Published	11604	Total Do it for Me	203
Open	188	Requests	3
This Month	0	On progress	19
Categories	850	Submitted	104
		Won	0
		Not Won	0
		Executed	70
		Cancelled	0

Step 2

Select the tender You want to Apply

Subscription: 220 days

Private International

Private Tenders

Government Tenders

Do It For Me

My Submissions

Consult Me

Transactions

Ride hailing branding and marketing for bantu ride

Provision of ride hailing branding and marketing for bantu ride

Ride hailing services

17 days

Consultancy services for water and sanitation business support services

Consultancy

5 days

Wash consultants (social scientists, civil engineers, m & e specialists)

Consultancy

5 days

Consultancy services for architectural design and bills of quantities

Consultancy

5 days

Consultancy services in programme monitoring and evaluation

Consultancy

5 days

Environmental impact assessment - eia)

Consultancy

5 days

Tax consultants

Consultancy

5 days

+255 747 098 558

WhatsApp

info@wintender.co.tz

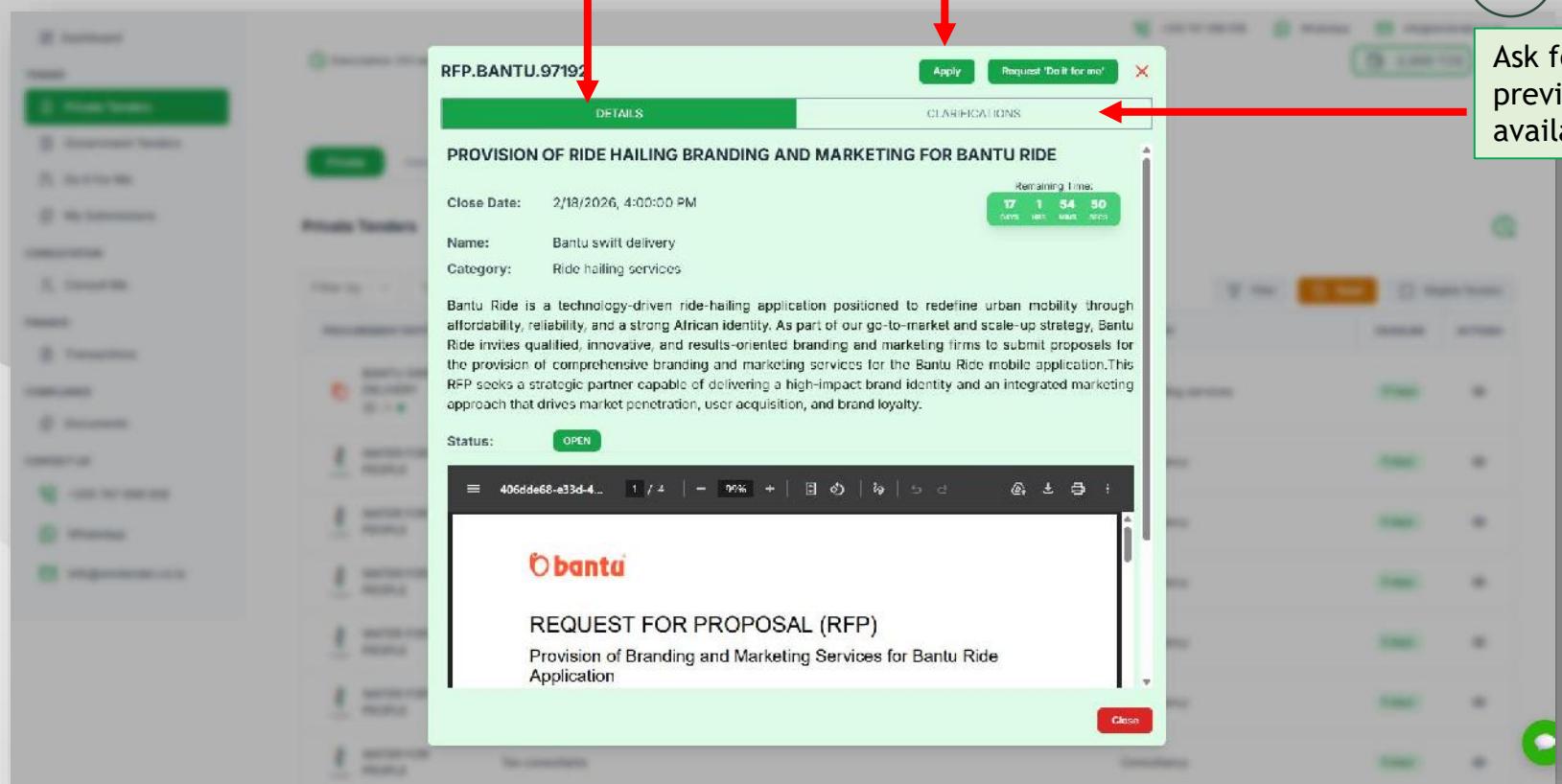
2,000 TZS

C

20

Tender application

Step 3

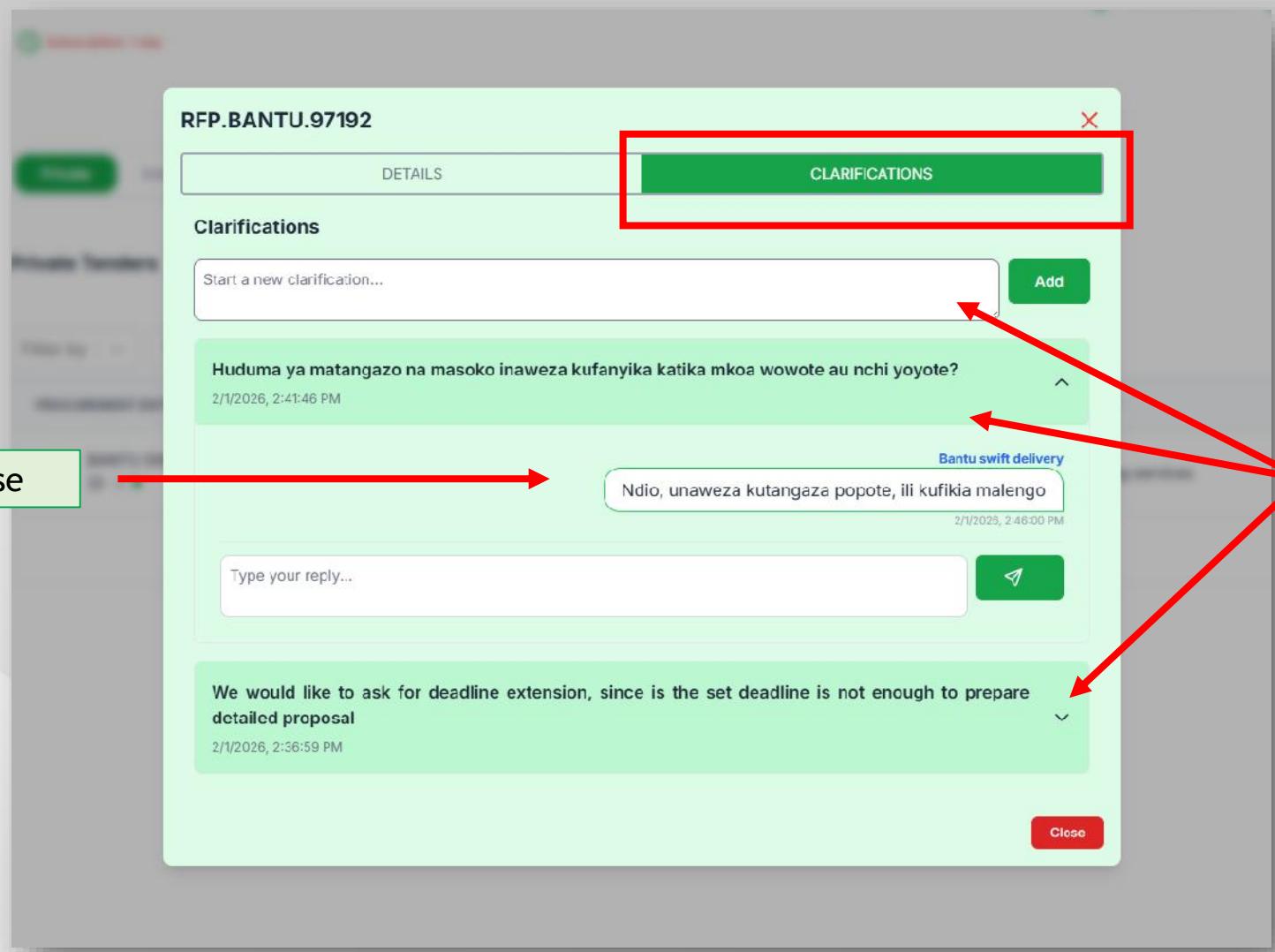


Clarifications

Step 4

1

Procuring Entity Response



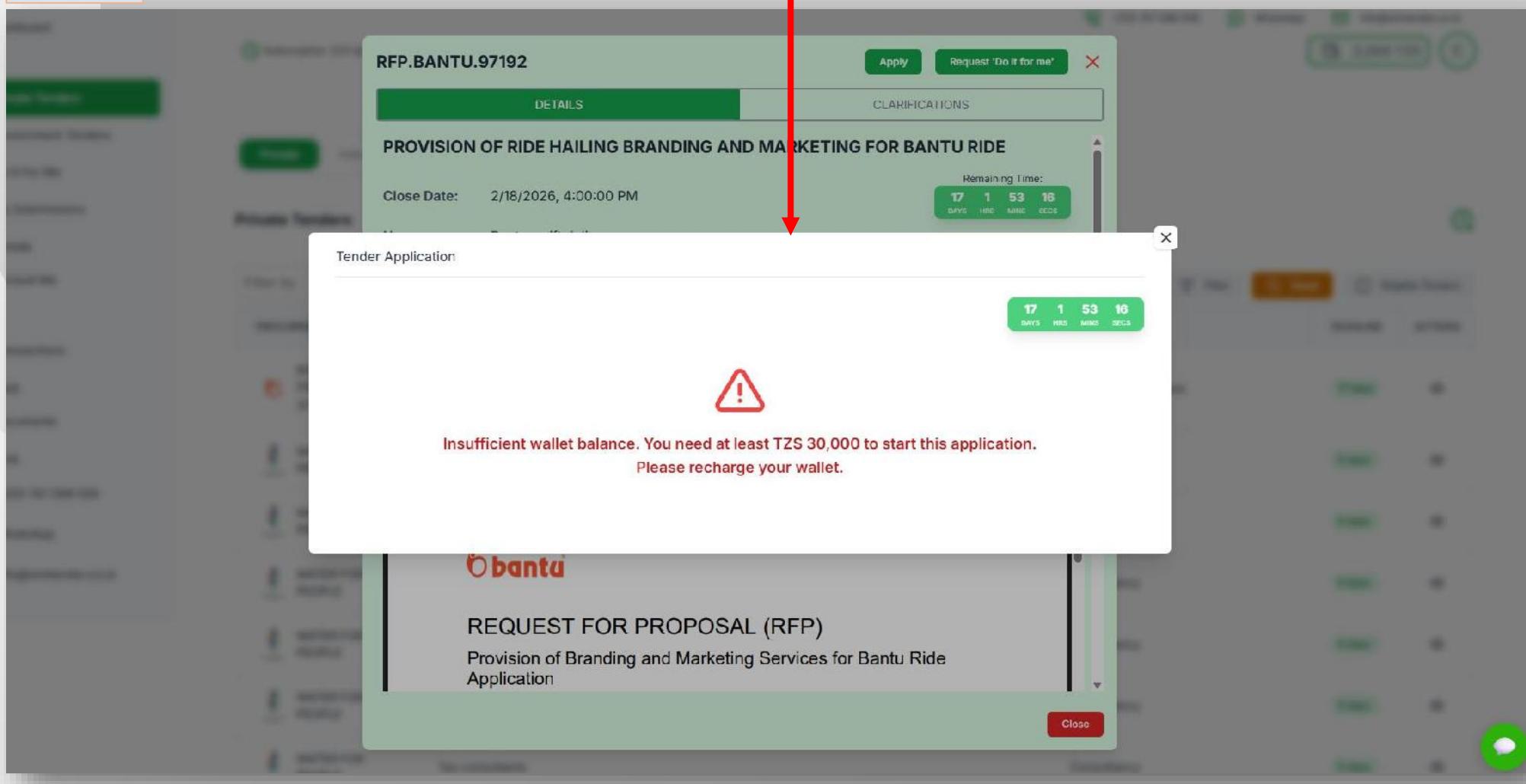
2

Type your clarification

Login In to Your Account

Step 5

If you see this Alert, it means you have insufficient balance on your wallet, Go back to Load your E-Wallet and come back to continue

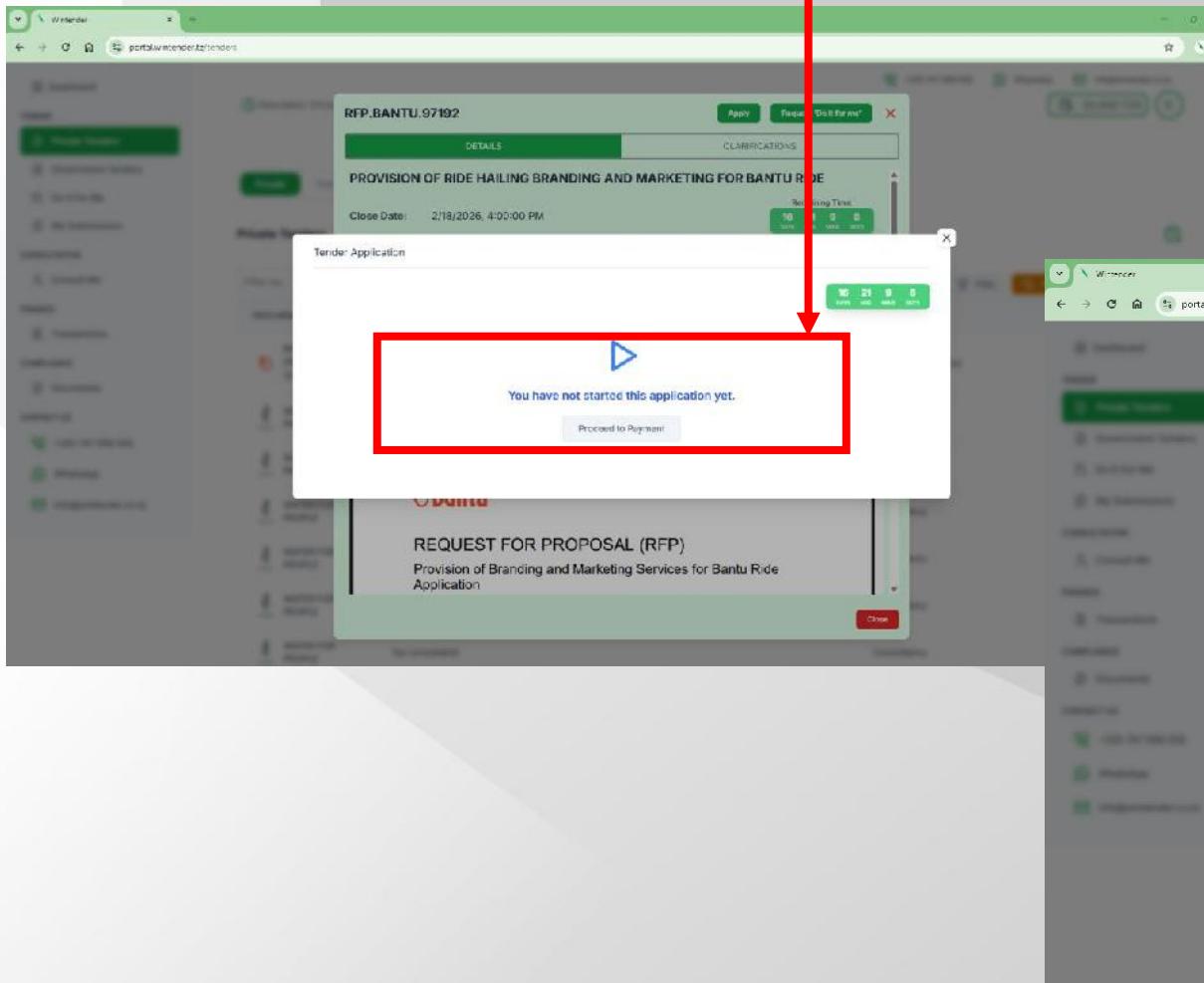


Login In to Your Account

Step 6

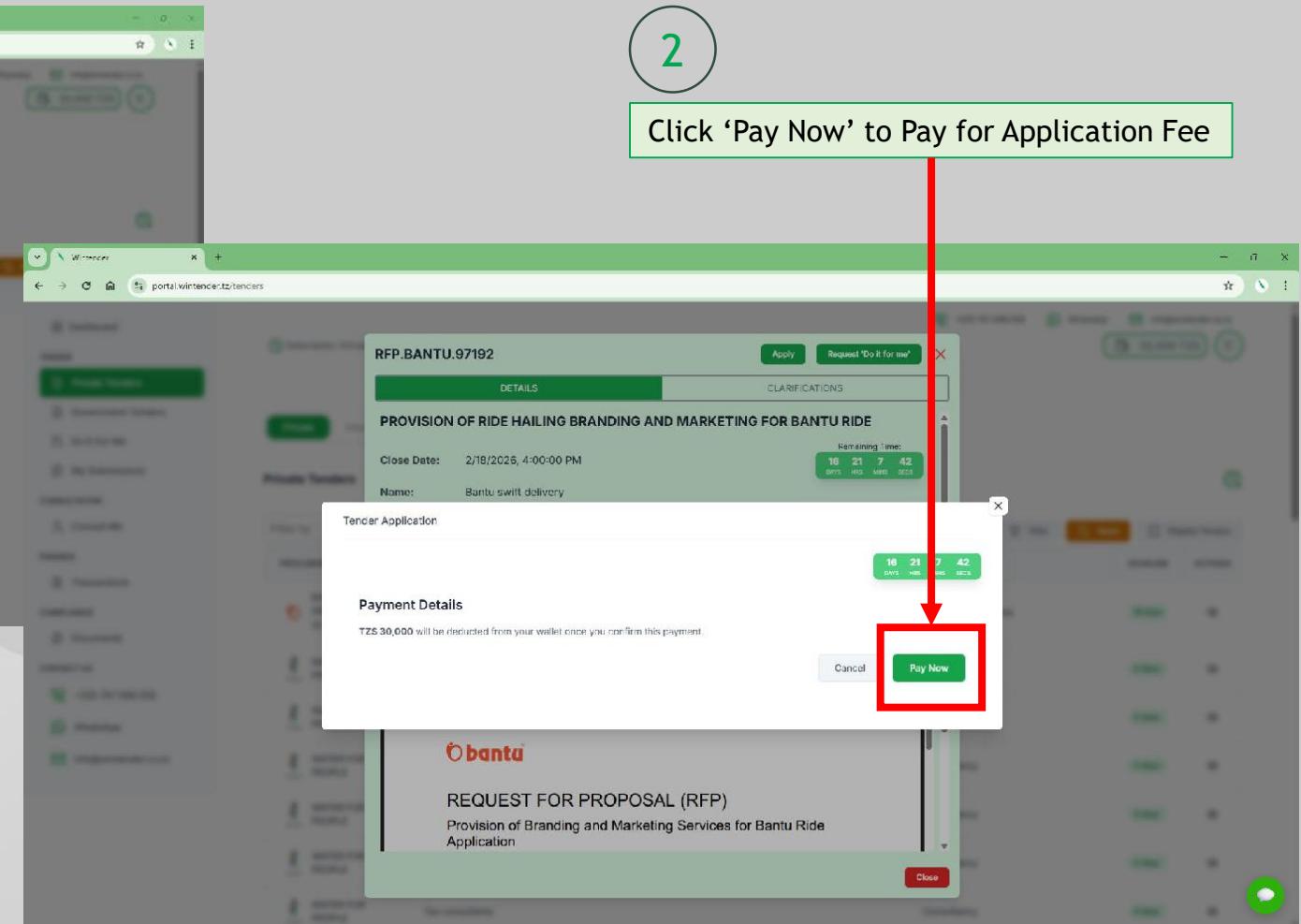
1

Go back to Step. 3 and Click to Continue



2

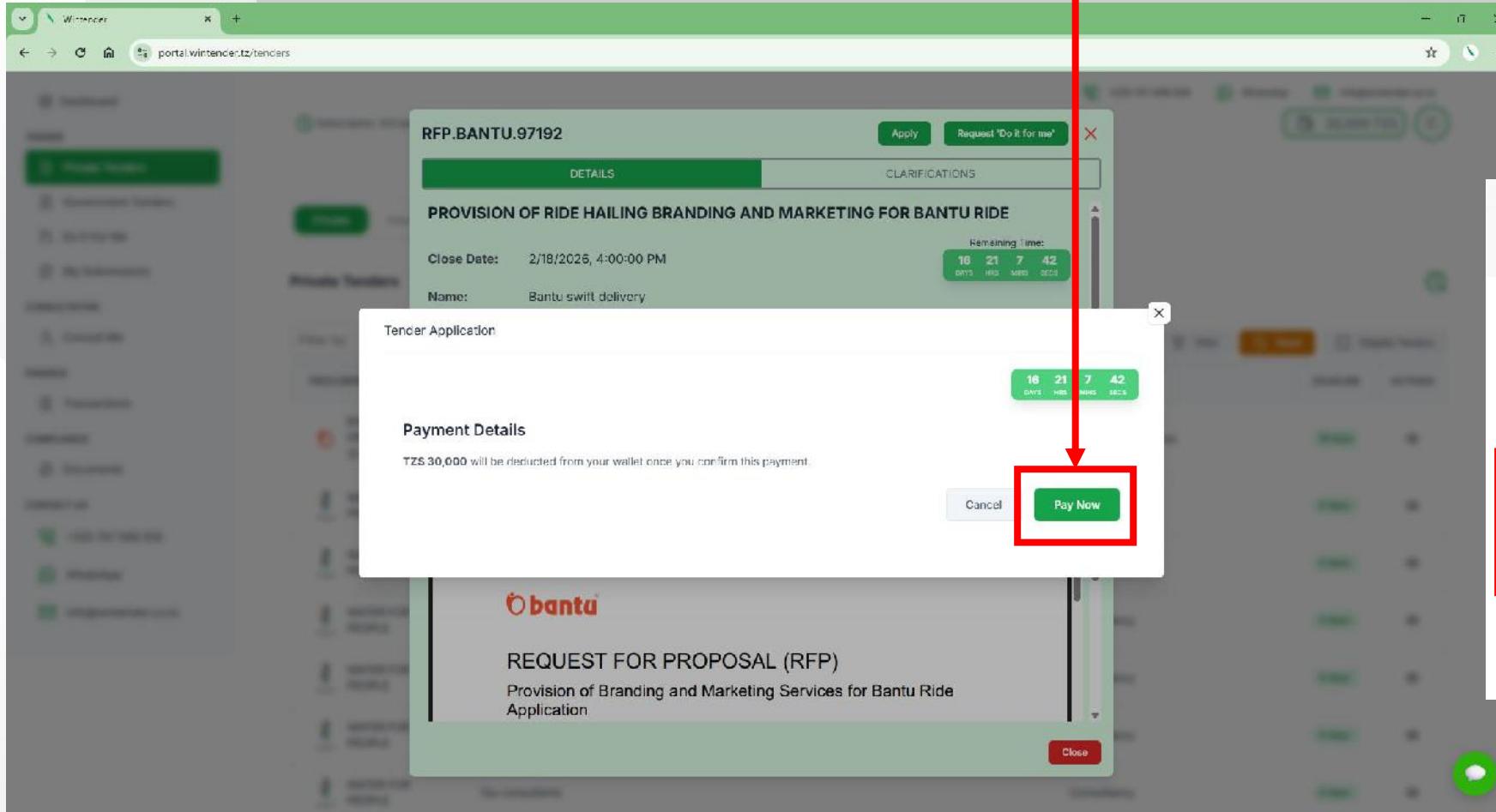
Click 'Pay Now' to Pay for Application Fee



1

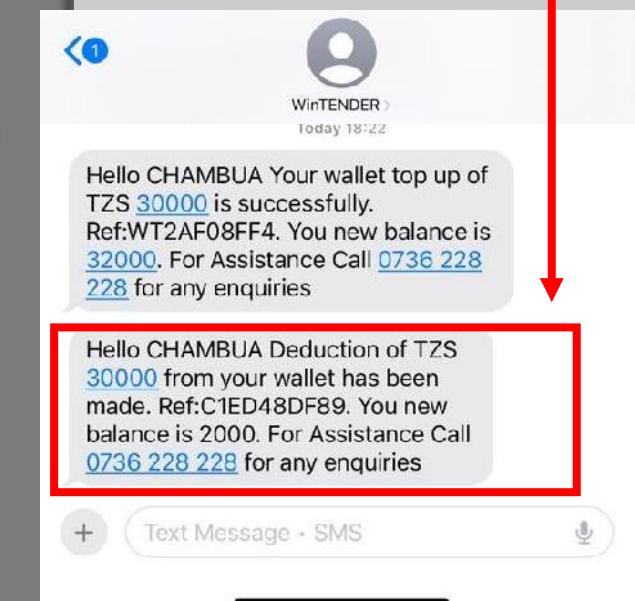
Click 'Pay Now' to Pay for Application Fee

Step 7



2

You shall Receive SMS/Email to show Proof Payment

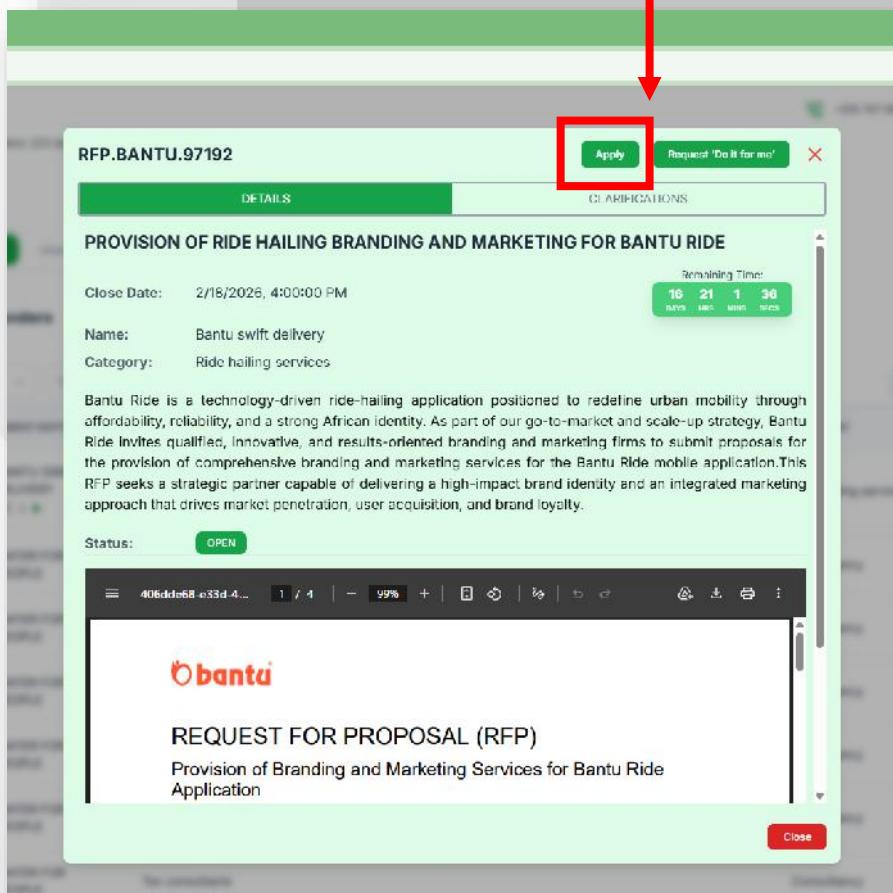


Login In to Your Account

Step 8

Go back to Tender and Click
'Apply' to Start Application

1

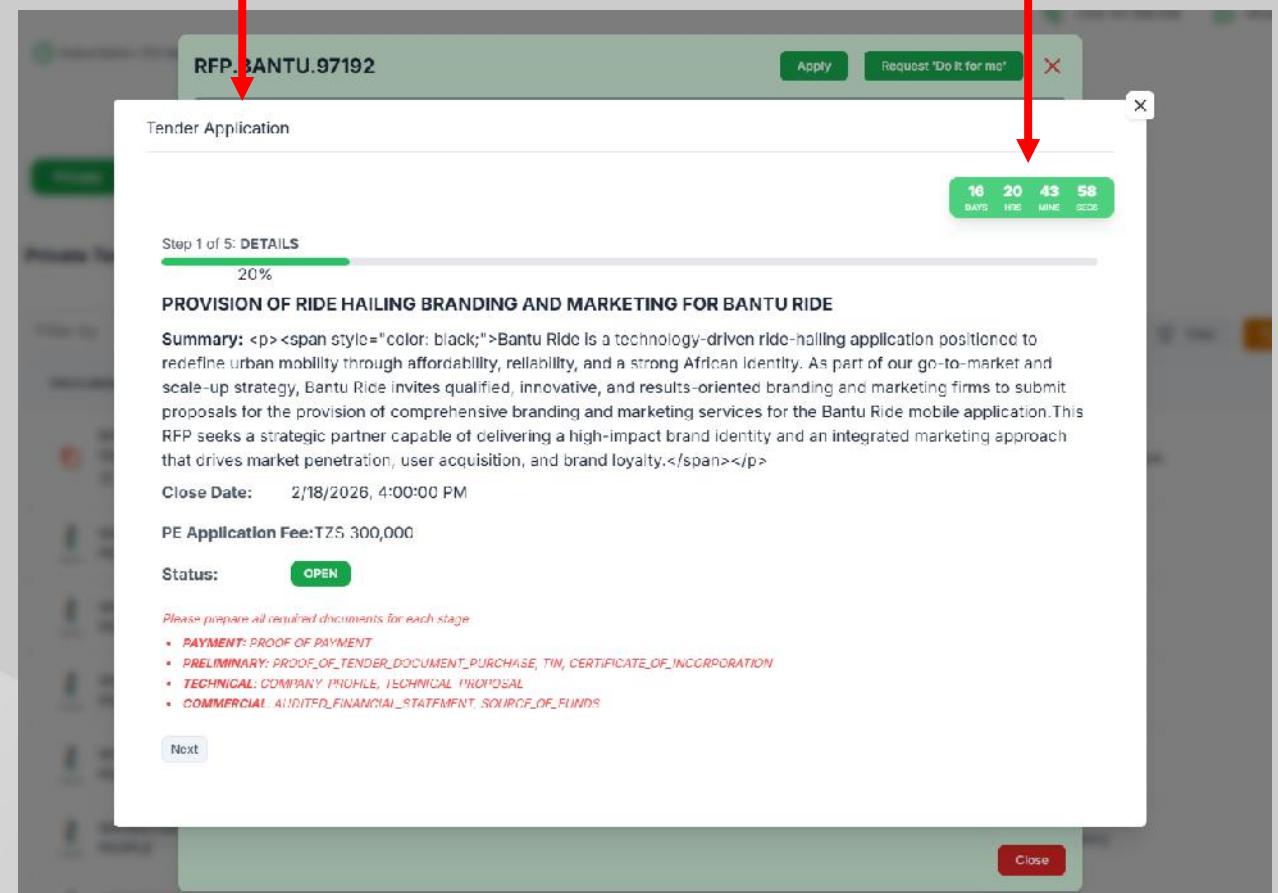


Now your Application has
Started

2

Deadline Time-Stamp

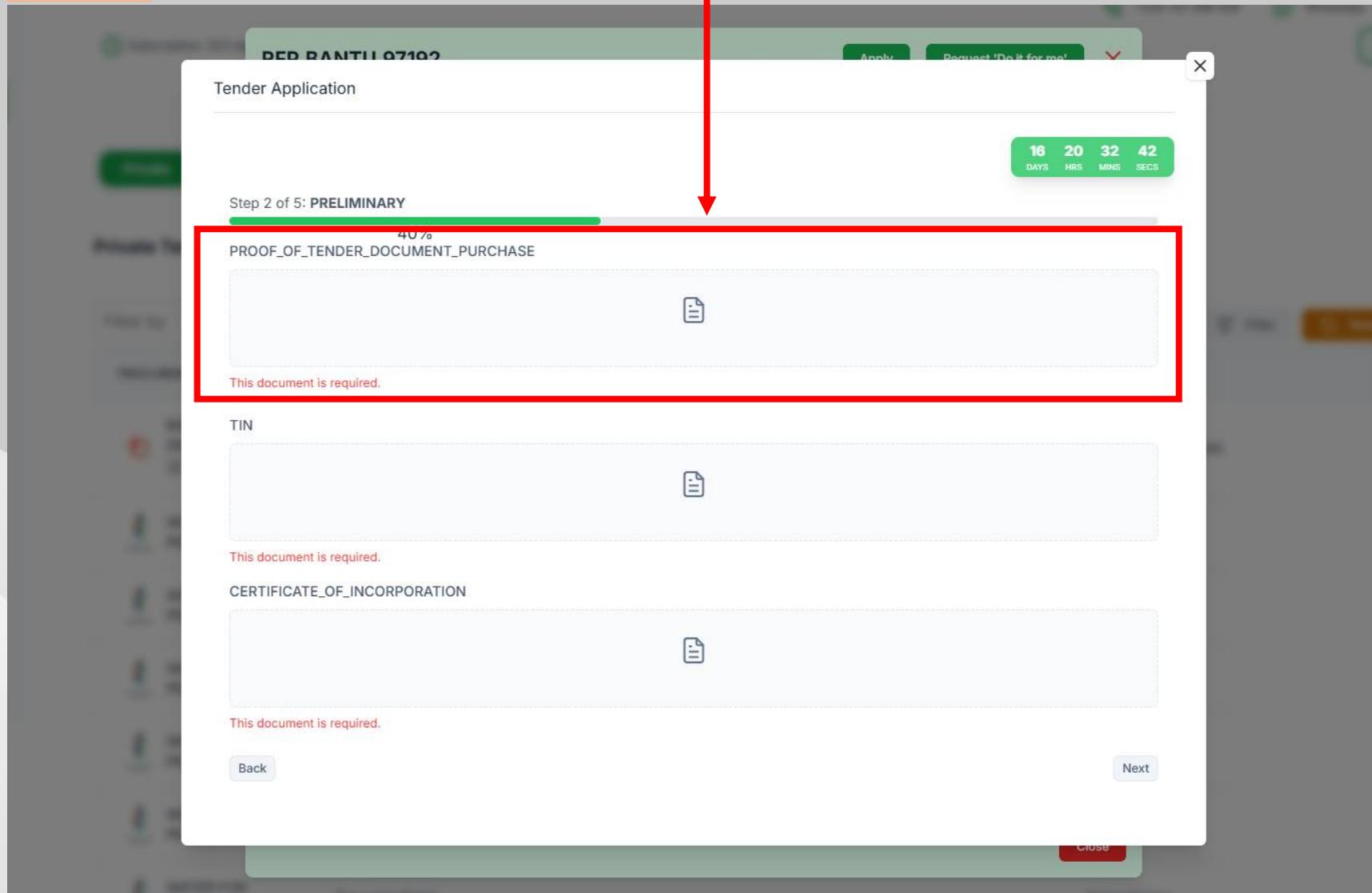
3



Document Uploading

Step 9

Click to center of the box to start
uploading document in sequence

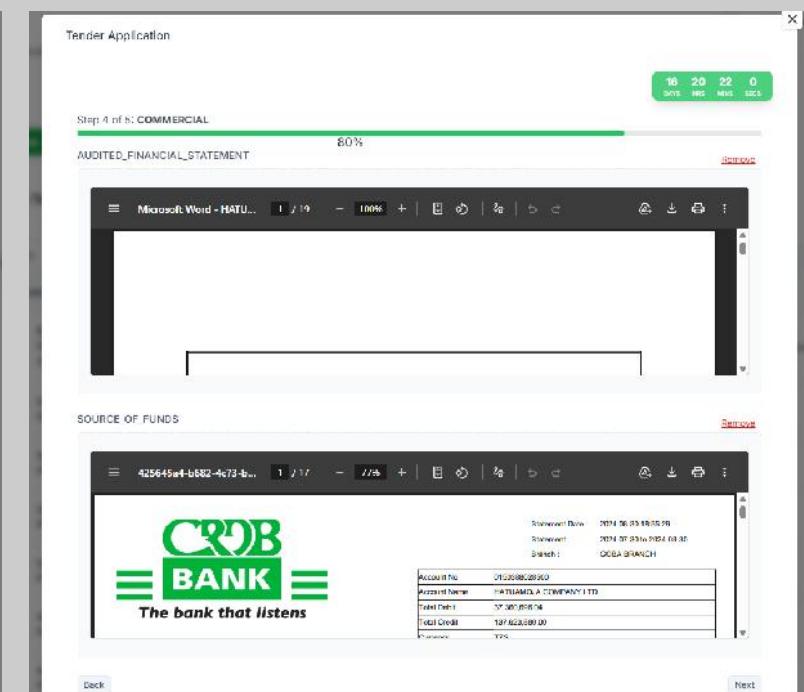
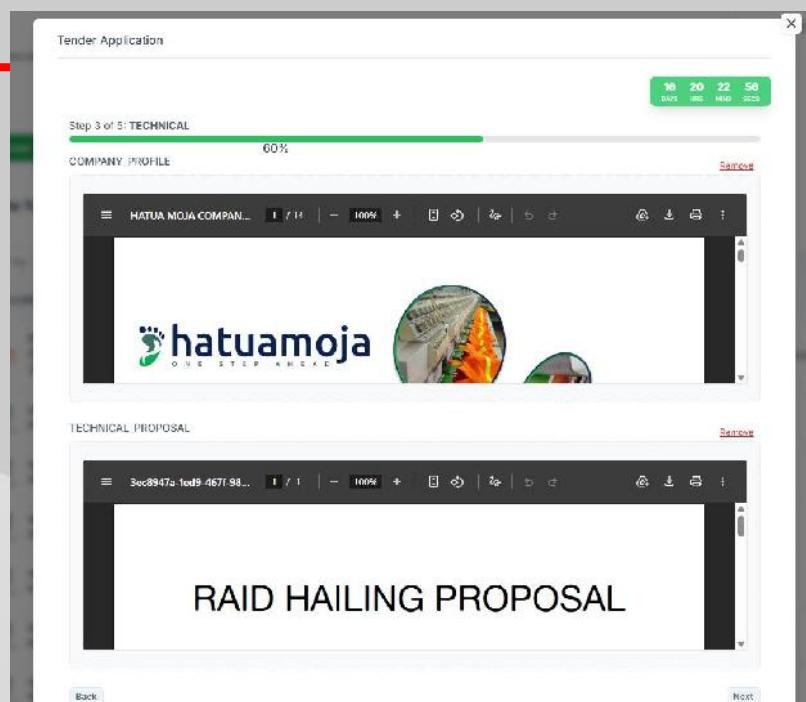
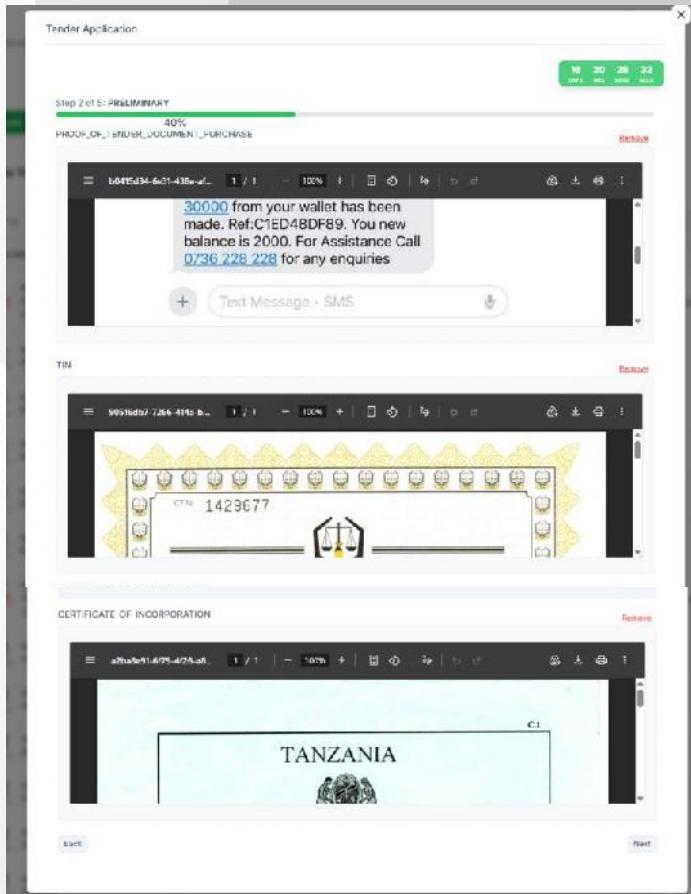




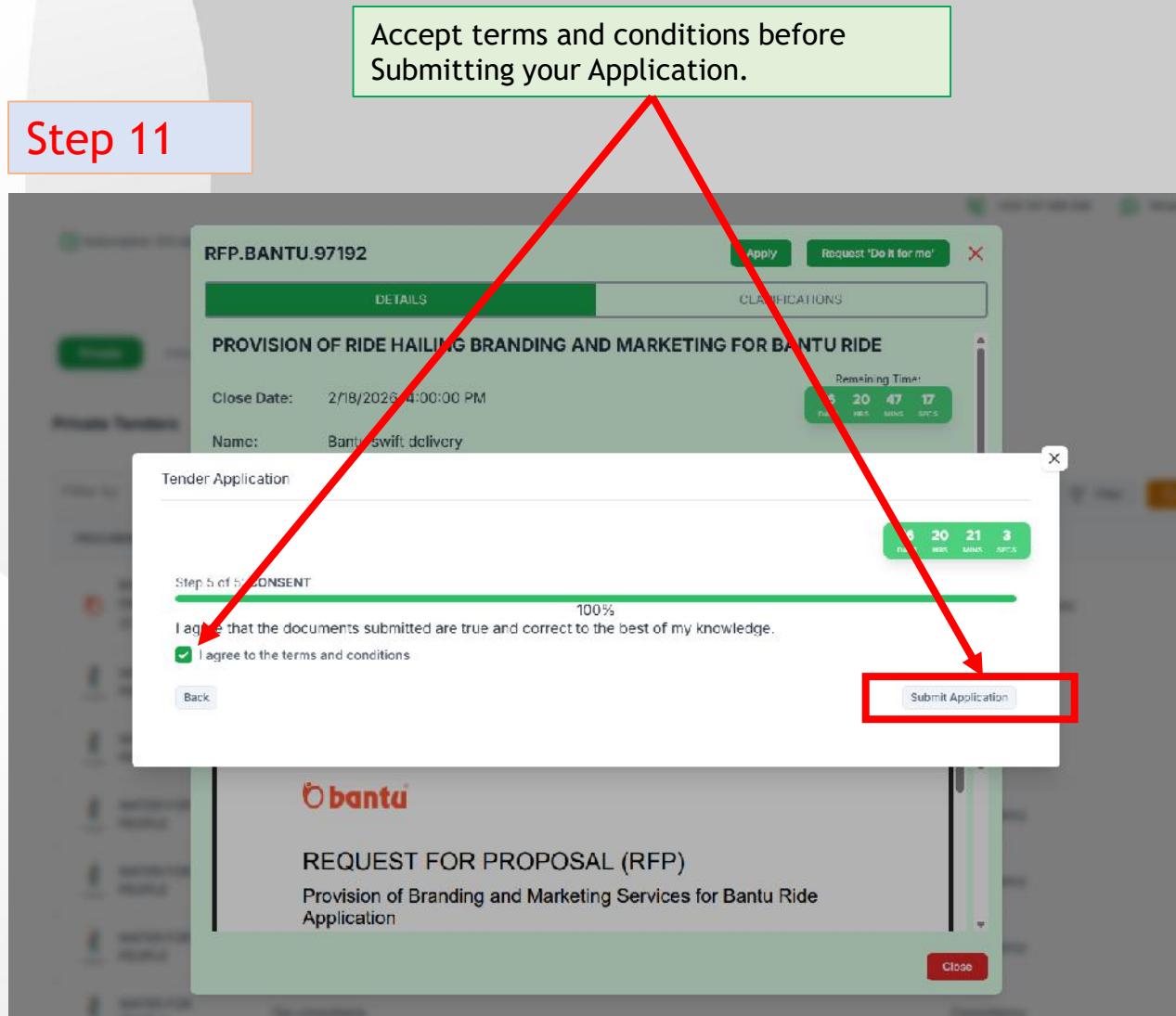
Login In to Your Account

Step 10

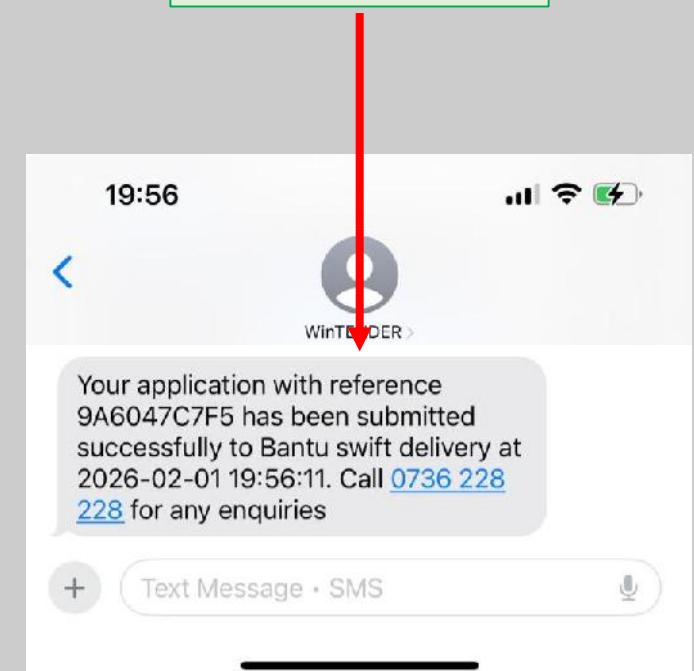
Click to center of the box to start uploading document in sequence



Step 11



You will receive
Successfully submission
SMS

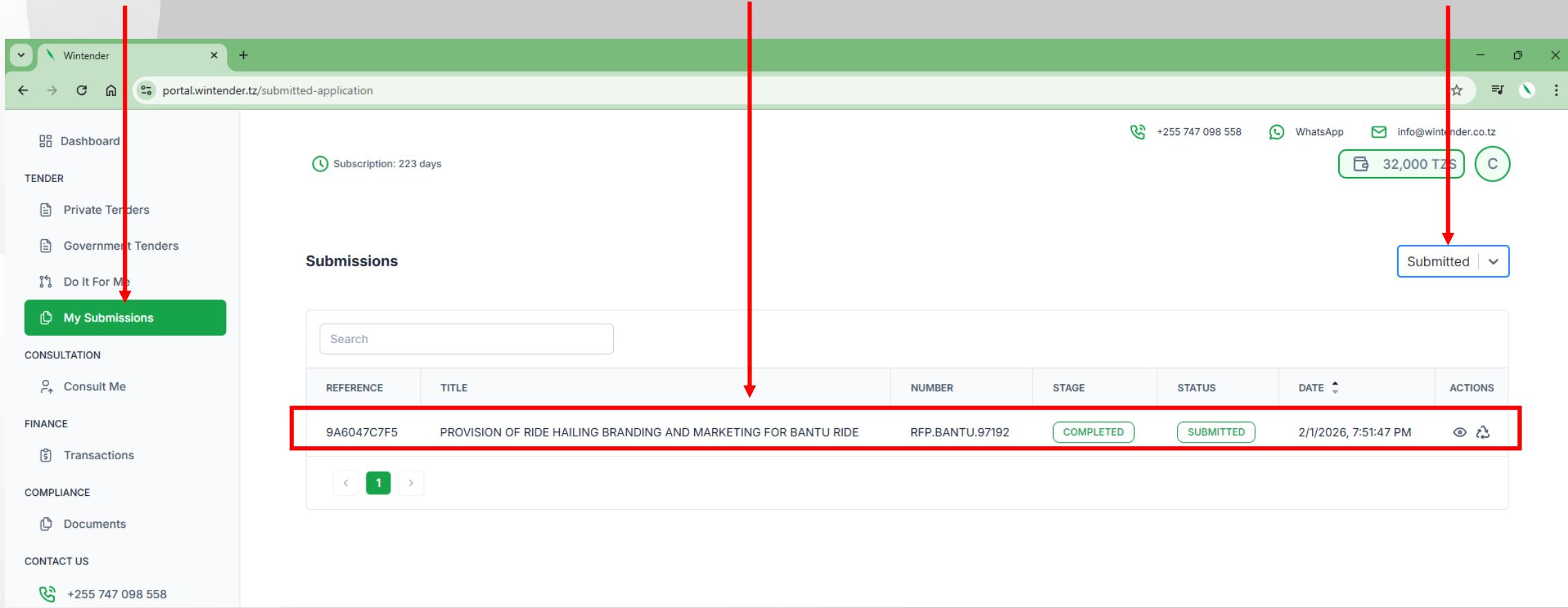


Step 7

Click 'My Submission' to see all your pending, Submitted, Evaluated, Awarded

All your Applied Tenders with their status are listed here

Use Status Option to Filter Your Application



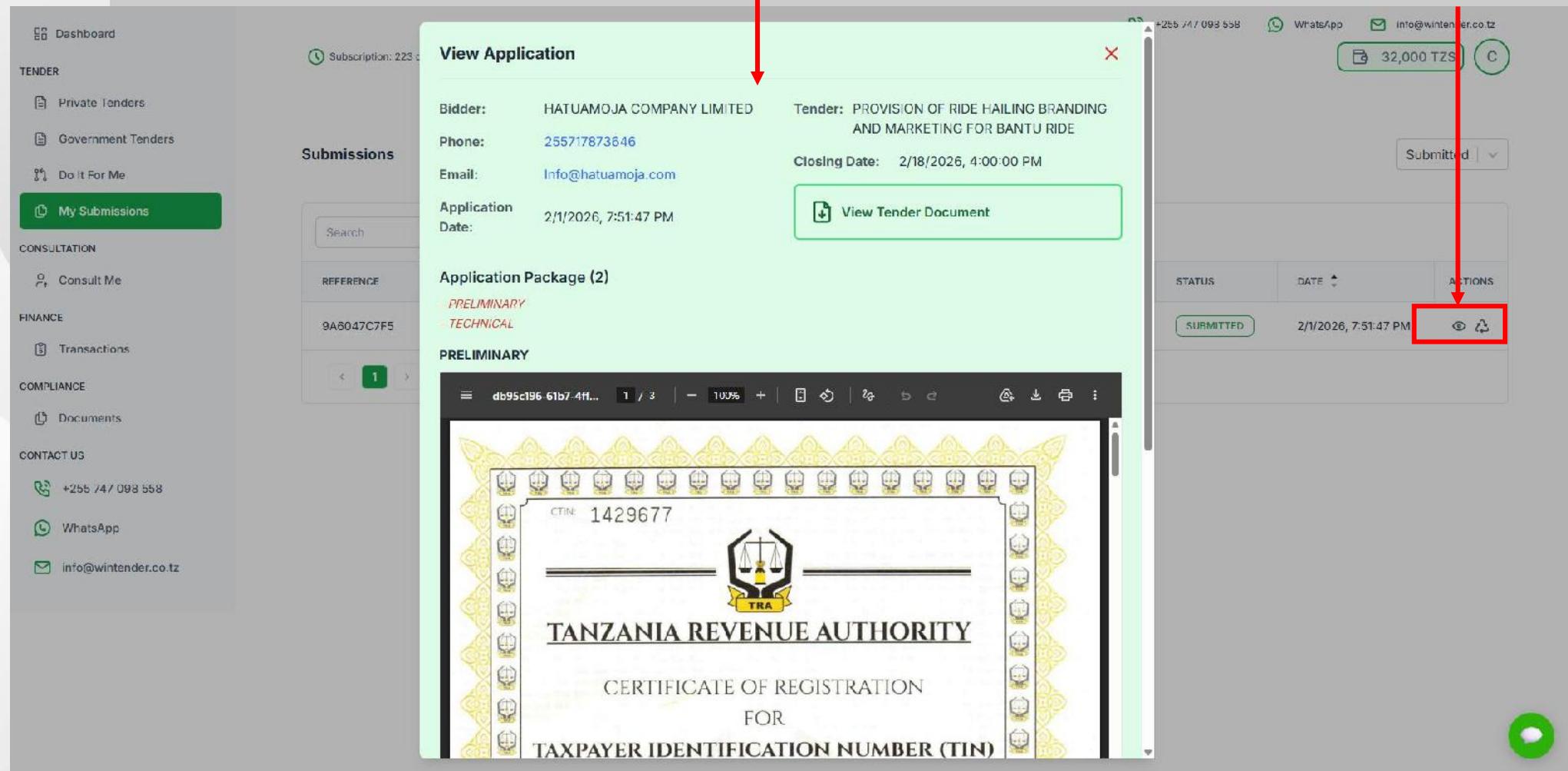
The screenshot shows the WinTender portal interface. On the left, a sidebar lists various sections: Dashboard, TENDER (Private Tenders, Government Tenders, Do It For Me), My Submissions (highlighted with a green box), CONSULTATION (Consult Me), FINANCE (Transactions), COMPLIANCE (Documents), and CONTACT US (+255 747 098 558). The main content area is titled 'Submissions' and displays a table of applied tenders. The table columns are REFERENCE, TITLE, NUMBER, STAGE, STATUS, DATE, and ACTIONS. One row is highlighted with a red box, showing REFERENCE 9A6047C7F5, TITLE PROVISION OF RIDE HAILING BRANDING AND MARKETING FOR BANTU RIDE, NUMBER RFP.BANTU.97192, STAGE COMPLETED, STATUS SUBMITTED, DATE 2/1/2026, 7:51:47 PM, and ACTIONS (eye and download icons). At the top right, there are contact details: +255 747 098 558, WhatsApp, info@wintender.co.tz, and a balance indicator of 32,000 TZS. A status dropdown menu is open, showing 'Submitted'.

REFERENCE	TITLE	NUMBER	STAGE	STATUS	DATE	ACTIONS
9A6047C7F5	PROVISION OF RIDE HAILING BRANDING AND MARKETING FOR BANTU RIDE	RFP.BANTU.97192	COMPLETED	SUBMITTED	2/1/2026, 7:51:47 PM	

Tender Preview

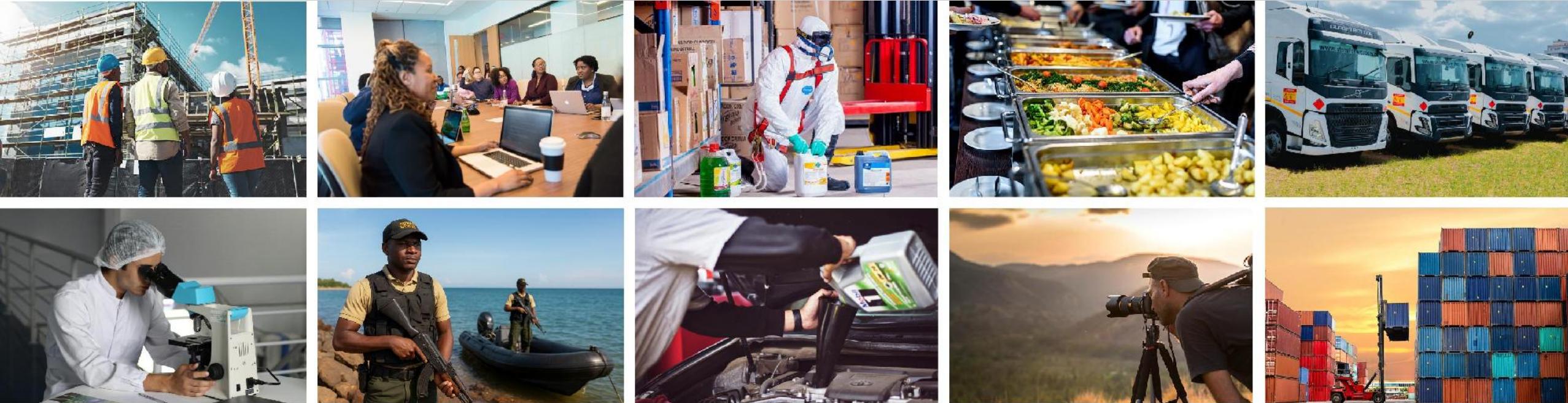
Preview Panel, Scroll-down to all the attached documents

Click an Eye to Preview your Application



The screenshot illustrates the WinTender platform interface for tender preview. On the left, a sidebar navigation includes: Dashboard, TENDER (Private Tenders, Government Tenders, Do it For Me), My Submissions (highlighted in green), CONSULTATION (Consult Me), FINANCE (Transactions), COMPLIANCE (Documents), and CONTACT US (+255 74 / 098 558, WhatsApp, info@wintender.co.tz). The main area shows a 'View Application' dialog for a tender from HATUAMOJA COMPANY LIMITED. The dialog displays bidder information (HATUAMOJA COMPANY LIMITED, Phone: 255717873646, Email: Info@hatuamoa.com), tender details (Tender: PROVISION OF RIDE HAILING BRANDING AND MARKETING FOR BANTU RIDE, Closing Date: 2/18/2026, 4:00:00 PM), and an application date (2/1/2026, 7:51:47 PM). A 'View Tender Document' button is present. Below the dialog, an 'Application Package (2)' section lists PRELIMINARY and TECHNICAL documents, with the PRELIMINARY section expanded to show a certificate from the Tanzania Revenue Authority (TANZANIA REVENUE AUTHORITY CERTIFICATE OF REGISTRATION FOR TAXPAYER IDENTIFICATION NUMBER (TIN)). The certificate number is CTIN: 1429677. To the right, a list of submissions is shown with a red box highlighting the eye icon next to the status 'SUBMITTED' and date '2/1/2026, 7:51:47 PM'. A red arrow points from the 'View Application' dialog to the preview panel, and another red arrow points from the eye icon to the preview panel.

~All the Best~



APPLY . WIN . EXECUTE

Prepared by:

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