



# E-TENDERING PROCESS

## 1. E-Tendering process:

- Brand South Africa will issue tender advertisements on e-tendering platforms.
- The entire tender details including the schedules are mentioned in the advertisements, e.g briefing sessions, closing date for enquiries.
- Bidders need to enroll themselves at the online tendering platforms to generate user ids and passwords.
- SCM will schedule the briefing / clarification meetings and bidders will sign the attendance register online
- Bidders to upload the requested documents the online system, the system to generate the date and time of the submitted bids and generate the list of bids received.
- SCM will be able to access the electronic tender responses on the online tender together with the date and time received.
- SCM will then be able to conduct evaluation online using an electronic format. Finally, after the bidding process, the bid results get published online.

## 2. Steps of the E-Tendering process

### 2.1. Step 1: Define Event Basics

**Event Settings and Options:** SCM Practitioners can select whether partial bidding is allowed

(Bid Required On All Lines) or if multiple bids are allowed (Alternate Bids Allowed).

- **Event Comments and Attachments:** SCM Practitioner can upload invitation to tender documents and other supporting documents part of the tender documents.
- **Invitation to tender questioners:** tenders questions for bidders to answer during bid submission can be added here (Tick Box) . These may be YES/NO, free text, numeric, or other type of questions.

## **2.2 Step 2: Configure Line items**

- SCM Practitioners can add a price schedule (SBD 3.), including quantities or Bill of quantity ( BOQ)

## **2.3: Step 3: Invite Bidders**

- Defines whether a tender is open or limited competition. Bidders registered in the system can be directly invited to the event for a limited competition type of tender. For open competition type, any bidder registered in the system can access and participate.

## **2.3 Step 4: Clarification / Briefing session**

- Bidders can register to attend briefing session and be able to ask questions / send question in advance, attendance register will automatically be generated.

## **2.4 Step 5: Questions sections during the running of the tender**

- Bidders can ask questions during the running of the tender and both questions and answers will be accessible for all bidders who attend the briefing session.

## **2.5 Step 6: Closing of the tender**

- Bidders will be able to submit the tender responses prior to the closing date. The system will be able to carry the capacity of all the tender responses ( able to accommodate high volume)

## **2.6 Step 7: Public Bid Opening Report**

- The system will generate an automated Public Bid Opening Notification. System will be publish the public bid opening information.

## **2.7 Step 8: Export Analyze events file**

- System will generate an Excel overview of the submitted bids, including answers bid factors and bid prices. System will send an email with an .xml-file that can be opened in Excel, and used as a template for the evaluation tables.

## **2.8 Step 9: Download Bidder Files**

- All of the files that the Bidders has submitted with their bid can be downloaded in a zip folder.