



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.