



**iThemba LABS**  
 Laboratory for Accelerator Based Sciences

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<http://www.tlabs.ac.za>

**REQUEST FOR QUOTATION**

**Supplier Name:** .....

**GOODS**

**SERVICE**

Request For Quotation Number:	iLABS/RFQ 2026/27:05
Date Issued:	15 April 2026
Description of Services/ Goods:	Migration of email accounts from self-hosted EXIM to cloud-based Microsoft exchange in the Azure platform
Closing Date:	21 April 2026
Closing Time:	11:00 am
Delivery Address:	iThemba LABS, ATT: SCM Department, Old Faure Road, Faure, 7131
Submit RFQ to:	<a href="mailto:Scm1@tlabs.ac.za">Scm1@tlabs.ac.za</a> (quote must be submitted via email only) <b>e-Tenders e-submission. Guide has been enclosed as Annexure A</b>
Date Goods or Service Required:	As soon as possible
For More Information (Technical):	Email ( <a href="mailto:scm1@tlabs.ac.za">scm1@tlabs.ac.za</a> ) to incl ( <a href="mailto:a.phillips@ilabs.nrf.ac.za">a.phillips@ilabs.nrf.ac.za</a> ) <u>021-843 1345</u>
For More Information (Supply Chain Management):	<a href="mailto:scm1@tlabs.ac.za">scm1@tlabs.ac.za</a> 021-843 1000

**THE FOLLOWING CONDITIONS WILL APPLY:**

- **Where quotations / proposals are R 2 000.00 or more, preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at least sixty (60) days from closing date of the RFQ.
- Price(s) quoted must be firm and must be inclusive of VAT.
- **No advance payment without a payment guarantee**
- **Payment terms are 30 days from date if invoice received**
- A firm delivery period **must** be indicated.
- Late proposals/quotations / bids will be not be accepted.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for specific goals.**
- **Bidder / service provider / supplier that fails to provide mandatory RFQ requirements may be disqualified.**
- **Changes made by the / service provider/supplier to the RFQ template and its terms and conditions will not be considered after the closing date and time**
- Provide CSD Summary Report ([www.csd.gov.za](http://www.csd.gov.za) )
- The attached forms to be completed by the Bidder (where applicable):
  - SBD 4 – Bidder disclose
  - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act (PPPFA) and The Preferential Procurement Regulations, 2022, **The General Conditions of Contract (GCC) and, if applicable, any other special Conditions of Contract.**

**REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):**

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD ([www.csd.gov.za](http://www.csd.gov.za)) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email [csd.support@treasury.gov.za](mailto:csd.support@treasury.gov.za)

## SCHEDULE 1 - SPECIFICATION

### **Introduction to the NRF**

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

### **Introduction to the Business Unit responsible for this RFQ**

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
  
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

### **Evaluation Process**

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than R 1 000 000.00, this request is automatically cancelled.

Subject to section 2(1)(f) of the PPPFA, the contract will be awarded to the tenderer scoring the highest points.

**Supplier Response**

<b>Name of Supplier:</b>	
<b>Address of Supplier:</b>	
<b>Contact Person:</b>	
<b>Contact Tel:</b>	
<b>Email Address:</b>	
<b>CSD Supplier Number:</b>	MAAA.....
<b>Lead Time for delivery</b>	
<b>Currency:</b>	ZAR
<b>Payment terms:</b>	30 days from the date of receiving invoice

<b><u>Administrative Compliance Returnable Documents</u></b> <b>(M – Mandatory); (O – Optional)</b>	<b>Submitted</b>	
Bidders Disclosure (SBD 4), signed and completed.	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit (applicable for local bidders).	<b>O</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>(M – Mandatory); (O – Optional)</b>	<b>Submitted</b>	
Pricing completed	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Produce a High level technical document and implementation plan	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide at least 1 reference for successful EXIM migration to Microsoft Exchange or a reference for experience in supporting EXIM in the last 5 years	<b>M</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SPECIFICATIONS

iThemba LABS invites qualified service providers to submit quotations for the migration of its existing on premises Exim-based email system to Microsoft 365 (licenses already procured for Microsoft 365).

### The migration of 300 mailboxes from EXIM to Exchange

- Audit the current mailbox server
- Migrate the mailboxes from EXIM to Microsoft Exchange on Azure
- Add aliases for each user where appropriate

Physical address of delivery:

iThemba LABS  
 Old Faure Road  
 Faure  
 7131

### Pricing Schedule

Supplier Specifications include Model if applicable (Or equivalent to)	Quantity	Price Per Unit (Incl. VAT)	Total (Incl. VAT)
Audit the current mailbox server	1		
Migrate the mailboxes from EXIM to Microsoft Exchange on Azure	300		
Add aliases for each user where appropriate	300		
<b>TOTAL (VAT INCLUSIVE)</b>			

**STANDARD BIDDING DOCUMENT (SBD) 4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## STANDARD BIDDING DOCUMENT (SBD) 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) & \text{or} & \\ Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) & & \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & \\ Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & & \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	10	20		
2	9	18		
3	6	14		
4	5	12		
5	4	8		
6	3	6		
7	2	4		
8	1	2		
Non-compliant contributor	0	0		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that

the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

<b>SURNAME AND NAME:</b>	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

**Note: It is advised that documents be returned in PDF**



# ETENDER PORTAL

## E-SUBMISSION USER MANUAL FOR SUPPLIERS

Suppliers' guide to submitting e-Submission Bids



**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA



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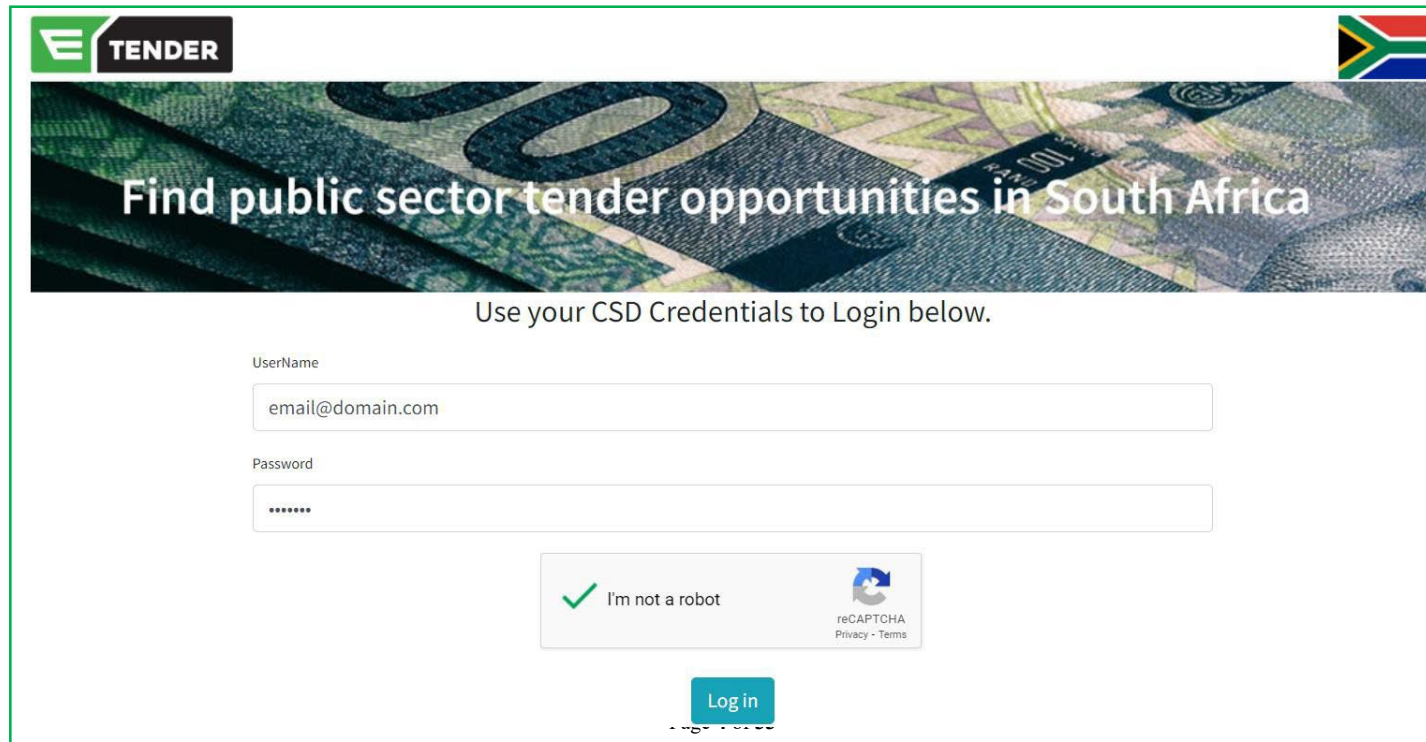
# HOW TO LOGIN TO THE PORTAL


- Go to <https://etenders.gov.za>
- Click on **Login**
- Select **Supplier Login**



# HOW TO LOGIN TO THE PORTAL ...continued

- Type in your Central Supplier Database (CSD) registered email address
- Type in your Central Supplier Database (CSD) login password
- Complete the CAPTCHA verification
- Click Log in





**TENDER** 

Find public sector tender opportunities in South Africa

Use your CSD Credentials to Login below.

UserName  
email@domain.com

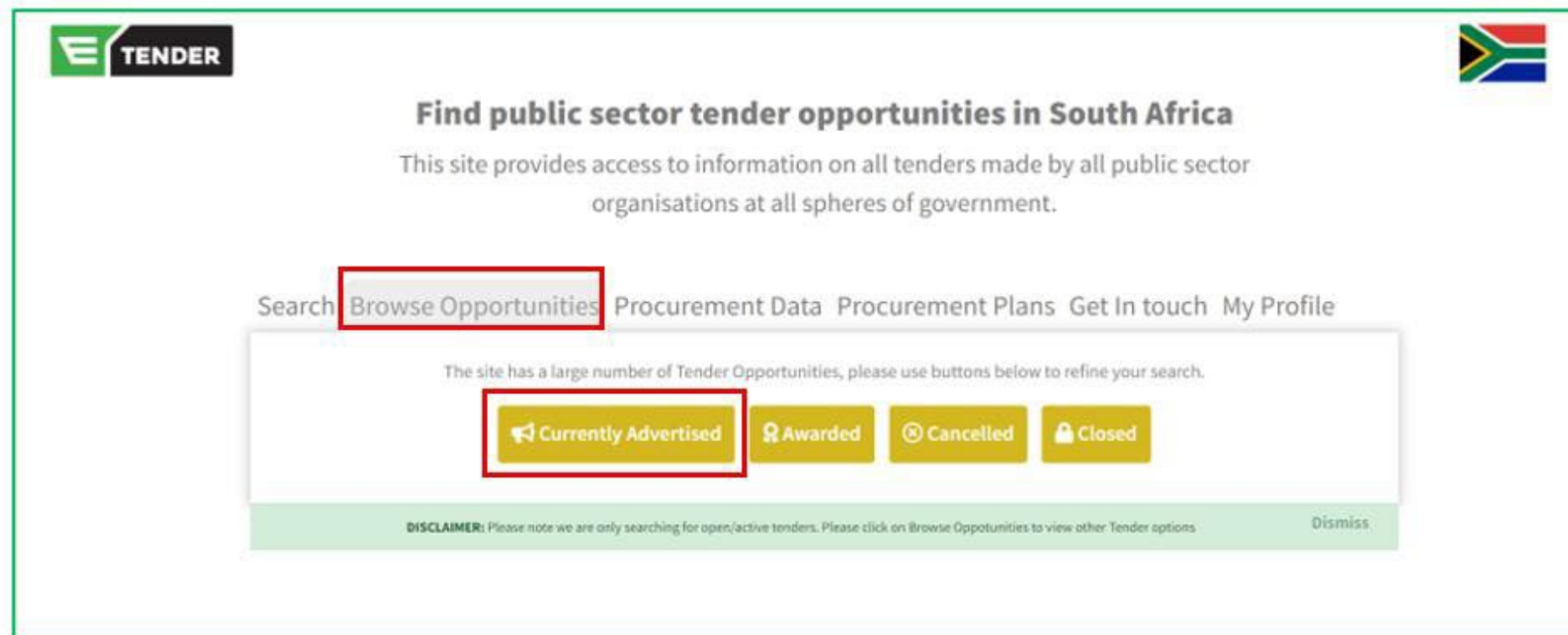
Password  
\*\*\*\*\*

 I'm not a robot  reCAPTCHA  
Privacy · Terms

Log in

# HOW TO FIND AN E-SUBMISSION TENDER

- Click **Browse Opportunities**
- Select **Currently Advertised**



The screenshot shows the National Treasury Tender website. At the top left is the logo 'E TENDER' and at the top right is the South African flag. The main heading is 'Find public sector tender opportunities in South Africa', followed by the text 'This site provides access to information on all tenders made by all public sector organisations at all spheres of government.' Below this is a navigation menu with 'Search', 'Browse Opportunities', 'Procurement Data', 'Procurement Plans', 'Get In touch', and 'My Profile'. The 'Browse Opportunities' link is highlighted with a red box. Below the navigation menu is a search filter section with the text 'The site has a large number of Tender Opportunities, please use buttons below to refine your search.' There are four buttons: 'Currently Advertised', 'Awarded', 'Cancelled', and 'Closed'. The 'Currently Advertised' button is highlighted with a red box. At the bottom of the page, there is a disclaimer: 'DISCLAIMER: Please note we are only searching for open/active tenders. Please click on Browse Opportunities to view other Tender options.' and a 'Dismiss' link.

# HOW TO FIND AN E-SUBMISSION TENDER...continued

- Click “+” on any tender opportunity you wish to apply for.

Please note; eSubmission Tenders will have a tick (✓) under the eSubmission Column

Listing all currently advertised tender opportunities

QuickFind Advanced Search

currently advertised tenders							
	Category	Tender Description	eSubmission	Advertised	Closing		
+	Activities auxiliary to financial service and insurance activities.	TenderTEST05/24	✓	21/05/2024	in 3 days		
+	Accommodation	Tnder12	✓	20/05/2024	in 1 days		
+	Activities auxiliary to financial service and insurance activities.	ttttender112	✓	20/05/2024	in 2 days		
+	Activities auxiliary to financial service and insurance activities.	2024Tender	✓	20/05/2024	in 2 days		
+	Accommodation	Tender05.24	✓	19/05/2024	in 3 days		
+	Activities auxiliary to financial service and insurance activities.	232323	✗	16/05/2024	in 4 days		

Showing 1 to 6 of 6 entries

Previous 1 Next

# HOW TO APPLY FOR AN E-SUBMISSION TENDER

- The full details of the tender opportunity (including the Tender Documents) will be displayed.
- Click on **“Start eSubmission Process”**

**Human health activities**    EC Health 10 July    10/07/2025    in 10 days

**Details:**

Tender Number:	EC Health 10 July
Organ Of State:	National Treasury
Tender Type:	Request for Bid(Open-Tender)
Province:	National
Date Published:	Thursday, 10 July 2025
Closing Date:	Thursday, 24 July 2025 - 12:00
Place where goods, works or services are required:	40 Church Street-Pretoria-Pretoria-0001
Special Conditions:	None

**ENQUIRIES:**

Contact Person:	Mahumisha
Email:	a@treasury.gov.za
Telephone number:	012-315-5999
FAX Number:	N/A

**BRIEFING SESSION:**

Is there a briefing session?:	Yes
Is it compulsory?	Yes
Briefing Date and Time:	Monday, 14 July 2025 - 09:30
Briefing Venue:	240 Madiba Street, Pretoria Central

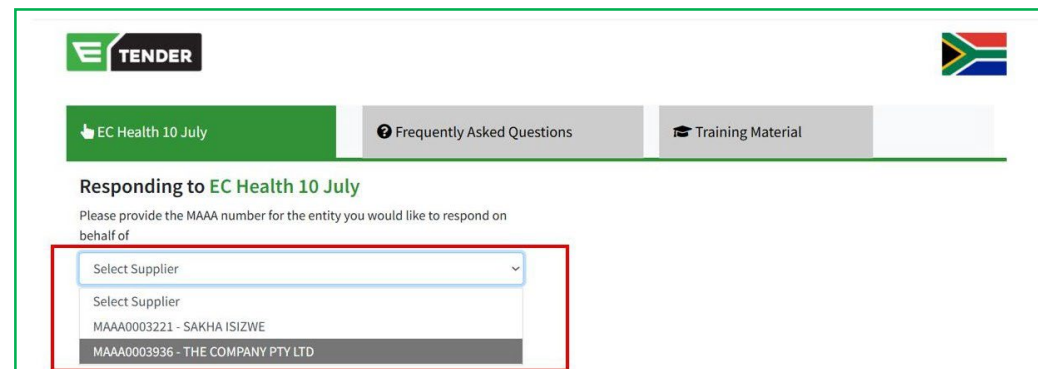
**TENDER DOCUMENTS**

<a href="#">Copy of Procurement Plan Template 2024.xlsx</a>	Date Uploaded: 2025-07-10
<a href="#">Audit log NT005 2025.xlsx</a>	Date Uploaded: 2025-07-10
<a href="#">Bulk-Awards-Template (3).xlsx</a>	Date Uploaded: 2025-07-10
<a href="#">NT005-2025_submission.xlsx</a>	Date Uploaded: 2025-07-10
<a href="#">Award List RT66-2025 (003).xlsx</a>	Date Uploaded: 2025-07-10

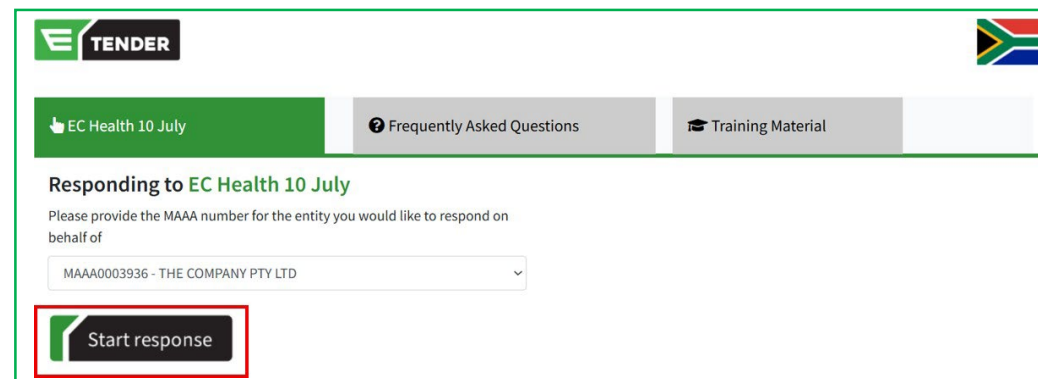
**Start eSubmission Process**

# HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- Click the dropdown button on “**Select Supplier**”
- All your registered Supplier Numbers will be displayed
- Select the Supplier Number you wish to use to apply for the bid
- Click “**Start response**”




The screenshot shows the 'E TENDER' portal interface. At the top, there is a navigation bar with 'EC Health 10 July', 'Frequently Asked Questions', and 'Training Material'. Below this, the page title is 'Responding to EC Health 10 July' with a sub-instruction: 'Please provide the MAAA number for the entity you would like to respond on behalf of'. A dropdown menu labeled 'Select Supplier' is open, showing two options: 'MAAA0003221 - SAKHA ISIZWE' and 'MAAA0003936 - THE COMPANY PTY LTD'. The second option is highlighted in grey.



The screenshot shows the same 'E TENDER' portal interface. The 'Select Supplier' dropdown menu is now closed, and the selected option 'MAAA0003936 - THE COMPANY PTY LTD' is displayed in the input field. Below the input field, a red box highlights the 'Start response' button.

# HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- A Submission Checklist will be displayed towards the right on the page.
  - Ensure all required documents are uploaded to be able to submit your bid.

**TENDER** 

EC Health 10 July | Frequently Asked Questions | Training Material

### Responding to EC Health 10 July on behalf of THE COMPANY PTY LTD

Please provide the MAAA number for the entity you would like to respond on behalf of

MAAA0003936 - THE COMPANY PTY LTD

[Edit](#) [Save](#) [Submit now](#)

You will still be able to update your bid submissions until the closing date is reached. [Got it, Thanks!](#)

Category	Description	Status
Human health activities	EC Health 10 July	<b>Pending</b>

#### Submission Checklist

Valid Central Supplier Database (CSD) Profile [MAAA0003936](#)

Company Profile

Proposal - Description of solution

Billing Schedule

SBD 4

Accreditation certificate

Police clearance

#### Response Documents

Please note that the checklist will show documents as uploaded after they're attached but the documents will only be submitted once the **Submit Now** has been clicked. The **Submit Now** button will only be activated after you click on the **Confirm & Proceed** button. If you load a new file it will override the existing one. [Got it, Thanks!](#)

Your submission will change to **draft** when the **edit** button is clicked.

# HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- Click on “**Select files**” or **drag and drop** your files according to the respective response document headings
- Click “**Confirm & Proceed**” after uploading all required documents
  - **Note:** *Only one document can be uploaded at a time, should you upload more than one document, only the recently uploaded document will be saved*

The screenshot displays a web interface for uploading documents. It is organized into two columns and three rows of upload sections. Each section has a title, a green cloud icon with an upward arrow, the text "Drag & drop to upload files", the word "OR", and a "Select files" button. The sections are:

- Company Profile \***
- Proposal - Description of solution \***
- Billing Schedule \***
- SBD 4 \***
- Accreditation certificate \***
- Police clearance**

At the bottom left, there are two buttons: "Confirm & Proceed" (highlighted with a red box) and "Cancel".

# HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- After clicking “**Confirm & Proceed**”, the Submission checklist should be all ticked
- Click “**Edit**” should you wish to upload a different document (the edit button will be disabled when the Tender closes and no changes can be made after that)
- Click “**Submit now**” to complete your eSubmission application

The screenshot displays the eSubmission application interface. At the top, there is a header with the 'TENDER' logo and the South African flag. Below the header, there are navigation tabs for 'EC Health 10 July', 'Frequently Asked Questions', and 'Training Material'. The main content area is titled 'Responding to EC Health 10 July on behalf of THE COMPANY PTY LTD'. It prompts the user to provide the MAAA number for the entity, which is shown as 'MAAA0003936 - THE COMPANY PTY LTD'. Below this, there are three buttons: 'Edit' (highlighted with a red box), 'Save', and 'Submit now'. A yellow notification box states: 'You will still be able to update your bid submissions until the closing date is reached. Got it, Thanks!'. Below the notification is a table with the following data:

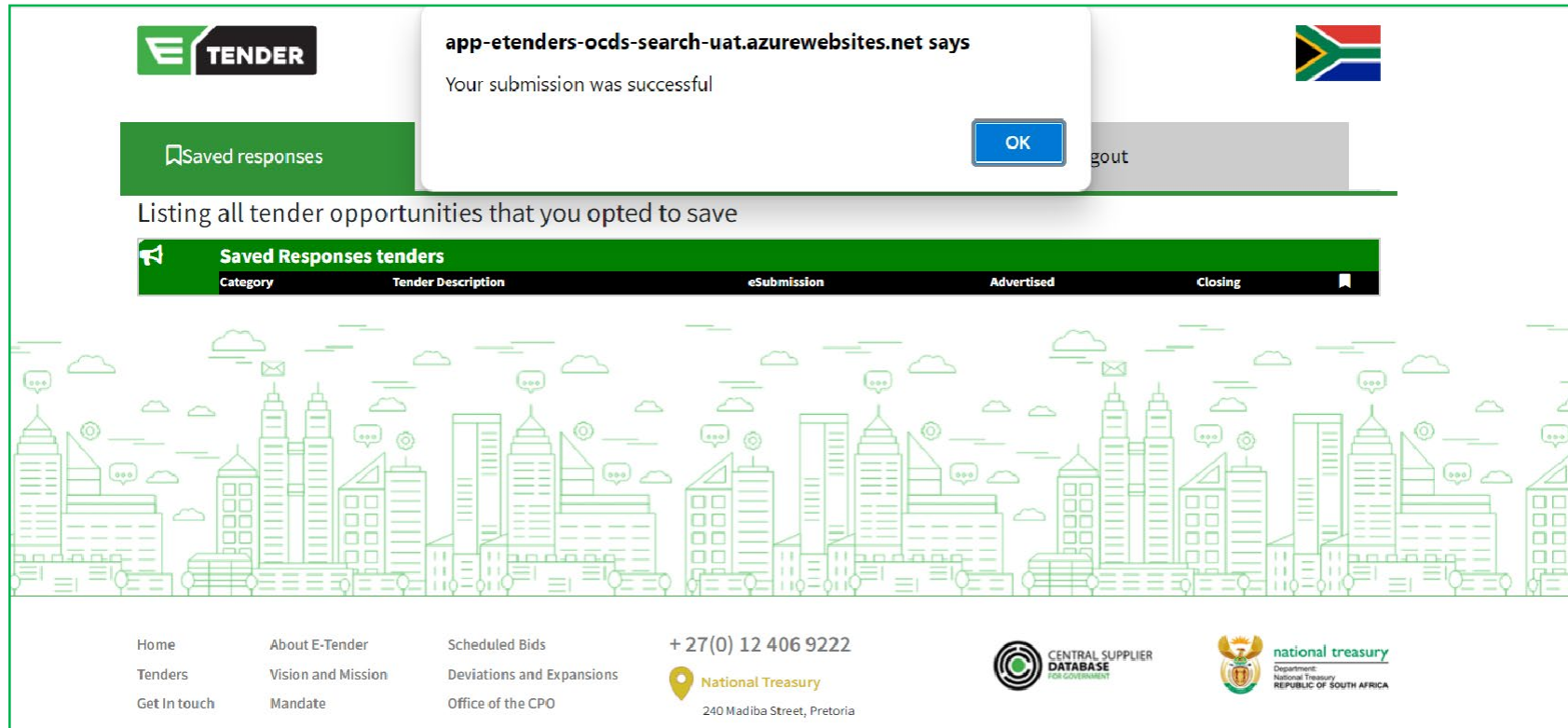
Category	Description	Status
Human health activities	EC Health 10 July	Pending

At the bottom left, there is a section for 'Response Documents'. On the right side, there is a 'Submission Checklist' section with the following items, all of which are checked (highlighted with a red box):

- Valid Central Supplier Database (CSD) Profile (MAAA0003936)
- Company Profile
- Proposal - Description of solution
- Billing Schedule
- SBD 4
- Accreditation certificate
- Police clearance

# HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- A pop up confirming a successful submission will appear after you click Submit



The screenshot displays the eTender portal interface. A pop-up message from 'app-etenders-ocds-search-uat.azurewebsites.net' confirms a successful submission. Below the pop-up, a 'Saved responses' section lists tender opportunities. A table titled 'Saved Responses tenders' is visible, with columns for Category, Tender Description, eSubmission, Advertised, and Closing. The footer contains navigation links, contact information, and logos for the Central Supplier Database and National Treasury.

**E TENDER**

app-etenders-ocds-search-uat.azurewebsites.net says  
Your submission was successful

OK

Logout

Listing all tender opportunities that you opted to save

**Saved Responses tenders**

Category	Tender Description	eSubmission	Advertised	Closing
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Home About E-Tender Scheduled Bids + 27(0) 12 406 9222  
Tenders Vision and Mission Deviations and Expansions  
Get In touch Mandate Office of the CPO

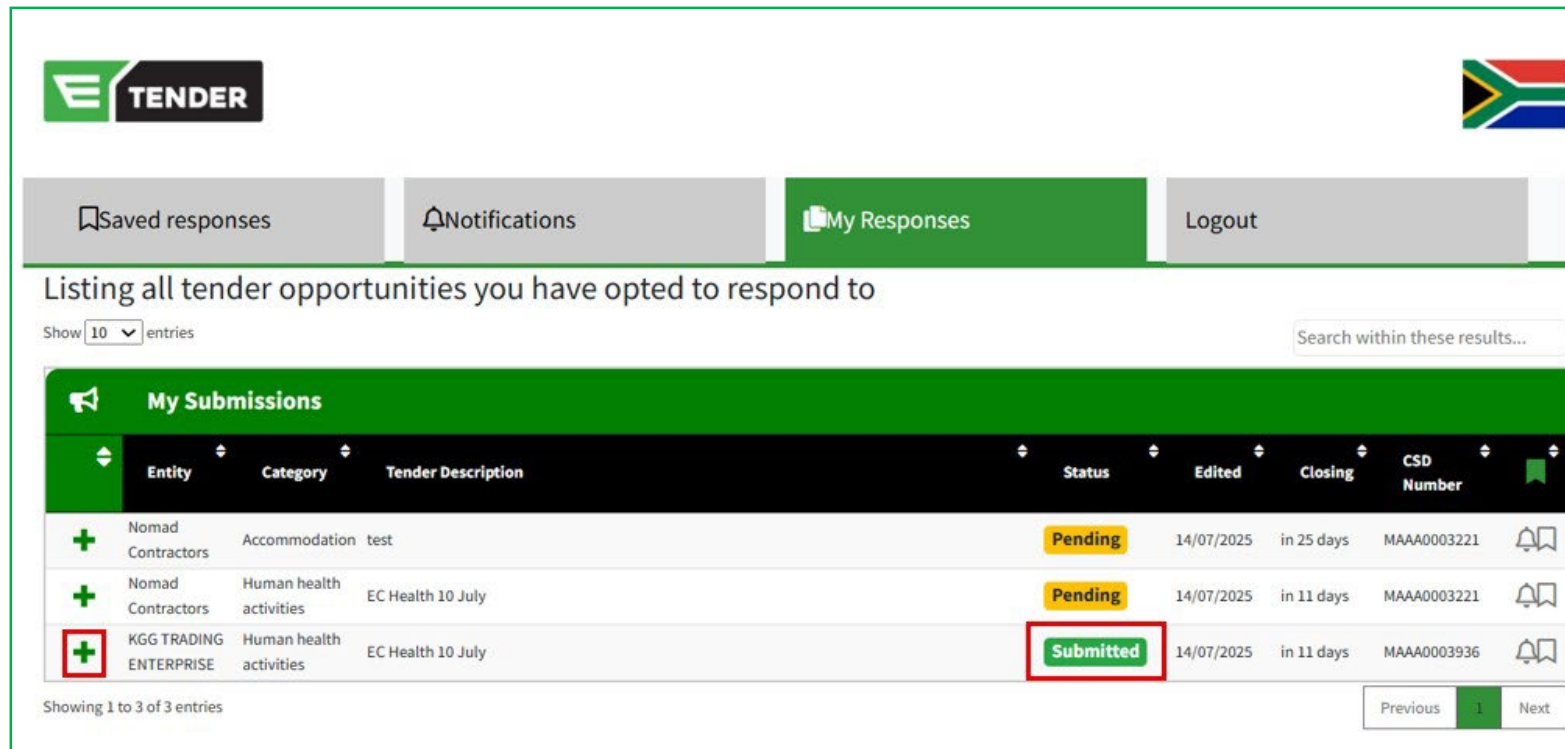
**National Treasury**  
240 Madiba Street, Pretoria

**CENTRAL SUPPLIER DATABASE**  
FOR GOVERNMENT

**national treasury**  
Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

# HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- The status of your submission will appear as Submitted.
- Should the status be Pending, please note that you have not yet submitted all the required documents and will need to do so to ensure a successful submission.
- Click the “+” button to edit or withdraw your submission



The screenshot displays the 'My Submissions' section of the e-tender portal. The header includes the 'TENDER' logo and the South African flag. Navigation tabs for 'Saved responses', 'Notifications', 'My Responses', and 'Logout' are visible. Below the navigation, a search bar and a dropdown menu for 'Show 10 entries' are present. The main content is a table with columns for Entity, Category, Tender Description, Status, Edited, Closing, and CSD Number. Three entries are listed, with the third entry, 'KGG TRADING ENTERPRISE', highlighted with a red box and a 'Submitted' status label.

	Entity	Category	Tender Description	Status	Edited	Closing	CSD Number	
+	Nomad Contractors	Accommodation	test	Pending	14/07/2025	in 25 days	MAAA0003221	
+	Nomad Contractors	Human health activities	EC Health 10 July	Pending	14/07/2025	in 11 days	MAAA0003221	
+	KGG TRADING ENTERPRISE	Human health activities	EC Health 10 July	Submitted	14/07/2025	in 11 days	MAAA0003936	

Showing 1 to 3 of 3 entries

Previous 1 Next

# HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID

- Click “**Edit eSubmission**” to edit your bid (upload different documentation)
- Click “**Withdraw bid**” to withdraw your bid/submission

The screenshot displays the 'Submitted' status for a bid titled 'EC Health 10 July'. The interface includes a navigation bar with 'ENTERPRISE activities' and 'Human health activities'. The main content area is divided into sections: 'Details', 'ENQUIRIES', 'BRIEFING SESSION', and 'TENDER DOCUMENTS'. At the bottom, two buttons are highlighted with a red box: 'Edit eSubmission' and 'Withdraw bid'.

Details:	
Tender Number:	EC Health 10 July
Organ Of State:	National Treasury
Tender Type:	Request for Bid(Open-Tender)
Province:	National
Date Published:	Thursday, 10 July 2025
Closing Date:	Thursday, 24 July 2025 - 12:00
Place where goods, works or services are required:	40 Church Street - Pretoria - Pretoria - 0001
Special Conditions:	None

ENQUIRIES:	
Contact Person:	Mahumisha
Email:	@treasury.gov.za
Telephone number:	012-315-5999
FAX Number:	N/A

BRIEFING SESSION:	
Is there a briefing session?:	No
Is it compulsory?	No
Briefing Date and Time:	Monday, 14 July 2025 - 09:30
Briefing Venue:	240 Madiba Street, Pretoria Central

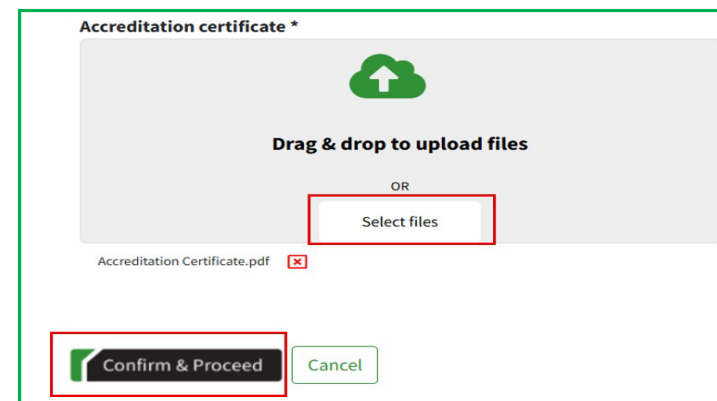
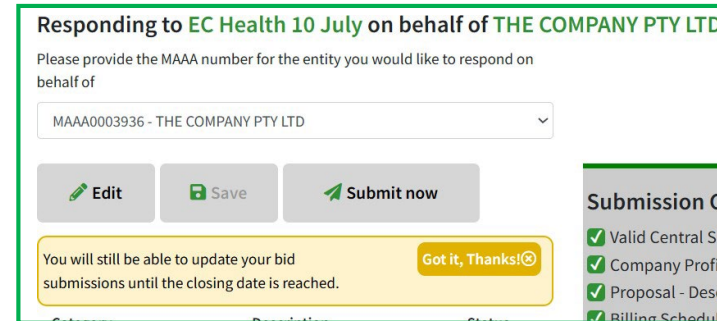
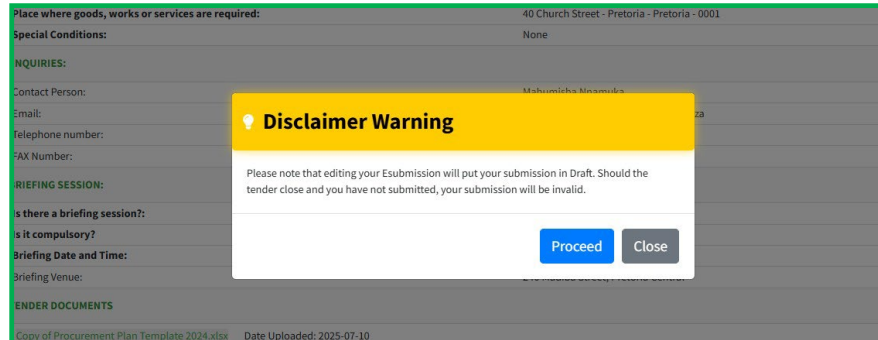
TENDER DOCUMENTS	
<a href="#">Copy of Procurement Plan Template 2024.xlsx</a>	Date Uploaded: 2025-07-10
<a href="#">Audit log NT005 2025.xlsx</a>	Date Uploaded: 2025-07-10
<a href="#">Bulk-Awards-Template (3).xlsx</a>	Date Uploaded: 2025-07-10
<a href="#">NT005-2025_submission.xlsx</a>	Date Uploaded: 2025-07-10
<a href="#">Award List RT66-2025 (003).xlsx</a>	Date Uploaded: 2025-07-10

**Edit eSubmission**   **Withdraw bid**

# HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID..continued

- After clicking “**Edit eSubmission**”, acknowledge the disclaimer pop-up by clicking “**Proceed**”.
- Click the “**Edit**” button and select file or drag and drop to upload different documentation
- Click “**Confirm & Proceed**” thereafter



- After clicking “**Withdraw bid**” on the previous page, the application will disappear from your list.



