



## Annexure B

# How to submit bids electronically guide for Bidders

# "HOW TO" GUIDE FOR BIDDERS

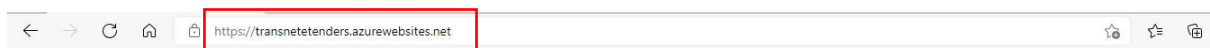
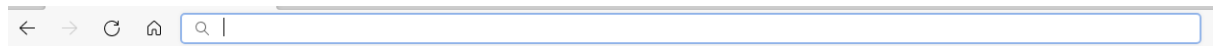
REGISTER ON ETENDER PORTAL

ACCESS TENDERS

**NB: Do not wait for the last minute to register or to bid for a tender. Ensure you complete your process at least 1 day (24hours) before the closing date**

Go to Google Chrome 

In the address bar type: <https://transnetetenders.azurewebsites.net>



https://transnetetender.b2clogin.com/transnetetender.onmicrosoft.com/b2c\_1\_signupsignin/oauth2/v2.0/authorize?client



### Sign in with your email address

[Forgot your password?](#)

Sign in

[Don't have an account? → Sign up now](#)

If not already registered, click on Sign up now.

Ensure that the email you use to sign in is the same as the email that you received from the tender invite on the email, otherwise you will not see the tender

Cancel



Email Address

Send verification code

New Password

Confirm New Password

Given Name

Organization Name

Surname

Central Supplier Database Number

Company Registration Number

Country/Region

Country/Region

Secondary Email Address

State/Province

Street Address

Postal Code

Display Name

Create

Complete all fields, before selecting “Send verification code” and confirm that all information is correct.

**VERY IMPORTANT:** Each field needs to be completed and not to be left blank

If you do not have a central Supplier Database number, enter the same company registration number in that field.

Send verification code

After completing all fields, select "Send verification code". The code will be sent to your email.

< Cancel



Verification code has been sent to your inbox. Please copy it to the input box below.

abc@gmail.com

Verification Code

Copy the code as received on the email and paste it in the Verification code field  
Then click on Verify code

Verify code

Send new code

\*\*\*\*\*

Forgot your password?

Sign in

Don't have an account? [Sign up now](#)

Then click on Sign in

Once registered and signed in, the home screen will have “WELCOME (Registered user)”

**DO NOT use secondary email address, YOU THE SAME EMAIL ADDRESS WHICH YOU RECEIVE INVITES FOR BIDDING**

To view / search for tenders, click on ADVERTISED TENDERS

Tender Invitation For Tender Ref # TE/2022/04/0697/RFQ - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Share to Teams ATM signed To Manager Team Email Move Tags Editing Read Aloud Translate Zoom Send to OneNote Viva Insights

Tender Invitation For Tender Ref # TE/2022/04/0697/RFQ

SRV-TCC-Etender  
To noreply@transnet.net

This message was sent with Low importance.

Dear Suppliers,  
You have been invited to bid and respond to the following tender:

Name Of Tender : TE22-SRX-1FG-02068  
Description : STOP; TOP BUNK, OD 19.5 X HT 6.5 MM  
Tender Number : TE/2022/04/0697/RFQ

Access to this tender will be granted by using this email when you sign up/sign in. To access the tender information

Kind Regards,  
Transnet eTenders

When a bidder receives an email to quote, the bidder needs to register with the email address of the recipient that received the email. If already registered, sign in.

**NOTE: The details on this email is intended for guidance only and not to be used on the live system**

HOME ADVERTISED TENDERS MY SUBMITTED INTENTS MY BID DOCUMENT SUBMISSIONS CONTACT WELCOME TESTING SIGN OUT

**ADVERTISED TENDERS**

Open Tenders Other Tenders

Show  entries Search:

| Reference Number     | Tender Name                                          | Description                                                                                                                                                                                                               | Briefing Session | Closing Date           | Tender Status |                              |
|----------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------|---------------|------------------------------|
| TCC/2021/11/0031/RFQ | For the supply and installation of an air compressor | For the supply and installation of an air compressor for indoor shooting range that operates the laser system and supply air to air guns utilised during training and conduct maintenance on air supply system and hoses. |                  | 12/10/2021 12:00:00 PM | Closed        | <a href="#">View Details</a> |
| TFR/2021/12/0014/RFQ | ELECTRICAL MATERIAL (CABLES)                         | SUPPLY AND DELIVERY OF ELECTRICAL MATERIAL (CABLES) FOR A ONCE OFF PERIOD                                                                                                                                                 |                  | 12/13/2021 4:00:00 PM  | Closed        | <a href="#">View Details</a> |
| TFR/2021/12/0017/RFQ | CRAC_JHB_36509.                                      | FOR THE SUPPLY AND DELIVERY OF HIGH BACK CHAIRS FOR CTC OFFICES IN CENTRAL, EASTERN AND WESTERN REGIONS, FOR A ONCE OFF PERIOD.                                                                                           |                  | 12/14/2021 10:00:00 AM | Closed        | <a href="#">View Details</a> |
| TFR/2021/12/0015/RFQ | CRAC-JHB-36313                                       | FOR THE SUPPLY AND DELIVERY OF VARIOUS CLAMPS, TERMINAL LUGS, DROPPER CLIPS AND                                                                                                                                           |                  | 1/13/2022 12:00:00     | Closed        | <a href="#">View Details</a> |

When signed in, select "ADVERTISED TENDERS".

To manually search and change the view from Closed to Open, click twice on arrow next to "Tender Status". The arrow pointing down will change to blue and open tenders will be displayed.

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ADVERTISED TENDERS
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MY BID DOCUMENT SUBMISSIONS
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## ADVERTISED TENDERS

Open Tenders
Other Tenders

Show
▼
entries
Search:

| Reference Number    | Tender Name                              | Description                                                                                                                                                                                                                                | Briefing Session | Closing Date         | Tender Status |                              |
|---------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------|---------------|------------------------------|
| TE/2022/04/0450/RFQ | VALVE:L-1 LOAD DET,WAGONS AIRBRAKE       | VALVE:L-1 LOAD DET,WAGONS AIRBRAKE-062101802 VALVE; TYPE: L-1 LOAD DETECTOR, MEDIA FOR WHICH DESIGNED: WAGONS AIRBRAKE, CONNECTION TYPE: FLANGE, SPECIAL FEATURES: BLUE, WITHOUT PIPE BRACKET; SIMILAR ITEM: 062004338                     |                  | 4/8/2022 10:00:00 AM | Open          | <a href="#">View Details</a> |
| TE/2022/04/0494/RFQ | GEAR OIL                                 | OIL, GEAR TYPE SYNTHETIC BRAND NAME MOBILGEAR SHC SERIES GRADE SCH 6800 VISCOSITY RATING 220 TO 320 FLASH POINT 234 DEG C COLOR ORANGE CONTAINER TYPE SACHET 250 G CONTAINER CAPACITY 14 KG FOR USE ON: 39-200 GM, 15E AND 19E LOCOMOTIVES |                  | 4/8/2022 10:00:00 AM | Open          | <a href="#">View Details</a> |
| TE/2022/04/0495/RFQ | SUPPLY OF CORROSION (NALCOOL) - APPROVED | ITEM NUMBER - 077807563 INHIBITOR, CORROSION; TYPE: COOL-C18, COLOR: RED,                                                                                                                                                                  |                  | 4/8/2022 10:00:00    | Open          | <a href="#">View Details</a> |



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## ADVERTISED TENDERS

Open Tenders
Other Tenders

Show
▼
entries
Search: TE/2022/04/0697/RFQ

| Reference Number    | Tender Name        | Description                         | Briefing Session | Closing Date          | Tender Status |                              |
|---------------------|--------------------|-------------------------------------|------------------|-----------------------|---------------|------------------------------|
| TE/2022/04/0697/RFQ | TE22-SRX-1FG-02068 | STOP; TOP BUNK, OD 19.5 X HT 6.5 MM |                  | 4/13/2022 10:00:00 AM | Open          | <a href="#">View Details</a> |

To search for a specific tender, the tender number, tender name or description can be used for searching.

## ADVERTISED TENDERS

Open Tenders
Other Tenders

Show
▼
entries
Search: TE22-SRX-1FG-02068

| Reference Number    | Tender Name        | Description                         | Briefing Session | Closing Date       | Tender Status |                              |
|---------------------|--------------------|-------------------------------------|------------------|--------------------|---------------|------------------------------|
| TE/2022/04/0697/RFQ | TE22-SRX-1FG-02068 | STOP; TOP BUNK, OD 19.5 X HT 6.5 MM |                  | 4/13/2022 10:00:00 | Open          | <a href="#">View Details</a> |

When the tender has been identified, click on "View Details"



When the “View Details” has been selected, the following screen will be displayed where the attachments can be viewed or downloaded.

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ADVERTISED TENDERS
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MY BID DOCUMENT SUBMISSIONS
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## TENDER DETAILS

Tender Details

|                                     |                                         |
|-------------------------------------|-----------------------------------------|
| <b>Tender Reference Number</b>      | TE/2022/04/0697/RFQ                     |
| <b>Name Of Tender</b>               | TE22-SRX-1FG-02068                      |
| <b>Description</b>                  | STOP; TOP BUNK, OD 19.5 X HT 6.5 MM     |
| <b>Tender Type</b>                  | RFQ                                     |
| <b>Contact Person</b>               | Charl du Preez Transnet Engineering SLR |
| <b>Contact Person Email Address</b> | Charl.duPreez@transnet.net              |
| <b>Date Published</b>               | 4/7/2022 3:51:47 PM                     |
| <b>Closing Date</b>                 | 4/13/2022 10:00:00 AM                   |
| <b>Briefing Date And Time</b>       |                                         |
| <b>Briefing Details</b>             |                                         |
| <b>Location Of Service</b>          | Coaches, Salt River                     |

**Briefing Session**  
**Closing Date**  
4/13/2022 10:00:00 AM  
**Attachments**  

2.14 Standard Terms and Conditions of Contract f

2.18 Supplier Integrity Pact\_April 2020\_v1.pdf

2.19 Non Disclosure Agreement\_April 2020\_v1.pdf

2.9 Request for Quotations TE22-SRX-1FG-02068,

**Log An Intent To Bid**  
☐

If interested to bid, on the same page there's an option to select: **Log an Intent to Bid**. Once selected, an option will appear to “**Submit Intent**” or “**Cancel**”. Click on **Submit Intent**

Tender Details

|                                     |                                         |
|-------------------------------------|-----------------------------------------|
| <b>Tender Reference Number</b>      | TE/2022/04/0697/RFQ                     |
| <b>Name Of Tender</b>               | TE22-SRX-1FG-02068                      |
| <b>Description</b>                  | STOP; TOP BUNK, OD 19.5 X HT 6.5 MM     |
| <b>Tender Type</b>                  | RFQ                                     |
| <b>Contact Person</b>               | Charl du Preez Transnet Engineering SLR |
| <b>Contact Person Email Address</b> | Charl.duPreez@transnet.net              |
| <b>Date Published</b>               | 4/7/2022 3:51:47 PM                     |
| <b>Closing Date</b>                 | 4/13/2022 10:00:00 AM                   |
| <b>Briefing Date And Time</b>       |                                         |
| <b>Briefing Details</b>             |                                         |
| <b>Location Of Service</b>          | Coaches, Salt River                     |
| <b>Name Of Institution</b>          | TE                                      |
| <b>Tender Category</b>              | Goods                                   |
| <b>Tender Status</b>                | Open                                    |

**Briefing Session**  
**Closing Date**  
4/13/2022 10:00:00 AM  
**Attachments**  

2.14 Standard Terms and Conditions of Contract f

2.18 Supplier Integrity Pact\_April 2020\_v1.pdf

2.19 Non Disclosure Agreement\_April 2020\_v1.pdf

2.9 Request for Quotations TE22-SRX-1FG-02068,

**Log An Intent To Bid**  
☒

**Tender Details**

**Tender Reference Number**

**Name Of Tender**

**Description**

**Tender Type** RFQ

**Contact Person** Charl du Preez Transnet Engineering SLR

**Contact Person Email Address** Charl.duPreez@transnet.net

**Date Published** 4/7/2022 3:51:47 PM

**Closing Date** 4/13/2022 10:00:00 AM

**Briefing Date And Time**

**Briefing Details**

**Location Of Service**

**Name Of Institution**

**Tender Category**

**Tender Status**

**Intent to Bid**

Your request to log an intent to bid has been successfully submitted.

Close

When the "Submit Intent" is selected, a message will appear to indicate that the request was successfully submitted. Click on close and wait for the next screen.

**Briefing Session**

**Closing Date** 4/13/2022 10:00:00 AM

**Attachments**

- 2.14 Standard Terms and Conditions of Contract for
- 2.18 Supplier Integrity Pact\_April 2020\_v1.pdf
- 2.19 Non Disclosure Agreement\_April 2020\_v1.pdf
- 2.9 Request for Quotations TE22-SRX-1FG-02068.pdf

**Log An Intent To Bid**

☒

[Submit Intent](#) [Cancel](#)



delivering freight reliably

HOME
ADVERTISED TENDERS
MY SUBMITTED INTENTS
MY BID DOCUMENT SUBMISSIONS
CONTACT
WELCOME TESTING 
SIGN OUT

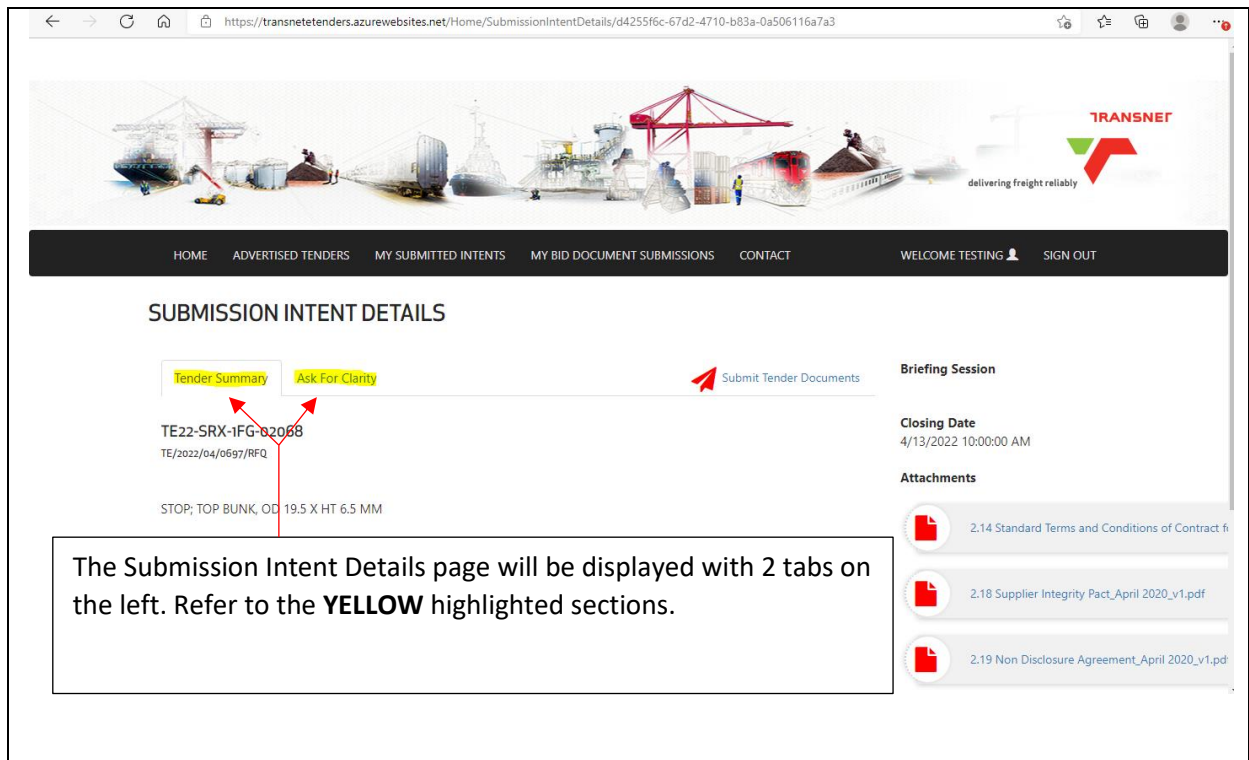
## MY SUBMISSION INTENTS

Show 10 entries

| Tender Reference Number | Name               | Description Of Tender               | Briefing Session Date | Closing Date          | View Details                                                            |
|-------------------------|--------------------|-------------------------------------|-----------------------|-----------------------|-------------------------------------------------------------------------|
| TE/2022/04/0697/RFQ     | TE22-SRX-1FG-02068 | STOP; TOP BUNK, OD 19.5 X HT 6.5 MM |                       | 4/13/2022 10:00:00 AM | <a href="#" style="color: red; text-decoration: none;">View Details</a> |

Showing 1 to 1 of 1 entries

Previous 1 Next



https://transnettenders.azurewebsites.net/Home/SubmissionIntentDetails/d4255f6c-67d2-4710-b83a-0a506116a7a3

HOME ADVERTISED TENDERS MY SUBMITTED INTENTS MY BID DOCUMENT SUBMISSIONS CONTACT WELCOME TESTING SIGN OUT

### SUBMISSION INTENT DETAILS

**Tender Summary** **Ask For Clarity** [Submit Tender Documents](#)

TE22-SRX-1FG-02068  
TE/2022/04/0697/RFQ

STOP, TOP BUNK, OD 19.5 X HT 6.5 MM

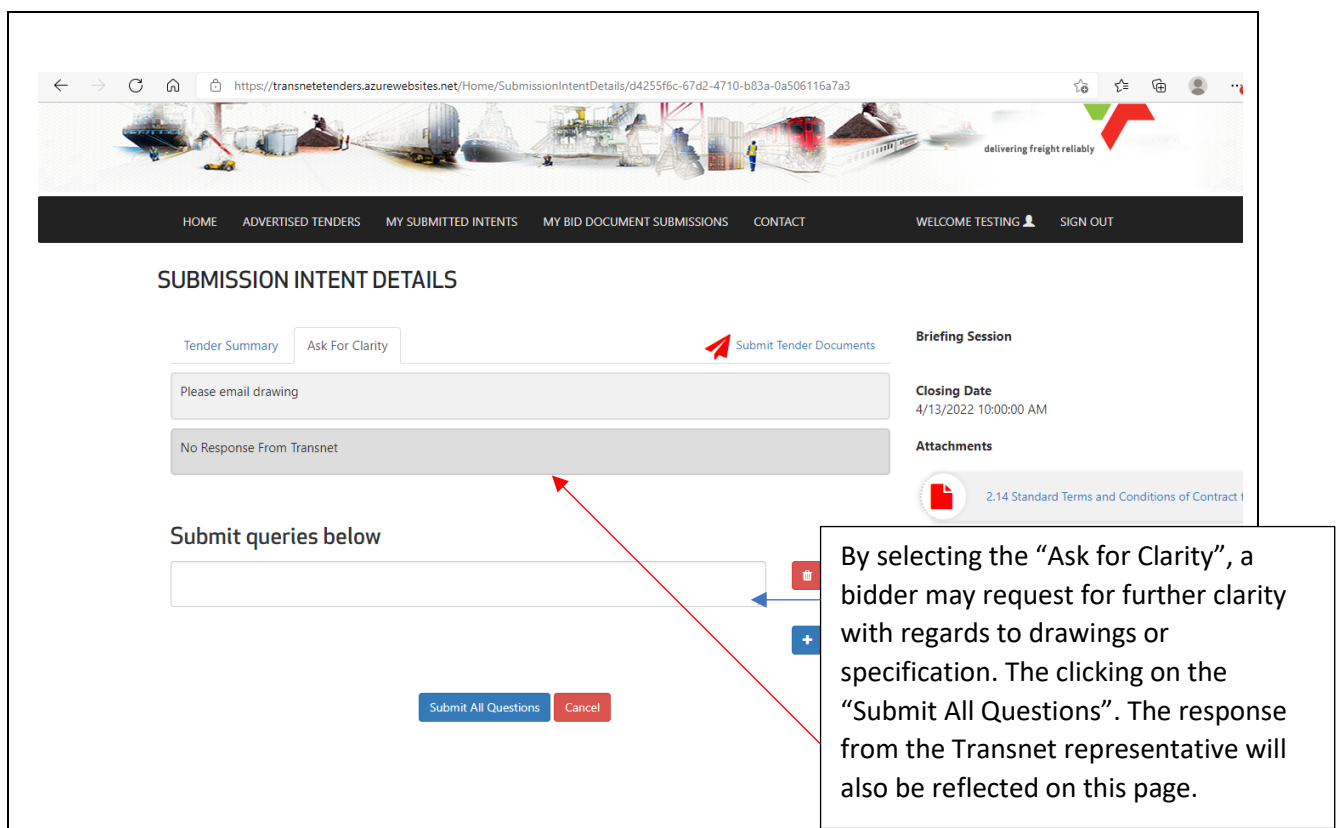
**Briefing Session**

**Closing Date**  
4/13/2022 10:00:00 AM

**Attachments**

- 2.14 Standard Terms and Conditions of Contract fi
- 2.18 Supplier Integrity Pact\_April 2020\_v1.pdf
- 2.19 Non Disclosure Agreement\_April 2020\_v1.pdf

The Submission Intent Details page will be displayed with 2 tabs on the left. Refer to the **YELLOW** highlighted sections.



https://transnettenders.azurewebsites.net/Home/SubmissionIntentDetails/d4255f6c-67d2-4710-b83a-0a506116a7a3

HOME ADVERTISED TENDERS MY SUBMITTED INTENTS MY BID DOCUMENT SUBMISSIONS CONTACT WELCOME TESTING SIGN OUT

### SUBMISSION INTENT DETAILS

**Tender Summary** **Ask For Clarity** [Submit Tender Documents](#)

Please email drawing

No Response From Transnet

**Submit queries below**

[Submit All Questions](#) [Cancel](#)

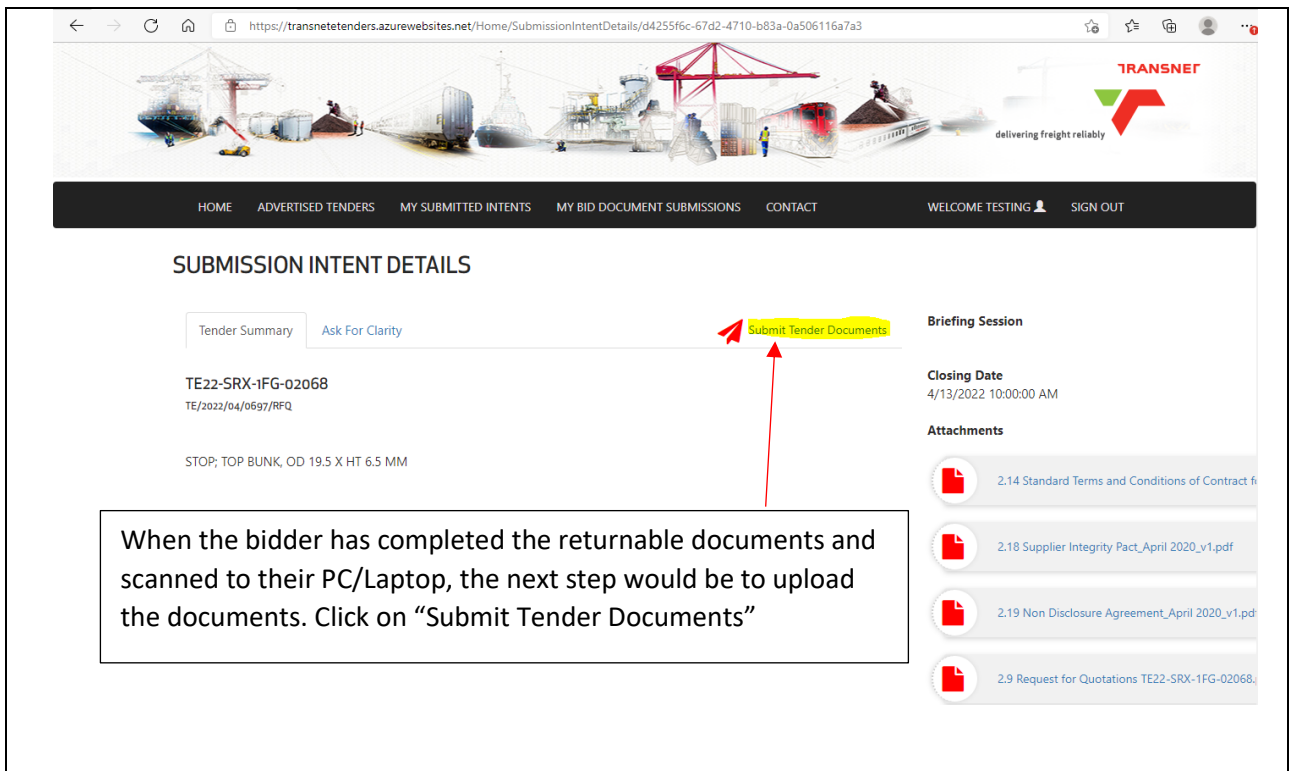
**Briefing Session**

**Closing Date**  
4/13/2022 10:00:00 AM

**Attachments**

- 2.14 Standard Terms and Conditions of Contract 1

By selecting the "Ask for Clarity", a bidder may request for further clarity with regards to drawings or specification. The clicking on the "Submit All Questions". The response from the Transnet representative will also be reflected on this page.



Submission Intent Details

Tender Summary Ask For Clarity **Submit Tender Documents**

TE22-SRX-1FG-02068  
TE/2022/04/0697/RFQ

STOP; TOP BUNK, OD 19.5 X HT 6.5 MM

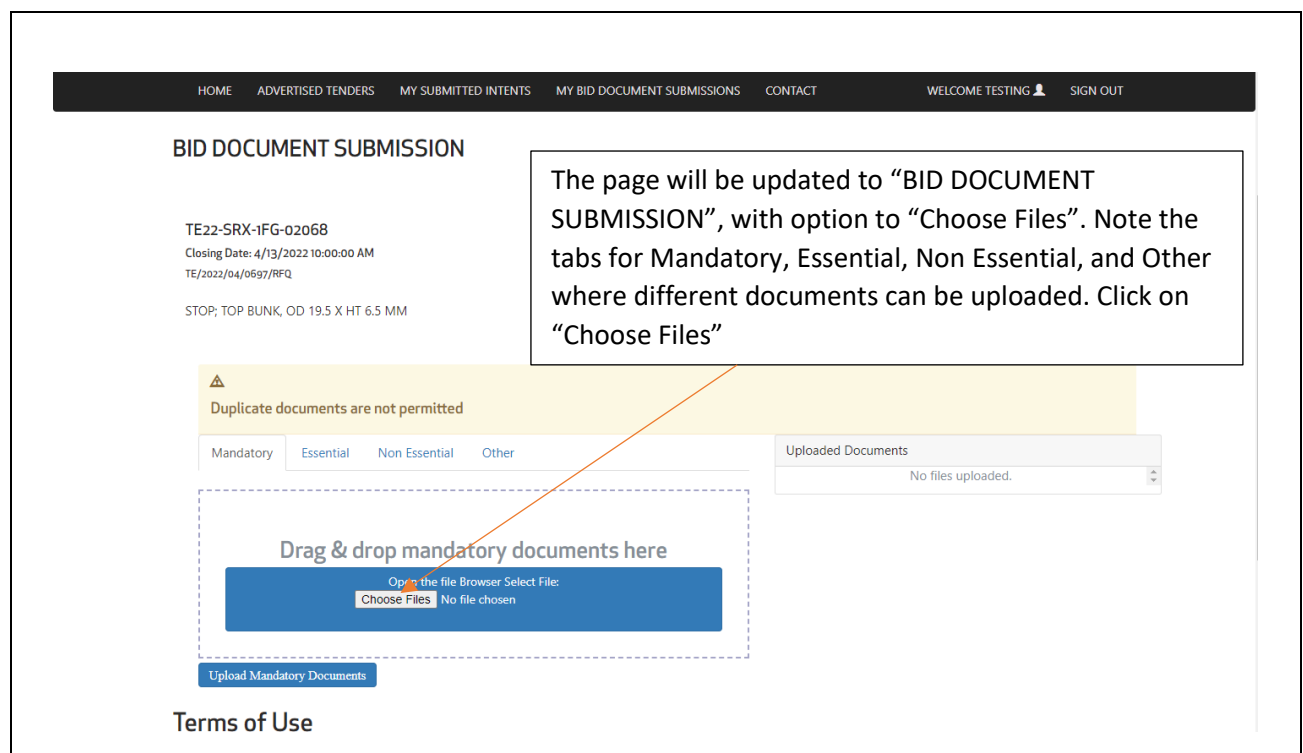
When the bidder has completed the returnable documents and scanned to their PC/Laptop, the next step would be to upload the documents. Click on “Submit Tender Documents”

Briefing Session

Closing Date  
4/13/2022 10:00:00 AM

Attachments

- 2.14 Standard Terms and Conditions of Contract f
- 2.18 Supplier Integrity Pact\_April 2020\_v1.pdf
- 2.19 Non Disclosure Agreement\_April 2020\_v1.pdf
- 2.9 Request for Quotations TE22-SRX-1FG-02068.



BID DOCUMENT SUBMISSION

TE22-SRX-1FG-02068  
Closing Date: 4/13/2022 10:00:00 AM  
TE/2022/04/0697/RFQ

STOP; TOP BUNK, OD 19.5 X HT 6.5 MM

The page will be updated to “BID DOCUMENT SUBMISSION”, with option to “Choose Files”. Note the tabs for Mandatory, Essential, Non Essential, and Other where different documents can be uploaded. Click on “Choose Files”

Duplicate documents are not permitted

Mandatory Essential Non Essential Other

Uploaded Documents  
No files uploaded.

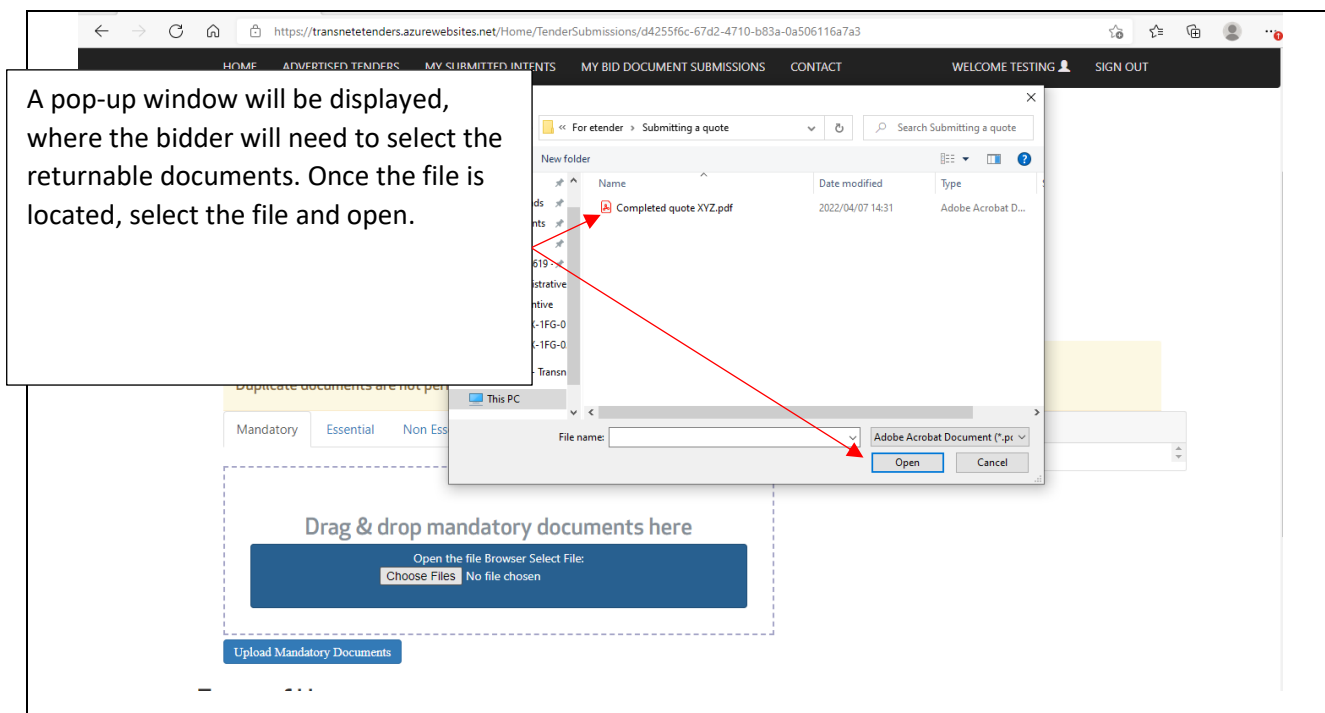
Drag & drop mandatory documents here

Open the file Browser Select File:  
Choose Files No file chosen

Upload Mandatory Documents

Terms of Use

A pop-up window will be displayed, where the bidder will need to select the returnable documents. Once the file is located, select the file and open.



Drag & drop mandatory documents here

Open the file Browser Select File:

Choose Files No file chosen

Upload Mandatory Documents

**BID DOCUMENT SUBMISSION**

TE22-SRX-IFG-02068

Closing Date: 4/13/2022 10:00:00 AM

TE/2022/04/0697/RFQ

STOP; TOP BUNK, OD 19.5 X HT 6.5 MM

Duplicate documents are not permitted

Mandatory Essential Non Essential Other

Drag & drop mandatory documents here

Open the file Browser Select File:

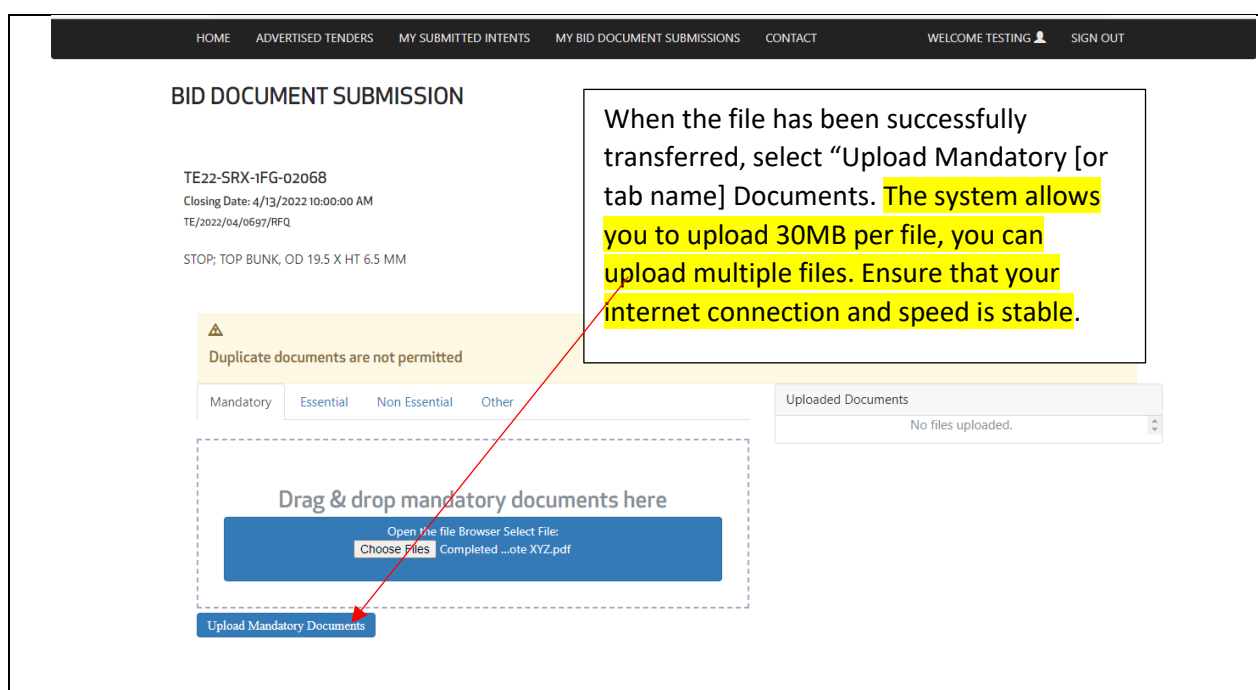
Choose Files Completed ...ote XYZ.pdf

Upload Mandatory Documents

Uploaded Documents

No files uploaded.

When the file has been successfully transferred, select "Upload Mandatory [or tab name] Documents. The system allows you to upload 30MB per file, you can upload multiple files. Ensure that your internet connection and speed is stable.



The "Uploaded Documents" section will be updated to confirm that the document was uploaded, then click on "Submit Bid"

TE/2022/04/0697/RFQ  
STOP; TOP BUNK, OD 19.5 X HT 6.5 MM

⚠ Duplicate documents are not permitted

Mandatory Essential Non Essential Other

Drag & drop mandatory documents here

Open the file Browser Select File:  
Choose Files No file chosen

Upload Mandatory Documents

Uploaded Documents

Completed quote XYZ.pdf - Document Type: Mandatory Documents

Delete

Terms of Use

Information provided by the bidder through this portal constitute a binding bid submission/response and a commitment to deliver Transnet requirements. Kindly note that the system automatically ranks the outcome of the evaluation of price and BBBEE scoring based on the information provided. Pricing and BBBEE information provided is the responsibility of the bidder to ensure correctness and Transnet will only consider your latest submission made before the closing date.

← Back

→ Submit Bid

HOME ADVERTISED TENDERS MY SUBMITTED INTENTS **MY BID DOCUMENT SUBMISSIONS** CONTACT WELCOME TESTING SIGN OUT

MY BID DOCUMENT SUBMISSIONS

Show 10 entries Search:

| Tender Reference Number | Name               | Date Submitted      | Company Name         | View Details |
|-------------------------|--------------------|---------------------|----------------------|--------------|
| TE/2022/04/0697/RFQ     | TE22-SRX-1FG-02068 | 4/8/2022 8:59:06 AM | Transnet Engineering | View Details |

Showing 1 to 1 of 1 entries

Previous 1 Next

The screen will progress to "MY BID DOCUMENT SUBMISSION", where the "View Details" can be selected to confirm that all required information is submitted correctly.