Follow the steps in this document to view and respond to advertised Transnet Tenders



## **Topics**

- TenderRequirements
- AdvertisedTenders
- Register
- Sign in
- Registered user navigation
- View TenderDetails
- Submit Intent to
   Bid
- My IntentSubmissions
- Ask for Clarity / Submit query
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To access the Transnet E-Tenders Portal, enter the following URL in your browser: **transnetetenders.azurewebsites.net** 

## **Tender Requirements**

o become a Transnet supplier, please respond to the tender requirements as stipulated

Ensure that all information is completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.

#### Publication of tender

When Transnet needs to procure goods, services or works, it does so through one of its procurement mechanisms, usually either an open tender process or a call for quotes. In addition to this website (Transnet SOC Ltd Tenders, Transnet Port Terminals RFQ/Tenders, Transnet Freight Rail Tenders), you can access National Treasury's eTender Publication portal;

ww.etenders.gov.za or

https://registers.cidb.org.za/PublicTenders/TenderSearch for construction tenders.

Regarding quotations, Transnet will normally approach at least 3 suppliers to quote for requirements or publish the requirement on this website and the eTender Publication portal.

Transnet does not have its own database of prospective suppliers. It makes use of National Treasury's Central Supplier Database (CSD). In order to be eligible to participate in Transnet's procurement processes, your company must be registered on the CSD. The CSD can be accessed on <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a>.

# eTender Links Transnet SOC Ltd Tenders

- Transnet Port Terminals
  RFQ/Tenders
- Transnet Freight Rail
   Tenders

#### Tender submission

Tenders must be placed in the prescribed tender box, or submitted electronically where instructed, at or before the closing time on the closing date. Late tenders will not be accepted.

Tender documents need to indicate contact details of person(s) who can be contacted regarding any clarification required.

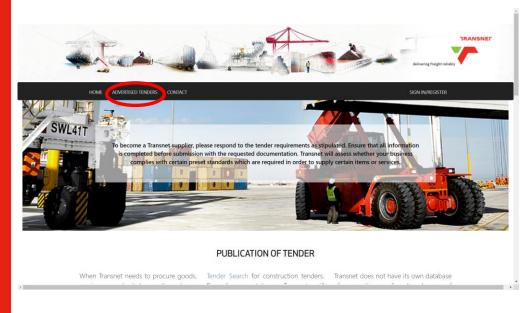
#### Fake and fraudulent tenders (RFPs) and requests for quotation (RFQs) scams

Prospective suppliers are warned that fraudulent Requests for Proposals and Quotations are sent to suppliers using the Transnet name and logo from time to time. Suppliers are advised to verify the authenticity of suspicious RFQs and orders by calling the respective Transnet Operating Division using the contact details listed below or on Transnet's website prior to responding to any RFQs or orders. Transnet will not be held liable for any delivery of goods for any fraudulent tenders or RFQs.

| Division | Name              | Email Id  | Telephone No |
|----------|-------------------|---|--------------|
| PT       | Sindile Mxunyelwa | sindile.mxunyelwa@transnet.net                        | 031 308 8389 |
| FR       | Prudence Nkabinde | prudence.nkabinde@transnet.net                        | 011 584 0821 |
| E        | Nompilo Dlamini   | tender complaints. transnet engineering @transnet.net | 012 391 1374 |

#### **Advertised Tenders**

 Click on the **ADVERTISED TENDERS** link to view all published 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

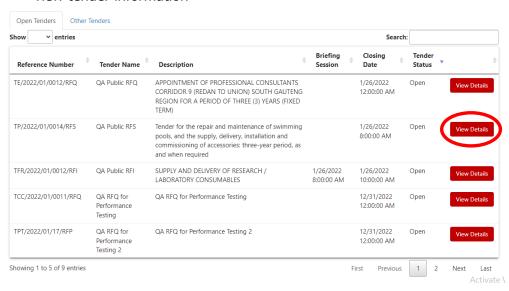
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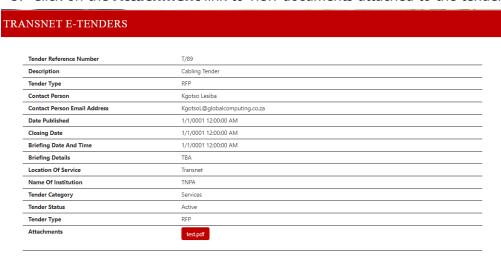
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2. On the list of advertised tenders, click on the **View Details** button to view tender information

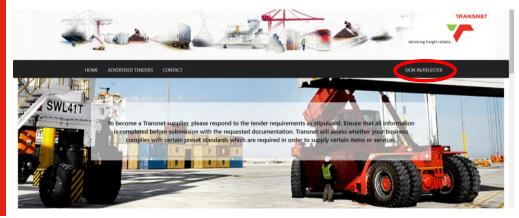


3. Click on the **Attachment** link to view documents attached to the tender



# Register

1. Click on the **SIGN IN/REGISTER** link on the Transnet E-Tenders landing page



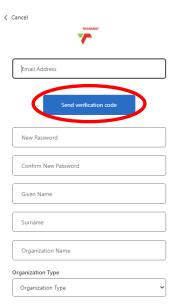
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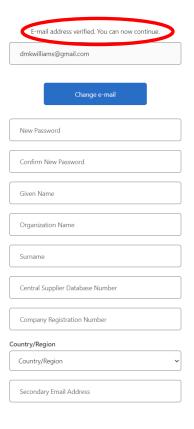
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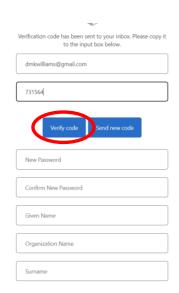
 Enter your email address and click on the Send Verification Code button.



4. Verification notification is displayed. Complete all other fields.



 Enter the verification code received via the email address provided then click on the **Verify Cod**e button



5. Click on the Create button

| Test info      |        |   |
|----------------|--------|---|
| Country/Region |        |   |
| South Africa   |        | ~ |
| Test info      |        |   |
|                |        |   |
|                | Create |   |

Follow the steps in this document to view and respond to advertised Transnet tenders.

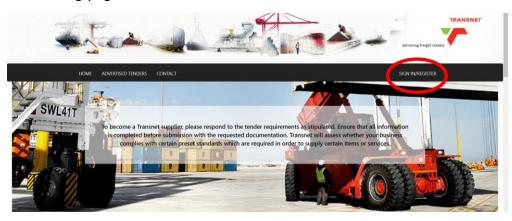


# **Topics**

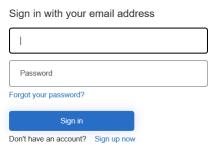
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# Sign In

1. Click on the **SIGN IN/REGISTER** link on the Transnet E-Tenders landing page



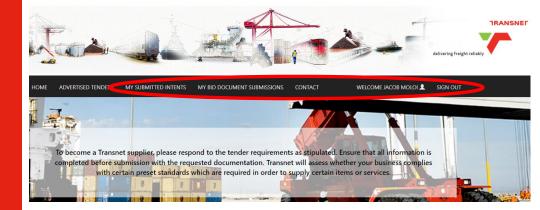
2. Type the email address you entered and the password you created during registration and click on the **Sign In** button



Restricted tenders can only be accessed if you SIGN IN using the same email address that you were invited to. The tender will not be visible if you are using a different email address

# **Registered user navigation**

1. Take note of the additional menu options available once you've registered. You are now able to Submit and intent by clicking on the **Advertised Tenders** menu option to view published tenders.



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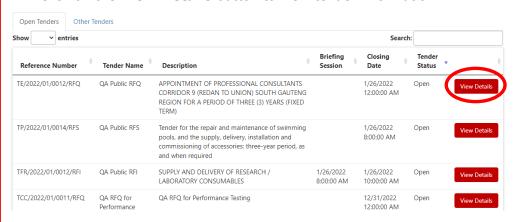


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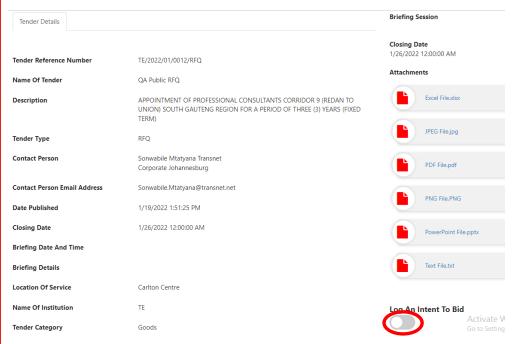
## **View Tender Details**

1. Click on the **View Details** button to view tender information



## **Submit Intent to Bid**

 As a registered user, more details about the tender will be available. From this page you are able to view all the attachments and Log An Intent To Bid by clicking on the slider button.



2. A notification will be displayed informing you that your **intent has been successfully submitted.** 



Follow the steps in this document to view and respond to advertised Transnet Tenders

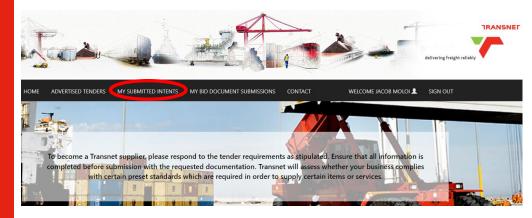


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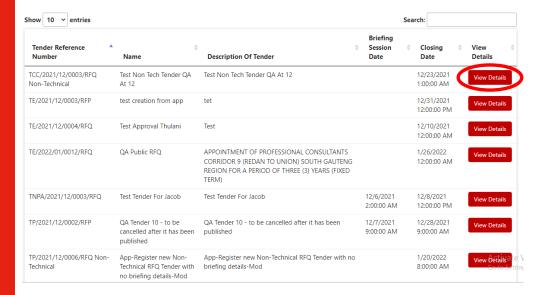
## **View Intent Submissions**

1. On the landing page, click on the **My Submitted Intents** menu option.



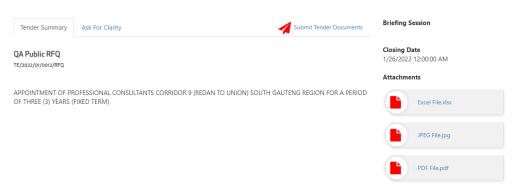
2. From the list of submitted intents, click on the **View Details** button to view details about the item.

#### MY SUBMISSION INTENTS



3. Details and attachments can be viewed on this page. You can also **Ask for Clarity** (submit a query) from this page.

#### SUBMISSION INTENT DETAILS



Follow the steps in this document to view and respond to advertised Transnet Tenders



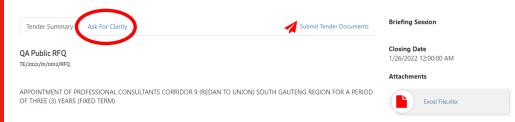
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# **Ask for Clarity (Submit Query)**

1. On the Submission Intent Details pate, click on the **Ask for Clarity** tab.

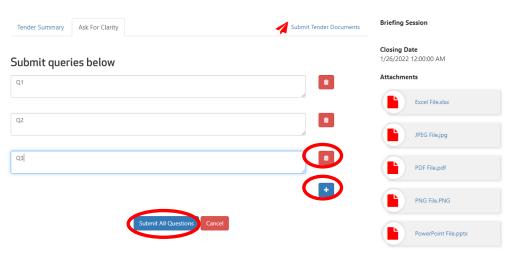
#### SUBMISSION INTENT DETAILS



Under 'Submit Queries Below' type your questions in the fields.

- 2. Click on the **Delete (trash can)** button to delete a field (row)
- 3. Click on the blue **Add (+)** button to add another field (row)
- 4. Click on the **Submit All Questions** button.

#### SUBMISSION INTENT DETAILS



5. Under the 'Ask for Clarity' tab, you will also be able to view responses from Transnet.



6. At the bottom of the screen you can **add additional questions** 

| Submit queries below |   |  |  |  |  |
|----------------------|---|--|--|--|--|
|                      | t |  |  |  |  |
|                      |   |  |  |  |  |

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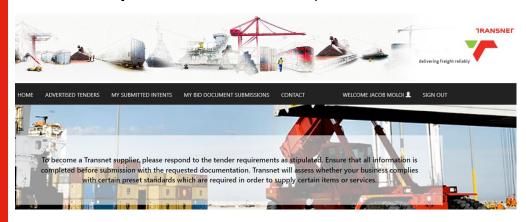


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## **Submit Tender Bid Documents**

1. Click the **My Submitted I**ntents menu option.



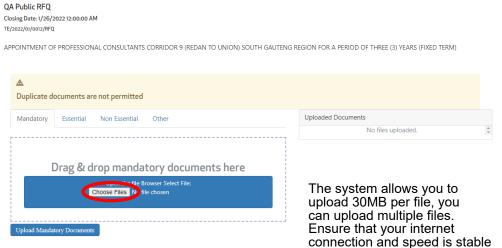
2. From the list of submitted intents, click on the **View Details** button to view details about the item.



3. Details and attachments can be viewed on this page. Click on the **Submit Tender Documents** link.



- 4. Click the **Choose Files** button and select the files to upload.
- 5. Click on **Submit Bid**



#### 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.