

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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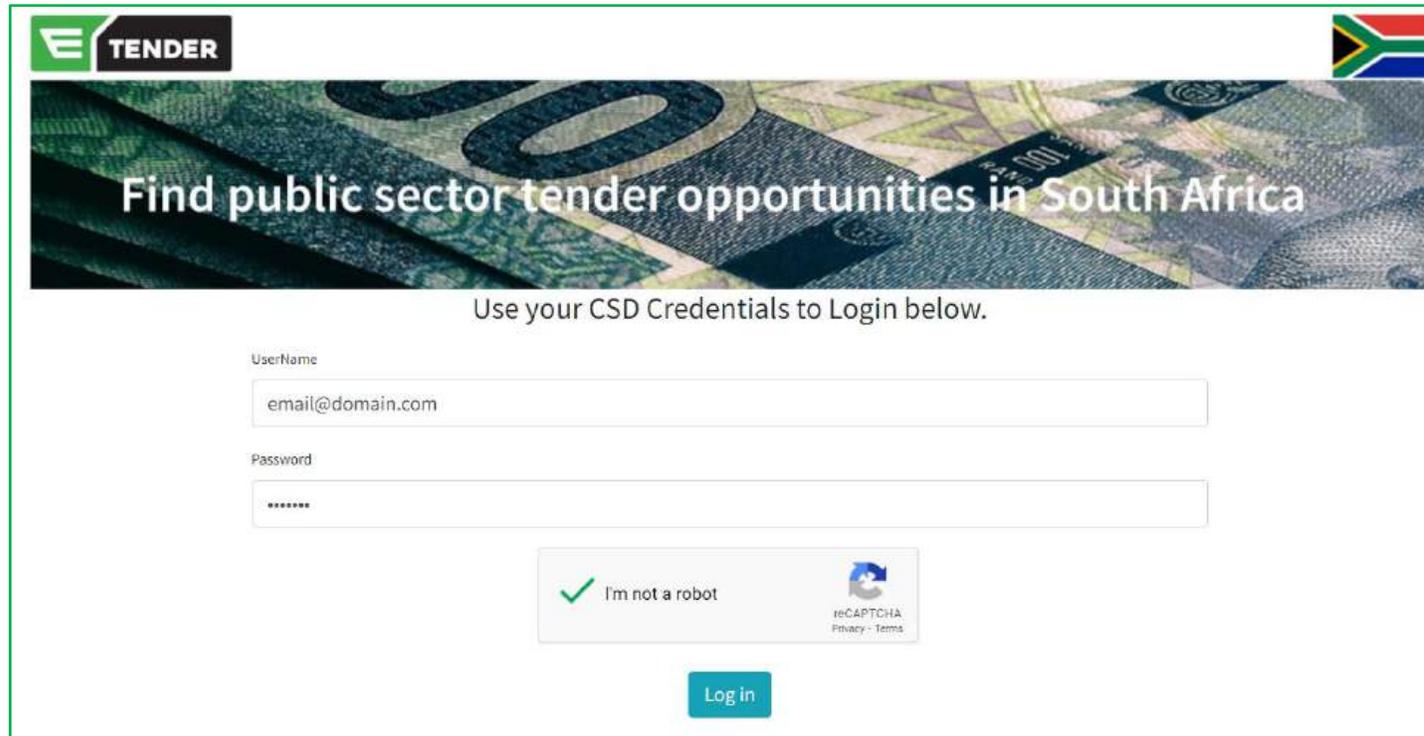
HOW TO LOGIN TO THE PORTAL

- 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

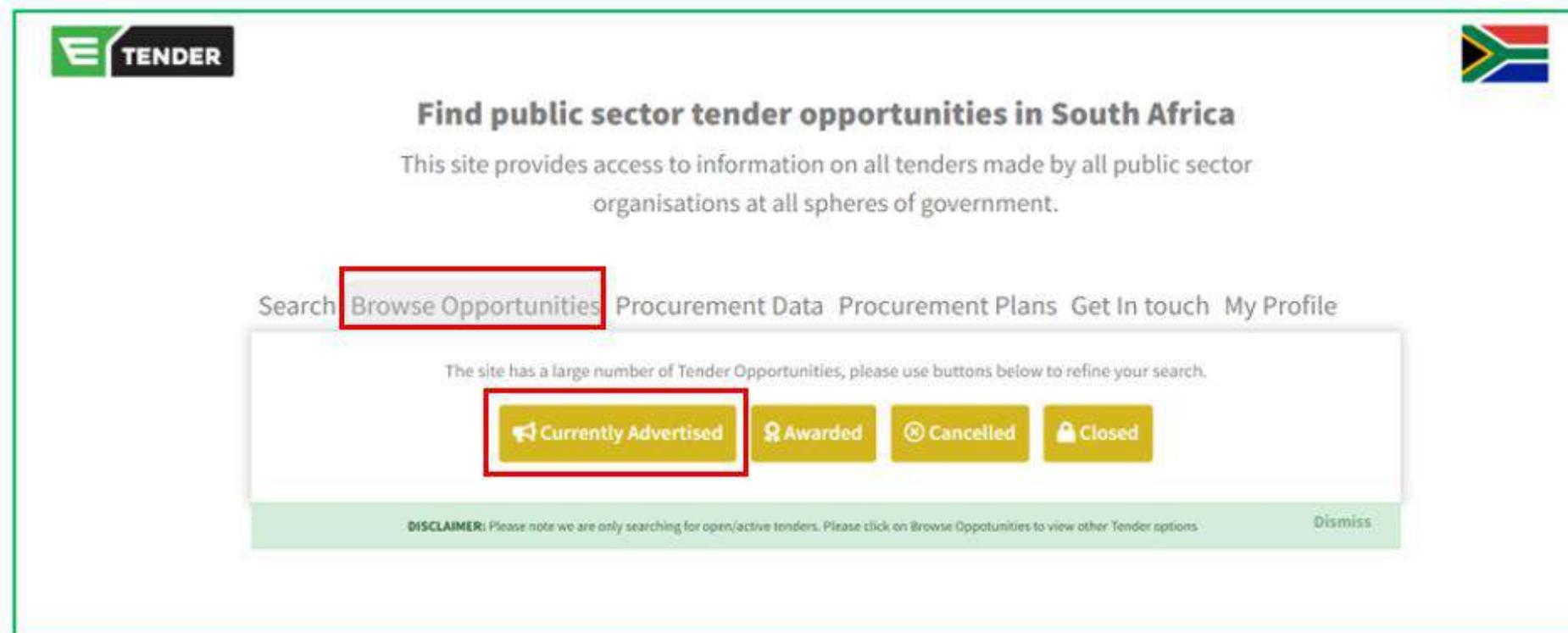
Password

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 displays the E-TENDER website interface. At the top left is the logo 'E TENDER' and at the top right is the South African flag. The main heading reads 'Find public sector tender opportunities in South Africa', followed by a sub-heading: '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 bar with links: 'Search', 'Browse Opportunities' (highlighted with a red box), 'Procurement Data', 'Procurement Plans', 'Get In touch', and 'My Profile'. A message states: 'The site has a large number of Tender Opportunities, please use buttons below to refine your search.' Below this message are four filter buttons: 'Currently Advertised' (highlighted with a red box), 'Awarded', 'Cancelled', and 'Closed'. At the bottom, a disclaimer reads: '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 is on the right.

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.	tttttender112	✓	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”**

The screenshot shows a tender opportunity page for 'Human health activities' with the following 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

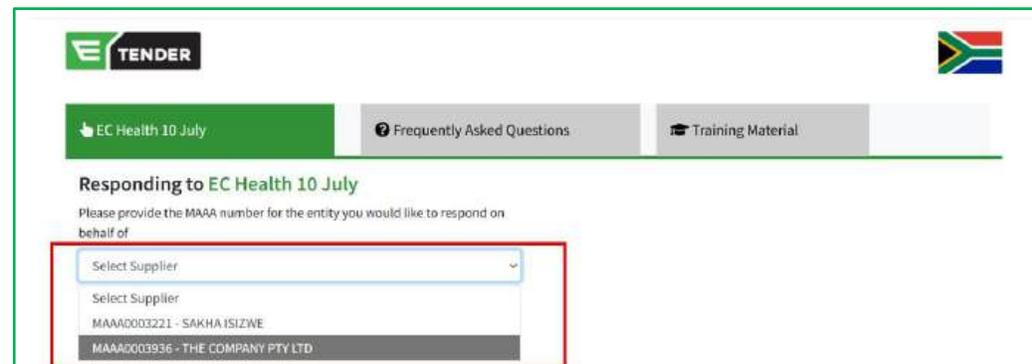
TENDER DOCUMENTS

Copy of Procurement Plan Template 2024.xlsx	Date Uploaded: 2025-07-10
Audit log NT005 2025.xlsx	Date Uploaded: 2025-07-10
Bulk-Awards-Template (3).xlsx	Date Uploaded: 2025-07-10
NT005-2025_submission.xlsx	Date Uploaded: 2025-07-10
Award List RT66-2025 (003).xlsx	Date Uploaded: 2025-07-10

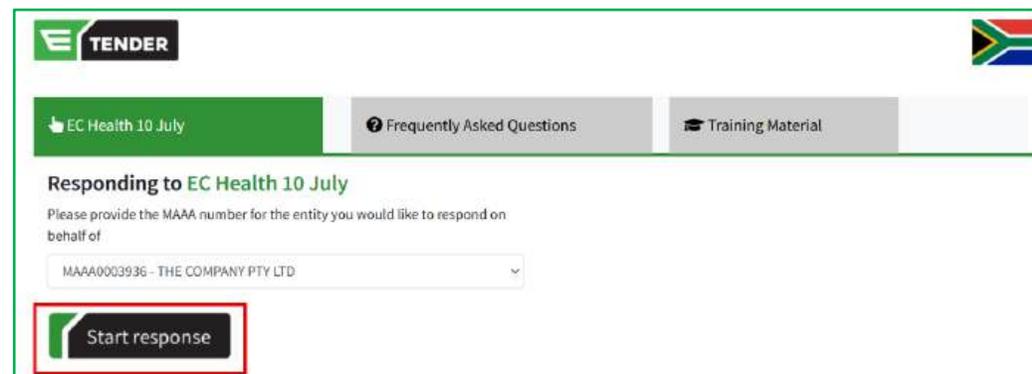
Start eSubmission Process

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**”



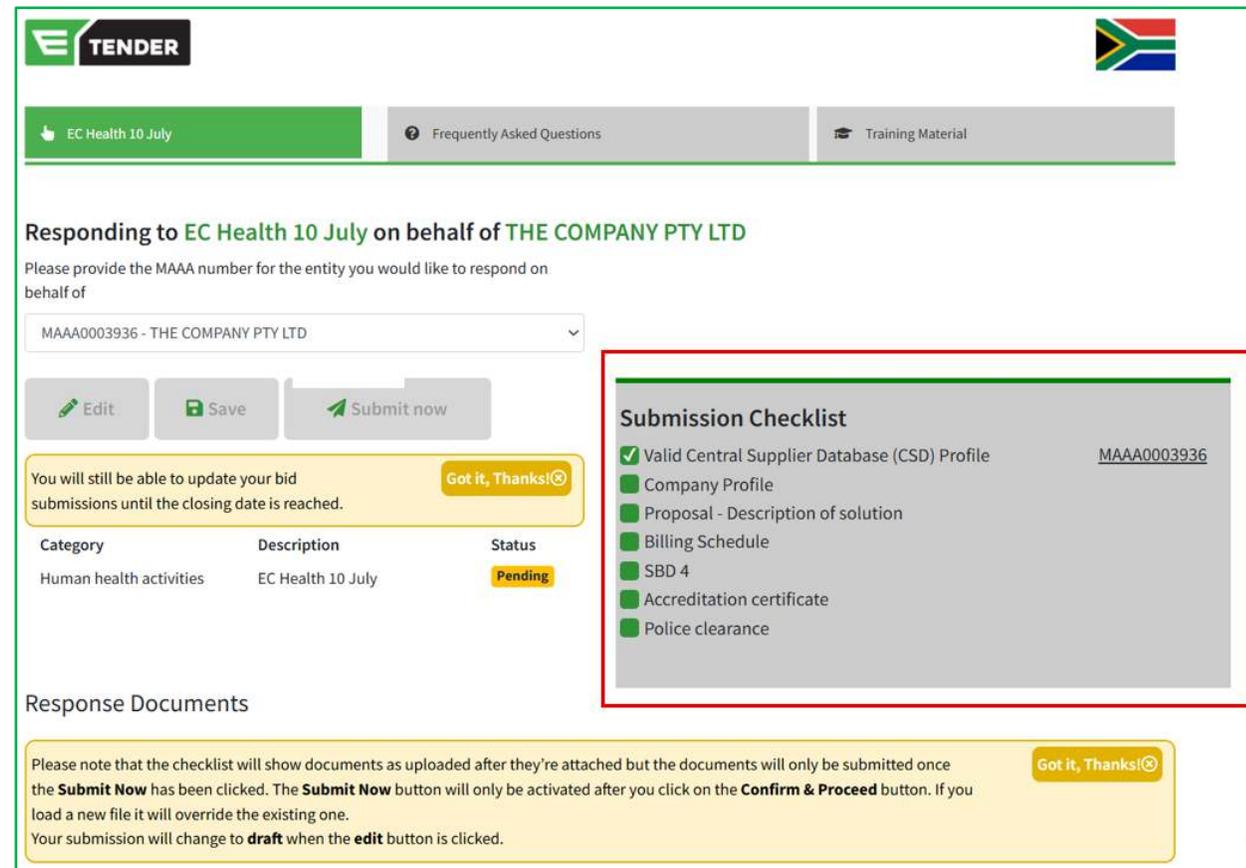
The screenshot shows the 'E TENDER' portal interface. At the top, there is a navigation bar with 'EC Health 10 July', 'Frequently Asked Questions', and 'Training Material'. Below this, the page title is 'Responding to EC Health 10 July' with a sub-instruction: 'Please provide the MAAA number for the 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 dropdown menu is highlighted with a red box.



The screenshot shows the same 'E TENDER' portal interface. The dropdown menu is now closed, and the selected option 'MAAA0003936 - THE COMPANY PTY LTD' is visible in the dropdown field. Below the dropdown, a button labeled 'Start response' is highlighted with a red box.

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.



The screenshot displays the 'TENDER' portal interface. At the top, there is a navigation bar with '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'. Below this, there is a dropdown menu for the MAAA number, currently set to 'MAAA0003936 - THE COMPANY PTY LTD'. There are buttons for 'Edit', '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 this is a table with columns for 'Category', 'Description', and 'Status'. The table contains one row: 'Human health activities', 'EC Health 10 July', and 'Pending'. To the right of the table is a 'Submission Checklist' box, which is highlighted with a red border. The checklist includes: 'Valid Central Supplier Database (CSD) Profile' (checked), 'Company Profile', 'Proposal - Description of solution', 'Billing Schedule', 'SBD 4', 'Accreditation certificate', and 'Police clearance'. The MAAA number 'MAAA0003936' is also visible next to the first item. Below the checklist is a 'Response Documents' section with a yellow notification box: '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. Your submission will change to draft when the edit button is clicked. Got it, Thanks!'. The South African flag is visible in the top right corner of the interface.

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	Pending

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. Your submission will change to **draft** when the **edit** button is clicked. **Got it, Thanks!**

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

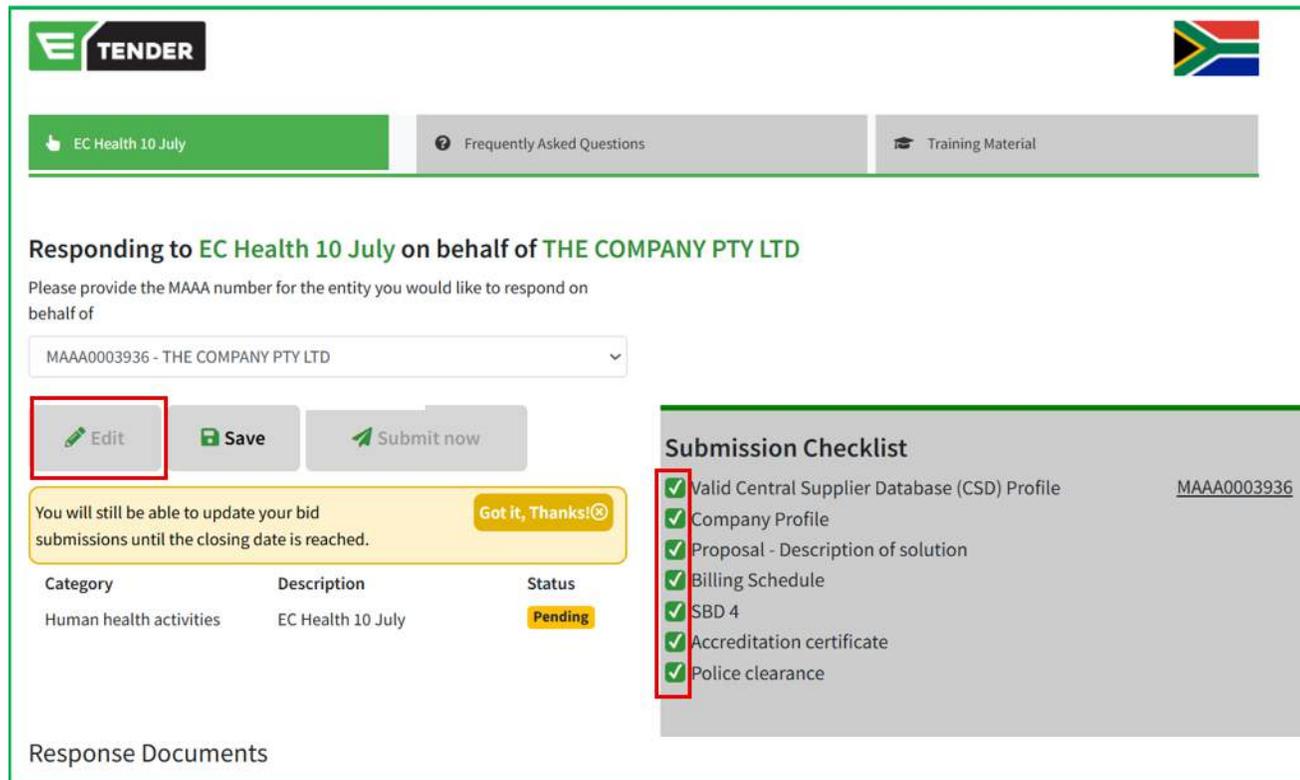
The screenshot displays a web interface for uploading documents. It is organized into two columns and three rows of document sections. Each section has a title, a green upload icon, the text "Drag & drop to upload files", and a "Select files" button. The sections are:

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

At the bottom left, there are two buttons: "Confirm & Proceed" 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



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	Pending

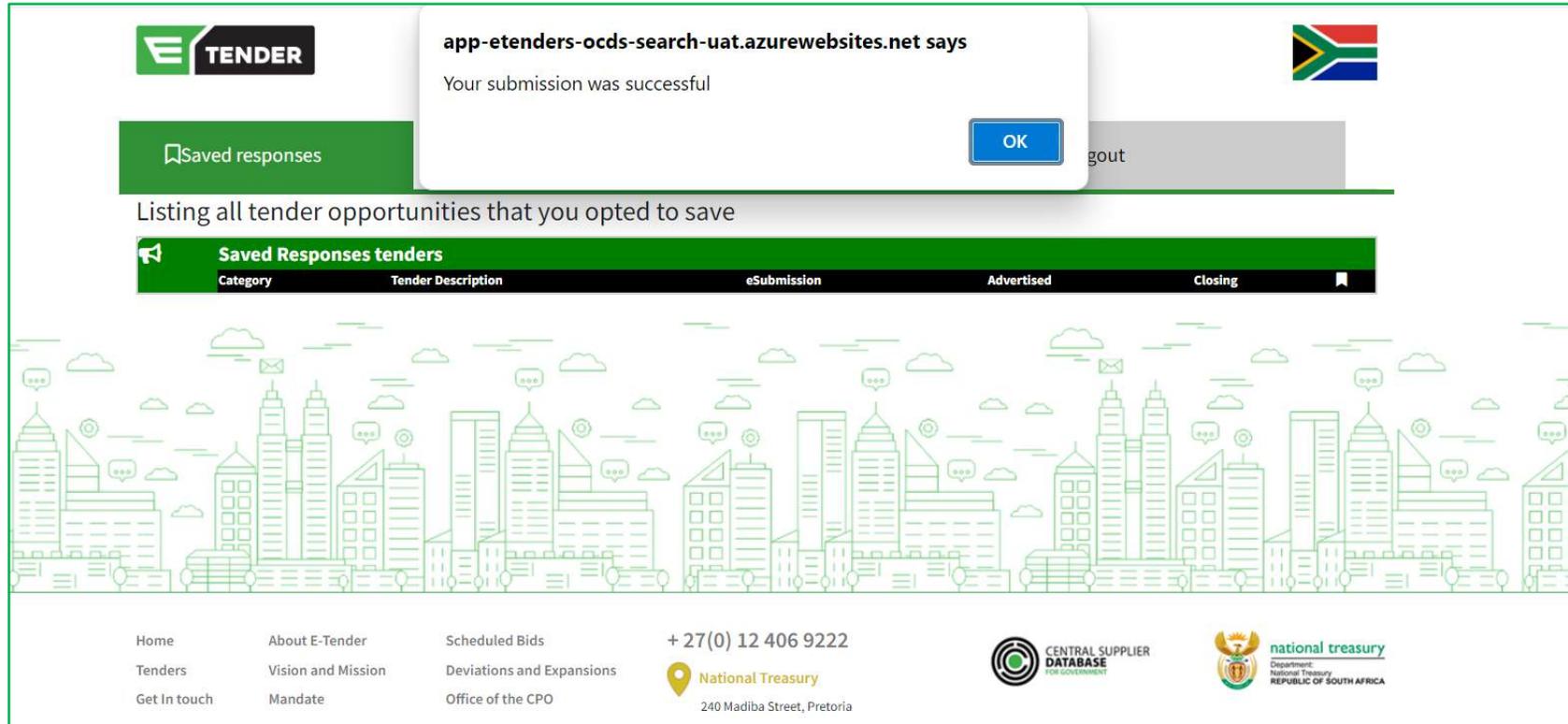
Response Documents

Submission Checklist

- ✓ 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 E-Tender portal interface. A confirmation pop-up is visible, stating: "app-etenders-ocds-search-uat.azurewebsites.net says Your submission was successful". Below the pop-up, a green button labeled "OK" is present. The main content area shows a section titled "Saved Responses tenders" with a table of tender opportunities. The table has columns for Category, Tender Description, eSubmission, Advertised, and Closing. The background features a stylized cityscape illustration.

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

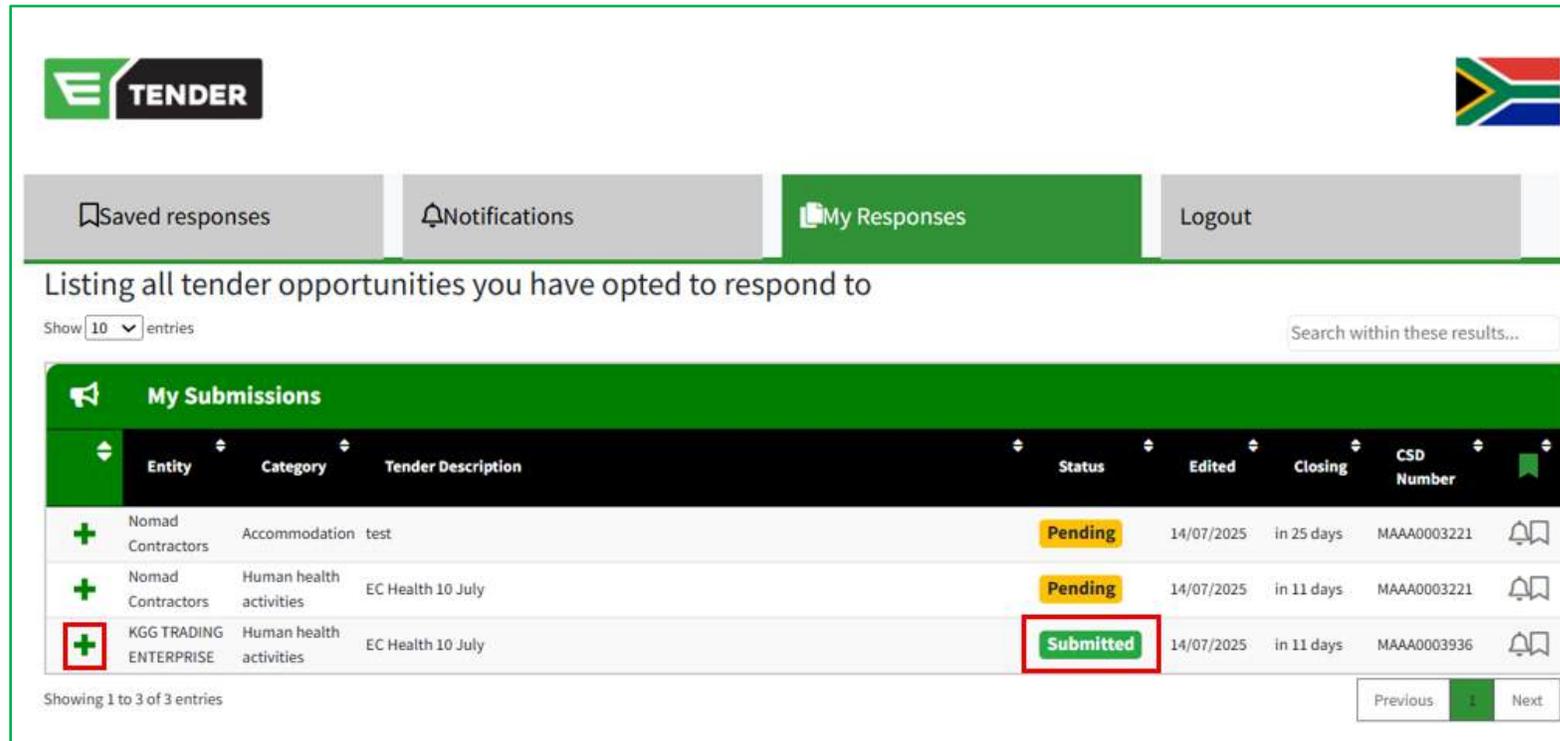
National Treasury
240 Madiba Street, Pretoria

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 Responses' section of the National Treasury E-Tendering 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 heading reads 'Listing all tender opportunities you have opted to respond to'. A search bar and a 'Show 10 entries' dropdown are present. The main content is a table titled 'My Submissions' 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.

	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 National Treasury eSubmission portal interface. At the top, the breadcrumb navigation shows 'ENTERPRISE > Human health activities > EC Health 10 July'. The status is 'Submitted' on '14/07/2025' in '11 days' with reference number 'MAAA0003936'. The 'Details' section includes:

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

The 'ENQUIRIES' section lists contact information for Mahumisha, including email (@treasury.gov.za), telephone (012-315-5999), and fax (N/A).

The 'BRIEFING SESSION' section indicates no briefing session is required, with a compulsory briefing on Monday, 14 July 2025 - 09:30 at 240 Madiba Street, Pretoria Central.

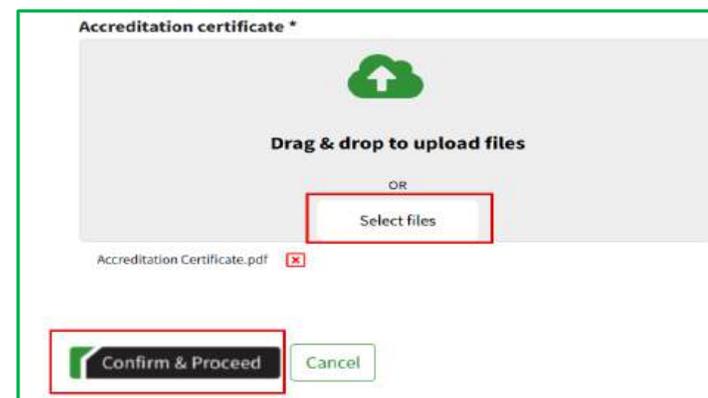
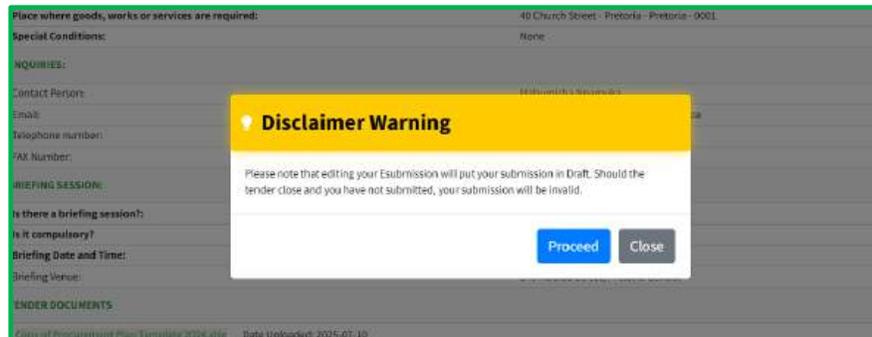
The 'TENDER DOCUMENTS' section lists several uploaded files:

Copy of Procurement Plan Template 2024.xlsx	Date Uploaded: 2025-07-10
Audit log NT005 2025.xlsx	Date Uploaded: 2025-07-10
Bulk-Awards-Template (3).xlsx	Date Uploaded: 2025-07-10
NT005-2025_submission.xlsx	Date Uploaded: 2025-07-10
Award List RT66-2025 (003).xlsx	Date Uploaded: 2025-07-10

At the bottom, two buttons are highlighted with a red box: 'Edit eSubmission' and 'Withdraw bid'. Below this is the 'ESUBMISSION DOCUMENTS' section.

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.

