

## **TENDER DOCUMENT BINDING**

### **1. Importance of Tender Document Binding:**

- First impression of your business to the recipient / evaluators.
- Documents are easily processed, cared for, accessible, stored, not easily tear and be misplaced.
- To be able to find context without difficulty.

### **2. Recommended Tender Document binding:**

- Do not submit your tender in separate loose pages and put together with a rubber band even if they are put in an envelope to avoid getting misplaced.
- Bind / file big tenders documents separately according to their evaluation criteria rather than forcing all pages in one file for easy processing e.g. Commercial File, Technical / quality / Environmental, Financial File etc. depending on the requirements.
- Please do not use plastic dividers, rather use paper dividers for easy processing.
- Index your files according to the dividers to enable find context without difficulty.
- Label your tender files on the outside accordingly and state the number of files e.g. 1 of 4 to avoid getting misplaced.
- Put your tender in a sealed envelope. If not practical because of volumes, pack files in a box, seal and label accordingly.
- Remember to tender in duplicate (plus a soft copy if requested) meaning, submit one original plus one copy of the original and a soft copy if requested.

### **3. How to label your tender on the outside package:**

ENQUIRY NUMBER:

CLOSING DATE:

TENDER BOX

TENDER CENTRE, GROUND FLOOR

10 SMUTS AVENUE

EMALAHLENI / WITBANK

MPUMALANGA

#### 4. Recommended Tender Binding:



Tape binding is the most recommendable binder for your tenders to ensure safety, avoid tempering, pages not missing and easy accessibility for different evaluators. However, the files must be separated according to their evaluation criteria to avoid thick files for easy processing. The recommended thickness of each file is about 3cm.

**PLEASE NOTE:** Always remember to tender in duplicate (submit original and copy files) when launching your tender in the tender box.