



# national treasury

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

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## NOTICE TO BIDDERS: HOW TO UPLOAD DOCUMENTS ON E-TENDERS FOR TRANSVERSAL CONTRACTS

Dear Bidders and Prospective Bidders

Kindly note the simple guide to uploading bids on the National Treasury eTender Portal:

### STEP-BY-STEP INSTRUCTIONS TO ASSIST BIDDERS WITH UPLOADING TENDERS

1. Access to the Portal: [www.etenders.gov.za](http://www.etenders.gov.za)
2. Before You Start - Ensure you have the following ready:
  - a) Registered user account on the Central Supplier Database (CSD)
  - b) All required documents as stipulated in the bid in PDF format (unless stated otherwise)
  - c) Stable Internet connection
  - d) Username and password
3. **Log In to the Portal**
  - a) Visit: [www.etenders.gov.za](http://www.etenders.gov.za)
  - b) Click on “Log In” at the top-right of the page under “Supplier Login”
  - c) Enter your CSD username and password
  - d) You will be directed to your bidder page
4. **Search for the Tender**
  - a) Click on “Browse Opportunities” in the menu
  - b) Use the search function to find the tender by number, department, or keywords
  - c) Click on the plus sign next to the tender to view full details
5. **Prepare Bid**
  - a) Download and read all tender documents
  - b) Complete required forms (e.g. SBD forms, TCD forms, pricing in Microsoft Excel format only, company profile, etc.)
  - c) Save your documents as PDF files except for the pricing schedule, which must be in Microsoft Excel format.
  - d) **Name documents correctly**
  - e) Check tender instructions



## 6. Uploading Bid

- a) Ensure that the correct company is selected (this is only applicable for users with multiple companies registered on CSD)
- b) Load all required documents under each container
- c) Once all documents are loaded, click on “Confirm and Proceed”
- d) Review your submission to see if the correct documents are uploaded
- e) Click “**Submit Now**” button to complete your submission

## 7. After Submission

- a) A pop-up message confirms successful bid submission
- b) The status of your submission will change from “pending” to “submitted”
- c) You can check the status and history of your submissions under your profile

## 8. Support

9.1 If you need help, contact the National Treasury Helpdesk.

- a) Email: [etenders@treasury.gov.za](mailto:etenders@treasury.gov.za)
- b) Phone: 012 406 9222

8.2 Hours: Monday–Friday, 08:00–16:00

## 9. Tips for Bidders

- Upload your bid well before the closing date and time
- Name your files clearly (e.g. Company Name, Technical Proposal.pdf)
- Make sure all required forms are signed and saved as per the tender instructions or special conditions of contract.
- Double-check your documents before submitting

10. The link to the guide for online bid submission can be accessed on the YouTube link below:

<https://www.youtube.com/watch?v=bqRyX0JsrJE-> OR THIS LINK <https://youtu.be/B7pNseNJYHM>

**NB: For other details, kindly refer to the e-submission user manual for suppliers.**