

BRIEFING SESSION
TENDER NO. GT/OOP/073/2023

**THE APPOINTMENT OF A PRE-QUALIFIED LIST OF SERVICE
PROVIDERS FOR SUPPLY LAYOUT, DESIGN, AND PRINTING FOR A
FIXED PERIOD OF THREE (3) YEARS FOR THE OFFICE OF THE
PREMIER**

Advertisement date: 8 September 2023

Closing date: 29 September 2023

Presenter : Ms Roshini Amrani



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

INTRODUCTION: TENDER ADMINISTRATION PROCESS

- ☐ Suppliers must ensure that they are registered on the National Central Supplier Database (CSD)
- ☐ Registration on National Central Supplier Database (CSD) is an essential pre-requisite for companies to conduct business with government nationally or provincially (at national and provincial government levels)
- ☐ CSD website to register and establish a supplier profile: www.csd.gov.za
- ☐ Supplier development workshops are conducted every Wednesday at 75 Fox street from 10h00 to 13h00. These sessions are facilitated by Gauteng Provincial Treasury (GPT) in collaboration with the Gauteng Department of Economic Development (GDED)

TENDER ADMINISTRATION PROCESS.. continued

❑ GPG related tenders are obtainable via the following options/platforms :

- **Downloading** from website
<http://www.gauteng.gov.za/Pages/Home.aspx> or
from the National e-Tenders portal <http://www.etenders.gov.za> .
Note : Tender documents are issued **free of charge**

- **E-mail request for tender documents** using the following e-mail address: tender.admin@gauteng.gov.za .
Note that Tender documents are issued **free of charge**

TENDER ADMINISTRATION PROCESS.. continued

- ❑ The GPG tender pack for the tender under discussion comprises :
 - Tender documents (prescribed forms) that require completion
 - Specified documents that require completion and / or submission
 - The Terms of Reference (TOR) for the tender
- ❑ Tender proposal in original format must be placed in one envelope accompanied by a soft copy on a USB. The following information must be clearly reflected on the sealed envelope on submission of bids:
Tender No, Tender description, Closing Date, Company Name



TENDER ADMINISTRATION PROCESS.. continued

- ☐ On or before the closing day the tender/s (bid/s) must be deposited in the tender box at the following address:

Gauteng Provincial Treasury, 75 Fox street, Marshalltown, JHB CBD

- ☐ Please take careful note that :

No late bids (bids submitted after the closing time at 11:00) will be accepted for consideration

- ☐ The tender box is open 24 hours a day, 7 days a week for submission of bids **until** the closing date and time of the tender.



TENDER ADMINISTRATION PROCESS.. continued

- ☐ **On the closing day** all the clocks and watches at the Tender Administration section are synchronised with the Telkom time (1026).
- ☐ All **bulky tenders** (that cannot be submitted via the Tender box) **must be hand-delivered to the Tender Issue Desk** located at 75 Fox street, and a receipt of acknowledgement will be issued accordingly by the Tender administration section.
- ☐ The list of tenders (bids) received **will be published** on the Tender website within 10 days after closing date of tender

TENDER ADMINISTRATION PROCESS.. continued

❑ Bidders are **urged to ensure that :**

- ✓ all documents that require signatures are properly and accordingly signed by the designated signatory or duly authorized delegate of the company
- ✓ All required documents/information stated in the tender pack are attached/provided, such as:
 - Tax Compliance System Pin code must be provided;
 - Valid BBEE certificate;
 - Financial statements; and
 - any other mandatory requirements stated in the pack are complied with and required documents are duly attached e.g. reference letters, etc.



TECHNICAL / FUNCTIONAL REQUIREMENTS OF TENDER

- ☐ Bidders may note that the Project Manager who is in attendance will address any issues or points of clarity required by bidders pertaining to the technical/functional requirements of this tender.
- ☐ In this regard, the Terms of Reference incorporated in the Tender pack is the document that will be discussed.
- ☐ The Project Manager for this tender is :
Mr Vuyo Mhaga who is accompanied by his support team



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

QUESTIONS: TENDER PROCESS OR TECHNICAL (TOR)





GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

THANK YOU



0800 Gauteng (428 8364)

0800 22 88 27



support@gauteng.gov.za

hotline@gauteng.gov.za



35023



@GautengHotline



@GautengHotline

Gauteng Ethics Hotline: 080 1111 633

National Anti Corruption Hotline: 0800 701 701



WE
CARE



WE
SERVE



WE
BELONG

Batho Pele
Putting People First