

Submitting your tender

By Werner van Rooyen, Director of HowToTender (Pty) Ltd which specializes in tender consulting and tender training.

After one of our recent tender workshops, we realized that there are still people that struggle with submitting a completed tender document. There are certain guidelines you can follow when submitting your tender response:

Every tender has its own submission instructions. It is of the utmost importance that you familiarize yourself with these conditions. These instructions can usually be found at the beginning of the tender document and include instructions such as:

- ✓ Closing date – which is the last day that the tender response can be submitted.
- ✓ Closing times – VERY IMPORTANT – do not be late! If the closing time is at 11H00 it means 11H00:00 sharp. Not 11:00:01 – this means not ONE second after eleven o'clock. This point cannot be emphasized enough. If you are late your tender response will not be considered.
- ✓ How many copies of the tender must be submitted?
- ✓ Format – in which format i.e. hard copy or soft copy or both.
- ✓ Tender Box - Deliver your tender in the correct tender box – this sounds silly, but tenders have been delivered into the wrong box.
- ✓ Envelopes – make sure your tender is in a sealed envelope and that it is addressed correctly. Sometimes there is a TWO envelope process. Ensure that you follow the process the Organ of State is requesting.
- ✓ Finally: Write the address in a readable handwriting. If they cannot decipher it - your tender will not be considered.

An example of how your envelope must be addressed is:

	(You complete this column)
Tender number	BIDUS4-44/2013-2014/01
Attention	Mr. Dlamini
Department	Supply Chain Management
Address line 1	Room 12 First Floor
Address line 2	Best Local Municipality
Address line 3	11 Church Street
Address line 4	Putsonderwater
Address line 5	9991

To learn more about this and many other tender conditions attend our “Become a Tender Expert” 2-Day workshops presented in Johannesburg, Pretoria, Durban, Port Elizabeth, and Cape Town. Book and pay online at <https://howtotender.co.za/tender-expert-form/>

Contact us at estelle@howtotender.co.za should you need more information.