

How the tender process works

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

It is imperative for all potential bidders that they familiarize themselves with the tender process in South Africa. There are procedures that need to be followed by Government Entities when they issue a request for quotation or competitive bid. These procedures are governed by different Acts such as the Preferential Procurement Policy Framework Act (Act no 5 of 2000) and the Public Finance Management Act (Act 1 of 1999 as amended by Act 296 of 1999) to name but two.

Most of the Government Entities that issue tenders follow these procedures to the letter, but there are some Government Entities that do not follow all the procedures. The reasons for this can be many but the main reason is that not all the procedures listed in the Acts are applicable to the specific request for quotation or competitive bid that has been issued. It is therefore especially important that you as potential bidder ensure that:

- You attend the briefing session;
- You read the whole tender document because all request for quotations and competitive bids are different;
- You make sure you take note of the closing date and closing time of the tender;
- You have completed all the documents in the original bid document; and
- You have attached all the compulsory documents.

It must be stressed that the tender environment is incredibly competitive and if you produce non-compliant tender documents or if your tender is incomplete your tender will be viewed as non-responsive and would not be evaluated. Thus, make sure you understand exactly what is expected from you as bidder in terms of goods supplied or services rendered to a Government Entity.

If you understand the tender process and you spec your supply correctly and you make sure your tender is delivered on time, then you will have a good chance that your tender will reach the evaluation process.

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 require more information.

You can also purchase a Tender Manual (Handbook) on our website <https://howtotender.co.za/> which is a step by step guide how to respond to a South African Tender. It includes examples of completed SBD forms.