

## Submitting your tender – instructions and conditions

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

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. Ensure that you comply with the process the Organ of State is requesting. Ensure you are following the correct procedure, which the procuring entity is using. These instructions can usually be found at the beginning of the tender document and include instructions such as:

1. Closing date – which is the last day that the tender response can be submitted.
2. 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. Most procurement entities will indicate on the tender invitation document that the time they use is the time given by dialling Telkom's 1026 line. This is the official time in South Africa.
3. How many copies of the tender must be submitted? Ensure that you submit the correct number of copies required. You do not want the procuring entity to take your tender response apart to copy it. Remember that there are several Bid Evaluation Committee members and each of them must have a copy of your tender response to evaluate it.
4. Format – in which format i.e. hard copy or soft copy or both. Be mindful that the procuring entity can request different formats of your tender response.
5. When you deliver your tender response ensure that it is into the correct tender box. This sounds silly, but tenders have been delivered into the wrong box. Many procuring entities have more than one tender box.
6. If you must provide samples together with your tender response, ensure that the samples are also delivered to the correct address. Sometimes the samples need to be delivered to a different address as the tender response, ensure you follow the delivering instructions carefully.
7. Envelopes – make sure your tender is in a sealed envelope and that it is addressed correctly. Sometimes it is a TWO envelope process. 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

8. Finally: Write the address in a readable handwriting. If they cannot decipher it - your tender will not be considered.

By following these rules, you will ensure that your tender response is considered for evaluation.

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](mailto: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.*