

Tender preparation time

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

We have been asked many times if there is something in the Preferential Procurement Policy Framework Act that specifies how much lead time there should be for responding to tenders. The Preferential Procurement Policy Framework Act does not make provision for any period.

In the SUPPLY CHAIN MANAGEMENT: A GUIDE FOR ACCOUNTING OFFICERS OF MUNICIPALITIES AND MUNICIPAL ENTITIES there is a paragraph that guides municipalities on the timeframes for responding to tenders.

In paragraph 4.5.2.5 it states:

- The time allowed for the preparation and submission of bids should be determined with consideration of the circumstances of the project and the magnitude and complexity of the contract.
- Usually no less than 14 days from the date of the invitation to bid or the date of availability of bidding documents, whichever is later, should be allowed for competitive bidding.
- For contracts above the value of R 10 million (VAT included), such period may not be less than 30 days. In such cases, the municipality / municipal entity is encouraged to convene pre-bid conferences and arrange site visits.

In justifiable circumstances accounting officers may allow shortening of the closing date. Cognisance should also be taken of the fact that the shortening of the closing date should not disadvantage any potential suppliers from bidding for the requirements. Other Organs of State also follow these guidelines.

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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.