

This E-Book assists beginners in responding to Requests for Quotations (RFQ's), Requests for Proposals and Competitive Bids – collectively referred to as tenders.

TENDER 101

A beginner's guide to
Tenders in South Africa

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Introduction

This E-Book assists beginners in responding to Requests for Quotations (RFQ's), Requests for Proposals and Competitive Bids – collectively referred to as tenders. It includes tips and tricks to ensure that your tender response is not disqualified due to non-compliance.

Having a registered company, tax clearance certificate/tax pin, as well as a B-BBEE Certificate does not mean you are ready to tender. These three documents alone will not ensure that you will be successful in your bidding efforts. These items are only the beginning.

Remember that submitting a 100% compliant tender response will not guarantee success. The final decision to award a tender belongs to the Tender Evaluation and Adjudication Committees and there may be other considerations when awarding tenders.

The advice in this E-Book is based on extensive experience in the completion and submission of tenders and aims to give an introduction and overview of the tender process in South Africa.

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