

# HowtoTender

---



## SBD MANUAL

Completed Standard Bidding Documents

---

# Standard Bidding Documents Manual

---

*A practical guide on how to complete Standard Bidding Documents – by Werner van Rooyen*

## Contents

<b>1</b>	<b>Standard Bidding Documents (SBD)</b> .....	<b>3</b>
1.1	What does SBD or MBD mean? .....	3
1.2	Current Standard Bidding Documents .....	3
1.3	Tips on completing SBD's .....	4
<b>2</b>	<b>Case Study 1 – General SBD's</b> .....	<b>5</b>
2.1	Advertisement .....	5
2.2	Company information .....	5
2.3	Sub-Contracting Information .....	6
2.4	Pricing .....	6
2.5	SBD 1 – Invitation to Bid .....	7
2.6	SBD 3.1 and 3.2 – Pricing Schedules – Firm Prices and Non-Firm Prices .....	9
2.6.1	SBD 3.2 – Non-firm Prices .....	10
2.7	SBD 4 - Declaration of Interest .....	16
2.7.1	SBD 4 – Example .....	16
2.8	SBD 6.1 - Preference Points .....	19
2.8.1	SBD 6.1 – Example .....	20
2.9	SBD 8 - Past Supply Chain Management Practices .....	25
2.9.1	Regulation 44 .....	25
2.9.2	SBD 8 - Example .....	26
2.10	SBD 9 - Certificate of Independent Bid Determination .....	27
2.10.1	SBD 9 – Example .....	28
<b>3</b>	<b>Case Study 2</b> .....	<b>30</b>
3.1	SBD 3.3 – Pricing Schedule (Professional Services) .....	30
3.2	Advertisement .....	30
3.3	Bob's Auditors Quote is as follows: .....	30
3.4	Additional information .....	30
3.5	SBD 3.3 – Example .....	31
<b>4</b>	<b>SBD 6.2 - Local Production and Content</b> .....	<b>33</b>
4.1	Regulation 8 – Local content .....	33
4.2	The Guidance Document .....	33
4.3	General information .....	34
<b>5</b>	<b>Case study 3</b> .....	<b>37</b>
5.1	SBD 6.2 – Example .....	37
5.2	Completing SBD 6.2 as well as Annexures C, D & E .....	41
5.2.1	Annexure E .....	41
5.2.2	Annexure D .....	42
5.2.3	Annexure C .....	44
<b>6</b>	<b>Conclusion</b> .....	<b>50</b>
<b>7</b>	<b>Tender Consulting</b> .....	<b>50</b>
<b>8</b>	<b>Sources</b> .....	<b>50</b>

---

## Introduction

This Standard Bidding Document Manual assist **beginners as well as experts** in responding to Requests for Quotations, Requests for Proposals and Competitive Bids – collectively referred to as tenders. This Standard Bidding Document Manual includes tips and tricks to ensure that your tender response is not disqualified due to non-compliance.

The advice in this Standard Bidding Document Manual is based on extensive experience in the completion and submission of tenders. The aim is to improve the chance of success by eliminating administrative oversights with submission. 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 are other considerations when awarding tenders.

Contact information:
Telephone number: Office: 071 484 1010 Bookings: <a href="mailto:estelle@howtotender.co.za">estelle@howtotender.co.za</a> General: <a href="mailto:werner@howtotender.co.za">werner@howtotender.co.za</a> Website: <a href="http://www.howtotender.co.za">www.howtotender.co.za</a>

***You are not allowed to give or sell or distribute this Handbook to anyone else.***

**ONLY ONE USER PER COPY ALLOWED**

*This publication is protected under the Copyright Act (Act no 98 of 1978, as amended) and all other applicable international, federal, state, and local laws, and all rights are reserved, including resale rights: you are not allowed to give or sell this Handbook to anyone else. If you received this publication from anyone other than How to Tender (Pty) Ltd, you have received a pirated copy. Please contact us via e-mail at [estelle@howtotender.co.za](mailto:estelle@howtotender.co.za) and notify us of the situation.*

*Please note that much of this publication is based on personal experience. Although the author/publisher have made every reasonable attempt to achieve complete accuracy of the content in this Manual, he/they assume/s no responsibility for errors or omissions. In addition, you should use this information as you see fit. Your particular situation may not be the same as the examples illustrated here; in fact, it is likely that they will not be the same, and you should adjust your use of the information and recommendations accordingly.*

ISBN Printed: 978-0-620-59028-0 and ISBN eBook: 978-0-620-59029-7

ISBN Printed: 978-0-620-60667-7 and ISBN eBook: 978-0-620-60668-4

Copyright © 2013 – 2021 How to Tender (Pty) Ltd. All rights reserved worldwide.