

HowtoTender



TENDER MANUAL

A step-by-step guide to respond to a South African Tender correctly and accurately

Tender Manual

A practical guide on how to respond to a tender – by Werner van Rooyen

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Introduction

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

The advice in this Tender 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 may be other considerations when awarding tenders.

Become a Tender Expert

Everything you need to know in responding to a tender in an effective and compliant manner.

- ✓ Learn how the Tender Process works
- ✓ Understand Pre-Qualification stage expectations as well as how to address Functionality correctly
- ✓ Learn how to earn points on the Preference Point System through good pricing and a good B-BBEE score
- ✓ Sub-contracting, Joint Ventures and Consortia used in the tender responses
- ✓ Complete Standard Bidding Documents (SBD's) correctly in Organ of State tender documents
- ✓ Complete Standard Bidding Document 6.2 (SBD 6.2) as well as Annexures C, D and E contained in Organ of State tenders

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