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# Standard Bidding Documents Manual

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

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## 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.

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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

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