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# Tender Manual

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

## Contents

<b>1</b>	<b>Legislation Governing Procurement in South Africa .....</b>	<b>4</b>
<b>2</b>	<b>Different tender descriptions.....</b>	<b>5</b>
<b>3</b>	<b>Types of Tenders .....</b>	<b>6</b>
3.1	Generic definition of a Tender (Open Tenders) .....	6
3.2	Closed Tender.....	6
3.3	Procurement under contracts secured by another Organs of State.....	6
3.4	Unsolicited bids .....	7
<b>4</b>	<b>The similarities and differences between Organ of State and Private Sector tenders .....</b>	<b>8</b>
<b>5</b>	<b>Tender process flow.....</b>	<b>9</b>
5.1	Advertising tenders .....	10
5.2	Briefing Sessions.....	11
5.3	Compiling the tender response document .....	13
5.4	Submitting the tender response document.....	15
5.5	Tender Evaluation.....	16
5.6	Tender Award.....	17
<b>6</b>	<b>Stage 1: Compliance and Pre-qualification criteria .....</b>	<b>19</b>
6.1	Compliance documents (Returnable documents).....	19
6.2	Pre-qualification criteria – Regulation 4.....	21
<b>7</b>	<b>Stage 2: Functionality.....</b>	<b>23</b>
7.1	Functionality Points Evaluation by Organs of State .....	23
7.2	Example of a Typical Functionality Scorecard.....	24
7.3	Calculation of Functionality points.....	25
7.4	Bid response – Functionality .....	26
<b>8</b>	<b>Stage 3: Evaluation according to the Preference Point System .....</b>	<b>32</b>
8.1	Price.....	33
8.2	B-BBEE .....	38
8.3	The Preference Point System .....	40
8.4	Awarding a contract to a bidder(s) not scoring the highest points.....	43
8.5	What happens if there is a tie between two tenders?.....	43
8.6	Market related prices.....	44
<b>9</b>	<b>Sub-contracting .....</b>	<b>45</b>
9.1	Definition of sub-contracting .....	45
9.2	Sub-contracting after award of tender – Regulation 12 .....	45
9.3	Sub-contracting 30% – Pre-Qualifying Criteria – Regulation 4.....	45
9.4	Sub-contracting 30% – Objective Criteria – Regulation 9 .....	46
<b>10</b>	<b>Joint Ventures and Consortia.....</b>	<b>47</b>
10.1	Definitions .....	47
10.2	Joint Venture strategies .....	47

10.3	General Joint Venture Information .....	48
<b>11</b>	<b>Policies and Procedures.....</b>	<b>50</b>
<b>12</b>	<b>Standard Bidding Documents (SBD) .....</b>	<b>51</b>
12.1	What does SBD or MBD mean?.....	51
12.2	Rules and guidelines when completing Standard Bidding Documents.....	51
<b>13</b>	<b>Case Study 1 .....</b>	<b>52</b>
13.1	SBD 1 - Invitation to Bid.....	52
13.2	SBD 3.1 and 3.2 – Pricing Schedules – Firm Prices and Non-Firm Prices .....	56
13.3	SBD 4 - Declaration of Interest .....	62
13.4	SBD 6.1 - Preference Points.....	65
13.5	SBD 8 - Past Supply Chain Management Practices.....	71
13.6	SBD 9 - Certificate of Independent Bid Determination .....	72
<b>14</b>	<b>Case Study 2: SBD 3.3 – Pricing Schedule (Professional Services) .....</b>	<b>75</b>
<b>15</b>	<b>Local Content – an overview .....</b>	<b>78</b>
15.1	Short history of Local Content.....	78
15.2	Definition of Local Content.....	78
15.3	Regulation 3(c) & 8 – Local content .....	78
15.4	Annexures C, D and E .....	78
15.5	General information .....	79
15.6	The Designated Sectors .....	80
<b>16</b>	<b>Case Study 3 – Completing SBD 6.2 and Annexures C, D &amp; E.....</b>	<b>82</b>
16.1	Tender Advertisement.....	82
16.2	Local Content Percentage Calculation.....	82
16.3	Annexure E .....	83
16.4	Annexure D.....	84
16.5	Annexure C .....	86
16.6	SBD 6.2.....	87
<b>17</b>	<b>General Tender Knowledge Test .....</b>	<b>91</b>
17.1	Day 1 – General Tender Knowledge Test .....	91
17.2	Day 2 – General Tender Knowledge Test .....	93
<b>18</b>	<b>Price calculations Exercises .....</b>	<b>95</b>
<b>19</b>	<b>Conclusion .....</b>	<b>99</b>
<b>20</b>	<b>Other services and products .....</b>	<b>99</b>
<b>21</b>	<b>Sources .....</b>	<b>99</b>

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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 the tender response document 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 tender submissions. Remember that submitting a 100% compliant tender response document will not guarantee success. The final decision to award a tender belongs to the Tender Bid Evaluation and Tender Award/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 Compliance and the 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 level of contributor (B-BBEE score)
- ✓ How Sub-contracting, Joint Ventures and Consortia is used in tender responses
- ✓ Complete Standard Bidding Documents (SBD's) correctly in Organ of State tender documents
- ✓ An overview on how to 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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