

STEP BY STEP SUBMITTING OF TENDER

01

STEP

Report to the main contractor's on-site SMME helpdesk and verify that the business entity is correctly registered, with regards to CSD, CIDB and any other statutory requirements, and that the business entity meets the requirements, in respect of the functionality criteria that was set for the specific tender package.



02

STEP

Attend information sessions held in your municipal area to present Targeted Enterprise/SMME work-packages



03

STEP

Contractor will advertise work-packages tenders on the local newspapers, municipality notice boards, contractor's site office, SANRAL SMME Development Desk and also communicated to the Project Liaison Committee members.



04

STEP

Contractor will conduct a compulsory tender briefing session as communicated in tender advert



05

STEP

The following information will be communicated in the tender advert and at the tender briefing session:

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|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| i. Tender closing date; Completion and delivery of tenders | v. Tender documents availability |
| ii. Submission tender box location | vi. Returnable schedules |
| iii. Compliance requirements (e.g. B-BBE contributor status, CIDB grade, CSD registration etc.) | vii. Contact person and contact details for tender clarifications |
| iv. Work-packages description and scope of work | viii. Tender validity period |
| | ix. Tender evaluation procedure (Functional criteria, Price & preference points method) |



06

STEP

Tender closing & received by Contractor.



07

STEP

Tender will be evaluated by the contractor



08

STEP

Contractor will compile a tender evaluation report



09

STEP

Tender evaluation report will be reviewed by consulting engineers and SANRAL Project Manager to confirm that a fair and transparent process took place.



10

STEP

Contractor will present tender evaluation report to the PLC for their noting prior to award.



11

STEP

Unsuccessful tenderers will be notified



12

STEP

Tender will be awarded to the compliant and highest scoring price and preference scoring points tenderer

