ELECTRONIC BIDDING TRAINING

National Treasury: Transversal Contracting bids are accessible on https://ww1.gcommerce.gov.za/NT_PROD/ISS/portaldefault.aspx

Free electronic bidding training will be provided on Mondays from 14:00 to 15:00.

The training will be held at the following address:

National Treasury Building
240 Madiba Street
Pretoria
0002

Please note that bookings are essential.

For further information and bookings, please contact Noni Myeni on 012 315 5413 or email Noni.Myeni@treasury.gov.za.

PROCEDURE TO ACCESS BIDS AND BID ELECTRONICALLY

The following procedure must be followed in order to access and complete bids electronically/online on the **Central procurement Portal**:

1. All potential bidders must be registered on the Central Suppler database: www.csd.gov.za
2. After registration on the Central Supplier database, potential bidders must request login details to the **Central procurement Portal** by sending their company registration number and Central Supplier Database number to gcommerce@sita.gov.za.
3. In order to view the available bid/s on **Central procurement Portal**, potential bidders may go to the home page of **Central procurement Portal** on the following link https://ww1.gcommerce.gov.za/NT_PROD/ISS/portaldefault.aspx using the login details provided from gcommerce@sita.gov.za email address.
4. Select the bid number you want to respond to and complete all relevant response fields. Potential bidders may access a step by step guide to electronic tendering on the following link: https://eprocurement.csd.gov.za/PROD/ISS_NT/SupplierWizard20160818.pdf
5. Please remember to read the bid attachments on step 3 “Buyer Documents” as this is critical to your bid response. After completing and or signing the relevant bid attachments, please remember to include them as part of the hard copy submission.
6. The bidder has the option to export the response sheet enabling them to respond electronically in an offline format. After completion offline, the response sheet must be imported into the system.

7. After all the required information is completed, the bidder **MUST** submit the bid online and ensure that the entire bid document is printed i.e. supplier submission report and attachments.
8. The hard copy **MUST** be submitted with the printed "supplier submission report", bid attachments and other applicable documentation in the tender box before the closing date and time of the bid.
9. A hard copy bid response submitted after closing date and time, even if an electronic response of same bid has been submitted prior will be considered as a late bid.
10. It is the bidders' responsibility to ensure that the information on the hard copy is a duplicate of the electronic submission/response submitted on the Central Procurement Portal.