



PROCEDURE TO DOWNLOADING BIDS ELECTRONICALLY

The following procedure must be followed in order to download bid documents electronically:

1. Open the Internet
2. Enter the following web-address: tenders.treasury.gov.za. This website will automatically route to the www.globerfx.com website. You will then be re-directed to the new site called GlobalERFx.com
3. Potential bidders for National Treasury - Contract Management bids have to register on the www.GlobalERFx.com website by choosing the option 'Register Here'.
4. After registration, the bidder will receive a registration number, username and password to enable login.
5. The bidder has to select "downloads" from the menu.
6. The bidder will have the option to download the eRS (Electronic Response System) application. eRS is an application designed and developed to compliment Proquire (electronic evaluation system). This system enables the bidder to respond electronically in an offline format vs. the online Web response method.
7. In order to view all the available bid documents, the bidder must go to the home page of www.GlobalERFx.com, log in, using the registration number, username and password that were supplied via e-mail. On the welcome page of GlobalERFx.com under "procuring companies subscribed to", National Treasury - Contract Management button. If it is the first time that the bidder visits this site, a new account has to be registered with National Treasury - Contract Management. Please complete the registration page, the contact person page and link yourself to the commodity categories of your choice. This will ensure that you receive e-mail notifications of bids in the chosen category.
8. National Treasury - Contract Management highly recommends that the pricing and other relevant information must be done on the eRS application.
9. Choose the bid number you need to respond on and follow these easy steps:
10. Download the bid document (bid information) from the 'data package download' section on the National Treasury - Contract Management Site and into the eRS application. This package will have a specific system generated number ie: `ers1111.zip`.
11. Once the download of the data is complete, go offline and open the ERS application from brown ERS icon on your desktop.
12. The bid response fields must be completed in ERS. Please remember to complete the attachments under the section 'reading of attachments' in ERS. After completing the attachments, please re-add them by choosing the option 'add attachments' under this section.
13. After all the required information is completed, print the entire document by choosing the 'report' option in ERS. Save the information by submitting it from ERS onto a 3.5" disk or CD-R disk and submit the bid electronically via e-mail by choosing the e-mail option in ERS.
14. It is the Bidders's responsibility to ensure that the information on the hard copy is the duplication of the submitted CD-R disk. To ensure that the disks are not damaged when submitting, the disk must be sent in a sealed, padded envelope attached to the hard copy. **Take Note:** The hard copy **must** be submitted with the cd in the tender box before the closing date and time of the bid. If the bid is submitted electronically, the hard copy must still be submitted before the closing period.