

REQUEST FOR QUOTATION

Supplier Name:

GOODS

☐

SERVICE

☒

Request for Quotation Number	iLABS/RFQ 2026/27: 227
Date Issued:	29 October 2026
Description of Services/ Goods:	Training for for iThemba Labs Staff, specification details on page 5 & 6
Closing Date:	03 rd November 2026
Closing Time:	11:00 am
Delivery Address:	iThemba LABS, ATT: SCM Department, Old Faure Road, Faure, 7131
Submit RFQ to:	Scm1@ilabs.nrf.ac.za (quote must be submitted via email only) e-Tenders e-submission. Guide has been enclosed as Annexure A
Date Goods or Service Required:	As soon as possible
For More Information (Technical):	Lucinda Gordon (lr.gordon@ilabs.nrf.ac.za)
For More Information (Supply Chain Management):	Lee-Ann Benjamin (scm1@ilabs.nrf.ac.za)

THE FOLLOWING CONDITIONS WILL APPLY:

- Where quotations/proposals are R 2 000.00 or more, the preferential Procurement System Applicable is 80/20
- Price(s) quoted must be valid for at least sixty (60) days from closing date of the RFQ.
- Price(s) quoted must be firm and must be inclusive of VAT.
- **No advance payment without a payment guarantee approved by iThemba Labs Finance dept**
- **Payment terms are 30 days from date of invoice received date**
- **Payment conditions:**
 - As schedule 3A public entity : Payments terms are 30 days from date of invoices (should you be awarded).
 - Should your conditions differ to shorter terms, your organisation will be requested to submit a Payment Guarantee to mitigate all risk. Or 7days from delivery date may be agreed to between both parties, at the time of submitting your pricing proposal.
- A firm delivery period **must** be indicated.

- Late proposals/quotations / bids will be not be accepted.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for specific goals.**
- **Bidder / service provider / supplier that fails to provide mandatory RFQ requirements may be disqualified.**
- **Changes made by the / service provider/supplier to the RFQ template and its terms and conditions will not be considered after the closing date and time**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Bidder disclose
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act (PPPFA) and The Preferential Procurement Regulations, 2022, **The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.**

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

Introduction to the NRF

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics

- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- **Evaluation of proposals:**

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to the successful bidder.

- **Preference points system:**

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. "If all bids received are more than R 1 000 000.00, this request is automatically cancelled".

Subject to section 2(1)(f) of the PPPFA, the contract will be awarded to the tenderer scoring the highest points.

Name of Supplier:	
Address of Supplier:	
Contact Person:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Lead Time for delivery	
Currency:	ZAR
Payment terms:	30 days from date of receipt of invoice

<u>Administrative Compliance Returnable Documents</u> (M – Mandatory); (O – Optional)	Submitted	
Bidders Disclosure (SBD 4), signed and completed.	M	☐ Yes ☐ No
Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit (applicable for local bidders).	O	☐ Yes ☐ No
(M – Mandatory); (O – Optional)	Submitted	
Pricing completed (or submit an official/formal quotation)	M	☐ Yes ☐ No
Training Proposal	M	☐ Yes ☐ No

SPECIFICATIONS:

In South Africa, transporting people and **radioisotopes** (radioactive materials) is a **highly regulated activity** that requires **specialised driver training**, combining **public transport/passenger driver skills** and **hazardous materials handling**, especially for radioactive substances.

1. PROFESSIONAL DRIVING TRAINING

Covers:

- Legal driving responsibilities
 - Vehicle inspection and maintenance
 - Basic road safety
 - Passenger care and safety
 - Defensive driving techniques
-

2. DANGEROUS GOODS TRANSPORTATION TRAINING (DGP)

Required for: Transport of **hazardous substances** including **radioisotopes** (classified under Class 7 by the United Nations).

SAQCC and RTMC Accredited Providers offer this.

Covers:

- Classification of dangerous goods (including radioactive materials)
- Emergency procedures in case of spillage or exposure
- Vehicle placarding and documentation
- Handling and segregation of goods
- Use of Personal Protective Equipment (PPE)
- Radiation safety basics (shielding, exposure time, contamination prevention)
- Reporting and recordkeeping per **NRTA (National Road Traffic Act)** and **NNR (National Nuclear Regulator)** standards

 **Certificate is legally required** under SANS 10231 and 10232.

3. ADVANCED DRIVING & DEFENSIVE DRIVING COURSES

Covers:

- Skid control and emergency braking
 - Collision avoidance
 - Load management and stability
 - Night and all-weather driving
 - Managing fatigue and distractions
-

☒ **SUMMARY: RECOMMENDED TRAINING FOR DRIVERS**

Training Type	Required/Recommended	Covers
PrDP (Passenger and/or Dangerous Goods)	Required	Legal driving, passenger care, vehicle safety
Dangerous Goods Handling (DGP)	Required	Transport of radioisotopes per SANS 10231
Advanced Driving Course	Recommended	Emergency maneuvers, hazard avoidance

N.B. - Training dates will be confirmed with the successful Serviced Provider – noting the training period should be between within November 2026

*** TAKE NOTE: for training on “Controlling Hazardous / dangerous and dangerous goods In-house”** book of first two driver's and the 3rd on an alternative date, due to work commitments

Pricing Schedule:

No.	Supplier Specifications include Model if applicable	Quantity	Price Per Unit (Incl. VAT)	Total (Incl. VAT)
1.	Defensive Driving- Light Motor (Theory & Practical) @ iThemba LABS	1	R	R
2.	Coaching on Defensive Driving for Light Motor Vehicle	1	R	R
3.	*Controlling Hazardous / dangerous and dangerous goods In-house	3	R	R
4.	Any other related costs		R	R
TOTAL (VAT INCLUSIVE)				R

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this

tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “The Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Notes to tenderers: The tenderer must indicate how they claim points for each preference point system. The tenderer must submit Proof of B-BBEE Certificate or Sworn Affidavit.

Specific Goals	Number of points allocated (80/20 system) (between R2 000 and R50 000 000)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level of Contribution 1 to 3	8	
B-BBEE Status Level of Contribution 4 to 6	6	
B-BBEE Status Level of Contribution 7 to 8	2	
Supplier that is at least 51% Black-owned	3	
Supplier that is at least 51% Black female-owned	3	
Supplier that is at least 51% Black youth-owned	1	
Supplier that is at least 51% owned by People with Disabilities	1	
EME or QSE	4	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number:

4.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited

- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick applicable box]

4.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:
DATE:
ADDRESS:

ETENDER PORTAL

E-SUBMISSION USER MANUAL FOR SUPPLIERS

Suppliers' guide to submitting e-Submission Bids



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



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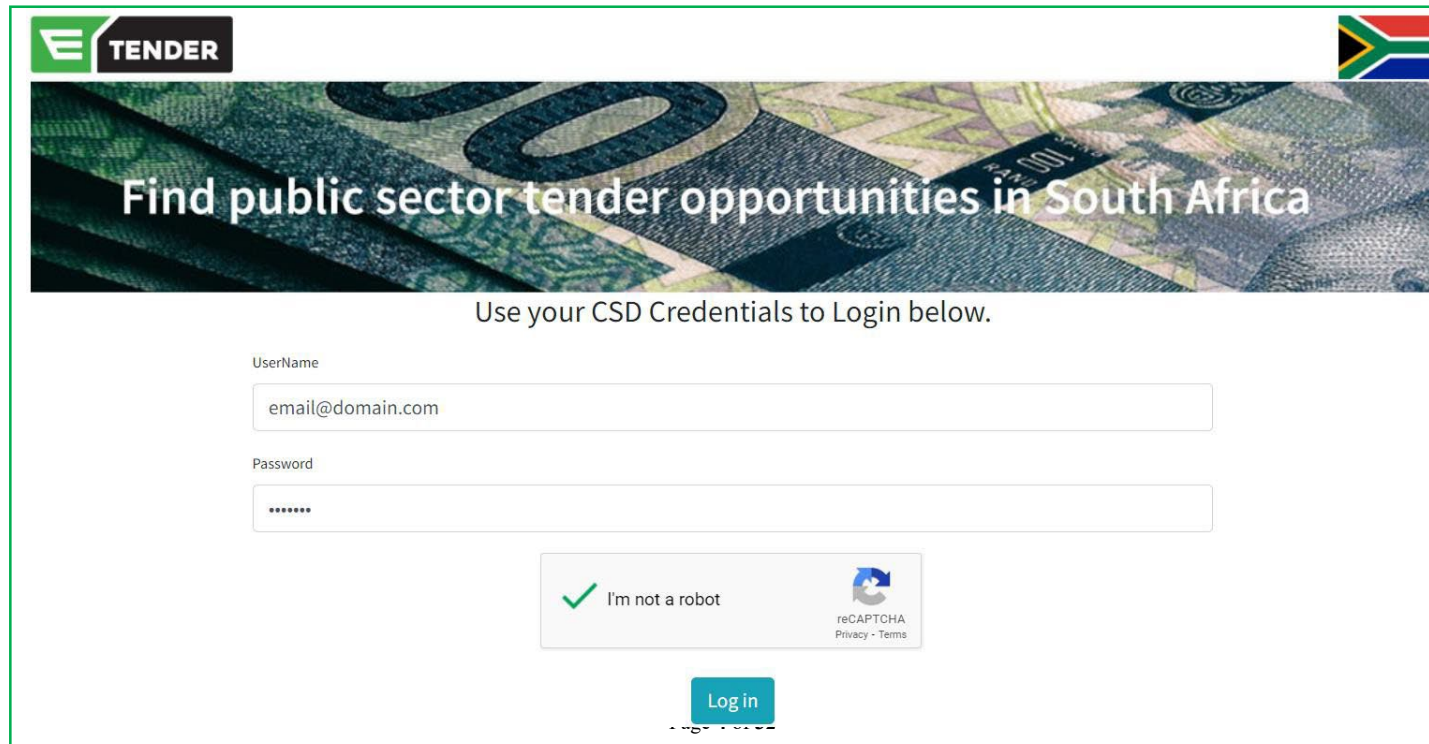
HOW TO LOGIN TO THE PORTAL

- Go to <https://etenders.gov.za>
- Click on **Login**
- Select **Supplier Login**



HOW TO LOGIN TO THE PORTAL ...continued

- Type in your Central Supplier Database (CSD) registered email address
- Type in your Central Supplier Database (CSD) login password
- Complete the CAPTCHA verification
- Click Log in



The screenshot shows the login interface for the TENDER portal. At the top left is the 'TENDER' logo, and at the top right is the South African flag. The main banner features a background image of South African 100 Rand banknotes with the text 'Find public sector tender opportunities in South Africa'. Below the banner, it says 'Use your CSD Credentials to Login below.' The login form includes a 'UserName' field with the placeholder 'email@domain.com', a 'Password' field with masked characters, a reCAPTCHA verification box with a green checkmark and the text 'I'm not a robot', and a 'Log in' button at the bottom.

TENDER

Find public sector tender opportunities in South Africa

Use your CSD Credentials to Login below.

UserName
email@domain.com

Password

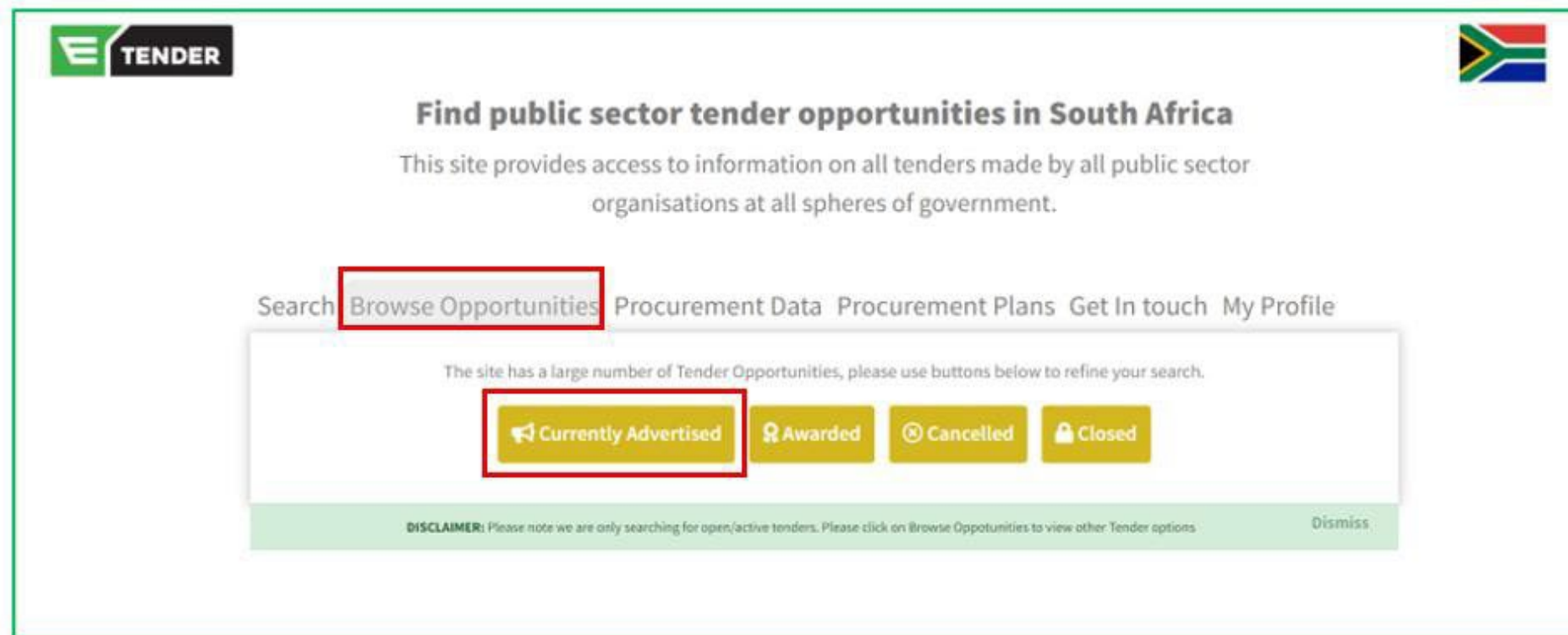
✓ I'm not a robot

reCAPTCHA
Privacy • Terms

Log in

HOW TO FIND AN E-SUBMISSION TENDER

- Click **Browse Opportunities**
- Select **Currently Advertised**



HOW TO FIND AN E-SUBMISSION TENDER...continued

- Click “+” on any tender opportunity you wish to apply for.

Please note; eSubmission Tenders will have a tick (✓) under the eSubmission Column

Listing all **currently advertised** tender opportunities

QuickFind Advanced Search

	Category	Tender Description	eSubmission	Advertised	Closing	
+	Activities auxiliary to financial service and insurance activities.	TenderTEST05/24	✓	21/05/2024	in 3 days	
+	Accommodation	Tnder12	✓	20/05/2024	in 1 days	
+	Activities auxiliary to financial service and insurance activities.	tttttender112	✓	20/05/2024	in 2 days	
+	Activities auxiliary to financial service and insurance activities.	2024Tender	✓	20/05/2024	in 2 days	
+	Accommodation	Tender05.24	✓	19/05/2024	in 3 days	
+	Activities auxiliary to financial service and insurance activities.	232323	✗	16/05/2024	in 4 days	

Showing 1 to 6 of 6 entries

Previous 1 Next

HOW TO APPLY FOR AN E-SUBMISSION TENDER

- The full details of the tender opportunity (including the Tender Documents) will be displayed.
- Click on **“Start eSubmission Process”**

Human health activities

EC Health 10 July

✓

10/07/2025

in 10 days

Details:

Tender Number:

EC Health 10 July

Organ Of State:

National Treasury

Tender Type:

Request for Bid(Open-Tender)

Province:

National

Date Published:

Thursday, 10 July 2025

Closing Date:

Thursday, 24 July 2025 - 12:00

Place where goods, works or services are required:

40 Church Street-Pretoria-Pretoria-0001

Special Conditions:

None

ENQUIRIES:

Contact Person:

Mahumisha

Email:

a@treasury.gov.za

Telephone number:

012-315-5999

FAX Number:

N/A

BRIEFING SESSION:

Is there a briefing session?:

Yes

Is it compulsory?

Yes

Briefing Date and Time:

Monday, 14 July 2025 - 09:30

Briefing Venue:

240 Madiba Street, Pretoria Central

TENDER DOCUMENTS

Copy of Procurement Plan Template 2024.xlsx

Date Uploaded: 2025-07-10

Audit log NT005 2025.xlsx

Date Uploaded: 2025-07-10

Bulk-Awards-Template (3).xlsx

Date Uploaded: 2025-07-10

NT005-2025_submission.xlsx

Date Uploaded: 2025-07-10

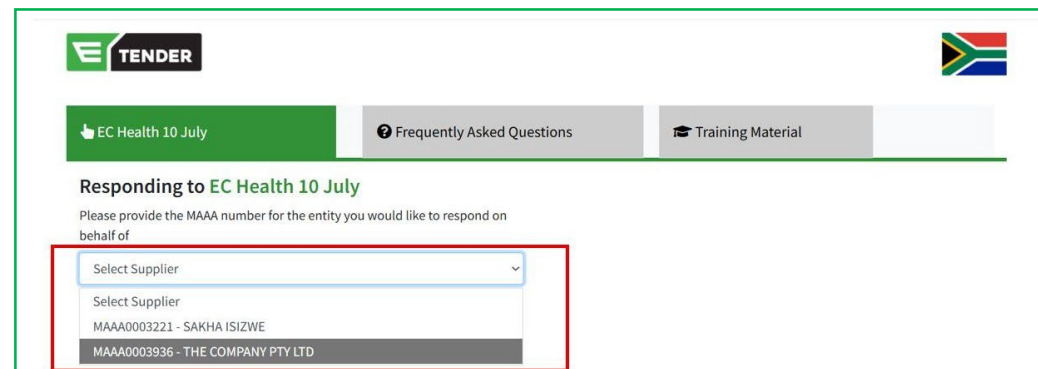
Award List RT66-2025 (003).xlsx

Date Uploaded: 2025-07-10

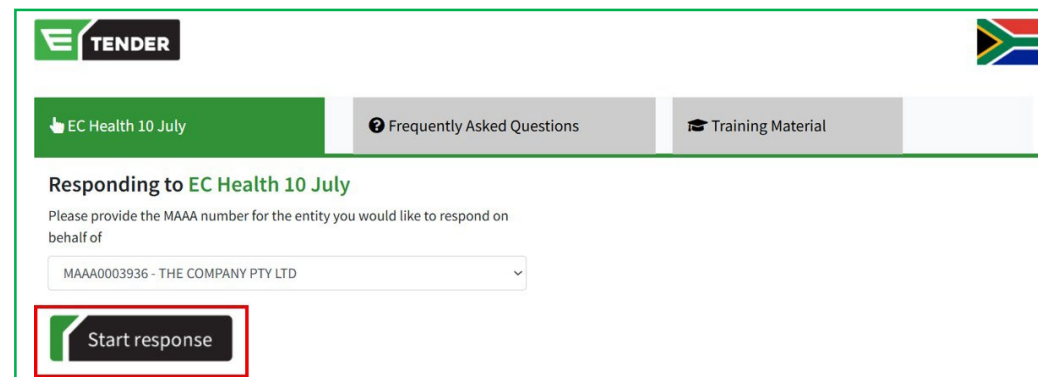
Start eSubmission Process

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- Click the dropdown button on “**Select Supplier**”
- All your registered Supplier Numbers will be displayed
- Select the Supplier Number you wish to use to apply for the bid
- Click “**Start response**”



The screenshot shows the E-Tender portal interface. At the top, there is a header with the 'E TENDER' logo and the South African flag. Below the header, there is a navigation bar with three tabs: 'EC Health 10 July' (active), 'Frequently Asked Questions', and 'Training Material'. The main content area is titled 'Responding to EC Health 10 July' and includes the instruction 'Please provide the MAAA number for the entity you would like to respond on behalf of'. A dropdown menu labeled 'Select Supplier' is open, showing a list of suppliers. The first option is 'Select Supplier' (with a dropdown arrow), and the second option is 'MAAA0003221 - SAKHA ISIZWE'. The third option, 'MAAA0003936 - THE COMPANY PTY LTD', is highlighted in grey. A red box highlights the dropdown menu.



The screenshot shows the E-Tender portal interface. At the top, there is a header with the 'E TENDER' logo and the South African flag. Below the header, there is a navigation bar with three tabs: 'EC Health 10 July' (active), 'Frequently Asked Questions', and 'Training Material'. The main content area is titled 'Responding to EC Health 10 July' and includes the instruction 'Please provide the MAAA number for the entity you would like to respond on behalf of'. A dropdown menu is shown with the selected option 'MAAA0003936 - THE COMPANY PTY LTD'. Below the dropdown menu, there is a button labeled 'Start response' with a green arrow icon. A red box highlights the 'Start response' button.

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- A Submission Checklist will be displayed towards the right on the page.
 - Ensure all required documents are uploaded to be able to submit your bid.



[EC Health 10 July](#) [Frequently Asked Questions](#) [Training Material](#)

Responding to **EC Health 10 July** on behalf of **THE COMPANY PTY LTD**

Please provide the MAAA number for the entity you would like to respond on behalf of

MAAA0003936 - THE COMPANY PTY LTD

[Edit](#) [Save](#) [Submit now](#)

You will still be able to update your bid submissions until the closing date is reached. [Got it, Thanks!](#)

Category	Description	Status
Human health activities	EC Health 10 July	Pending

Response Documents

Please note that the checklist will show documents as uploaded after they're attached but the documents will only be submitted once the **Submit Now** has been clicked. The **Submit Now** button will only be activated after you click on the **Confirm & Proceed** button. If you load a new file it will override the existing one. Your submission will change to **draft** when the **edit** button is clicked. [Got it, Thanks!](#)

Submission Checklist

- ☒ Valid Central Supplier Database (CSD) Profile [MAAA0003936](#)
- ☐ Company Profile
- ☐ Proposal - Description of solution
- ☐ Billing Schedule
- ☐ SBD 4
- ☐ Accreditation certificate
- ☐ Police clearance

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- Click on “**Select files**” or **drag and drop** your files according to the respective response document headings
- Click “**Confirm & Proceed**” after uploading all required documents
 - **Note:** Only one document can be uploaded at a time, should you upload more than one document, only the recently uploaded document will be saved

The screenshot displays a web form for an e-submission tender application. It consists of six main sections arranged in a 3x2 grid, each with a title, a green cloud upload icon, the text "Drag & drop to upload files", and a "Select files" button. The sections are:

- Company Profile ***
- Proposal - Description of solution ***
- Billing Schedule ***
- SBD 4 ***
- Accreditation certificate ***
- Police clearance**

At the bottom left of the form, there are two buttons: "Confirm & Proceed" (highlighted with a red box) and "Cancel".

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- After clicking “**Confirm & Proceed**”, the Submission checklist should be all ticked
- Click “**Edit**” should you wish to upload a different document (the edit button will be disabled when the Tender closes and no changes can be made after that)
- Click “**Submit now**” to complete your eSubmission application



[EC Health 10 July](#) [Frequently Asked Questions](#) [Training Material](#)

Responding to EC Health 10 July on behalf of THE COMPANY PTY LTD
Please provide the MAAA number for the entity you would like to respond on behalf of

[Edit](#) [Save](#) [Submit now](#)

You will still be able to update your bid submissions until the closing date is reached. [Got it, Thanks!](#)

Category	Description	Status
Human health activities	EC Health 10 July	Pending

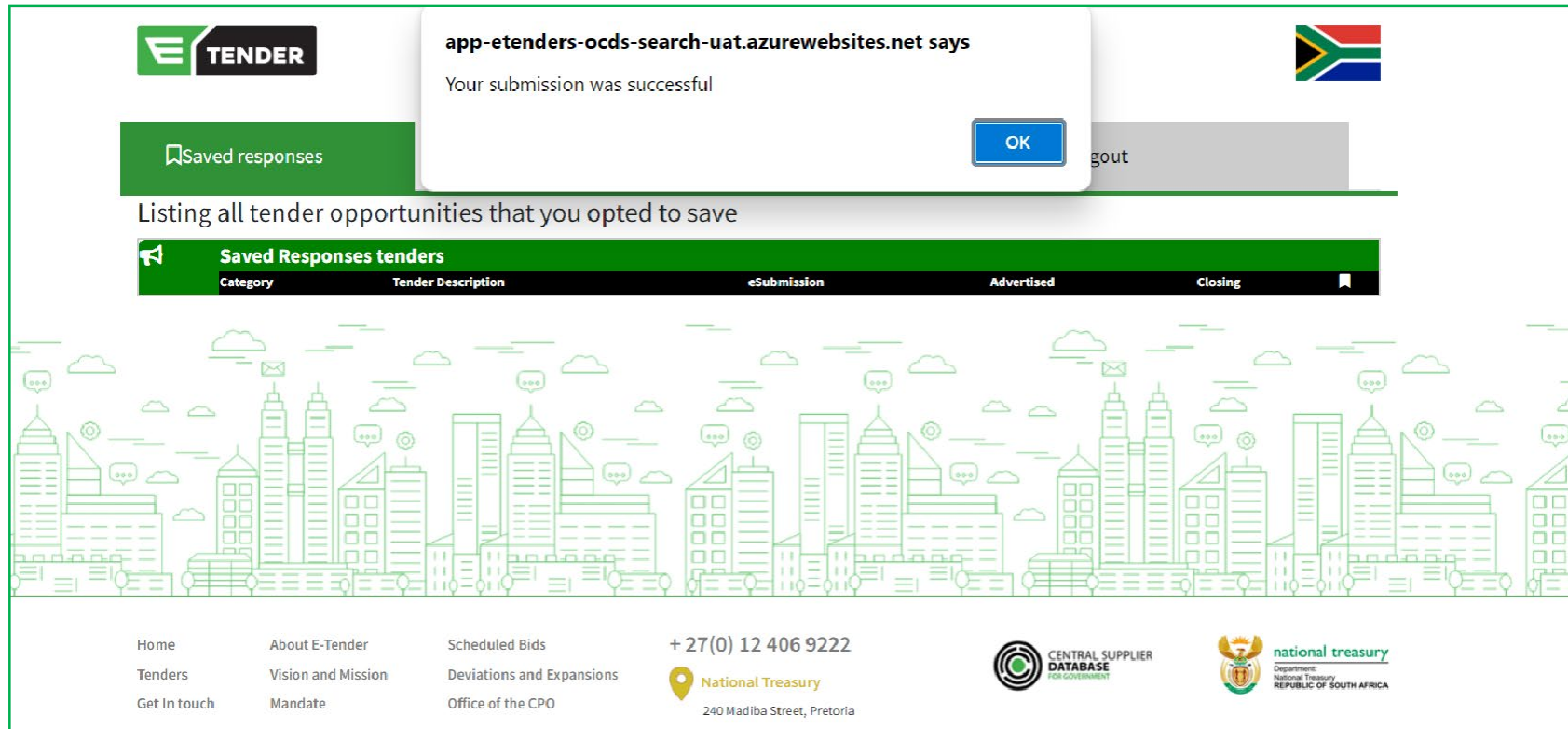
Submission Checklist

- ✓ Valid Central Supplier Database (CSD) Profile [MAAA0003936](#)
- ✓ Company Profile
- ✓ Proposal - Description of solution
- ✓ Billing Schedule
- ✓ SBD 4
- ✓ Accreditation certificate
- ✓ Police clearance

Response Documents

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- A pop up confirming a successful submission will appear after you click Submit



The screenshot displays the E-Tender portal interface. A pop-up message from 'app-etenders-ocds-search-uat.azurewebsites.net' confirms a successful submission. The main content area shows a list of 'Saved Responses tenders' with columns for Category, Tender Description, eSubmission, Advertised, and Closing. The footer contains navigation links, contact information, and logos for the Central Supplier Database and National Treasury.

E-TENDER

app-etenders-ocds-search-uat.azurewebsites.net says
Your submission was successful

OK

Logout

Listing all tender opportunities that you opted to save

Saved Responses tenders

Category	Tender Description	eSubmission	Advertised	Closing
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Office of the CPO

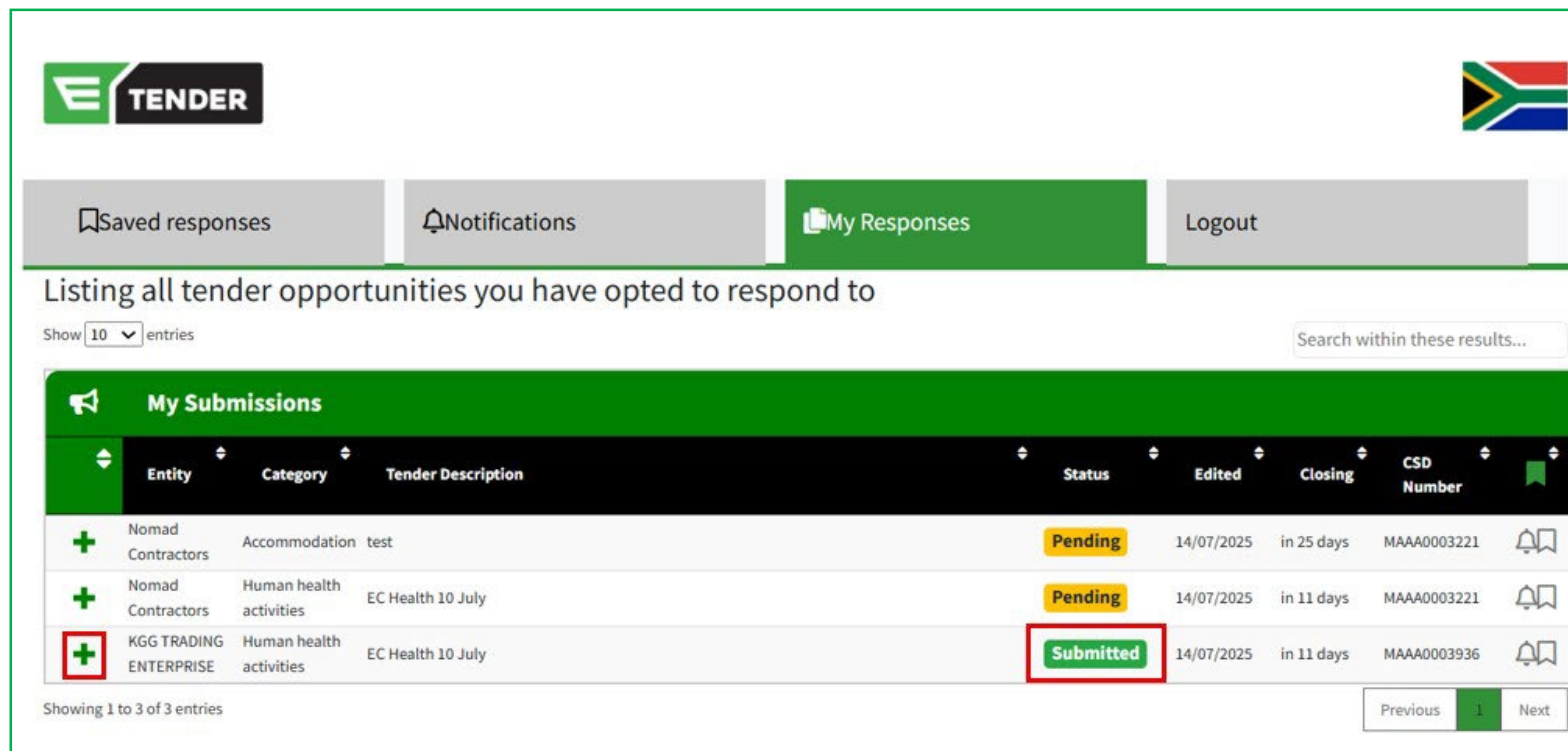
+ 27(0) 12 406 9222
National Treasury
240 Madiba Street, Pretoria

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- The status of your submission will appear as Submitted.
- Should the status be Pending, please note that you have not yet submitted all the required documents and will need to do so to ensure a successful submission.
- Click the “+” button to edit or withdraw your submission



The screenshot displays the E-TENDER portal interface. At the top, there is a header with the 'E-TENDER' logo and the South African flag. Below the header, there are navigation tabs: 'Saved responses', 'Notifications', 'My Responses' (highlighted in green), and 'Logout'. The main content area is titled 'Listing all tender opportunities you have opted to respond to'. It includes a search bar and a dropdown menu for 'Show 10 entries'. Below this is a table titled 'My Submissions' with columns: Entity, Category, Tender Description, Status, Edited, Closing, CSD Number, and a bookmark icon. The table lists three submissions. The first two are 'Pending', and the third is 'Submitted'. The 'Submitted' status is highlighted with a red box. The 'Entity' column for the third submission is also highlighted with a red box. At the bottom, there is a pagination bar showing 'Showing 1 to 3 of 3 entries' and navigation buttons for 'Previous', '1', and 'Next'.

	Entity	Category	Tender Description	Status	Edited	Closing	CSD Number	
+	Nomad Contractors	Accommodation	test	Pending	14/07/2025	in 25 days	MAAA0003221	
+	Nomad Contractors	Human health activities	EC Health 10 July	Pending	14/07/2025	in 11 days	MAAA0003221	
+	KGG TRADING ENTERPRISE	Human health activities	EC Health 10 July	Submitted	14/07/2025	in 11 days	MAAA0003936	

Showing 1 to 3 of 3 entries

HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID

- Click “**Edit eSubmission**” to edit your bid (upload different documentation)
- Click “**Withdraw bid**” to withdraw your bid/submission

×

ENTERPRISE

Human health activities

EC Health 10 July

Submitted

14/07/2025

in 11 days

MAAA0003936

Details:

Tender Number:	EC Health 10 July
Organ Of State:	National Treasury
Tender Type:	Request for Bid(Open-Tender)
Province:	National
Date Published:	Thursday, 10 July 2025
Closing Date:	Thursday, 24 July 2025 - 12:00
Place where goods, works or services are required:	40 Church Street - Pretoria - Pretoria - 0001
Special Conditions:	None

ENQUIRIES:

Contact Person:	Mahumisha
Email:	@treasury.gov.za
Telephone number:	012-315-5999
FAX Number:	N/A

BRIEFING SESSION:

Is there a briefing session?:	No
Is it compulsory?	No
Briefing Date and Time:	Monday, 14 July 2025 - 09:30
Briefing Venue:	240 Madiba Street, Pretoria Central

TENDER DOCUMENTS

Copy of Procurement Plan Template 2024.xlsx	Date Uploaded: 2025-07-10
Audit log NT005 2025.xlsx	Date Uploaded: 2025-07-10
Bulk-Awards-Template (3).xlsx	Date Uploaded: 2025-07-10
NT005-2025_submission.xlsx	Date Uploaded: 2025-07-10
Award List RT66-2025 (003).xlsx	Date Uploaded: 2025-07-10

Edit eSubmission

Withdraw bid

ESUBMISSION DOCUMENTS

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HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID...continued

- After clicking “**Edit eSubmission**”, acknowledge the disclaimer pop-up by clicking “**Proceed**”.
- Click the “**Edit**” button and select file or drag and drop to upload different documentation
- Click “**Confirm & Proceed**” thereafter

The screenshot shows a web form for eSubmission. A yellow pop-up window titled "Disclaimer Warning" is centered on the screen. The pop-up contains the text: "Please note that editing your Esubmission will put your submission in Draft. Should the tender close and you have not submitted, your submission will be invalid." Below the text are two buttons: "Proceed" (blue) and "Close" (grey). The background form is partially visible, showing fields for "Place where goods, works or services are required:", "Special Conditions:", "INQUIRIES:", "Contact Person:", "Email:", "Telephone number:", "FAX Number:", "BRIEFING SESSION:", "Is there a briefing session?:", "Is it compulsory?", "Briefing Date and Time:", "Briefing Venue:", and "ENDER DOCUMENTS:". At the bottom, it says "Copy of Procurement Plan Template 2024.xlsx Date Uploaded: 2025-07-10".

The screenshot shows the "Responding to EC Health 10 July on behalf of THE COMPANY PTY LTD" screen. It prompts the user to "Please provide the MAAA number for the entity you would like to respond on behalf of". A dropdown menu shows "MAAA0003936 - THE COMPANY PTY LTD". Below the dropdown are three buttons: "Edit" (with a pencil icon), "Save" (with a floppy disk icon), and "Submit now" (with a green arrow icon). A yellow banner at the bottom states: "You will still be able to update your bid submissions until the closing date is reached." with a "Got it, Thanks!" button. On the right, a "Submission Check" list shows: "Valid Central Sup", "Company Profile", "Proposal - Descri", and "Billing Schedule", all with green checkmarks.

The screenshot shows the "Accreditation certificate *" upload screen. It features a large grey area with a green upload icon and the text "Drag & drop to upload files". Below this is the word "OR" and a red-outlined button labeled "Select files". At the bottom, there is a red-outlined button labeled "Confirm & Proceed" and a "Cancel" button. A file named "Accreditation Certificate.pdf" is shown with a red 'x' icon next to it.

- After clicking “**Withdraw bid**” on the previous page, the application will disappear from your list.



