“HOW TO” GUIDE FOR BIDDERS

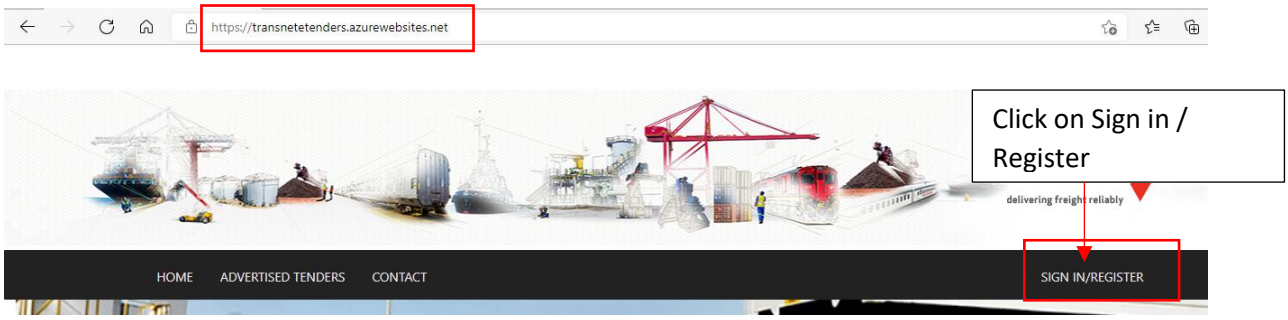
REGISTER ON ETENDER PORTAL

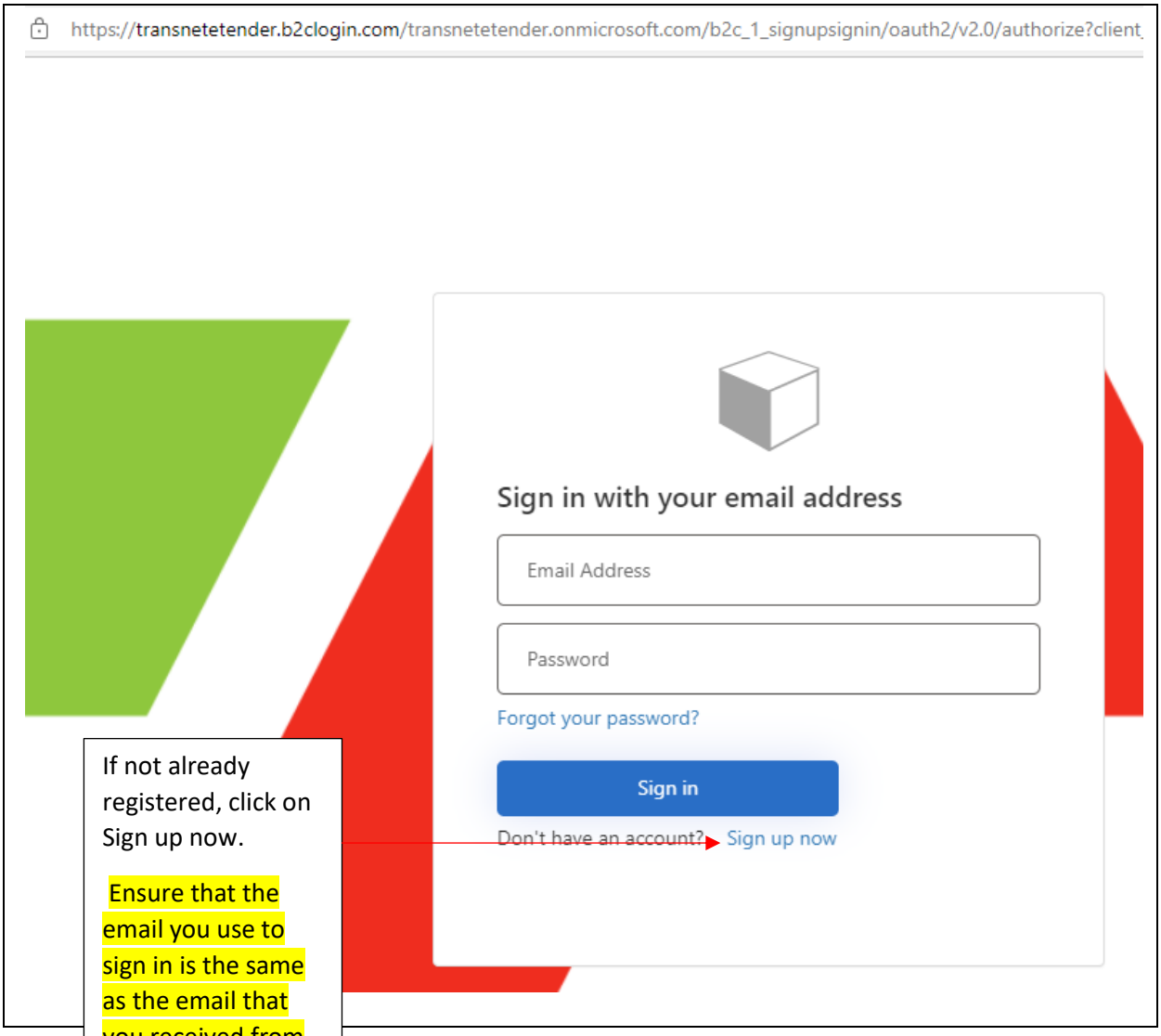
ACCESS TENDERS

NB: Do not wait for the last minute to register or to bid for a tender. Ensure you complete your process at least 1 day (24hours) before the closing date

Go to Google Chrome

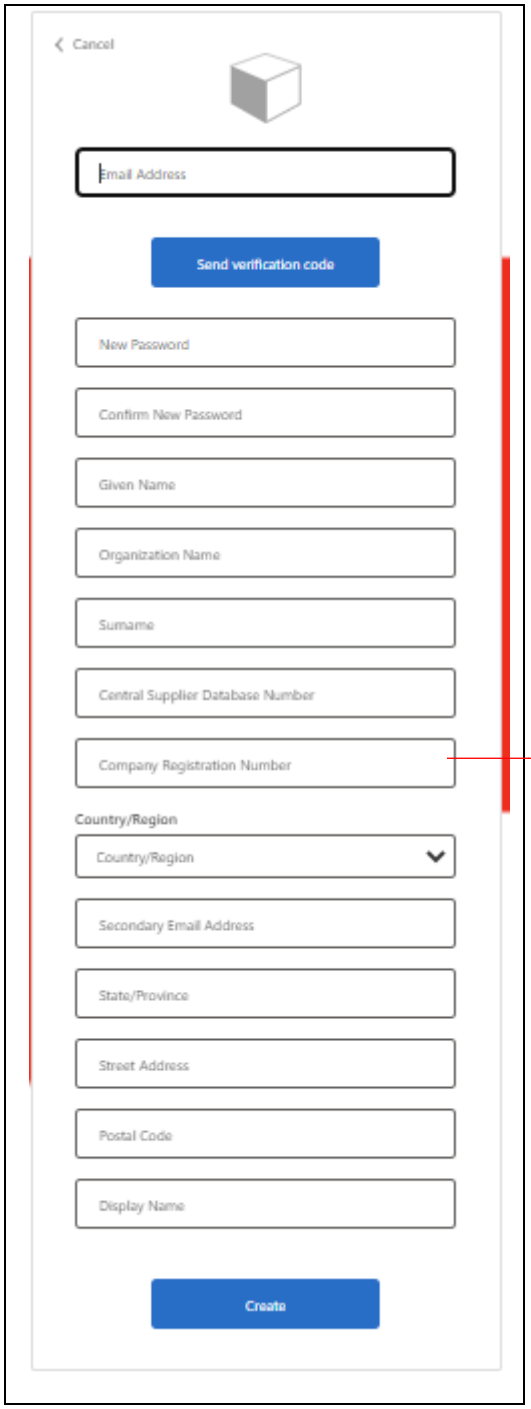
In the address bar type: https://transnetetenders.azurewebsites.net





If not already registered, click on Sign up now.

Ensure that the email you use to sign in is the same as the email that you received from the tender invite on the email, otherwise you will not see the tender



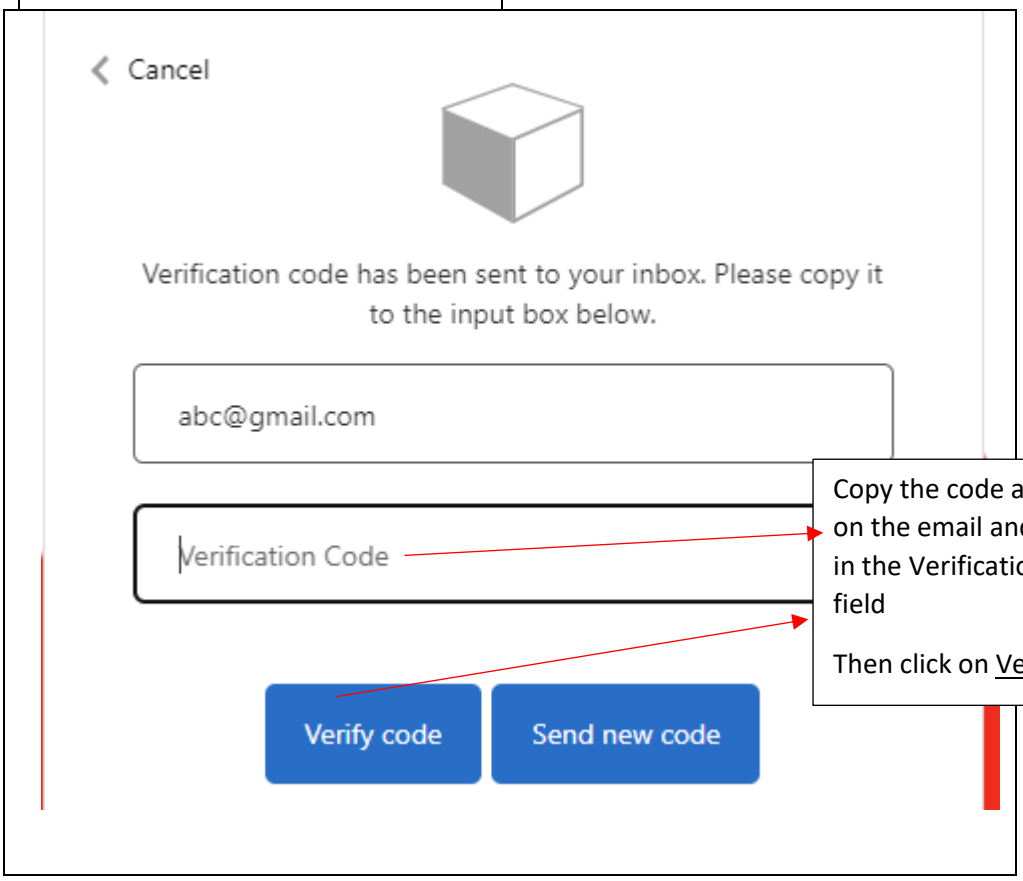
Complete all fields, before selecting "Send verification code" and confirm that all information is correct.

VERY IMPORTANT: Each field needs to be completed and not to be left blank

If you do not have a central Supplier Database number, enter the same company registration number in that field.

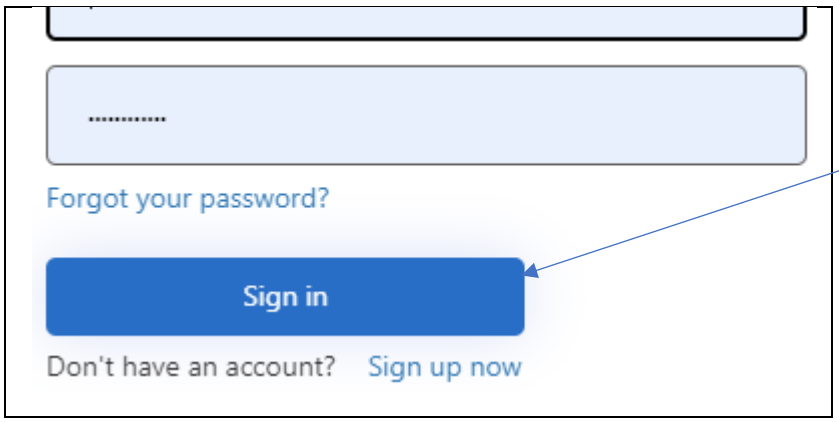


After completing all fields, select “Send verification code”. The code will be sent to your email.



Copy the code as received on the email and paste it in the Verification code field

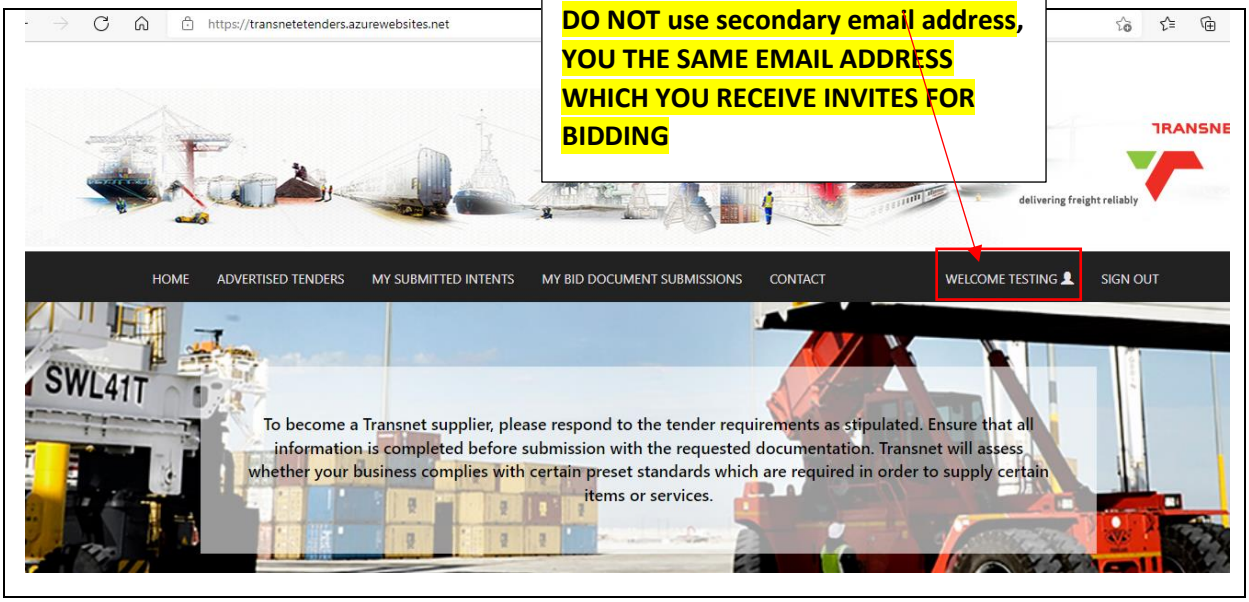
Then click on Verify code

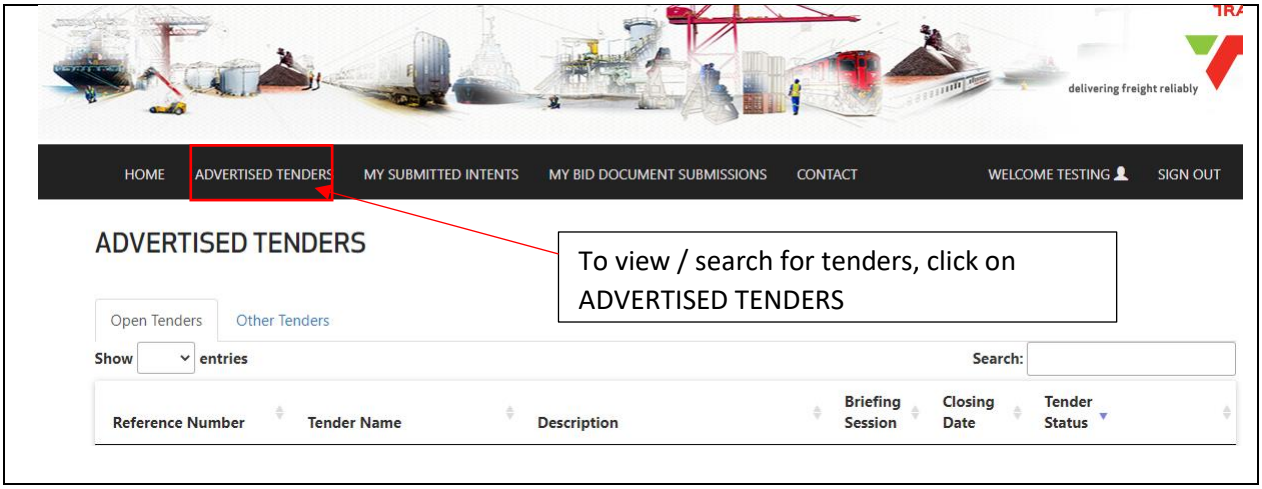


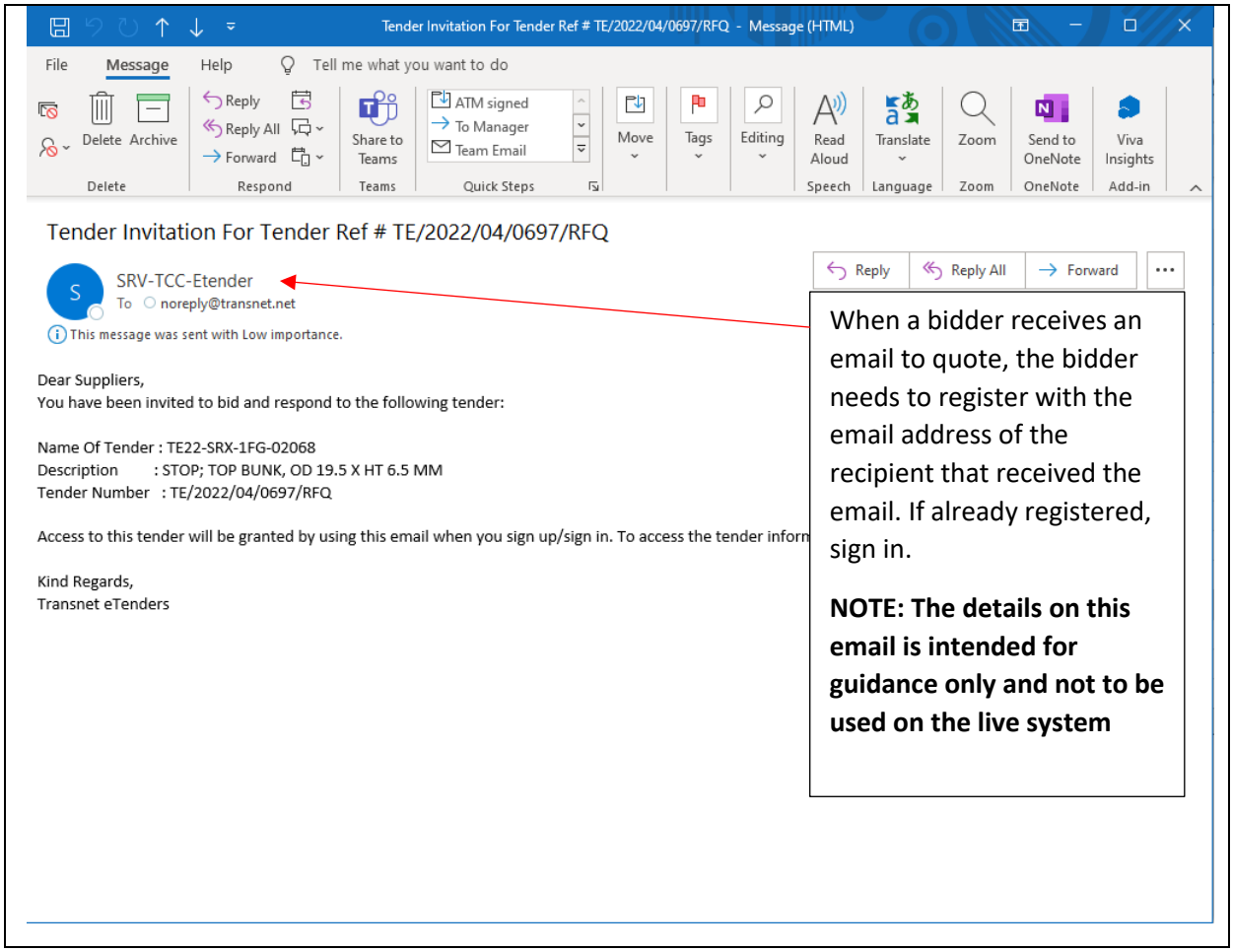
Then click on Sign in

Once registered and signed in, the home screen will have "**WELCOME** (Registered user)

DO NOT use secondary email address, YOU THE SAME EMAIL ADDRESS WHICH YOU RECEIVE INVITES FOR BIDDING

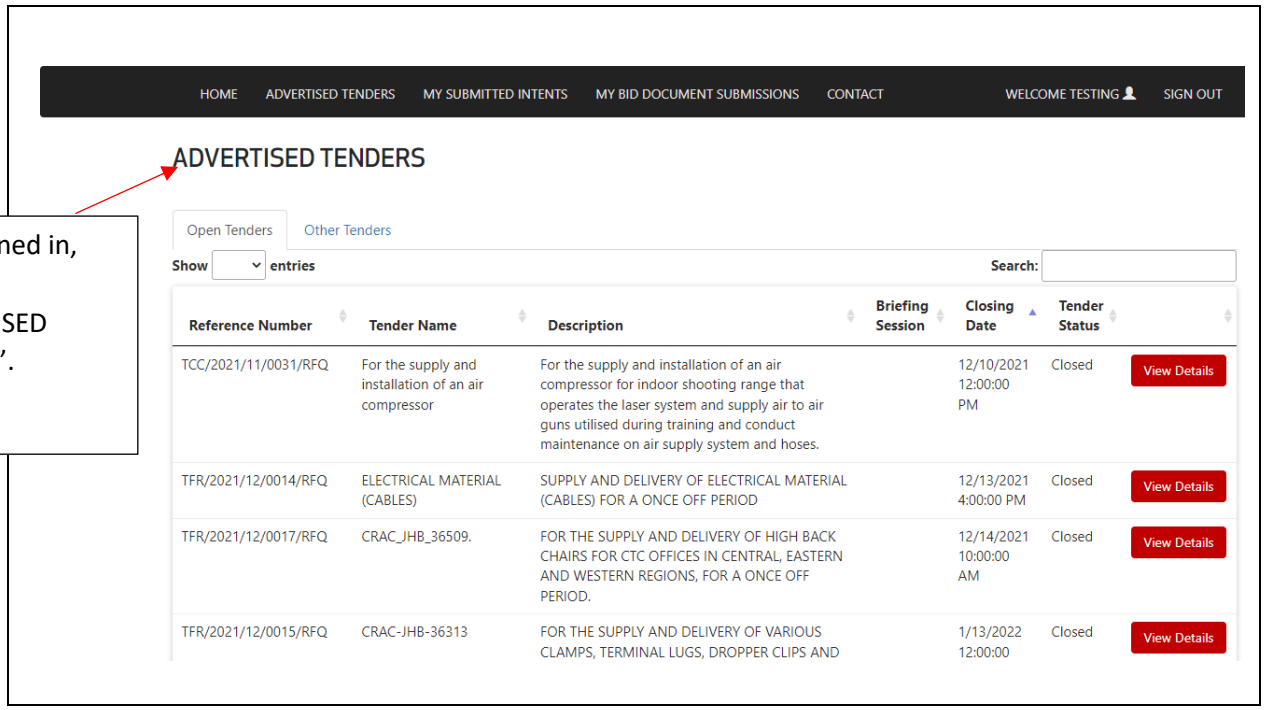






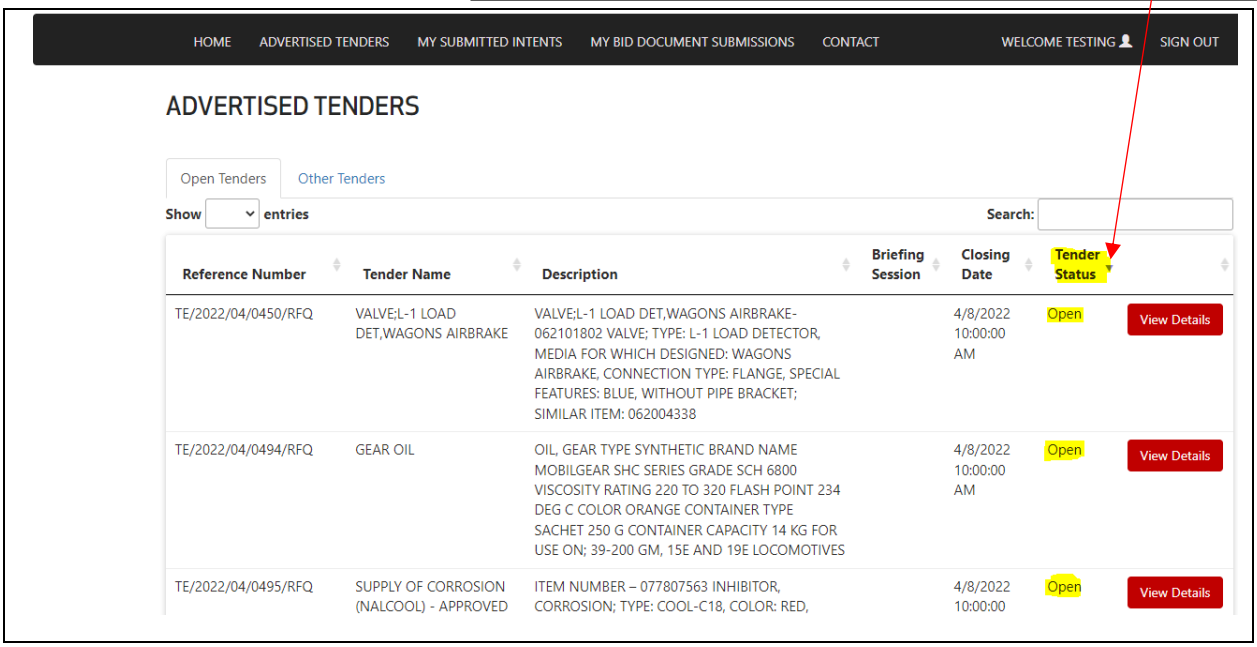
When a bidder receives an email to quote, the bidder needs to register with the email address of the recipient that received the email. If already registered, sign in.

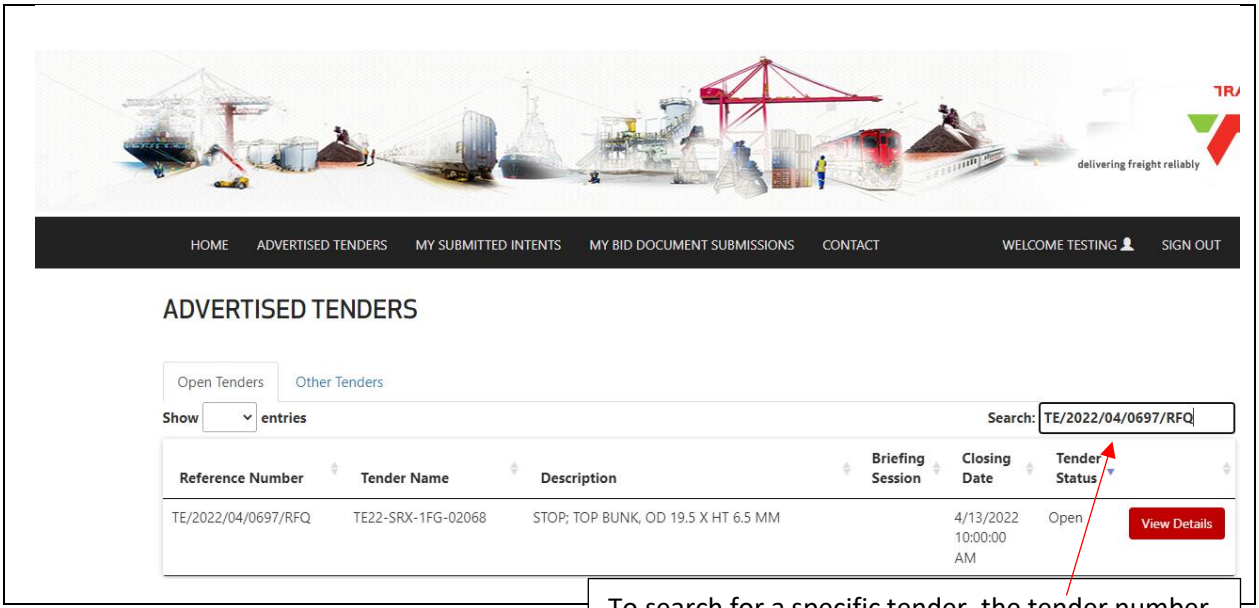
NOTE: The details on this email is intended for guidance only and not to be used on the live system



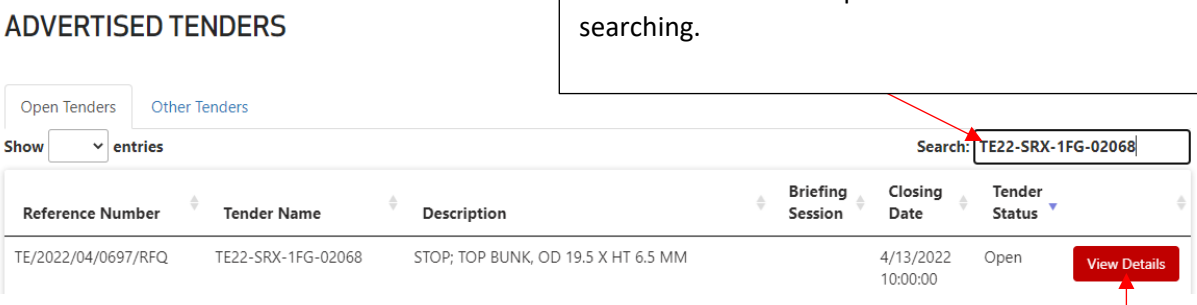
When signed in, select "ADVERTISED TENDERS".

To manually search and change the view from Closed to Open, click twice on arrow next to “Tender Status”. The arrow pointing down will change to blue and open tenders will be displayed.



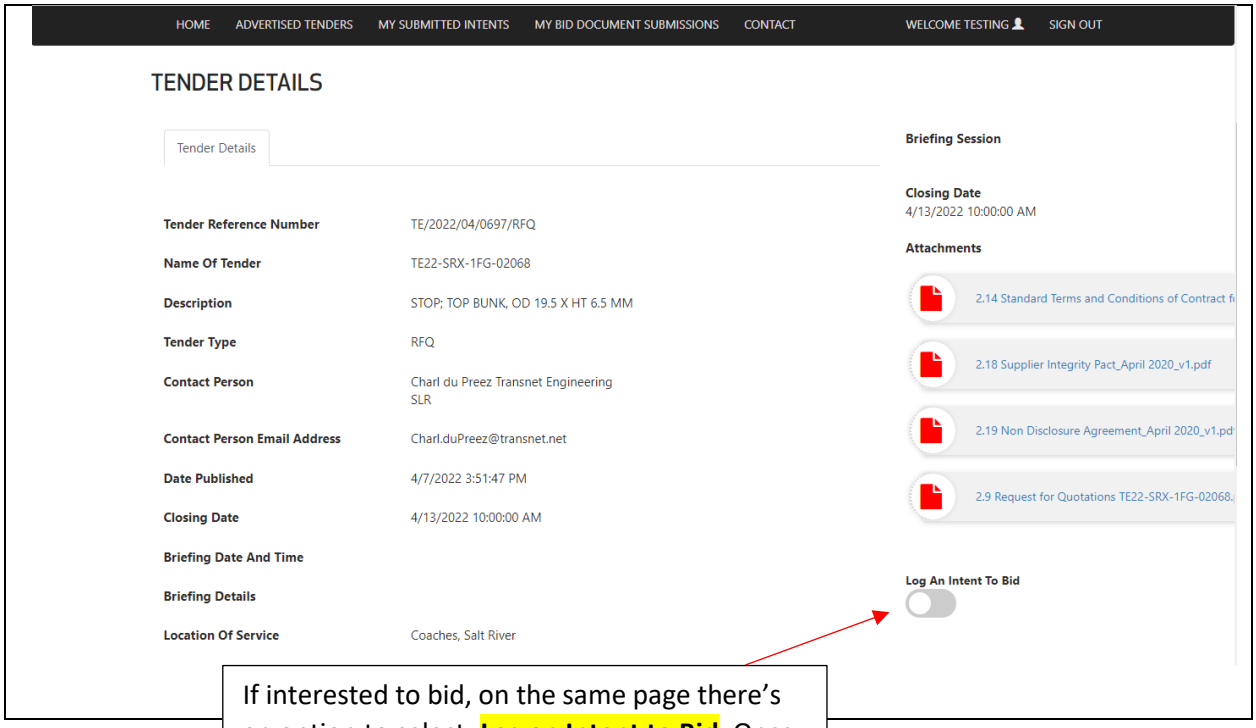


To search for a specific tender, the tender number, tender name or description can be used for searching.

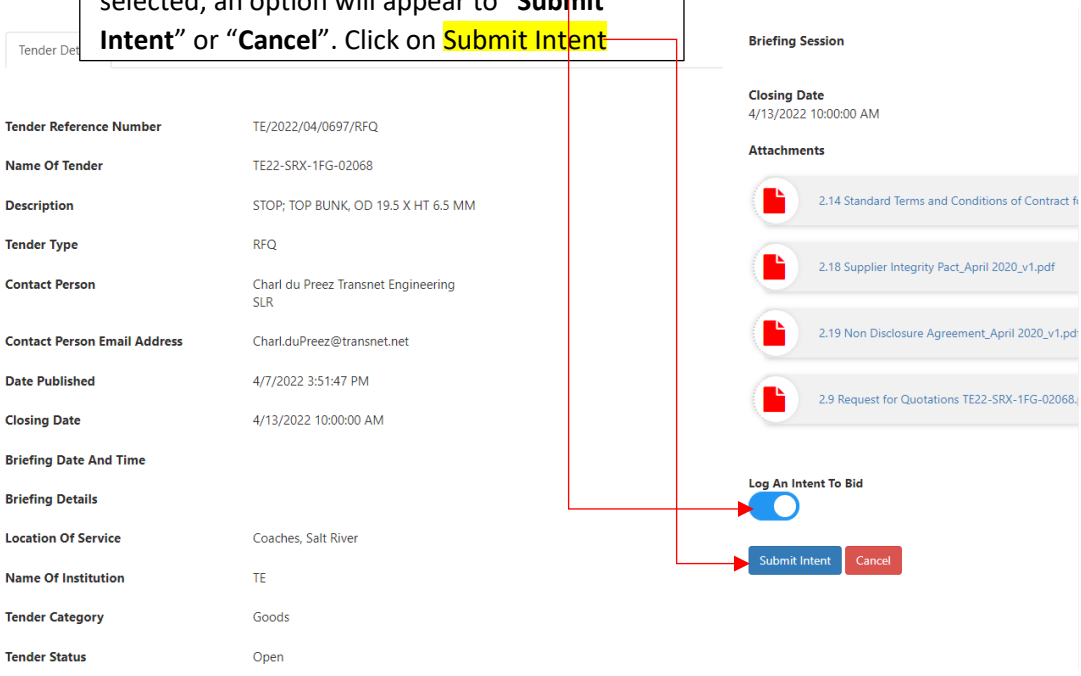


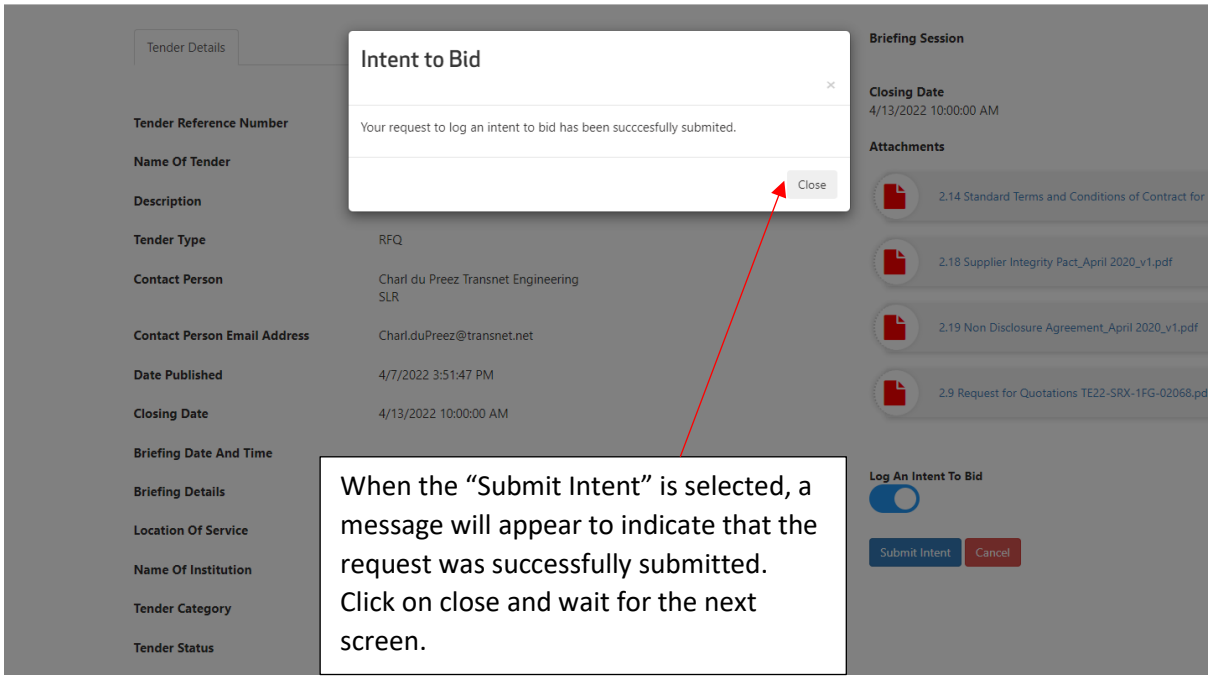
When the tender has been identified, click on “View Details”

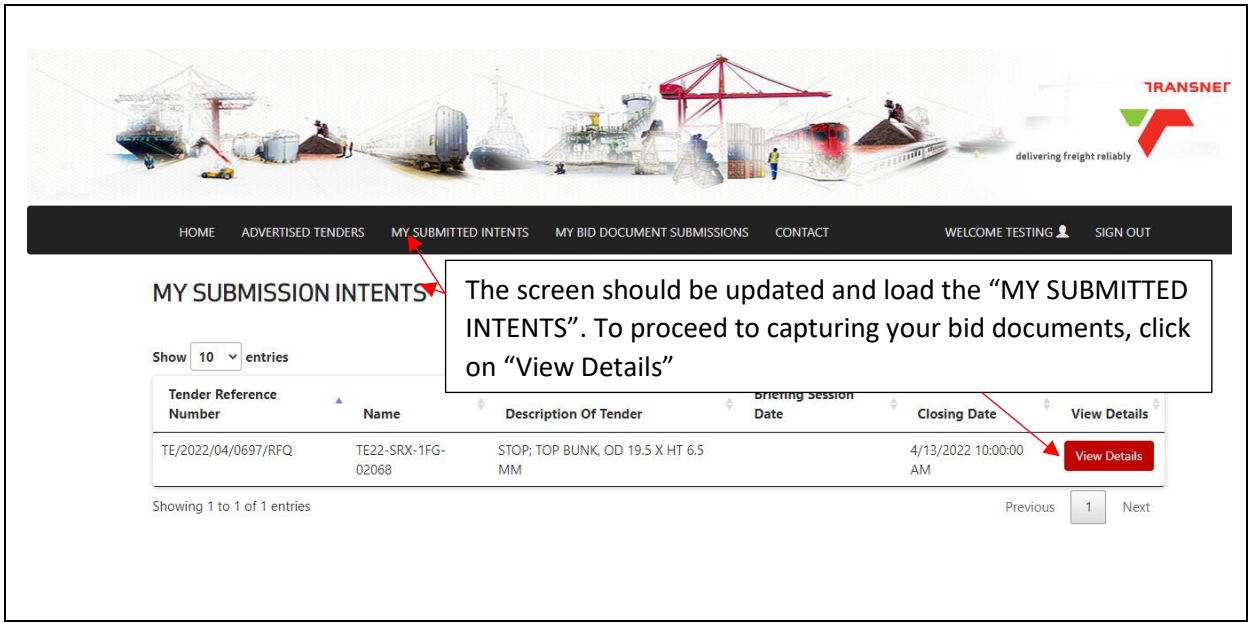
When the “View Details” has been selected, the following screen will be displayed where the attachments can be viewed or downloaded.

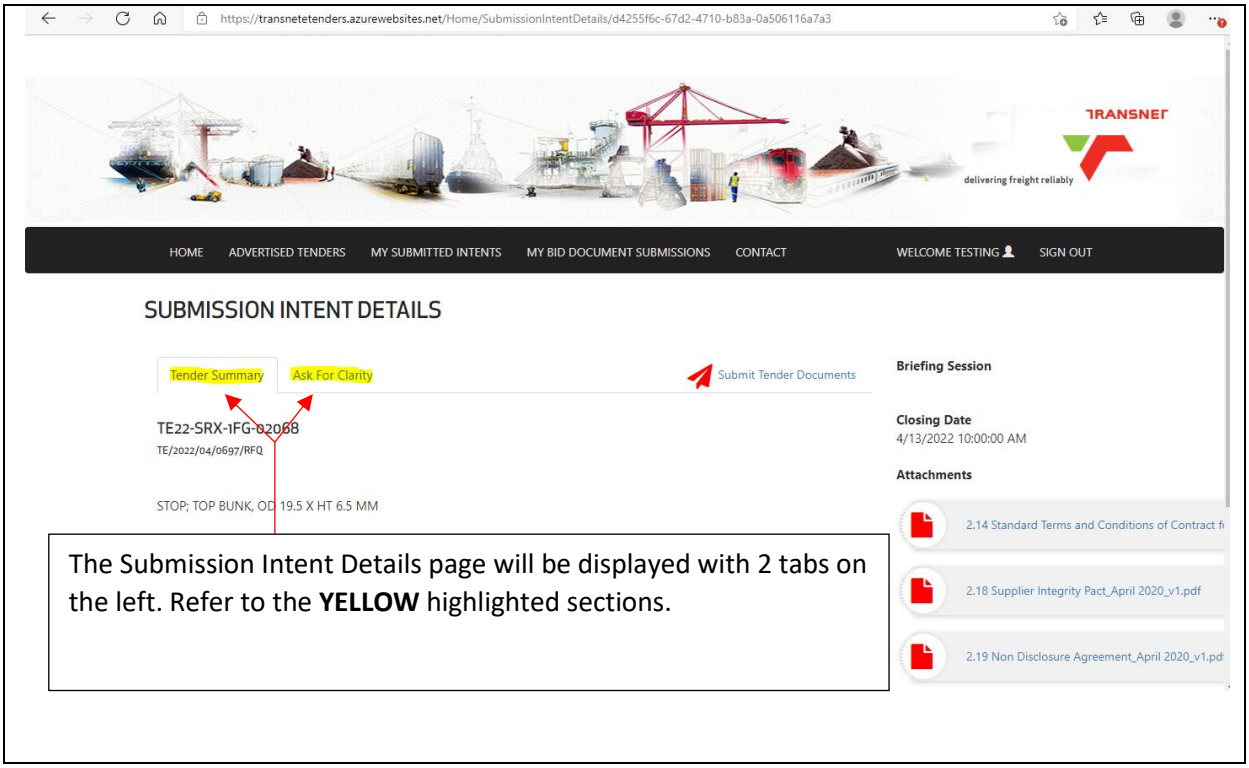


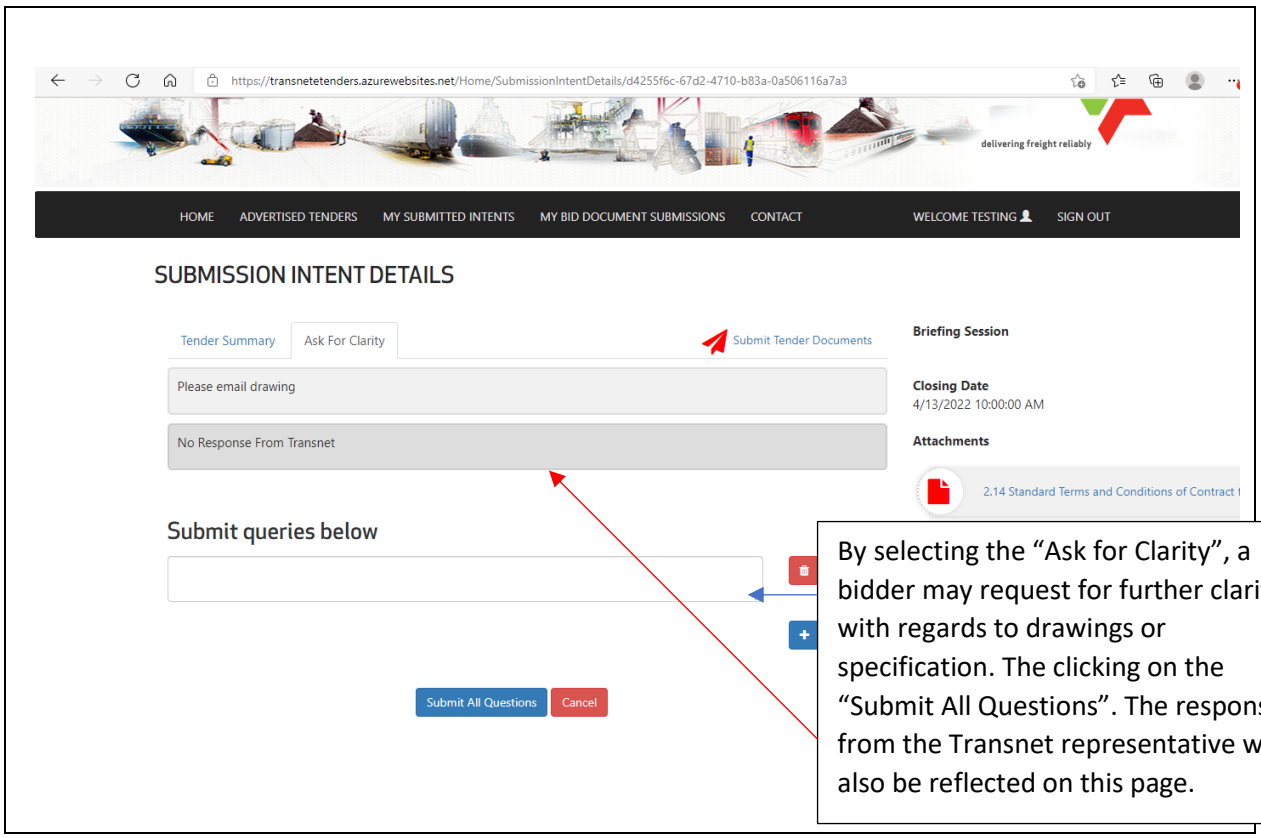
If interested to bid, on the same page there’s an option to select: **Log an Intent to Bid**. Once selected, an option will appear to “**Submit Intent**” or “**Cancel**”. Click on Submit Intent

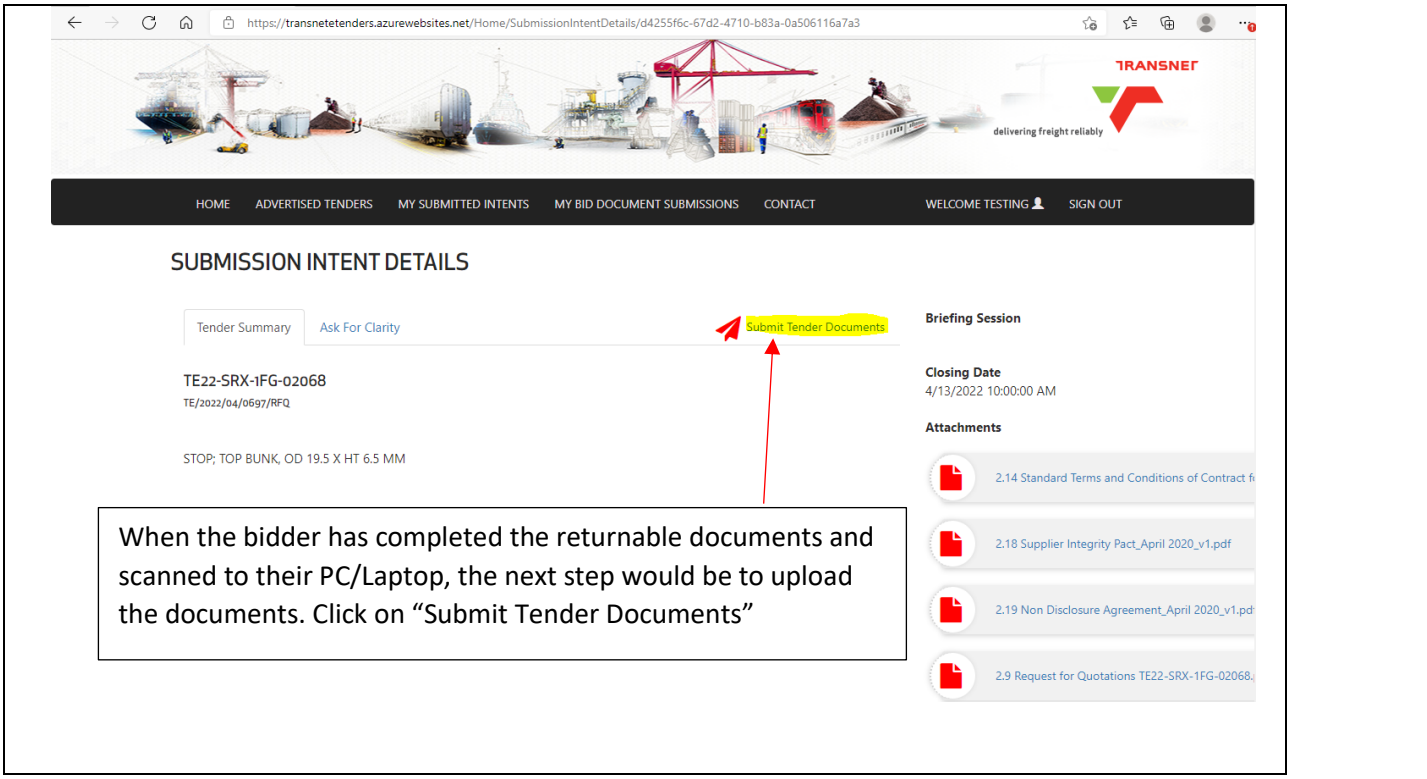


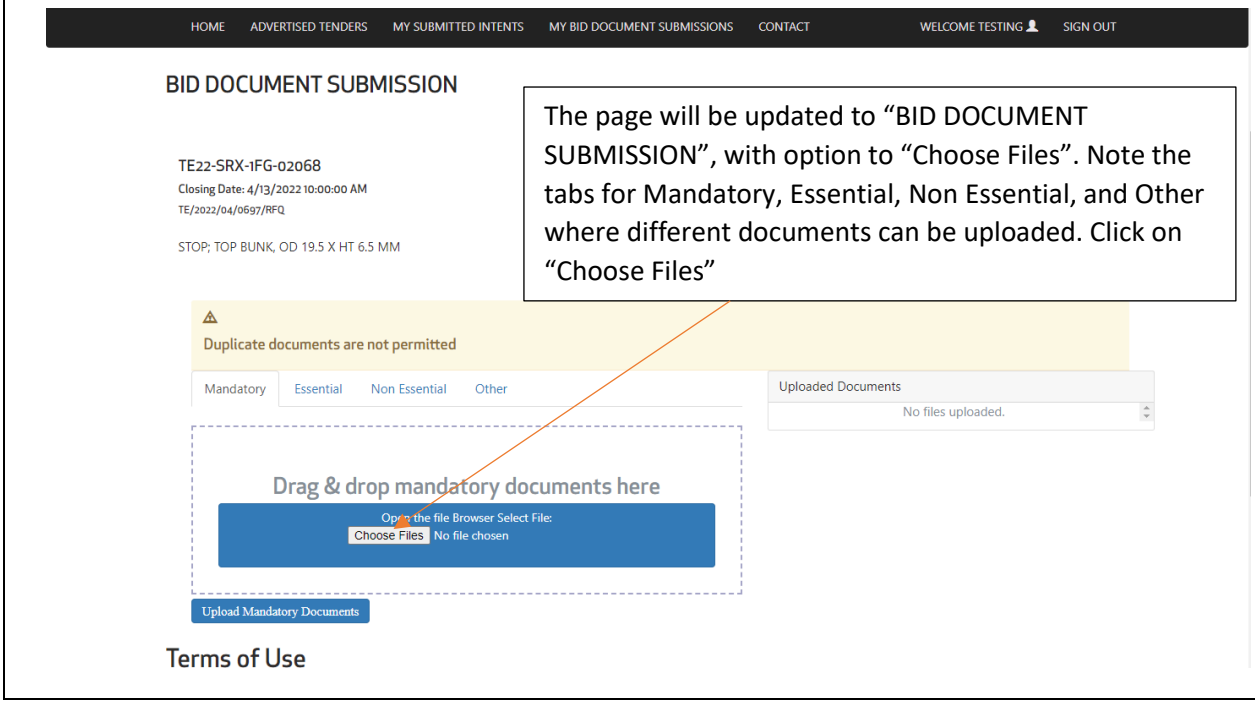

Tender Details
Intent to Bid
Your request to log an intent to bid has been succcesfully submited.
Close
Tender Reference Number
Name Of Tender
Description
Tender Type
RFQ
Contact Person
Charl du Preez Transnet Engineering SLR
Contact Person Email Address
Charl.duPreez@transnet.net
Date Published
4/7/2022 3:51:47 PM
Closing Date
4/13/2022 10:00:00 AM
Briefing Date And Time
Briefing Details
Location Of Service
Name Of Institution
Tender Category
Tender Status
Briefing Session
Closing Date
4/13/2022 10:00:00 AM
Attachments
2.14 Standard Terms and Conditions of Contract for
2.18 Supplier Integrity Pact_April 2020_v1.pdf
2.19 Non Disclosure Agreement_April 2020_v1.pdf
2.9 Request for Quotations TE22-SRX-1FG-02068.pd
Log An Intent To Bid
Submit Intent
Cancel
When the “Submit Intent” is selected, a message will appear to indicate that the request was successfully submitted. Click on close and wait for the next screen.

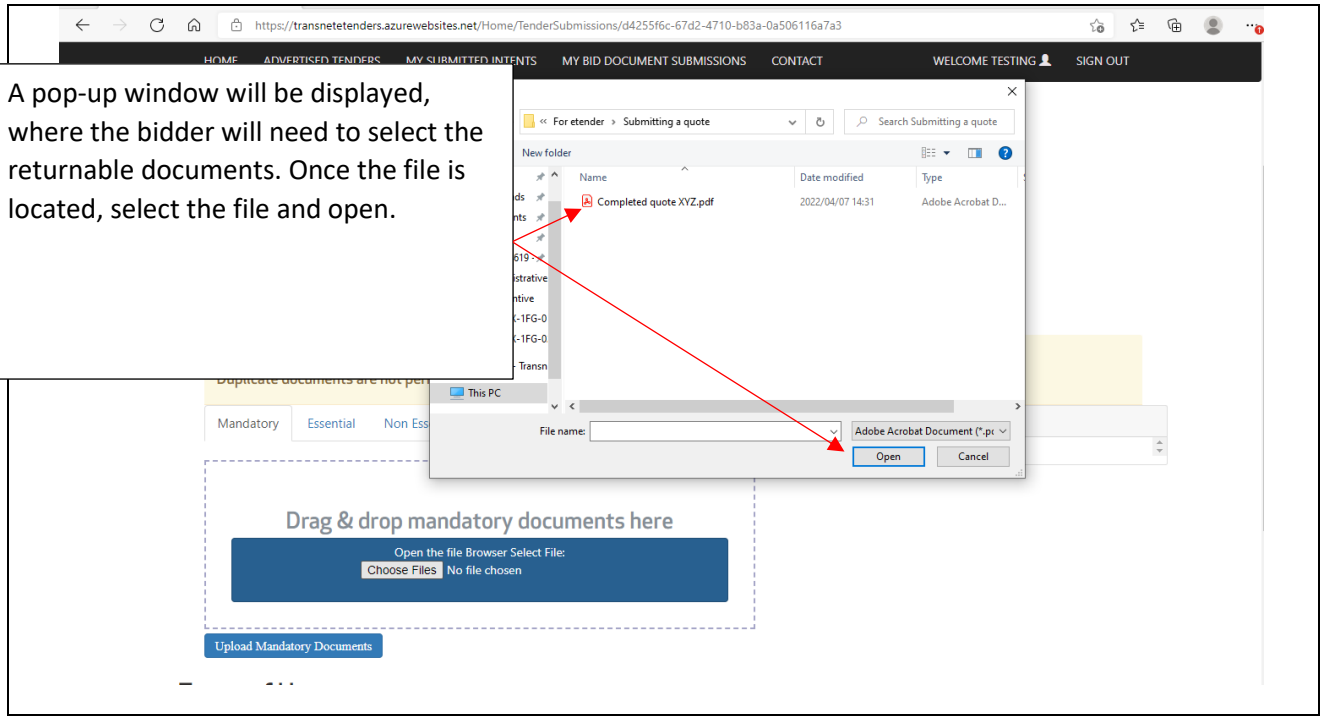

TRANSNET
delivering freight reliably
HOME
ADVERTISED TENDERS
MY SUBMITTED INTENTS
MY BID DOCUMENT SUBMISSIONS
CONTACT
WELCOME TESTING
SIGN OUT
MY SUBMISSION INTENTS
Show 10 entries
Tender Reference Number
Name
Description Of Tender
Briefing Session Date
Closing Date
View Details
TE/2022/04/0697/RFQ
TE22-SRX-1FG-02068
STOP; TOP BUNK, OD 19.5 X HT 6.5 MM
4/13/2022 10:00:00 AM
View Details
Showing 1 to 1 of 1 entries
Previous
1
Next
The screen should be updated and load the “MY SUBMITTED INTENTS”. To proceed to capturing your bid documents, click on “View Details”

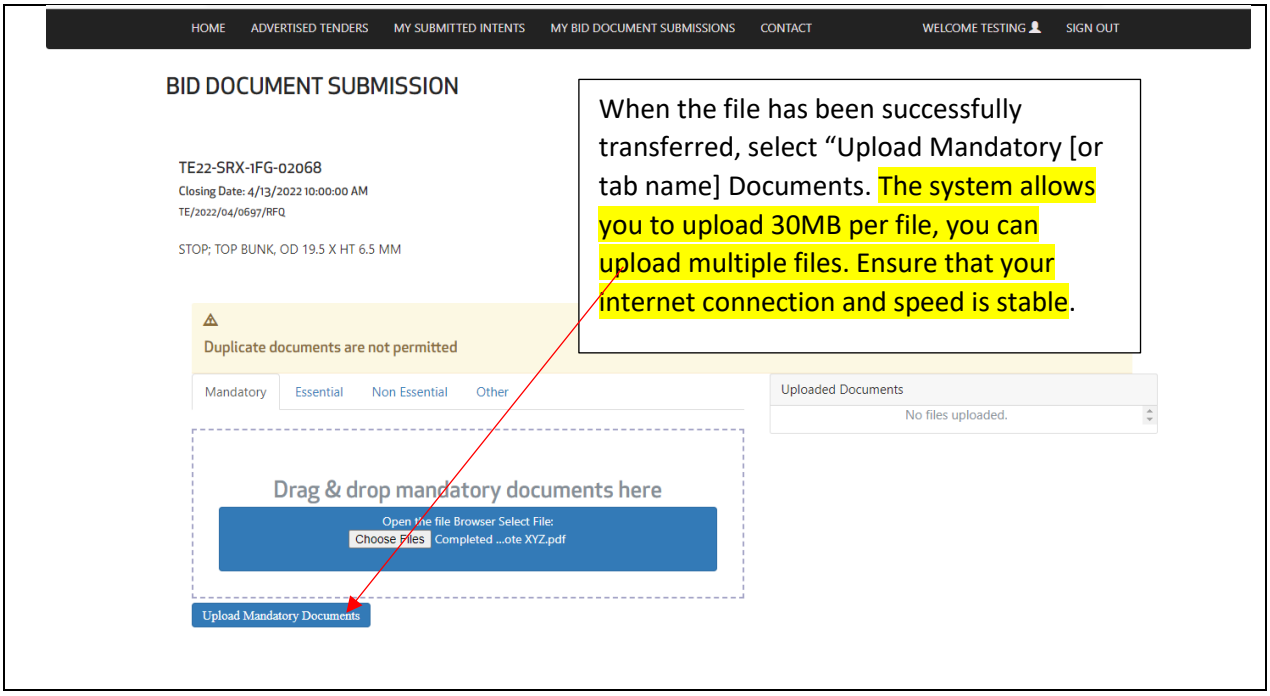

https://transnetetenders.azurewebsites.net/Home/SubmissionIntentDetails/d4255f6c-67d2-4710-b83a-0a506116a7a3
delivering freight reliably
HOME
ADVERTISED TENDERS
MY SUBMITTED INTENTS
MY BID DOCUMENT SUBMISSIONS
CONTACT
WELCOME TESTING
SIGN OUT
SUBMISSION INTENT DETAILS
Tender Summary
Ask For Clarity
Submit Tender Documents
TE22-SRX-1FG-02068
TE/2022/04/0697/RFQ
STOP; TOP BUNK, OD 19.5 X HT 6.5 MM
Briefing Session
Closing Date
4/13/2022 10:00:00 AM
Attachments
2.14 Standard Terms and Conditions of Contract f
2.18 Supplier Integrity Pact_April 2020_v1.pdf
2.19 Non Disclosure Agreement_April 2020_v1.pd
The Submission Intent Details page will be displayed with 2 tabs on the left. Refer to the YELLOW highlighted sections.


https://transnetetenders.azurewebsites.net/Home/SubmissionIntentDetails/d4255f6c-67d2-4710-b83a-0a506116a7a3
delivering freight reliably
HOME
ADVERTISED TENDERS
MY SUBMITTED INTENTS
MY BID DOCUMENT SUBMISSIONS
CONTACT
WELCOME TESTING
SIGN OUT
SUBMISSION INTENT DETAILS
Tender Summary
Ask For Clarity
Submit Tender Documents
Please email drawing
No Response From Transnet
Briefing Session
Closing Date
4/13/2022 10:00:00 AM
Attachments
2.14 Standard Terms and Conditions of Contract
Submit queries below
Submit All Questions
Cancel
By selecting the “Ask for Clarity”, a bidder may request for further clarity with regards to drawings or specification. The clicking on the “Submit All Questions”. The response from the Transnet representative will also be reflected on this page.

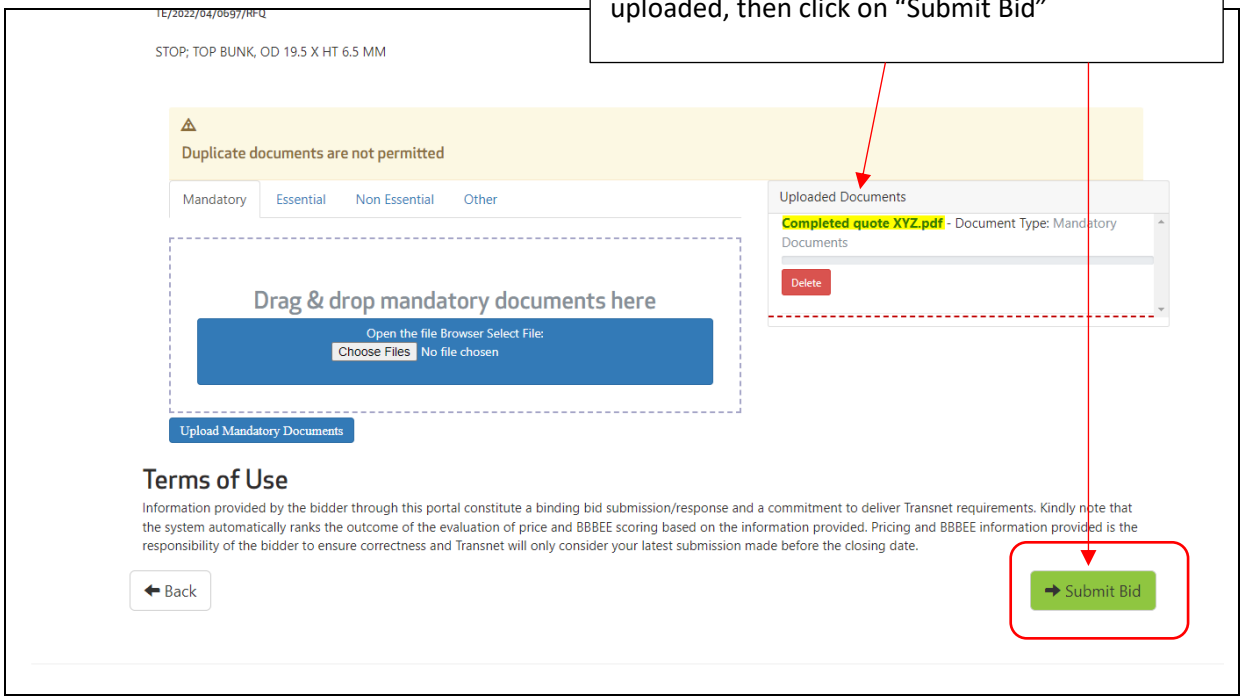

https://transnetetenders.azurewebsites.net/Home/SubmissionIntentDetails/d4255f6c-67d2-4710-b83a-0a506116a7a3
TRANSNET
delivering freight reliably
HOME
ADVERTISED TENDERS
MY SUBMITTED INTENTS
MY BID DOCUMENT SUBMISSIONS
CONTACT
WELCOME TESTING
SIGN OUT
SUBMISSION INTENT DETAILS
Tender Summary
Ask For Clarity
Submit Tender Documents
TE22-SRX-1FG-02068
TE/2022/04/0697/RFQ
STOP; TOP BUNK, OD 19.5 X HT 6.5 MM
Briefing Session
Closing Date
4/13/2022 10:00:00 AM
Attachments
2.14 Standard Terms and Conditions of Contract f
2.18 Supplier Integrity Pact_April 2020_v1.pdf
2.19 Non Disclosure Agreement_April 2020_v1.pd
2.9 Request for Quotations TE22-SRX-1FG-02068.
When the bidder has completed the returnable documents and scanned to their PC/Laptop, the next step would be to upload the documents. Click on “Submit Tender Documents”

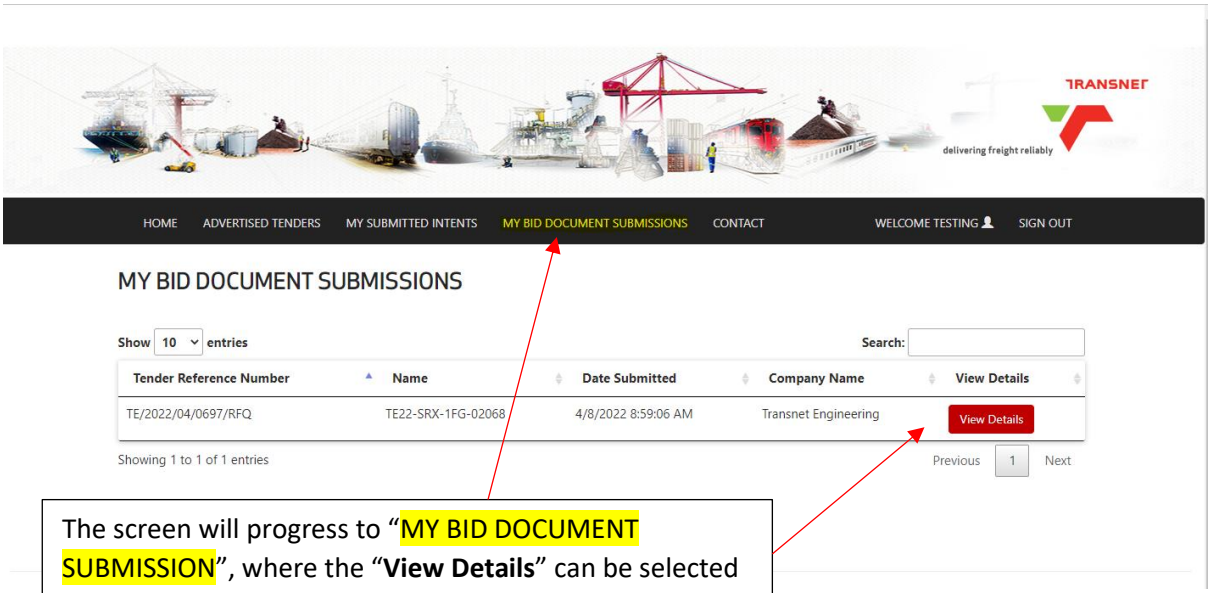

HOME
ADVERTISED TENDERS
MY SUBMITTED INTENTS
MY BID DOCUMENT SUBMISSIONS
CONTACT
WELCOME TESTING
SIGN OUT
BID DOCUMENT SUBMISSION
TE22-SRX-1FG-02068
Closing Date: 4/13/2022 10:00:00 AM
TE/2022/04/0697/RFQ
STOP; TOP BUNK, OD 19.5 X HT 6.5 MM
The page will be updated to “BID DOCUMENT SUBMISSION”, with option to “Choose Files”. Note the tabs for Mandatory, Essential, Non Essential, and Other where different documents can be uploaded. Click on “Choose Files”
Duplicate documents are not permitted
Mandatory
Essential
Non Essential
Other
Uploaded Documents
No files uploaded.
Drag & drop mandatory documents here
Open the file Browser Select File:
Choose Files
No file chosen
Upload Mandatory Documents
Terms of Use


A pop-up window will be displayed, where the bidder will need to select the returnable documents. Once the file is located, select the file and open.
https://transnetetenders.azurewebsites.net/Home/TenderSubmissions/d4255f6c-67d2-4710-b83a-0a506116a7a3
HOME
ADVERTISED TENDERS
MY SUBMITTED INTENTS
MY BID DOCUMENT SUBMISSIONS
CONTACT
WELCOME TESTING
SIGN OUT
For etender › Submitting a quote
Search Submitting a quote
New folder
Name
Date modified
Type
Completed quote XYZ.pdf
2022/04/07 14:31
Adobe Acrobat D...
This PC
File name:
Adobe Acrobat Document (*.pd
Open
Cancel
Mandatory
Essential
Drag & drop mandatory documents here
Open the file Browser Select File:
Choose Files
No file chosen
Upload Mandatory Documents


HOME
ADVERTISED TENDERS
MY SUBMITTED INTENTS
MY BID DOCUMENT SUBMISSIONS
CONTACT
WELCOME TESTING
SIGN OUT
BID DOCUMENT SUBMISSION
When the file has been successfully transferred, select “Upload Mandatory [or tab name] Documents. The system allows you to upload 30MB per file, you can upload multiple files. Ensure that your internet connection and speed is stable.
TE22-SRX-1FG-02068
Closing Date: 4/13/2022 10:00:00 AM
TE/2022/04/0697/RFQ
STOP; TOP BUNK, OD 19.5 X HT 6.5 MM
Duplicate documents are not permitted
Mandatory
Essential
Non Essential
Other
Uploaded Documents
No files uploaded.
Drag & drop mandatory documents here
Open the file Browser Select File:
Choose Files
Completed ...ote XYZ.pdf
Upload Mandatory Documents

The “Uploaded Documents” section will be updated to confirm that the document was uploaded, then click on “Submit Bid”





The screen will progress to “MY BID DOCUMENT SUBMISSION”, where the “**View Details**” can be selected to confirm that all required information is submitted correctly.