STEP BY STEP PREPARATION OF SUBMITTING TENDERS

SANRAL

BUILDING SOUTH AFRICA THROUGH BETTER ROADS

STEP 01

Ensure to always be on the lookout for Targeted Enterprise/SMME information sessions

STEP 02

Ensure to always be on the lookout for Targeted Enterprise/SMME tender adverts in:

i. local newspapers,
ii. municipality notice boards
iii. contractor's site office
iv. SANRAL SMME Development Desk
v. Communication from Project Liaison Committee members.

STEP 03

Check that the following compliance documents are valid:

i. B-BBEE certificate and audited financial statements
ii. CIDB certificate
iii. Registration on National Treasury Central Supplier Database
iv. Tax status
v. Certificate of compliance with compensation for occupational injuries and diseases act No. 130 of 1993

STEP 04

Attend compulsory tender briefing sessions

STEP 05

Ensure the contractor signs your certificate of attendance at the clarification briefing session

STEP 06

Ensure you sign the attendance register

STEP 07

Complete all returnable schedules and submit in a sealed envelope together with the completed pricing schedule/Bills and quantities

STEP 08

Ensure that all documents that require Commissioner of Oath stamp state the date, month and year

STEP 09

Submit your tender before the stated closing date and time in the tender advert

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