



Effective Implementation from 1 August 2018

The SOP is required to ensure documents are correctly administered via the editor's area of the Western Cape Government Health website and in the event of a document being incorrectly uploaded.

1. Purpose

The purpose of this SOP is to give clear guidance with instructions of how to send a Bid Register to be uploaded onto the Western Cape Government Health website. These instructions should be used to ensure the right procedure is followed.

2. Scope

This SOP applies to all those whom are responsible for capturing a Bid Register document for uploading onto the **internet**: Western cape Government Health website.

3. Before a document is uploaded to the website

when uploading a Bid Register to the website, the document author and person responsible for uploading the document should determine that the document has been thoroughly checked to ensure it does not contain inappropriate content and that the document is free of error.

4. Instructions: how to send a Bid Register to be uploaded onto the Western Cape Government Health website.

- Bid Register can only be uploaded in PDF format
- Bid description should be 10 words or less
- The bid number and description should also be added within the body of the e-mail when requesting an upload onto WCG
- Only One Bid per pdf document, no multiple bids within a pdf document.

5. Process for Monitoring Compliance and Effectiveness

Compliance of this SOP will be monitored as and when required, with a spot check completed when a Bid register is received.

Mark van der Heever

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Signature

Date : 25 July 2018