6 Steps to tender for Government business

Are you interested in Western Cape Government tenders? This booklet will give you some of the key steps you must follow in order to bid and also some background info and helpful tips.

Making doing business with the government BETTER TOGETHER.
6 Steps to tender for Government business

1. Register on the Western Cape Supplier Database (WCSD) and Central Supplier Database (CSD)
2. Keep a lookout for tenders/bids advertised
3. Collect bid/tender documents to be completed
4. Attend the site or briefing sessions if required
5. Complete all relevant tender/bid documents
6. Submit your tender/bid documents before the deadline
Suppliers and service providers who intend to do business with the Western Cape Government must be registered on the WCSD and CSD.

Registration documents must be submitted directly to Ariba, our independent third party partner responsible for maintaining the WCSD.

For any questions or assistance required with getting registered, please contact Ariba on:
- Tel: 021 680 4666 or 0861 22 5577;
- Website: www.Ariba.com
- Email: supplierdatabase@ariba.com;
- Fax: (021) 441 1288.

Should your business offer home building services, you will also need to be registered with the National Home Builders Registration Council (NHBRC) and the Construction Industry Development Board (CIDB).

Please contact NHBRC directly regarding registration on:
- Tel: 0800 200 824;
- Email: thenhbrc@nhbrc.org.za;
- Website: www.nhbrc.org.za.

Please contact the CIDB directly regarding registration on:
- Tel: 086 100 2432;
- Email: cidbwc@cidb.org.za;
- Website www.cidb.org.za;
- or visit them at 4 Dorp Street, Cape Town, 8001.
Depending on the nature of goods or services required, the Western Cape Government will put out a tender or invite bids/proposals from interested suppliers and service providers. Tenders/bids are advertised according to the estimated value as follows:

**R2 001 – R10 000:**
The WCG may source quotes, telephonically or via email, directly from suppliers for goods and services up to R10 000.

**R10 001 – R500 000:**
The WCG uses Ariba to transact with suppliers for goods and services up to R500 000. Tenders and Requests for Quotations are emailed or faxed to subscribers of Ariba according to their business profile.

**R500 000 and above:**
Goods and services above the value of R500 000 are known as Competitive Bids and are obtained via a formal bidding process. These tenders are advertised in local newspapers such as The Cape Times, Die Burger, The Argus, Government Tender Bulletin, I-tender and E-portal.

You can also look out for tender/bid opportunities via the Website on https://www.westerncape.gov.za/tenders. Details of tenders/bids awarded are also available on the website.
All required documents and processes will be stated in the tender/bid advertised. If so stated, you may be required to collect tender/bid documents for completion. The advertisement will provide details regarding where and when documents can be collected.

Many tenders/bids require interested parties to attend a site or briefing session. If so required, details will be stated in the advertised tender/bid. It is compulsory that you attend this site/briefing session in order to submit your proposal.

Complete all relevant documents as indicated in the bid/tender as advertised. Ensure that you have familiarised yourself with all requirements when completing these documents. Should you have any queries or require further clarity, please contact the relevant official as indicated in the advertised tender/bid.
Submit your completed tender/bid documents, along with any supporting documents as required, before the deadline. No bids/proposals will be considered if submitted after the deadline.

**Tips for completing and submitting tender documents:**

- Always **read** through the bid documents carefully.
- Complete the document in full.
- Do a proper **cost analysis** when calculating your bid prices.
- Enquire about the bid and obtain all the relevant information **before completing** the tender document.
- Make sure that you are able to meet all of the requirements within the specified time and are able to honour your offer in the event that your bid is successful.
- Do not make any **misrepresentations or false statements** in your bid documentation. It is a legal document and therefore enforceable by law.
- Quality services and products will improve your track record and good standing with the Department. Poor delivery creates a negative impression not only for your business but for all small businesses in general.
- Always provide all of the information requested in the tender application. **Do not forget** things like your tax clearance certificate and shareholding certificates. Note: out-dated tax clearance certificates are not allowed.
- It is important that the calculations of tender prices are correct. **Check and DOUBLE CHECK this!**
- Often, tenderers misinterpret the scope of the work. If you are unsure of anything in the tender, **please ASK!**
- **Always SIGN** your bid document. Unsigned documents will be disqualified.
- If you have a valid **B-BBEE score card**, remember to claim your points. Points unclaimed are points lost!
- Make sure that you drop the tender into the right box, **before the closing time**. By law, no late bids will be accepted past the closing time.
- If samples are requested, sufficient amounts must be supplied to enable the item to be evaluated under the appropriate technical or clinical conditions. Ensure that any requirements related to compliance with SABS specifications are met.
The tender process

The WCG encourages and promotes: local economic development; black economic empowerment; small businesses and joint venture partnerships. The system to procure goods and services on behalf of government is designed to be fair, equitable, transparent, competitive and cost effective.

There are a number of policies that guides the WCG on how to make decisions on which tender/bid to accept. Although price is very important in the decision on which tender or bid to accept, it is not the only factor taken into account.

Once government accepts a tender, it is binding on both parties and in most cases the WCG will enter into a Service Level Agreement with the successful bidder. This means that the person or company that won the tender has to provide the goods or services in the manner agreed to and at the price offered. In turn, the WCG must pay the agreed price at the agreed time. In other words, once accepted, a tender is a binding contract.

Supply Chain Management (SCM) manages the supply and acquisition of goods and services to the Western Cape Government. This includes infrastructure works and consultancy services, the disposal of goods no longer needed, and the selection of contractors to assist in the provision of provincial services.

Should you have any queries regarding the tender process, please contact the **Treasury Supplier Database Helpdesk, available Monday to Friday 07h30 - 15h00**, on:

Tel: 021 403 9860

Email: Andre.Bastiaanse@westerncape.gov.za