

## 1. TENDER DOCUMENT BINDING

### 1.1. Importance of Tender Document Binding:

- First impression of your business to the recipient / evaluators.
- Documents are easily processed, cared for, accessible, stored, not easily tear and be misplaced.
- To be able to find context without difficulty.

### 1.2. Recommended Tender Document binding:

- Do not submit your tender in separate loose pages and put together with a rubber band, even if they are put in an envelope, to avoid being misplaced.
- Bind / file big tenders documents separately according to their evaluation criteria rather than forcing all pages in one file for easy processing.
- Put your tender in a sealed envelope. If not practical because of volumes, pack files in a box, seal and label accordingly.
- Remember to tender in duplicate (plus a soft copy if requested) meaning, submit one original plus one copy of the original and a soft copy if requested.

### 1.1. Types of Tender Binding allowed:

#### Tape binding



Tape binding is the most recommendable binder for your tenders to ensure safety, avoid tempering, pages not missing and easy accessibility for different evaluators.

#### Spiral (Comb) Binding



**PLEASE NOTE:** Always remember to tender in duplicate (submit original and copy files) when launching your tender in the tender box.

## **2. HOW TO LABEL YOUR TENDER ON THE OUTSIDE PACKAGE:**

**NB!** - The following information **must** be displayed on the cover of your tender submission

**BIDDER'S NAME/COMPANY NAME:**

**ENQUIRY NUMBER: MAT....**

**CLOSING DATE:**

**TENDER BOX:**

**Matimba Main Security Gate**

**Matimba Power Station**

**Nelson Mandela Drive**

**Lephalale**

**0555**

## **3. TENDER SUBMISSION INDEX**

- When filling or writing out information, tenderers are encouraged to type on the PDF documents or write in block letters if hand written, for better legibility
- Submissions must be indexed appropriately and the index must be the second page after the title page of each section. Index your files according to the dividers to enable find context without difficulty.
- Please do not use plastic dividers, rather use paper dividers for easy processing.
- Label your tender files on the outside accordingly and state the number of files e.g. 1 of 4 to avoid getting misplaced.
- Tender documents must be separated into the following files;
  - 1. Commercial File,**  
(All documents must be completed and signed where required)
    - 1.1. Mandatory Returnables for Basic Evaluation**
    - 1.2. Prequalification requirement (if applicable)**
    - 1.3. Technical Gate-keepers (where applicable)**
    - 1.4. NEC3 pricing schedule and contract data.**
  - 2. Technical File**
    - 2.1. Supporting docs as per technical evaluation
  - 3. SHEQ File**
    - 3.1. Safety requirements
    - 3.2. quality requirements
    - 3.3. Environmental requirements.