

ETENDER PORTAL

E-SUBMISSION USER MANUAL FOR SUPPLIERS

Suppliers' guide to submitting e-Submission Bids



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



TABLE OF CONTENTS

- [HOW TO LOGIN TO THE PORTAL](#).....2- 3
- [HOW TO FIND AN E-SUBMISSION TENDER](#)5 - 6
- [HOW TO APPLY FOR AN E-SUBMISSION TENDER](#).....7 - 13
- [HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID](#).....14 - 15

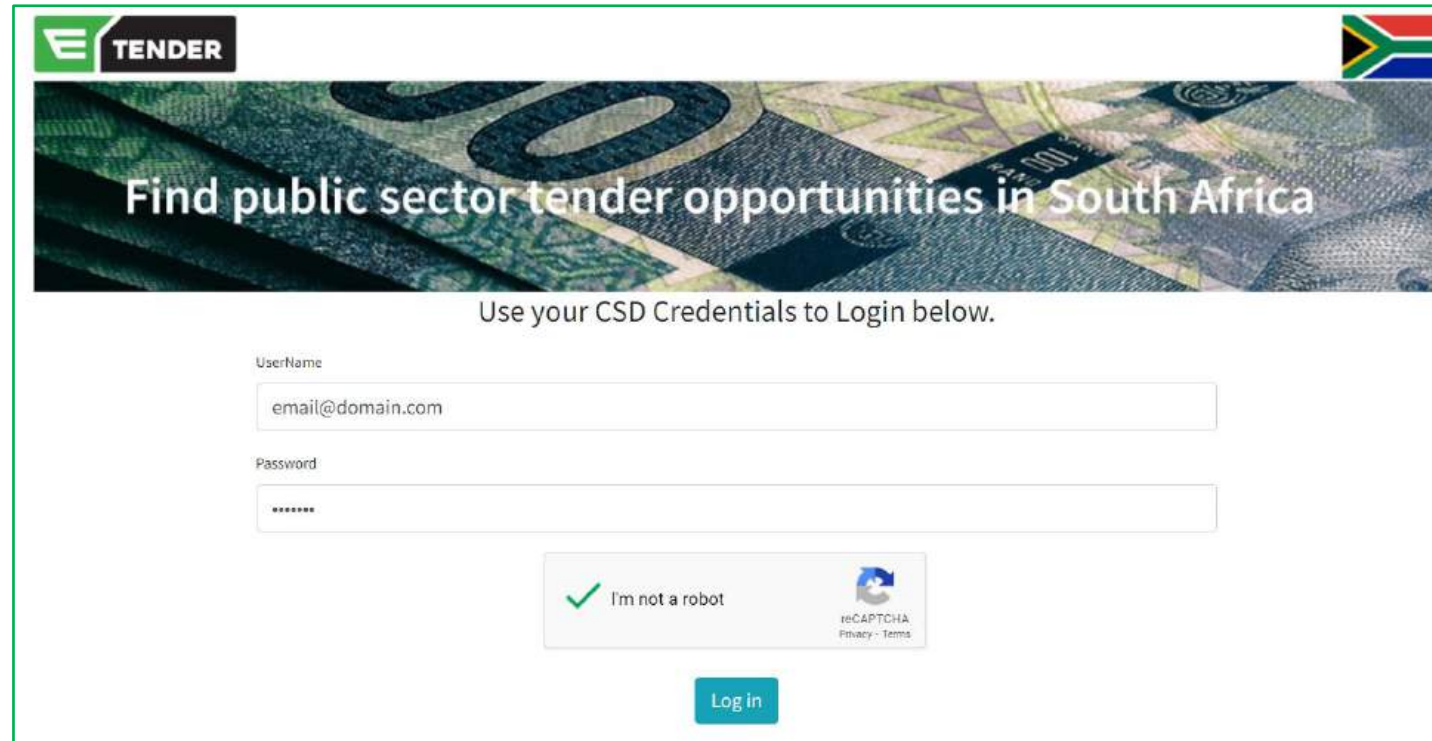
HOW TO LOGIN TO THE PORTAL

- Go to <https://etenders.gov.za>
- Click on **Login**
- Select **Supplier Login**



HOW TO LOGIN TO THE PORTAL ...continued

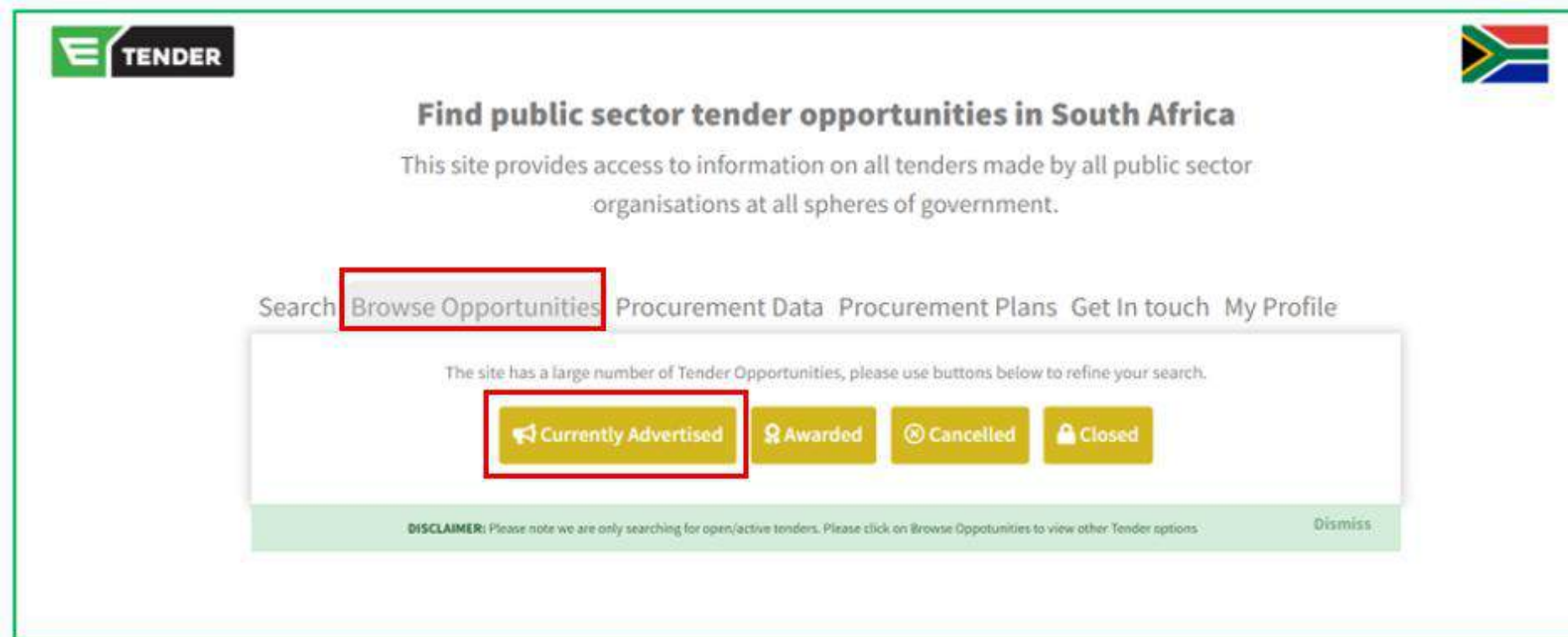
- Type in your Central Supplier Database (CSD) registered email address
- Type in your Central Supplier Database (CSD) login password
- Complete the CAPTCHA verification
- Click Log in



The screenshot shows the login interface for the TENDER portal. At the top left is the 'TENDER' logo, and at the top right is the South African flag. The main banner features a background of South African 100 Rand banknotes with the text 'Find public sector tender opportunities in South Africa'. Below the banner, the instruction 'Use your CSD Credentials to Login below.' is displayed. The login form consists of two input fields: 'UserName' with the placeholder 'email@domain.com' and 'Password' with masked characters. Below the password field is a reCAPTCHA verification area showing a green checkmark and the text 'I'm not a robot', along with a reCAPTCHA logo and links for 'Privacy' and 'Terms'. A blue 'Log in' button is positioned at the bottom center of the form.

HOW TO FIND AN E-SUBMISSION TENDER

- Click **Browse Opportunities**
- Select **Currently Advertised**



HOW TO FIND AN E-SUBMISSION TENDER...continued

- Click “+” on any tender opportunity you wish to apply for.

Please note; eSubmission Tenders will have a tick (✓) under the eSubmission Column

Listing all **currently advertised** tender opportunities

QuickFind Advanced Search

	Category	Tender Description	eSubmission	Advertised	Closing	
+	Activities auxiliary to financial service and insurance activities.	TenderTEST05/24	✓	21/05/2024	in 3 days	
+	Accommodation	Tnder12	✓	20/05/2024	in 1 days	
+	Activities auxiliary to financial service and insurance activities.	tttttender112	✓	20/05/2024	in 2 days	
+	Activities auxiliary to financial service and insurance activities.	2024Tender	✓	20/05/2024	in 2 days	
+	Accommodation	Tender05.24	✓	19/05/2024	in 3 days	
+	Activities auxiliary to financial service and insurance activities.	232323	✗	16/05/2024	in 4 days	

Showing 1 to 6 of 6 entries

Previous 1 Next

HOW TO APPLY FOR AN E-SUBMISSION TENDER

- The full details of the tender opportunity (including the Tender Documents) will be displayed.
- Click on “**Start eSubmission Process**”

Human health activities

EC Health 10 July

✓

10/07/2025

in 10 days

Details:

Tender Number:	EC Health 10 July
Organ Of State:	National Treasury
Tender Type:	Request for Bid(Open-Tender)
Province:	National
Date Published:	Thursday, 10 July 2025
Closing Date:	Thursday, 24 July 2025 - 12:00
Place where goods, works or services are required:	40 Church Street-Pretoria-Pretoria-0001
Special Conditions:	None

ENQUIRIES:

Contact Person:	Mahumisha
Email:	a@treasury.gov.za
Telephone number:	012-315-5999
FAX Number:	N/A

BRIEFING SESSION:

Is there a briefing session?:	Yes
Is it compulsory?	Yes
Briefing Date and Time:	Monday, 14 July 2025 - 09:30
Briefing Venue:	240 Madiba Street, Pretoria Central

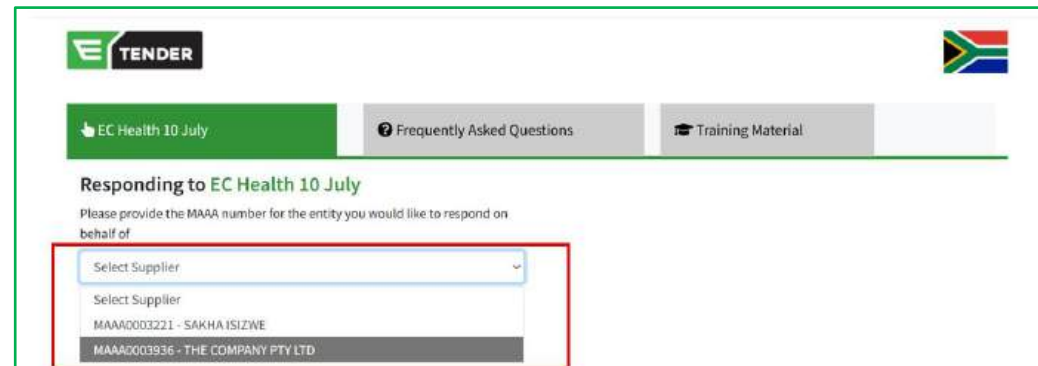
TENDER DOCUMENTS

Copy of Procurement Plan Template 2024.xlsx	Date Uploaded: 2025-07-10
Audit log NT005 2025.xlsx	Date Uploaded: 2025-07-10
Bulk-Awards-Template (3).xlsx	Date Uploaded: 2025-07-10
NT005-2025_submission.xlsx	Date Uploaded: 2025-07-10
Award List RT66-2025 (003).xlsx	Date Uploaded: 2025-07-10

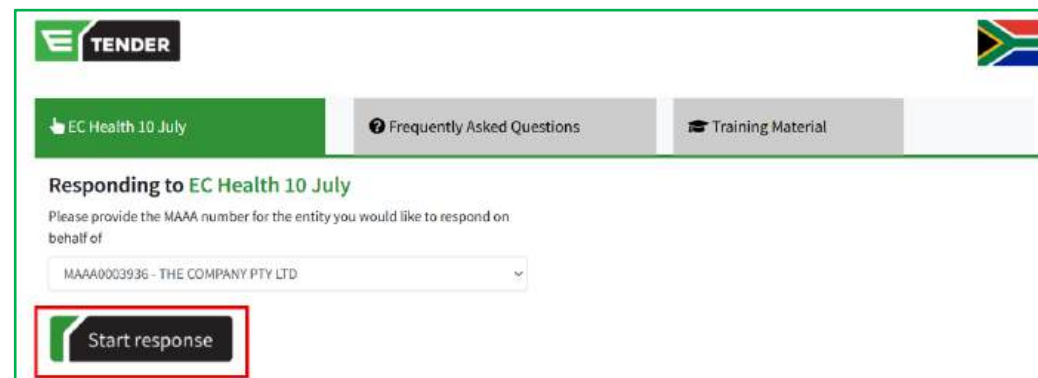
 **Start eSubmission Process**

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- Click the dropdown button on “**Select Supplier**”
- All your registered Supplier Numbers will be displayed
- Select the Supplier Number you wish to use to apply for the bid
- Click “**Start response**”



The screenshot shows the E-TENDER portal interface. At the top, there is a header with the 'E-TENDER' logo and the South African flag. Below the header, there are navigation tabs: 'EC Health 10 July' (highlighted in green), 'Frequently Asked Questions', and 'Training Material'. The main content area is titled 'Responding to EC Health 10 July' and includes the instruction 'Please provide the MAAA number for the entity you would like to respond on behalf of'. A dropdown menu labeled 'Select Supplier' is open, showing a list of registered suppliers. The first two visible options are 'MAAA0003221 - SAKHA ISIZWE' and 'MAAA0003936 - THE COMPANY PTY LTD'. The dropdown menu is highlighted with a red box.



The screenshot shows the same E-TENDER portal interface as the previous one. The 'Select Supplier' dropdown menu is now closed, and the selected option 'MAAA0003936 - THE COMPANY PTY LTD' is displayed in the input field. Below the input field, there is a button labeled 'Start response', which is highlighted with a red box.

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- A Submission Checklist will be displayed towards the right on the page.
 - Ensure all required documents are uploaded to be able to submit your bid.





EC Health 10 July

Frequently Asked Questions

Training Material

Responding to **EC Health 10 July** on behalf of **THE COMPANY PTY LTD**

Please provide the MAAA number for the entity you would like to respond on behalf of

MAAA0003936 - THE COMPANY PTY LTD

Edit

Save

Submit now

You will still be able to update your bid submissions until the closing date is reached.

Got it, Thanks!

Category	Description	Status
Human health activities	EC Health 10 July	Pending

Response Documents

Please note that the checklist will show documents as uploaded after they're attached but the documents will only be submitted once the **Submit Now** has been clicked. The **Submit Now** button will only be activated after you click on the **Confirm & Proceed** button. If you load a new file it will override the existing one.

Your submission will change to **draft** when the **edit** button is clicked.

Got it, Thanks!

Submission Checklist

☒ Valid Central Supplier Database (CSD) Profile

☐ Company Profile

☐ Proposal - Description of solution

☐ Billing Schedule

☐ SBD 4

☐ Accreditation certificate

☐ Police clearance

[MAAA0003936](#)

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- Click on “**Select files**” or **drag and drop** your files according to the respective response document headings
- Click “**Confirm & Proceed**” after uploading all required documents
 - **Note:** Only one document can be uploaded at a time, should you upload more than one document, only the recently uploaded document will be saved

The screenshot displays a web form for an e-submission tender application. It is organized into two columns and three rows of sections. Each section includes a green cloud icon with an upward arrow, the text 'Drag & drop to upload files', and a 'Select files' button. The sections are:

- Company Profile ***
- Proposal - Description of solution ***
- Billing Schedule ***
- SBD 4 ***
- Accreditation certificate ***
- Police clearance**

At the bottom left, there are two buttons: 'Confirm & Proceed' (highlighted with a red box) and 'Cancel'.

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- After clicking “**Confirm & Proceed**”, the Submission checklist should be all ticked
- Click “**Edit**” should you wish to upload a different document (the edit button will be disabled when the Tender closes and no changes can be made after that)
- Click “**Submit now**” to complete your eSubmission application

The screenshot displays the eSubmission application interface. At the top, there is a header with the 'TENDER' logo and the South African flag. Below the header, a navigation bar contains links for 'EC Health 10 July', 'Frequently Asked Questions', and 'Training Material'. The main content area is titled 'Responding to EC Health 10 July on behalf of THE COMPANY PTY LTD'. It prompts the user to provide the MAAA number for the entity they are responding on behalf of, with a dropdown menu showing 'MAAA0003936 - THE COMPANY PTY LTD'. Below this, there are three buttons: 'Edit' (highlighted with a red box), 'Save', and 'Submit now'. A yellow banner below the buttons states: 'You will still be able to update your bid submissions until the closing date is reached. Got it, Thanks!'. To the right of the buttons is a 'Submission Checklist' section, which lists six items, all of which are checked (highlighted with a red box): 'Valid Central Supplier Database (CSD) Profile', 'Company Profile', 'Proposal - Description of solution', 'Billing Schedule', 'SBD 4', and 'Accreditation certificate'. The checklist also includes a link to 'MAAA0003936'. At the bottom, there is a table with columns for 'Category', 'Description', and 'Status'. The table shows 'Human health activities' under 'Category', 'EC Health 10 July' under 'Description', and 'Pending' under 'Status'. The bottom of the page is labeled 'Response Documents'.

TENDER

EC Health 10 July | Frequently Asked Questions | Training Material

Responding to **EC Health 10 July** on behalf of **THE COMPANY PTY LTD**

Please provide the MAAA number for the entity you would like to respond on behalf of

MAAA0003936 - THE COMPANY PTY LTD

Edit **Save** **Submit now**

You will still be able to update your bid submissions until the closing date is reached. **Got it, Thanks!**

Submission Checklist

- ✓ Valid Central Supplier Database (CSD) Profile
- ✓ Company Profile
- ✓ Proposal - Description of solution
- ✓ Billing Schedule
- ✓ SBD 4
- ✓ Accreditation certificate
- ✓ Police clearance

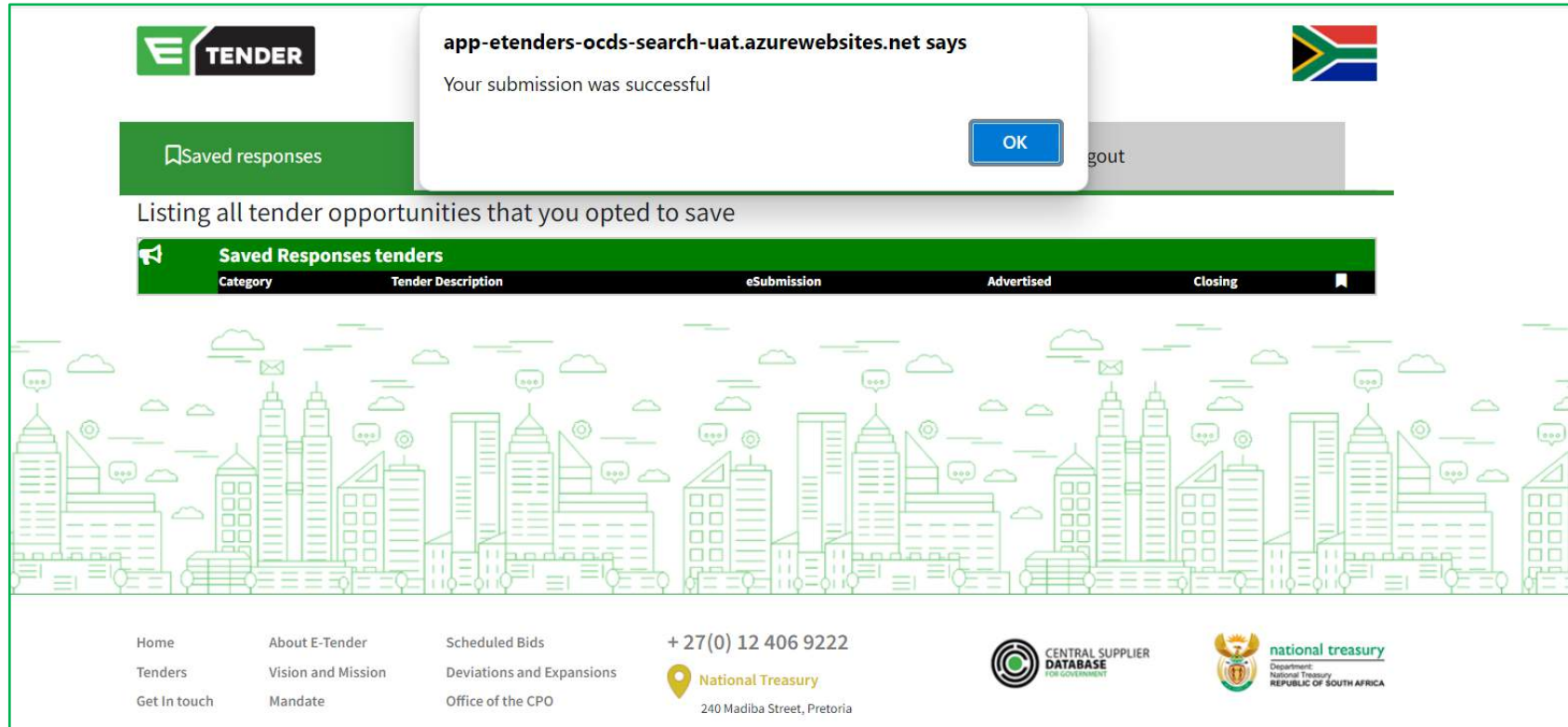
MAAA0003936

Category	Description	Status
Human health activities	EC Health 10 July	Pending

Response Documents

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- A pop up confirming a successful submission will appear after you click Submit



The screenshot displays the E-Tender portal interface. A confirmation pop-up is visible, stating: "app-etenders-ocds-search-uat.azurewebsites.net says Your submission was successful". The pop-up has an "OK" button. Below the pop-up, a green button labeled "Saved responses" is visible. The main content area shows a heading "Listing all tender opportunities that you opted to save" followed by a table titled "Saved Responses tenders". The table has columns: Category, Tender Description, eSubmission, Advertised, and Closing. The bottom of the page features a cityscape illustration and a footer with navigation links, contact information, and logos for the Central Supplier Database and National Treasury.

E TENDER

app-etenders-ocds-search-uat.azurewebsites.net says
Your submission was successful

OK

gout

Listing all tender opportunities that you opted to save

Saved Responses tenders

Category	Tender Description	eSubmission	Advertised	Closing
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Home
Tenders
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Vision and Mission
Mandate

Scheduled Bids
Deviations and Expansions
Office of the CPO

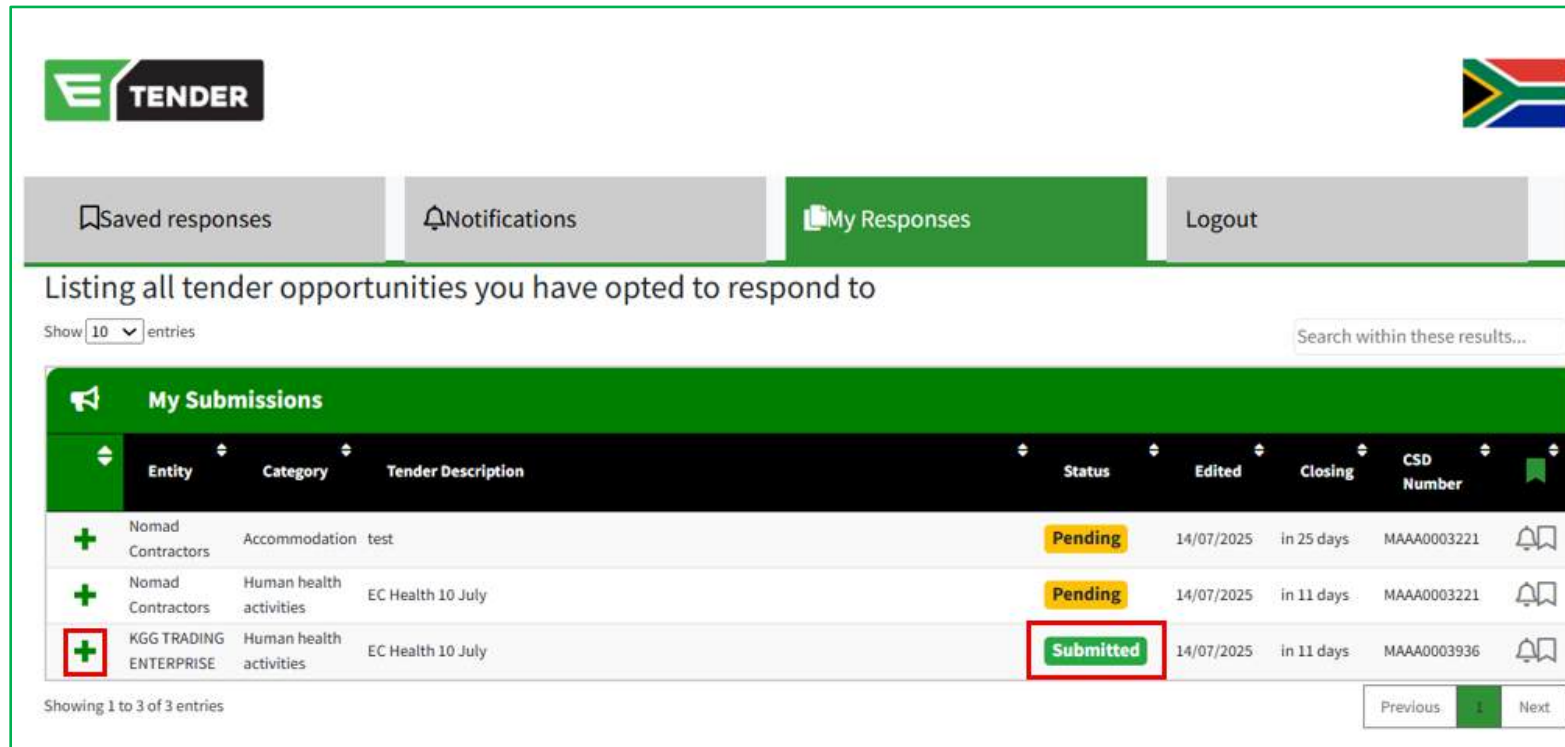
+ 27(0) 12 406 9222
National Treasury
240 Madiba Street, Pretoria

CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

HOW TO APPLY FOR AN E-SUBMISSION TENDER...continued

- The status of your submission will appear as Submitted.
- Should the status be Pending, please note that you have not yet submitted all the required documents and will need to do so to ensure a successful submission.
- Click the “+” button to edit or withdraw your submission



The screenshot displays the E-TENDER portal interface. At the top, there is a header with the 'E-TENDER' logo and the South African flag. Below the header, a navigation bar contains buttons for 'Saved responses', 'Notifications', 'My Responses' (highlighted in green), and 'Logout'. The main content area is titled 'Listing all tender opportunities you have opted to respond to'. It includes a search bar and a table of submissions. The table has columns for Entity, Category, Tender Description, Status, Edited, Closing, and CSD Number. Three entries are listed: 'Nomad Contractors' (Accommodation test, Pending), 'Nomad Contractors' (Human health activities, Pending), and 'KGG TRADING ENTERPRISE' (Human health activities, Submitted). The 'Submitted' status and the '+' button next to the third entry are highlighted with red boxes. The footer shows 'Showing 1 to 3 of 3 entries' and navigation buttons for 'Previous', '1', and 'Next'.

Entity	Category	Tender Description	Status	Edited	Closing	CSD Number
Nomad Contractors	Accommodation	test	Pending	14/07/2025	in 25 days	MAAA0003221
Nomad Contractors	Human health activities	EC Health 10 July	Pending	14/07/2025	in 11 days	MAAA0003221
KGG TRADING ENTERPRISE	Human health activities	EC Health 10 July	Submitted	14/07/2025	in 11 days	MAAA0003936

HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID

- Click “**Edit eSubmission**” to edit your bid (upload different documentation)
- Click “**Withdraw bid**” to withdraw your bid/submission

ENTERPRISE

Human health activities

EC Health 10 July

Submitted

14/07/2025

in 11 days

MAAA0003936

Details:

Tender Number:

EC Health 10 July

Organ Of State:

National Treasury

Tender Type:

Request for Bid(Open-Tender)

Province:

National

Date Published:

Thursday, 10 July 2025

Closing Date:

Thursday, 24 July 2025 - 12:00

Place where goods, works or services are required:

40 Church Street - Pretoria - Pretoria - 0001

Special Conditions:

None

ENQUIRIES:

Contact Person:

Mahumisha

Email:

@treasury.gov.za

Telephone number:

012-315-5999

FAX Number:

N/A

BRIEFING SESSION:

Is there a briefing session?:

No

Is it compulsory?

No

Briefing Date and Time:

Monday, 14 July 2025 - 09:30

Briefing Venue:

240 Madiba Street, Pretoria Central

TENDER DOCUMENTS

[Copy of Procurement Plan Template 2024.xlsx](#)

Date Uploaded: 2025-07-10

[Audit log NT005 2025.xlsx](#)

Date Uploaded: 2025-07-10

[Bulk Awards Template \(3\).xlsx](#)

Date Uploaded: 2025-07-10

[NT005-2025_submission.xlsx](#)

Date Uploaded: 2025-07-10

[Award List RT66-2025 \(003\).xlsx](#)

Date Uploaded: 2025-07-10

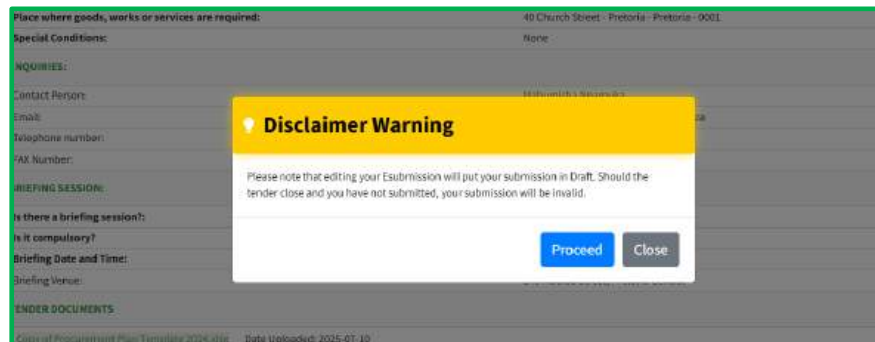
Edit eSubmission

Withdraw bid

ESUBMISSION DOCUMENTS

HOW TO EDIT OR WITHDRAW YOUR E-SUBMISSION BID...continued

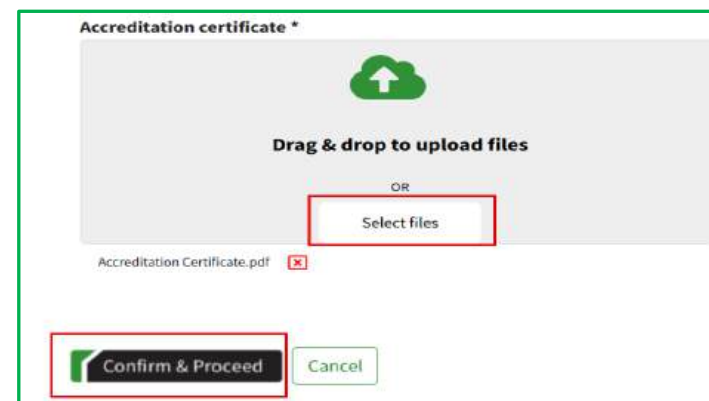
- After clicking “**Edit eSubmission**”, acknowledge the disclaimer pop-up by clicking “**Proceed**”.
- Click the “**Edit**” button and select file or drag and drop to upload different documentation
- Click “**Confirm & Proceed**” thereafter



The screenshot shows a bid submission interface with a yellow disclaimer warning pop-up. The background form includes fields for 'Place where goods, works or services are required', 'Special Conditions', 'INQUIRIES', 'Contact Person', 'Briefing Session', and 'ENDER DOCUMENTS'. The pop-up text reads: 'Disclaimer Warning. Please note that editing your Esubmission will put your submission in Draft. Should the tender close and you have not submitted, your submission will be invalid.' It has 'Proceed' and 'Close' buttons.



The screenshot shows a form titled 'Responding to EC Health 10 July on behalf of THE COMPANY PTY LTD'. It asks for the MAAA number for the entity to respond on behalf of, with a dropdown menu showing 'MAAA0003936 - THE COMPANY PTY LTD'. There are 'Edit', 'Save', and 'Submit now' buttons. A yellow box below states: 'You will still be able to update your bid submissions until the closing date is reached.' with a 'Got it, Thanks!' button. On the right, a 'Submission Check' list shows: 'Valid Central Sup', 'Company Profile', 'Proposal - Descr', and 'Billing Schedule'.



The screenshot shows the 'Accreditation certificate *' section. It features a large grey area with a green upload icon and the text 'Drag & drop to upload files'. Below this is an 'OR' label and a red-bordered 'Select files' button. At the bottom, there is a red-bordered 'Confirm & Proceed' button and a 'Cancel' button. A file named 'Accreditation Certificate.pdf' is shown with a red 'x' icon.

- After clicking “**Withdraw bid**” on the previous page, the application will disappear from your list.

THE END

