

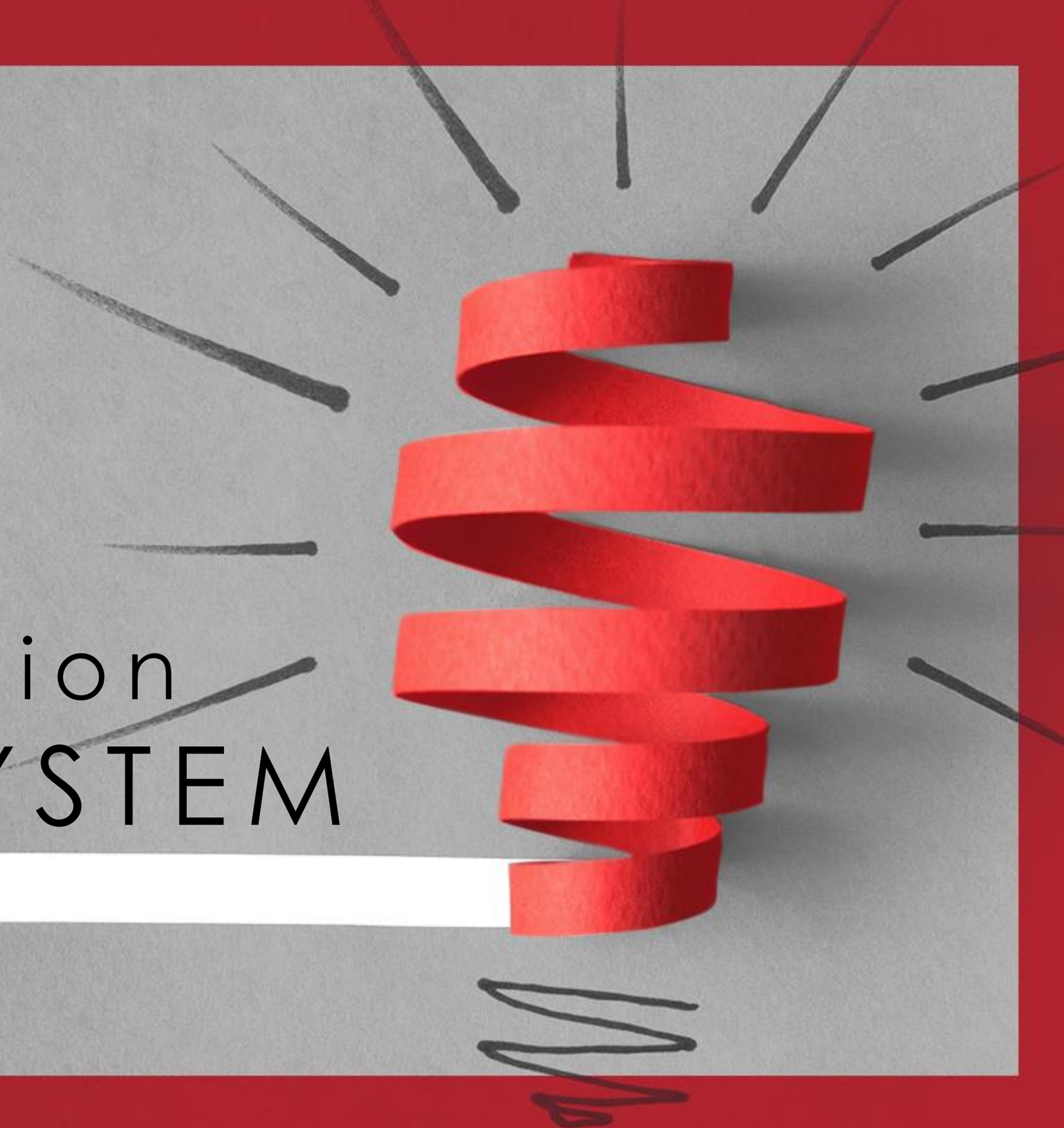


PURCHASING CONSORTIUM  
SOUTHERN AFRICA NPC

ISO 9001:2015 certified company

# Higher Education E-TENDER SYSTEM

PURCOSA.CO.ZA







Background & Deliverables:  
For Staff and Members

SEE [PURCOSA.CO.ZA](http://PURCOSA.CO.ZA)

## Pre-COVID

- PURCO SA had an effective tender publication & online purchase system for physical bid submission.

## COVID - urgent need to facilitate non-physical bid submission

Built a simple zip-file webform system integrated with the existing website, payment and tender system.

- Considered alternate approaches: Email, Wetransfer, Dropbox, FTP uploads etc.
- All have same fundamental problems:
  - No integration with existing systems
  - Poor manual deadline control
  - Limited or no access control for bids and data (bidders, staff, bid committees)
  - No security of data / chain of custody
  - Enormous workload
    - managing and consolidating emails, submissions, downloads, queries...
    - data capture and reporting (invitations, info session attendees, purchasers, submissions)

## Post COVID:

- March 2022: New website, CRM and integrated eTender system launched (file uploads only)
- April 2023: New system with Multi-component/ multi-phase/ multi-data-type functionality; and improved reporting
- Ongoing: System enhancements are rolled out regularly

Key  
objectives

MEMBERS  
PURCO SA

**Move workload to bidders**

**Capture-once approach by bidders**

**Save time. Cost and workload**

**Automation**

**Better security, stricter access control**

**No extra costs / savings**

**Save time, cost and workload**

- Remove duplicated effort (capture-once approach by bidders)
- Remove hassle associated with hard copy bid management:
  - e.g. payment and cash management, tenderbox management & receipting, submission control & retention, **data capture**, and security.
- Automate reports and outputs
- Automated reminders and follow-up (Contract expiries, B-BBEE and Tax certificates)
- Better security, stricter access control
- No extra costs for Members

**Consolidated system**

- Avoid silos of information / distributed information

**Member access to contracts and supplier records**



## Key outcomes achieved

### **Stringent Governance and Security**

- Compliant with POPIA and procurement regulations
- Strict access control
- Automation (deadlines, visibility, invitations, reporting etc.)
- Bid and data security (no lost records)
- Auditable - detailed logging and reporting

### **Secure System and Backups**

- Secure servers: Live and replication servers hosted locally with different hosting providers and separate data centres. System intrusion protection at hosting providers, server and local site levels.
- Backups: Retain 14 daily, 3 weekly, and 4 monthly backups

### **Disaster recovery to separate Replication Server**

- Live in real time: Database is replicated to the second server
- Every 15 min: Uploaded file are copied to the replication server.
- Detailed logging 1 million database log records

### **Data retention**

- Not limited by server space. No automated deletions. Subject to PURCO SA policy when needed.

# System track record

(since launch  
March 2022)

## Online tender purchases

- 9754 since system implemented
- 2024: 3029 (to 7 October 2024)

## Info session registrations

- 2023: 2475
- 2024: 3481

## Online submissions

- 4684 since system implemented
- 2023: 1878
- 2024: 1916 (to 7 October 2024)

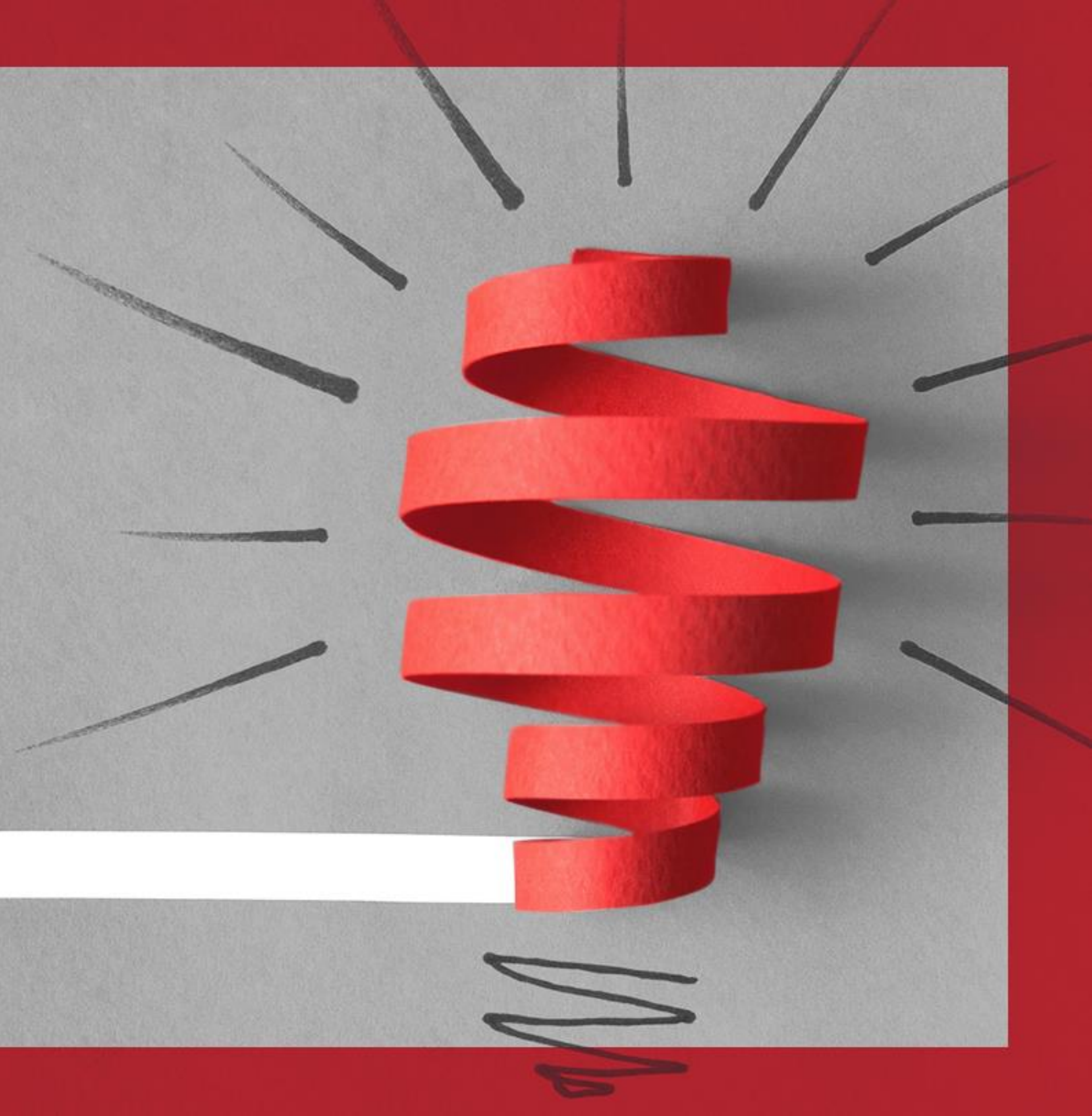
## Largest eSubmissions to date:

- 2022
  - Single component tender
  - 141 bids averaging 200MB, Largest submission = 1GB
- 2023
  - Multi-component tender with 16 optional sub-tenders;
  - 273 purchasers
  - 204 bids comprising 15897 files (19.8GB), Largest single submission = 670MB



Deliverables:  
For suppliers

SEE PURCOSA.CO.ZA



Key  
outcomes:

SUPPLIERS

## Cheaper, easier, avoid mistakes, more secure, more process integrity

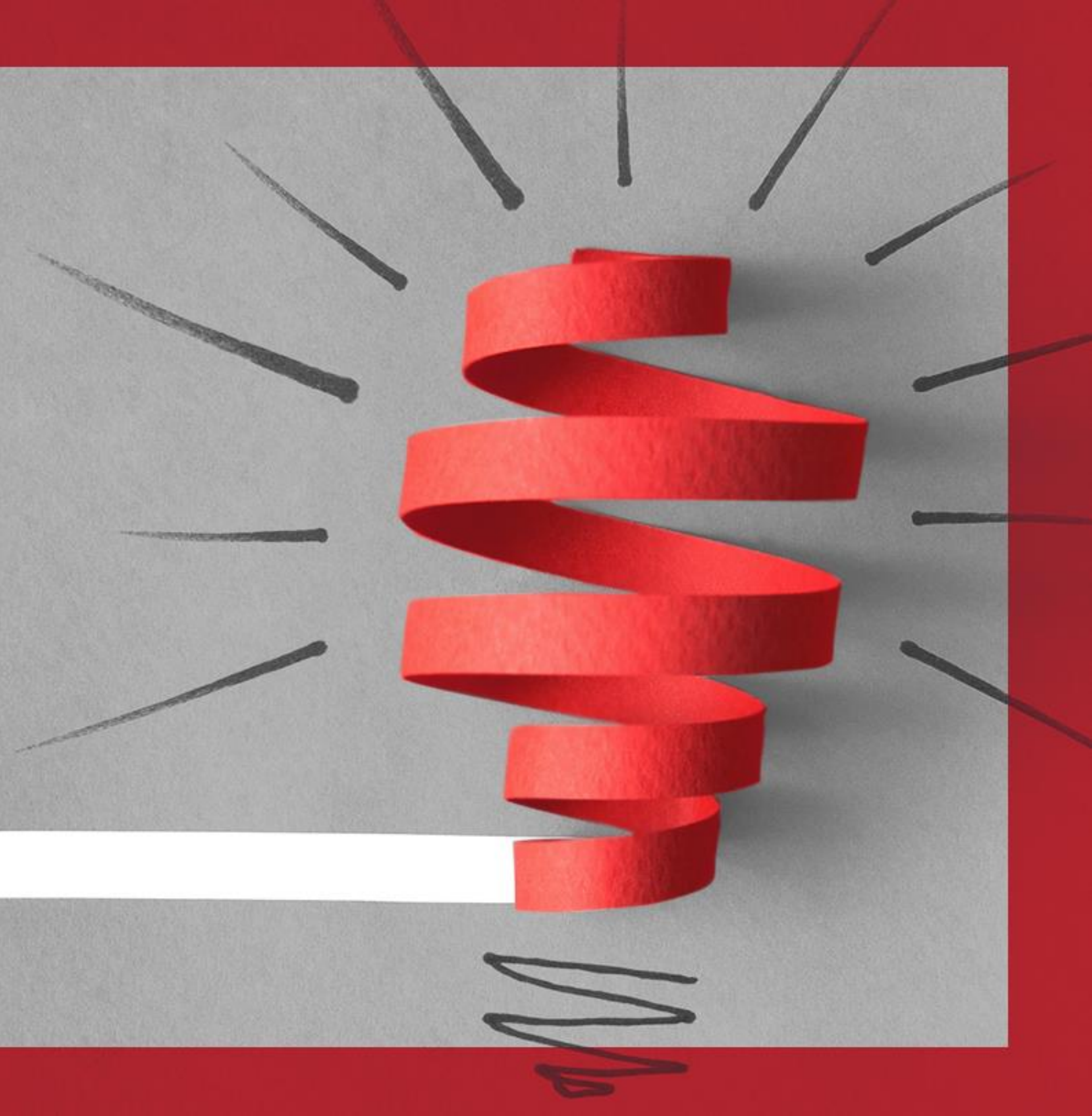
- Free registration
- Personalised tender invitations
- **Simple buy to bid process**
- No physical delivery challenges (geography, travel, time)
- No extra costs:
  - basic internet connection
  - **Savings** – no printing, USB sticks, or travel costs
- **Easy to ask questions and get all answers**
- **Designed to help suppliers avoid mistakes**
- **Security of submissions and process integrity**

*PURCO SA has run multiple problem-free online tenders for every type of service including security, construction, maintenance, jobbing, stationery, ICT etc.*



# System elements

SEE [PURCOSA.CO.ZA](http://PURCOSA.CO.ZA)



## What does system comprise

1. Integrated website, CRM and Supplier database
2. **Tender creation and publication**
3. **Email invitations** (automated, personalised, category specific)
4. **Information session management**
5. **Online tender purchase via Payfast**
  - Integrated with CRM + live reporting
  - Automated invoicing and confirmation emails
  - Live, exportable reports of purchasers.
  - Supplier gets immediate, persistent access to tender documentation after purchase.
6. **Integrated Q&A and messaging system**
  - No more managing phone calls, emails, whatsapps etc.
  - Control of what is published in hands of PURCO SA staff with Members.
  - Q&A automatically emailed to all bidders and posted on website tender page for all existing and new bidders.
  - Used by Staff and Members to disseminate information to bidders.



## What does system comprise

### 7. Online tenderbox submission

- Simple or complex Tenderbox for each tender
  - Multi-component (one tender with sub-tenders e.g. campuses, commodities)
  - Multi-stage (Mandatory, Functionality, Pricing + B-BBEE, + *Presentations etc.*)
  - Multi-data (any type of data field)
- Custom scoring per component and requirement set
- Automated deadline and access control (visibility + access by suppliers and staff)
- Bidders can save and edit drafts before submitting their final submissions.
- Detailed email confirmations to bidder & PURCO SA (unmanned mailbox) at every step.
- Tracking submissions by staff & Members:
  - Pre-deadline: who has submitted and if draft/final (no access to bid data)
  - Post-deadline: view & download bid submission report, documents, submission data

### 8. Tender evaluation and scoring

- View and download submissions immediately after deadline (available only to specified staff and Member representatives)
- Detailed, immediate submission report
- Bid document validation
- Scoring for each tender requirement (consolidated results)

## What does system comprise

### 9. Live online and downloadable reports

- Email distribution and delivery
- Info session attendees
- Buyers
- Bidders
- Submission progress (pre-deadline bidder list; post deadline submission files and details)

### 10. Detailed logs and records for each tender

- Retain detailed, accessible records of all processes
- Maintain a log of all changes to bid submissions (user, date, old and new data)
- Staff and members can't change data / delete submitted files.

### 11. Automated, exportable documents and reports

- Submission report
- Evaluation spreadsheet
- Success/Unsuccess letters on PURCO SA or Member letterheads



## **12. Suppliers record their contact details on CRM**

- Success letter directs supplier to contacts webform (management, sales, sales reports etc.)

## **13. One click conversion to contracts**

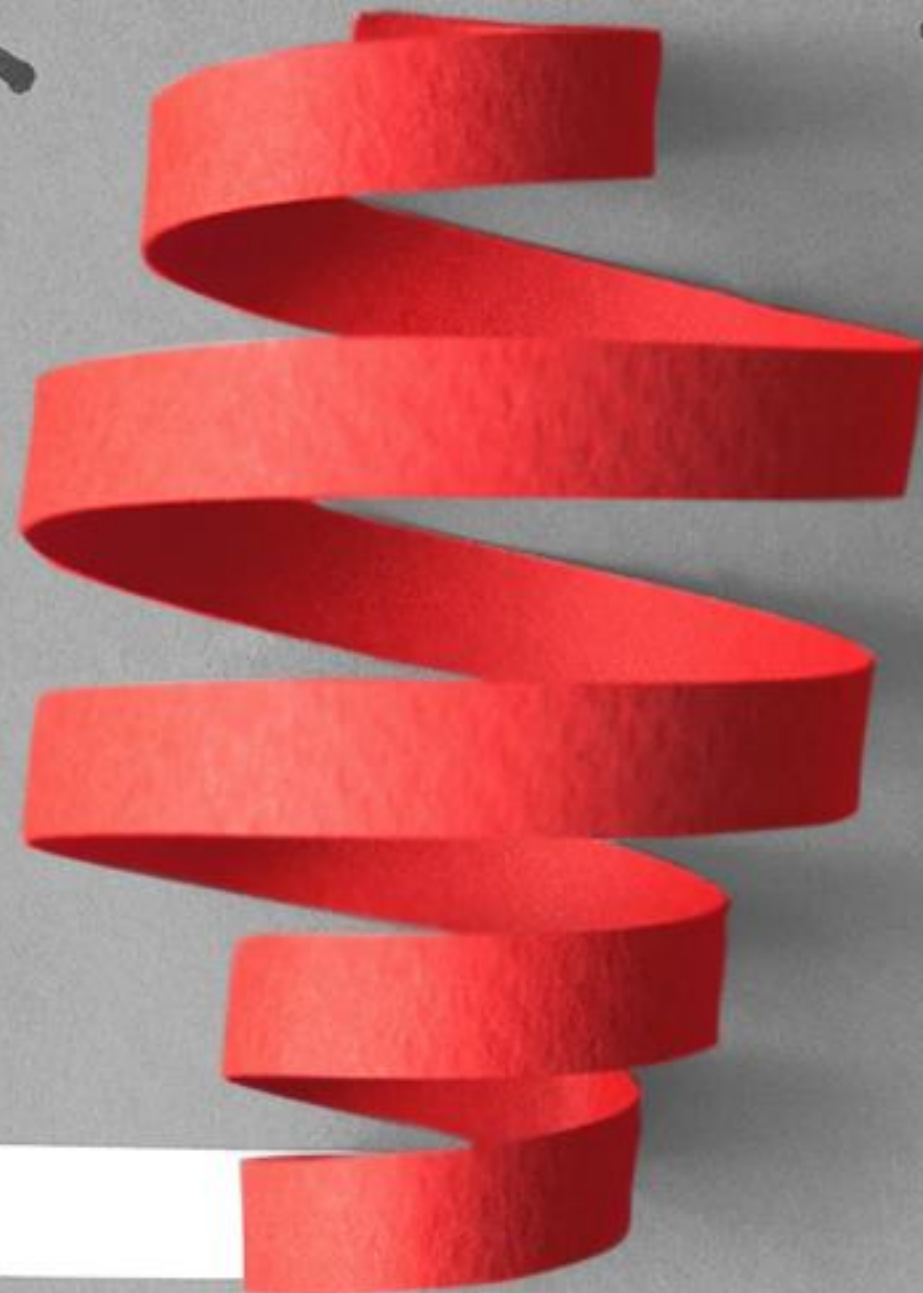
- Auto-creates contract records on the CRM
- Associates supplier contacts with contract
- Email alert to PURCO SA finance staff to capture contracts on the ERP (PURCO SA considering Sage Pastel ERP integration)

## **14. Contract documentation**

- Attach contract documents, pricing etc.
- Permissioned Staff and Member access
  - Members can't see other institution's documentation

⋮  
CRM system

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# Website System

Website fully integrated with backend CRM.

Online payment enabled.

## Strict access control

### 1. Role-based access

- Staff roles
- Members
- Suppliers

### 2. Time based access (tenders)

- Purchase deadlines
- Submission deadlines
- Bid access deadlines

The screenshot displays the PURCO website interface. At the top, the logo for PURCO (Purchasing Consortium Southern Africa NPC) is visible, along with navigation links for Home, Contact us, and social media icons. The main navigation menu includes ABOUT, SERVICES, MEMBER HUB, SUPPLIER HUB, NEWS & EVENTS, and LOGIN OR REGISTER. The hero section features a grid of images and text promoting the MEMBER Hub, SUPPLIER Hub, CONFERENCE & Expo, and the 2022 ANNUAL REPORT, which highlights 2 billion in spend and 2 billion in savings. Below the hero section, there are six categories: CONSULTING, MEETING CENTRE, EVENTS, CONTRACTS, TENDERS, and PURCO. The 'Who We Are' section describes PURCO SA as the purchasing consortium of the Higher Educational sector in Southern Africa, listing 64 member institutions and 430 contracted suppliers. The 'What We Do' section highlights 64 member institutions, 430 contracted suppliers, R2.4 billion in savings, and R2.57 billion in procurement spend. The 'ANNUAL CONFERENCE EXHIBITORS' section features logos for KHANYA AFRICA, lead, Mustek, THE PALACE, QATAR, and SURF. The 'Latest News' section includes three articles: 'PURCO SA Conference 2024: Meet your Conference Treasurer, Mr. Ntsikelelo Yena' (May 02), 'Powering Up South Cape TVET College' (Apr 26), and 'University of Venda Levels Up Network' (Apr 25). The 'OUR MEMBER INSTITUTIONS' section lists logos for Motheo TVET College, Namibia University of Science and Technology, National Health Laboratory Service, Nelson Mandela University, and NWU.

# CRM System

1. User registrations auto-create CRM records for organisations + individuals
2. Relational supplier database (20k suppliers; 30k individuals)
3. Integrated contributions records (bid purchases)
4. Document management (B-BBEE and Tax)
5. Detailed user activity records
6. Bulk email management (Tender invitations etc.)
7. Event management (Info sessions )
8. Bid submission records
9. Membership management for institutions
10. Contract Management

The image displays two screenshots of a CRM system interface. The top screenshot shows the profile for 'Mr. Selvan Govender', an individual contact. The bottom screenshot shows the profile for 'Mustek Limited', an organization contact.

**Mr. Selvan Govender (Individual Contact):**

- Summary:** Documents (0), Contributions (0), Memberships (0), Events (9), Mailings (0), Activities (9), Relationships (1), Groups (2), Notes (0), Tags (0), Change Log.
- Employer:** Purchasing Consortium Southern Africa NPC
- Job Title:** CEO
- Nickname:** Selvan
- Source:**
- Home Email \*:** selvan.govender@purcosa.co.za
- Home Phone \*:** 115 450 941
- Work Website:** http://www.purcosa.co.za
- Work Address \*:** Address belongs to Purchasing Consortium Southern Africa NPC, Rosen Office Park, 8 Invicta Road, Erand Gardens x49, Midrand, GT, South Africa.
- Privacy:** Preferred Method(s), Preferred Language: English (United Kingdom), Email Format: HTML, Communication Style: Formal, Email Greeting: Dear Selvan, Postal Greeting: Dear Selvan, Addressee: Mr. Selvan Govender.
- Gender:** Male
- Date of Birth:**
- Age:**

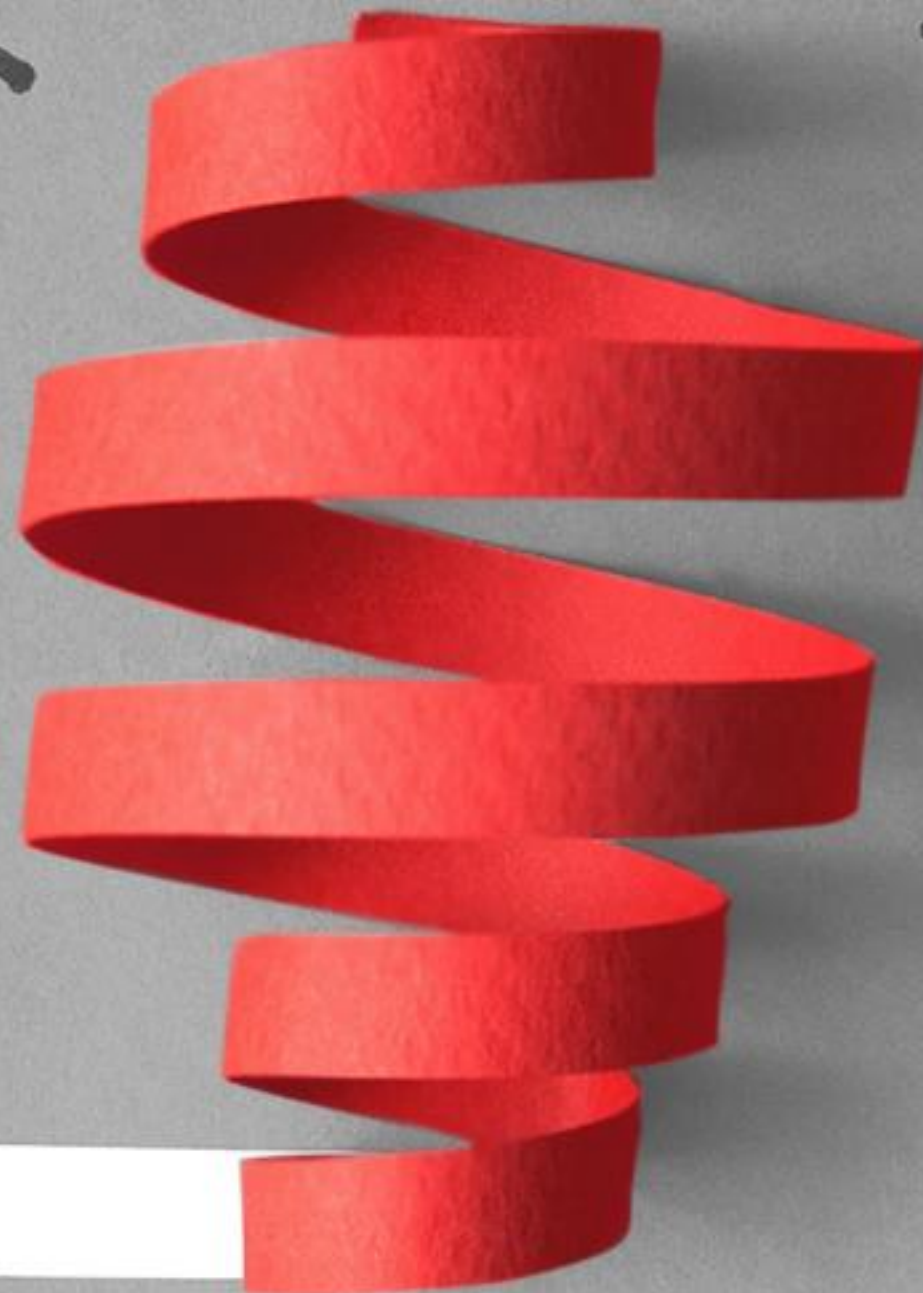
**Mustek Limited (Organization Contact):**

- Summary:** Documents (0), Contributions (0), Events (0), Mailings (0), Activities (1), Relationships (22), Groups (1), Notes (0), Bid submissions, Contracts, Tags (1).
- Head Office Email \*:** info@mustek.co.za
- Head Office Phone \*:** 011 237 1000
- Work Website:** http://www.mustek.co.za
- Head Office Address \*:** 322 15th Road, Randjespark, Midrand, GT 1685, South Africa.
- Postal Address:** P.O. Box 1638, Parklands, Johannesburg, GT 2121, South Africa.
- Tags:** Imported
- Contact Type:** Supplier
- Contact ID:** 206
- External ID:** 352
- Supplier information:** Product categories: IT Products and services; UNSPSC Codes; Operates where: Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, Northern Cape, North West, Western cape; No of offices: 10.
- Tax information:**
- Compliance Information:**



User:  
Registration

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# User registration

- Free
- Easy
- Secure
- Protects existing records

Free and easy

Checks if organisation is on DB (to manage duplications and prevent unauthorized access)

If organisation exists on CRM system:

- system sends permission request to the company's Profile Editor.
- Profile editor must accept the request
- New users cannot buy tender documents or register for Info Sessions until approved.

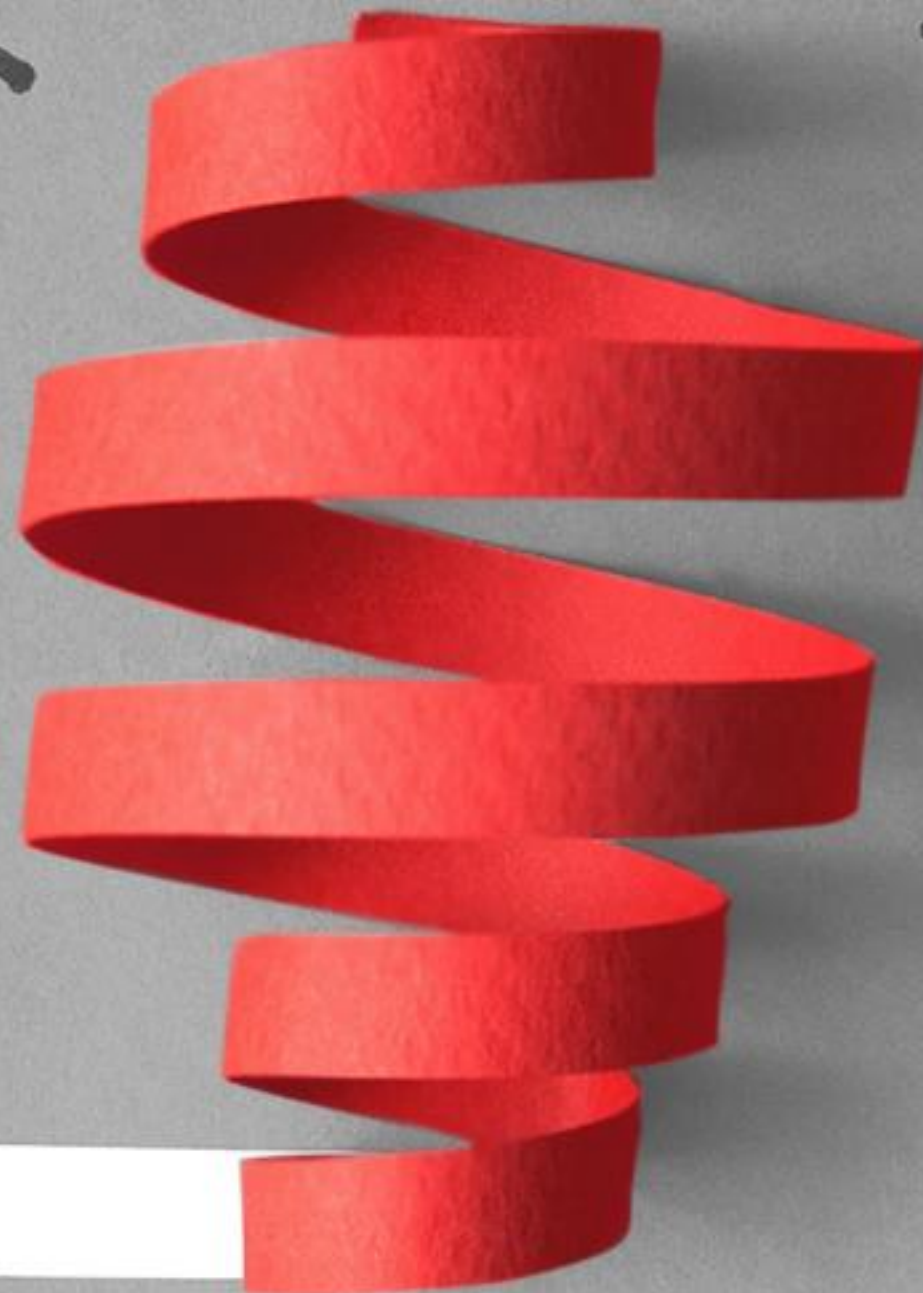
If organization is not listed in the CRM

- System collects user's individual and company details
- Supplier user complete Tender Database Registration form including company contact, B-BBEE and products and services details.
- System populates the CRM with the user's individual and company details.
- The supplier's selected Product and service categorization enables them to receive targeted tender invitations
- User is automatically enabled to buy tender documents or register for Info Sessions.



Member:  
Contracts

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# Member contracts

Member users can see basic details of all contracts and contracted suppliers

The screenshot shows the PURCO Member Hub website. At the top left is the PURCO logo with the text 'PURCHASING CONSORTIUM SOUTHERN AFRICA NPC' and 'ISO 9001:2015 certified company'. The navigation menu includes 'ABOUT', 'SERVICES', 'MEMBER HUB', 'SUPPLIER HUB', 'NEWS & EVENTS', and 'HI KHUMBUZILE ZAZILE'. Social media icons for Facebook, Twitter, and LinkedIn are on the right. A dropdown menu for 'MEMBER HUB' is open, showing options: 'Member Hub', 'Benefits of Membership', 'Join the Consortium', 'PURCO SA Source Guide', 'Contracted suppliers', and 'View and download contracts'. A green notification bar states 'You are now masquerading as kunenek@ukzn.ac.za.' Below this is a large heading 'Welcome to the Member Hub for our members'. A row of four buttons is present: 'Find Contracts', 'Contracted Suppliers', 'PURCO SA tenders', and 'Tenders on Member sites'. A horizontal row of six featured content tiles includes: 'ANNUAL CONFERENCE', 'PURCO SA SOURCE GUIDE', 'PURCO SA ANNUAL REPORT', 'PURCO SA MANAGEMENT CONSULTANCY', 'PURCO SA MEETING CENTRE', and 'PURQ ACADEMIC PLATFORM'. The section 'OUR SUPPLIER PARTNERS' follows, featuring logos for Snapplify.com, STUTTAFORD VAN LINES, takealot.com, THE BUSINESS ASSOCIATE, TG | The Travel Group, and tts.

**purco**  
PURCHASING CONSORTIUM  
SOUTHERN AFRICA NPC  
ISO 9001:2015 certified company

ABOUT SERVICES **MEMBER HUB** SUPPLIER HUB NEWS & EVENTS HI KHUMBUZILE ZAZILE

Member Hub  
Benefits of Membership  
Join the Consortium  
PURCO SA Source Guide  
Contracted suppliers  
View and download contracts

You are now masquerading as kunenek@ukzn.ac.za.

## Welcome to the Member Hub for our members

Find Contracts Contracted Suppliers PURCO SA tenders Tenders on Member sites

ANNUAL CONFERENCE PURCO SA SOURCE GUIDE PURCO SA ANNUAL REPORT PURCO SA MANAGEMENT CONSULTANCY PURCO SA MEETING CENTRE PURQ ACADEMIC PLATFORM

### OUR SUPPLIER PARTNERS

Snapplify.com STUTTAFORD VAN LINES takealot.com THE BUSINESS ASSOCIATE TG | The Travel Group tts



# Member contracts

Member users can access NATIONAL contracts and their OWN INSTITUTION'S contract documentation



ABOUT

SERVICES

MEMBER HUB

SUPPLIER HUB

NEWS & EVENTS

HI KHUMBUZILE ZAZILE



HOME > MEMBER HUB

## Contract List

### Contract and supplier Search

Use the filters to select the results you want.  
The filter fields accept partial matches.  
Sort columns by clicking on the column header.

### Download Excel spreadsheets:

- All contracts (incl. expired)
- New Contracts
- Contracts on hold

### Expiring contracts

- Expiring within 3 months
- Expiring in 3-6 months

### Expired contracts

- Expired contracts
- In 3 month grace

### Search filter

Search by contract no, contract name or supplier

### Categories

### Status

### Individual Members

Filter the contracts

Reset the filters

	Contract name	Categories	Supplier	Applicable Members	Term	Status
PUR 6200/2	PUR 6200/2		FirstRand Bank Limited (FNB)	All Members	1/10/2018 to 30/9/2025	Current
PUR 6200/2	PUR 6200/2		FirstRand Bank Limited (FNB)	Motheo TVET College	1/10/2018 to 30/9/2025	Current



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•  
Tender setup

SEE PURCOSA.CO.ZA



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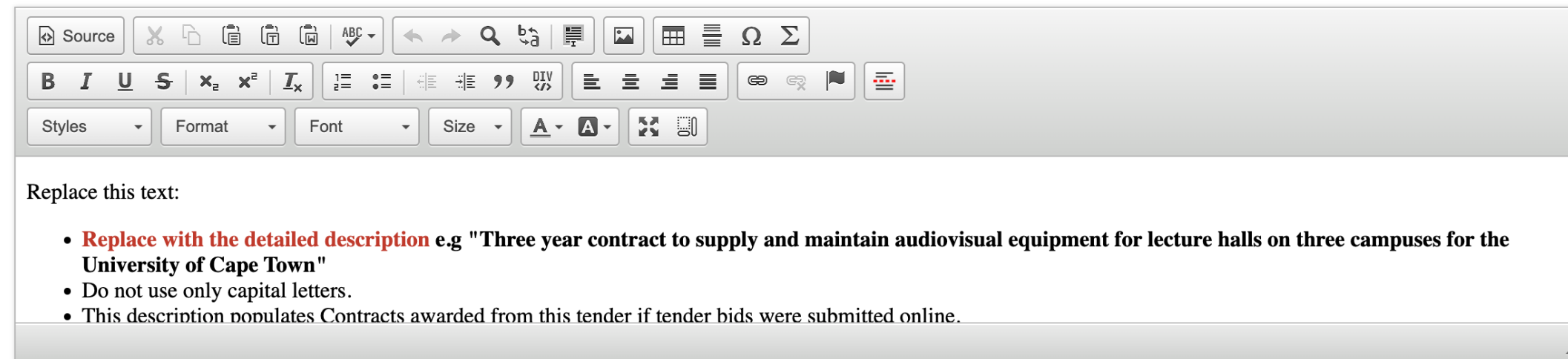
# Tender setup

TENDER TITLE (Brief description e.g. 3 year contract to supply Catering Supplies) \*

Keep the title short. Put the longer title and detail into the Description field.

**NB:** the title is used in the subject line of the Tender Invitation Email. If the title is too long it will be concatenated.

Tender description \*



Replace this text:

- **Replace with the detailed description** e.g "Three year contract to supply and maintain audiovisual equipment for lecture halls on three campuses for the University of Cape Town"
- Do not use only capital letters.
- This description populates Contracts awarded from this tender if tender bids were submitted online.

[Switch to plain text editor](#)

Replace with detailed description e.g "Three year contract to supply and maintain audiovisual equipment for lecture halls on three campuses for the University of Cape Town". This description populates Contracts awarded from this tender

<b>Tender information *</b>	<b>Type *</b>
<b>Associated tender/s</b>	<input checked="" type="radio"/> RFP <input type="radio"/> RFQ <input type="radio"/> RFI <input type="radio"/> EOI
<b>Requirements &amp; notes</b>	This field is only used for reports. It does not change the tender numbering or affect the visibility or accessibility of the tender.
<b>Payment terms</b>	<input type="checkbox"/> Closed tender (restricted to a select group of bidders) Hides the tender from the public tender lists, but still accessible with the URL.
<b>Delivery of bids</b>	<b>Tender Status</b>
<b>Send documents to</b>	In development (default) <input type="text"/>
<b>Information session</b>	This field is used for reports. It does not affect the visibility or accessibility of the tender
<b>Deadlines</b>	<b>Tender number (system generated) *</b>
<b>Q&amp;A Contacts</b>	<input type="text"/>
<b>Advertisement and supporting documents</b>	<b>Member or alternate tender number</b>
<b>Tender documents</b>	<input type="text"/>
<b>Contract details</b>	If provided this number will be used in all public listings. (The number will be associated with PUR number automatically created by the system)
<b>Scheduling options</b>	<b>Applicable members *</b>
Not scheduled	<input checked="" type="radio"/> All members <input type="radio"/> Individual member/s
<b>Authoring information</b>	<b>Category used for numbering *</b>
By admin	- Select a value - <input type="text"/>
<b>Publishing options</b>	<input type="checkbox"/> Additional categories If the tender spans more than one category add more categories here. All categories will be shown on the public listings. This does not affect the Tenderbox.

- Automated tender numbering adapted from UNSPSC (CSD)
- Member numbering
- Default templated content
- National or individual institution tenders
- Closed tenders
- Re-tenders
- Creates tender page and populates public website tender list
- Scheduling available
- Auto-creates info sessions
- Auto-creates draft invitation emails for suppliers (detailed delivery records and bounce management)
- Integrated Q&A system
- Provision to append private administrative documents



## Information session management

- Tender information \*
- Associated tender/s
- Requirements & notes
- Payment terms
- Delivery of bids
- Send documents to
- Information session
- Deadlines \*
- Q&A Contacts
- Advertisement and supporting documents
- Tender documents
- Contract details \*
- Comment settings  
Open
- Scheduling options  
Not scheduled
- Authoring information  
By JacksonPhetla on 2024-04-10 16:06:11 +0200
- Publishing options

### Create Information sessions \*

- Yes
- No

### Information Session

#### Information session title

The tender number will be added automatically when this tender is saved.

#### Info session attendance

- N/A
- Event is compulsory
- Event is not compulsory

#### Purchase required to attend

- N/A
- Yes
- No

#### Type of Session

- N/A
- Virtual
- Physical
- Simultaneous Hybrid

#### Information Session Date

 Show End Date

E.g., 05/06/2024

E.g., 21:45

#### Location

For hybrid events select a physical location.

[Add New Location](#) [Refresh](#)

- Event and registration management for physical, virtual or remote events
- Unlimited sessions
- Easy registration with automated confirmation messages
- Auto-populates public website tender page
- Registration reports
- Attendance registers



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Tenderbox setup

SEE PURCOSA.CO.ZA



# Tenderbox setup

## Basic config and B-BBEE/ pricing setup

**Config** Mandatory Phases and Functionality Requirements Scoring Summary

**Title \***  
TenderBox PU7811/034 WITS Tender/2023:10

**Introduction markup (optional)**  
  
  
Optional. Use this to add instructions at the top of the tenderbox if required.

### Components

\* Component 1: Hybrid Model *Enter description... (optional)*

Include Price and B-BEE evaluation for this component

**Pricing formula \***

Based on lowest price (default)  
 Based on highest offer (Sale and letting of assets)

**Preference Point System \***

80% price + 20% B-BBEE  
 90% price + 10% B-BBEE  
 Price only (100+0)

**Functionality Scoring for multiple phases \***

Pass each phase  
 Minimum combined score

**Customise Scoring of Price part of the selected Preference Point System**  
Use this to include other scoring elements (e.g. include a score from the functionality phase of the tender, or add another element. These reduce the score for the Price part of Preference Point System).

Price element 90

Functionality element (this number x Functionality score / 100)

BBBEE Level (score 50% of 90/10 scoring table)	5	
51% Black ownership	5	

**Add more**

**Additional Points**  
Use this to add extra points to the components score in addition to the 100 points from the selected Preference point system. These points will be manually added during evaluation.

<input type="text"/>	<input type="text"/>	
----------------------	----------------------	--

**Add another**

Each component has its own Price scoring structure

- Preference points system
- Adaptable B-BBEE
- Additional points

Fully customizable Price and BEE scoring structure

# Tenderbox setup


..continued

**Config** Mandatory Phases and Functionality Requirements Scoring Summary

---

**TOTAL PRICE FOR BIDS**

---

Total Price for bid	Description / Help Text
<input type="checkbox"/> * Total Price for component 1 excl. VAT	Insert the Total Price for this bid excluding VAT (if applicable). This price will be used to calculate the Price/B-BBEE score for the bid. This price must be as specified in the Tender Document.
<input checked="" type="checkbox"/> Price File upload Creates both an excel upload field and a pdf upload field	<input type="checkbox"/> * Annexure C1-Pricing schedule for component 1 (Excel sp) 
	Annexure C1-Pricing schedule for component 1 (Excel spreadsheet)
<input type="checkbox"/> Rate of Exchange field	

---

**ADDITIONAL PRICE FIELDS**

Price fields added here are optional and are NOT used for scoring purposes

<input type="checkbox"/> * <input type="text" value="Enter price field name"/>	<input type="checkbox"/> <input type="text" value="Enter price field description"/>
--	---

Each component has its own Price scoring structure (contd.)

- Price field name/ description
- Price file upload (XLS and PDF)
- Rate of Exchange
- Additional price fields



# Tenderbox setup

## Mandatory requirements

- Config
- Mandatory**
- Phases and Functionality Requirements
- Scoring Summary

### Default Mandatory Requirements

Tender document (Upload completed and signed document)  
Upload a PDF copy of the completed and signed tender document.

Proof of bank account  
This adds a field to upload the proof of bank account

COIDA Letter of good standing  
This adds a field to upload a valid letter of good standing.

Bank letter of good standing

Company registration documents  
This adds a field to upload the company registration documents or alternate documents specified in the tender document (e.g. ID documents), plus a field for the company registration number (or ID if sole proprietor).

National Treasury registration  
This adds a field to upload proof of registration with the National Treasury CSD

VAT registration certificate  
Creates an OPTIONAL file upload field for the VAT Certificate, plus an additional field for the VAT Registration number.

Financial Statements  
This adds a field to upload audited financial statements as specified in the tender document.

Board resolution  
This adds a field to upload a resolution confirming the signer may sign the relevant tender documents.

Bank Statements  
This adds a field to upload bank statements as specified in the tender document.

Tax Clearance (Certificate and Pin)  
This adds a file upload field, and fields for the SARS Pin and the expiry date.

B-BBEE Status  
Creates an OPTIONAL file upload field for the BEE Certificate, plus additional fields for the expiry date, BEE level etc.

- Single click to add predefined default requirement fieldsets to tenderbox
- File uploads are integrated with the suppliers' CRM records

**Add additional Mandatory requirements**

# Tenderbox setup

## Mandatory requirements

### Add additional Mandatory requirements

Bank letter of good standing



### Fields



File Upload

Letter of Good Standing from the Bank



### File Options

- png  jpg  gif  pdf  doc  docx  ppt  pptx  xls  xlsx  
 wav  gz  rar  zip

Add another field

### Description / help text

Please provide letter of good standing from the bank. (Note this is not Letter of Bank Confirmation).

### Components

- Component 1: Hybrid Model
- Component 2: Fieldtrips (Fully Outsourced Model)
- Component 3: Ad-hoc Trips (Fully Outsourced)

Add another Requirement

- No limit on additional mandatory requirement sets
- Multiple field data types
  - Checkbox (single)
  - Checkbox list
  - Date
  - Email
  - File upload
  - Number
  - Radio list
  - Select list
  - Text field
  - Text area
  - Web URL



# Tenderbox setup

## Functionality requirements - Basic setup

- Multiple functionality phases
- Passing score
- Internal use option

Config Mandatory **Phases and Functionality Requirements** Scoring Summary

### Functionality / Technical Phases

Functionality Component 1-Hybrid Model

Functionality passing score for this phase	<input type="text" value="80"/>	%	Contribution to customised price functionality score (for components configured with functionality element in custom scoring) <input type="text" value="100"/> %  The sum of these values across all phases in which a relevant component holds points must equal 100.
Contribution to combined functionality passing score (for components configured with a combined pass)	<input type="text" value="0"/>	%	

The sum of these values across all phases in which a combined pass Component holds points must equal 100.

Internal use only

---

Customer Reference sets for this Functionality Phase

# Tenderbox setup

## Functionality requirements - Customer references

Config Mandatory **Phases and Functionality Requirements** Scoring Summary

Customer Reference sets for this Functionality Phase

Track Record/Experience

Reference 1

**Add another customer reference**

- Include upload Field for the customer reference letter
- Include text fields for name, company, job title, contact and contract details

**Description / help text**

Provide a minimum of three (3) acceptable references for

**Scoring**

Type	min	max
<input type="radio"/> fixed		
<input checked="" type="radio"/> range	<input type="text" value="0.0"/>	<input type="text" value="25.0"/>

**Components**

- Component 1: Hybrid Model
- Component 2: Fieldtrips (Fully Outsourced Model)
- Component 3: Ad-hoc Trips (Fully Outsourced)

- Structured Customer reference fieldsets
- Required or optional
- File upload and/or defined customer reference text fields
- Custom score

**Add another item**

- Enables multiple types of Customer Reference with different score / description



# Tenderbox setup

## Functionality requirements

Functionality requirement sets for this Functionality Phase

Tenderer's Capacity



File Upload

Assessors report



**File Options**

- png  jpg  gif  pdf  doc  docx  ppt  pptx  xls  xlsx
- xml  mp3  wav  gz  rar  zip



File Upload

Project Plan/Roll Out Plan



**File Options**

- png  jpg  gif  pdf  doc  docx  ppt  pptx  xls  xlsx
- xml  mp3  wav  gz  rar  zip

Add another field

**Description / help text**

Tenderer's Capacity – Number of Buses Required As Per Tender Requirements

Internal use (not visible to bidders)

**Scoring**

Type	Points	
	min	max
<input type="radio"/> fixed		
<input checked="" type="radio"/> range	0.0	22.5

**Components**

- Component 1: Hybrid Model
- Component 2: Fieldtrips (Fully Outsourced Model)
- Component 3: Ad-hoc Trips (Fully Outsourced)

Add another item

Add another Phase

- Unlimited Functionality requirement sets
- Unlimited fields per set
- Any type of data field

- Fields can be required or optional

- Internal use option hides field from bidder

- Custom score per set
  - Fixed score
  - Range score

A red spiral ribbon is positioned on the right side of a grey rectangular background. The background is decorated with several black, hand-drawn brushstrokes that radiate from the right side towards the left. The overall composition is set against a solid red background.

:  
Tender dashboard

SEE PURCOSA.CO.ZA



APPOINTMENT OF A PANEL FOR MAINTENANCE CONTRACTORS AT VARIOUS TUT CAMPUSES

Tender details

<b>Created by</b>	PozisaMakonco
<b>Member/s</b>	<a href="#">Tshwane University of Technology (TUT)</a>
<b>Categories</b>	Heavy construction
<b>Date created</b>	19/06/2023
<b>Submission deadline</b>	13/07/2023
<b>Published</b>	Yes

[View](#) | [Edit](#)



Information Session/s

<b>Title</b>	TR13/2023 Information session
<b>Date</b>	Tuesday, 27 June, 2023 - 10:00
<b>Venue</b>	
<b>Registrations</b>	209

[View event](#) | [View/download registrations](#) | [Export attendance register](#)

Tender dashboard for internal staff

: Main page

# Tender dashboard

## : Dashboard tabs

- All tabs are live
- Information session/s
- Invitation email
- Purchases
- Submissions
- Contract awards
- Download files:
  - download submission register
  - download all bid files
  - export pre-populated Evaluation Spreadsheets for each component
  - export draft Success & Unsuccess letters (on PURCO SA or Member letterheads)

### Information session report and register

Information Session/s

**Title** TR13/2023 Information session

**Date** Tuesday, 27 June, 2023 - 10:00

**Venue**

**Registrations** 209

[View event](#) | [View/download registrations](#) | [Export attendance register](#)

### Invitation email report

Invitation Email

**Name** Tender invitation - TR13/2023

**Completed** Yes

[View email](#) | [View report](#)

### Purchaser list

Purchases ( 273 )

[View/download purchasers](#)

### List of contracts awarded

Awarded Contracts ( 0 )

### Tenderbox submissions

TenderBox

**Title** TR13/2023 - Appointment of A Panel for Maintenance Contractors at Various Campuses

**Submissions** 187

**Drafts** 23

**Published** No

[View](#) | [View bids](#) | [Assess bids](#) | [Allocate Access](#)

### Downloads & exportable draft documents/ spreadsheets

Exports

Download Evaluation Spreadsheets

- [Component 1: Hybrid Model](#)
- [Component 2: Fieldtrips \(Fully Outsourced Model\)](#)
- [Component 3: Ad-hoc Trips \(Fully Outsourced\)](#)

[Export bid letters](#)

[Download files](#)



A red ribbon spiraling upwards on a grey background with black brushstrokes.

Supplier:  
View & buy tender

SEE PURCOSA.CO.ZA

# Public tender list

HOME > SUPPLIER HUB

## Tenders & RFP's

Closed tenders not listed on the public tender list

Number	Categories	Title	For	Purchase deadline	
PU8215/023	Printing, publishing, photocopying and reproduction services	Provision of Managed Printing Services	Walter Sisulu University (WSU)	18/07/2023	View
PU5000/009	Food and Beverages	Provision of Hospitality Services	Motheo TVET College	19/07/2023	View
PU1200/008	Chemicals and Gas	Rental of Gasses and Consumables	Motheo TVET College	19/07/2023	View
PU7810/005	Postal, Mail courier and cargo transport -Overall	Provision of Courier Services	Motheo TVET College	19/07/2023	View
PU80111/003	Reference or background check services	Provision of Employee Vetting Services	Motheo TVET College	19/07/2023	View
PU5510/014	Printed media, educational, vocational textbooks, publications and promotional material	Supply and Delivery of Textbooks	Motheo TVET College	19/07/2023	View

- List is automatically populated when open tenders are published.
- Tenders automatically removed from list after purchase deadline date



# Tender page

- Automated content
- Content fully customisable
- Mobile friendly
- Visibility determined by deadlines
- Buy now button replaced by downloadable files after purchase
- After purchase deadline Buy button is removed and page indicates that tender is no longer available for purchase

HOME

## Provision of Cleaning Services

Current Time is 16 Jul 2023 12:26:29

**PU7611/048** Provision of Cleaning Services

**Motheo TVET College**

Description Delivery Payment Contact

Provision of Cleaning Services at various Campuses for a period of thirty-six (36) months

**Requirements and special notes:**

Pre-purchase questions:

Direct pre-purchase questions to the contact/s listed in the Contacts tab.

Questions from Purchasers:

Purchasers' questions about the tender will be managed online in a dedicated Q&A environment to maximise transparency and so that all purchasers are kept informed. Emailed or telephonic questions from purchasers will not be responded to.

Related transactions:

Suppliers are reminded that contracts with PURCO SA will encompass the specific products and services specified in the tender as well as all related transactions.

Download advertisement/supporting documents:


[PU7611048-ADVERT-Advert.pdf](#)  
[PU7611048-ADVERT-Cleaning services.xlsx](#)  
[PU7611048-ADVERT-Motheo TVET Addresses.pdf](#)


**Note the following Information Session details:**

**Information session**

- **COMPULSORY** Attendance required
- The Information session will be held **physically** on 04-07-2023 at 10:00.
- You may attend the Session prior to purchasing the tender document. Details for the Session will be provided after you register.

[Click to book to attend in person](#)

 **Purchase deadline:**  
Wednesday, 19 July, 2023 - 11:00

 **Submission deadline:**  
Wednesday, 19 July, 2023 - 11:00



**BUY NOW**

[View list of open Tenders](#)



HOME

## Checkout complete






### THANK YOU FOR YOUR PURCHASE

- An invoice has been sent to your organisation's billing email address.
- If the tender document files are not listed below [click here](#) to view all purchased files.
- [CLICK HERE TO VIEW YOUR PURCHASED TENDERS](#)

### Tender documents - PU7212/022

Thank you for purchasing *PU7212/022*.

Download now:

-  [PU7212022-TENDER\\_DOC-PU7212-022 Deferred Maintenance Refurbishment Projects.pdf](#)
-  [PU7212022-TENDER\\_DOC-Health & Safety Specification Alice 1 \(1\).pdf](#)
-  [PU7212022-TENDER\\_DOC-University of Fort Hare - Drawings.pdf](#)
-  [PU7212022-TENDER\\_DOC-University of Fort Hare - BoQ.pdf](#)
-  [PU7212022-TENDER\\_DOC-University of Fort Hare - BoQ - Excel.xlsx](#)

### Information Session



#### Information session

Site Co-Ordinates are:

-32.785578 , 26.845805

- **COMPULSORY** Attendance required
- A **physical** Information session will be held on 11-07-2023 at 11:00.

[Register Now](#)

My account

My files

Update Tender Database details

Lookup my company

My purchased tenders / draft bids

My tender submissions

I need help with my submission

Log out




## Checkout Page

Buyer redirected to checkout page after payment.

Page lists tender documents.

Indicates if tender document has not yet been uploaded and advises how to follow up.

## Supplier's menu.

-  All purchased tenders
-  All submissions
-  Link to Help Page

# Checkout page after tender purchase

Supplier checkout page includes:

- tender documents
- Info session information and registration
- Access to help

# Supplier's list of purchased tenders

## My Tenders

If you experience problems read the [Online Tender Submission Guide](#).

If that does not help contact PURCO SA on 011 545 0940

Your purchased tenders are listed below. You must be logged in as the user who purchased the tender.

Start submitting your tender bid early. Do not wait till after working hours - technical support cannot be guaranteed after hours

**For online tenders:**

- Click the **Submit bid** link as soon as it is available and review the requirements on the submission form.
- You can save drafts and return to the submission form later, so start populating your submission as soon as possible.
- NB: The submission form is automatically disabled at the deadline time. You will not be able to proceed after the deadline.

### Proof of payment

[Click here to download paid invoices](#)

Tender number	Tender title	Tender documents	Submission deadline	Online Submissions
PU9212/096	The provision of Security Services	<ul style="list-style-type: none"> <li>PU9212096-TENDER_DOC-Specification for Security services (002).pdf</li> <li>PU9212096-TENDER_DOC-KSD - RFP - PU9212-096 Security Services - (SP) 1.pdf</li> </ul>	08/05/2024 - 11:00	APPLY

View tender, Q&A and supporting documents



Before the tender submission deadline

If not available states "Coming soon"

After deadline: "Closed"

- If documents not available states "Not yet available. Follow up via the Q&A"



- Lists all tenders purchased by user
- Includes links to:
  - Tender files
  - info session links
  - Tender page
  - Q&A page





Supplier:  
Info Session  
registration

SEE [PURCOSA.CO.ZA](http://PURCOSA.CO.ZA)



# Info session registration

## Registration form:

The screenshot shows the PURCO website's registration form for a 'Tender Information Session'. The page header includes the PURCO logo and navigation links for 'ABOUT', 'SERVICES', 'MEMBER HUB', and 'SUPPLIER HUB'. The main heading is 'HOME UCT123-2021 Information session'. A welcome message is displayed: 'Welcome Ms. Elna du Plessis. (Not Ms. Elna du Plessis, or want to register a different person?)'. The form is titled 'Tender Information Session' and includes instructions to register below to attend the session. The registration details section contains the following fields: First Name, Last Name, Job Title (pre-filled with 'Group Key Accounts Manager'), Email, Phone (Preferred), and Cellphone. There is also an 'Employer name' field with a dropdown menu showing 'Bidvest Waltons'. At the bottom, there are checkboxes for 'I accept the POPIA Data Policy' and 'I accept the Terms & Conditions', with links to the respective policies. A blue button labeled '> REVIEW YOUR REGISTRATION' is located at the bottom right of the form.

## Confirmation email:

The screenshot shows a confirmation email from PURCO. The email header includes the PURCO logo and the text 'PURCHASING CONSORTIUM SOUTHERN AFRICA NPC ISO 9001:2015 certified company'. The body of the email starts with 'Dear Davy,' followed by a thank you message: 'Thank you for your registration. This is a confirmation that your registration has been received and your status is reflected as **Registered**.' Below this, there is a section titled 'Important information for the Tender Information Session.' which contains a bulleted list: 'Attendance at this session is recommended, but not compulsory.', 'The session will be held online on 12 October 2021 11:45', and 'The online meeting will be hosted on the Microsoft Teams platform.' A blue link is provided: 'Click here to join the online Virtual event on 12 October 2021 11:45:'. At the bottom, there is a table summarizing the event and registration details.

Event Information and Location	
PUR521615/001 Information session	
Tuesday 12 October 2021 11:45-12:45 PM	
Virtual event (PURCO SA)	
EC	
South Africa	
Event Contacts:	
Phone	011 545 0940
Email	<a href="mailto:info@purcosa.co.za">info@purcosa.co.za</a>
Registration details	
First Name	Davy
Last Name	SiteAdmin
Job Title	Website Administrator
Email	[Redacted]
Phone (Preferred)	[Redacted]
Cellphone	[Redacted]
Employer name	AssocWorks CC

- Info session event automatically created
- Integrated with CRM
- System sends personalised confirmation email
- Confirmation email automatically populated with Info Session details

# Info session Attendance Register



## INFORMATION SESSION ATTENDANCE REGISTER

**Tender name** Appointment of a Panel for Maintenance Contractors at Various TUT Campuses  
**Tender number** PU7214/016 - TR13/2023  
**Session name** TR13/2023 Information session  
**Event date** 2023-06-27 10:00:00

Ref: QM 004.01

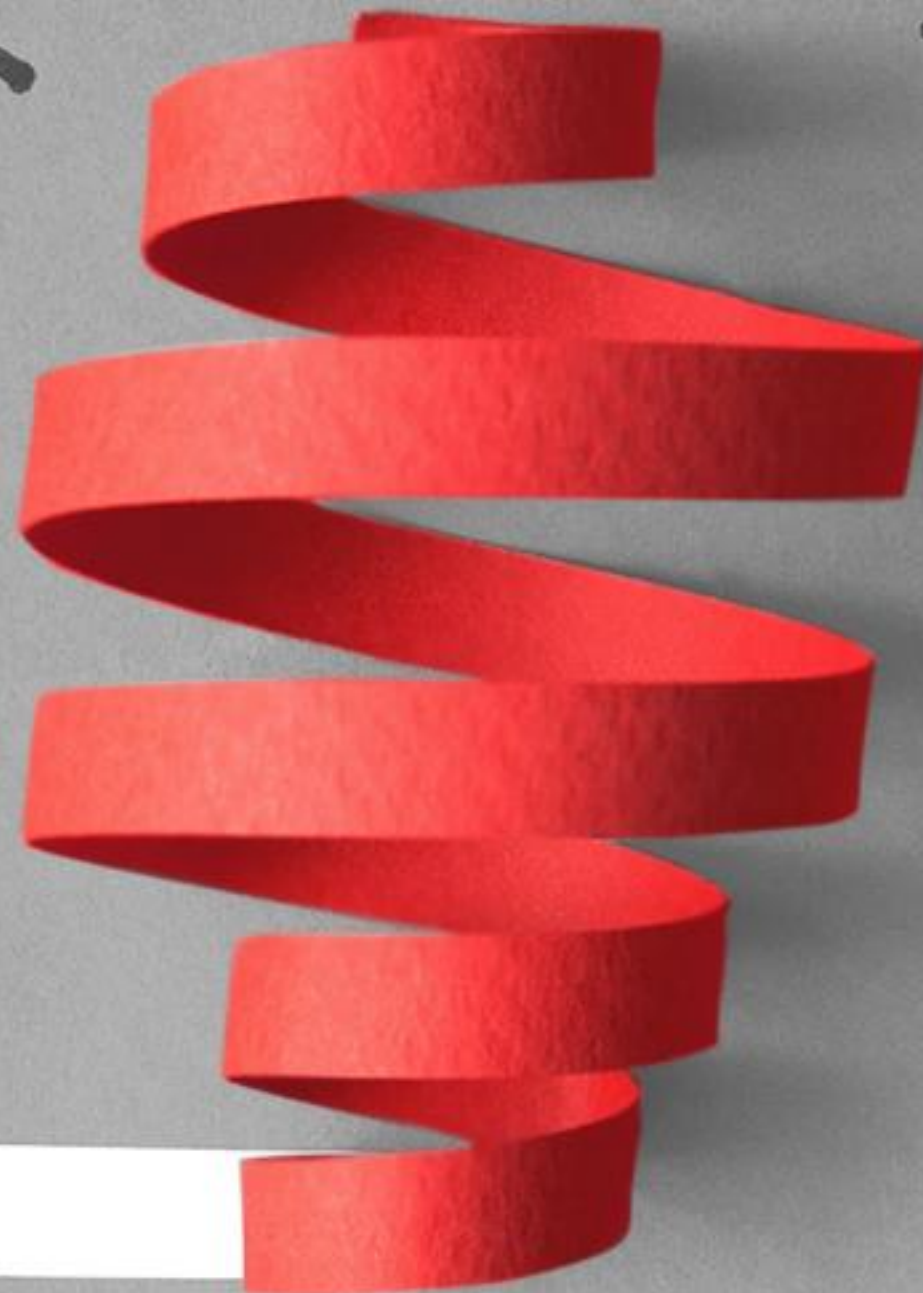
No.	Attendee details			
1	Company	MAGARULE CIVIL CONSTRUCTION WORKS	Conflict of Interest: Declaration: Y/N	
	Name	SYDNEY MAGARULE THOBEJANE	Are you aware of the Competition Act: Y/N	
	Designation	CONTRACTS MANAGER	Signature	
	Email address	[REDACTED]		
	Tel/Cell	[REDACTED]		
2	Company	Denzhelashu Trading and Projects (Pty) Ltd.	Conflict of Interest: Declaration: Y/N	
	Name	[REDACTED]	Are you aware of the Competition Act: Y/N	
	Designation	Director	Signature	
	Email address	[REDACTED]@mail.com		
	Tel/Cell	[REDACTED]		
	Company	Diba BES (Pty) Ltd	Conflict of Interest:	

- Live export
- Preformatted
- Ready to print



Supplier:  
Tenderbox

SEE PURCOSA.CO.ZA



MMs



# Tenderbox submission page

## : Deadline, instructions and help

### Submission deadline: This Tenderbox webform will be disabled at 1970-01-01 02:00:00

After the deadline you will not be able to submit or edit your bid. Start early: your submission must be finalised and uploaded before the submission deadline. Your submission and bid files are time-stamped when submitted - if the time is after the deadline your bid will be disqualified.

### Read these instructions carefully

- If there is a discrepancy between the tender document and this tenderbox webform, the tender document takes precedence.
- PURCO SA and our Member Institutions will not accept responsibility for submission errors or omissions.
- **Start early:** Your submission must be finalised and uploaded before the submission deadline.
- Your submission is time-stamped when submitted. If the timestamp is after the deadline your bid will be disqualified.

### Submitting your tender bid

- Save drafts of your submission as you proceed.
- Submit your final bid when all requirements are uploaded, **but before the deadline**. You can edit your submission before the deadline.
- If your files are large or your connection is slow the **upload may take a couple of minutes**.
- **NB:** Wait for confirmation when you submit. If you do not see the confirmation page after a few minutes your upload was unsuccessful. Refresh your page and resubmit.
- We email you a confirmation each time you save a draft or submit your final bid. Check your spam folder if you do not receive the emails.

### Very important

- **Draft submissions will be disqualified. You must click the button to submit your final bid.**
- **Submit your final bid early. Your submission will not be successful if it is uploading at the deadline time.**

### If you have questions:

- all questions must be submitted via the Question section on the tender page

### If you experience technical problems

- Read the [Online Tender Submission Guide](#) first.
- During office hours: contact PURCO SA on 011 545 0940
- After office hours: email the system administrator [davy.ivins@gmail.com](mailto:davy.ivins@gmail.com)

### Accept & Confirm \*

I confirm I have read and understand the instructions

### Supplier

This is the information reflected in our database for this user. These fields are not editable. Contact us if the information is incorrect.

#### Email

#### Supplier Name

#### Supplier

Purchasing Consortium Southern Africa NPC (PURCO SA)

### Start here: select components

Select the parts of this tender that you are submitting bids for. Your selection will determine which fields are visible.

You will not be able to deselect a component if it is required by the tender

### Components \*

- Component 1: Mechanical
- Component 1: Electrical
- Component 1: General Building

## Deadline date and time.

When the deadline is reached::

- The tenderbox page is unpublished so no bidder who is not already on the page can access it.
- The tenderbox page is 'locked' so any bidder who has already opened the page is unable to save their submission.

## Instructions

Every tenderbox page includes standard instructions, guidance and help.

No final submission can be saved without confirming the instructions

## Selecting tender components

- Components ('sub-tenders') can be mandatory or optional.
- The selections determine what fields are shown

# Tenderbox submission page

## : Mandatory requirements

- Simple form
- Field names and explanatory text replicates the tender document

### Mandatory requirements

#### Company registration documents \*

Upload the company registration documents or alternate documents specified in the tender document (e.g. ID documents). If you need to upload multiple documents combine them into one PDF or ZIP file.

Files must be less than **80 MB**.

Allowed file types: **pdf zip**.

No file chosen

#### Board resolution \*

Upload a resolution confirming the signer may sign the relevant tender documents.

Files must be less than **80 MB**.

Allowed file types: **pdf**.

No file chosen

#### Tax Clearance Certificate / Pin \*

No file chosen

Upload a valid tax clearance certificate / pin and enter the expiry date.

Files must be less than **80 MB**.

Allowed file types: **pdf**.

#### B-BBEE Level \*

#### B-BBEE Scorecard \*

#### B-BBEE Empowering Supplier \*

Yes  
 No

#### B-BBEE Procurement Recognition Level \*

Do not enter the percentage sign. Example - for level 1 enter 135

%

#### B-BBEE Black Ownership \*

Do not enter the percentage sign

%

#### B-BBEE Back Women Ownership \*

Enter number only. Do not enter percentage sign

%

#### B-BBEE Certificate Expiry Date \*

#### B-BBEE Certificate

Upload a valid B-BBEE certificate or declaration in pdf format.

Files must be less than **80 MB**.

Allowed file types: **gif jpg jpeg png pdf doc docx zip**.

No file chosen

### Bank Rating / Letter Of Goodstanding

Attach Bank Rating / Letter of Goodstanding

The letter should include:

- The Tenderer's bank account name and number;
- A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and

The Tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and the bank considers the Tenderer a counterparty of good risk and good for business.

#### Bank Rating / Letter of Goodstanding \*

No file chosen

Files must be less than **80 MB**.

Allowed file types: **pdf zip**.

### Functionality - Component 1: Mechanical Services

#### References

## Mandatory section

No limit on mandatory field sets.

No limit on requirement in each sets. (Every tender can have as many Mandatory fields as needed).

Any type of fields - text, file upload, date, number, select lists, checkboxes etc.

All mandatory requirements displayed in one section on the tinderbox page.

If the same mandatory requirement is required for more than one component, it is only requested once (no duplication).

Upload size per field 80MB  
No overall submission limit

# Tenderbox submission page

## : Functionality requirements

- Blue heading per sub-tender
- Field names and explanatory text replicate the tender document

### Functionality - Component 1: Mechanical Services

#### References

References: Proof of References:  
\* Provide a minimum of 3 (three) contactable reference letters from completed projects that will confirm the necessary information = 05 Points.  
\* Provide a minimum of 2 (two) contactable reference letters from completed projects that will confirm the necessary information = 03 Points.

#### Reference #1

**Upload Reference #1 \***  
Files must be less than **80 MB**.  
Allowed file types: **pdf zip**.  
 No file chosen

Provide the following details in respect of the above customer reference

<b>Contact person</b> <input type="text"/>	<b>Job Title</b> <input type="text"/>	<b>Company</b> <input type="text"/>	<b>Email</b> <input type="text"/>	<b>Cellphone no</b> <input type="text"/>	<b>Phone no</b> <input type="text"/>
<b>Description of services provided</b> <input type="text"/>		<b>Contract Value</b> <input type="text"/>	<b>Contract Start Date</b> <input type="text"/>	<b>Contract End Date</b> <input type="text"/>	<b>Contract Duration</b> <input type="text"/>

#### Company years of experience /track record

Company years of experience - provide relevant proof for this discipline in the Company Profile field above.  
\* 5 or more years of experience = 15 Points.  
\* 3 - 4 years of experience = 10 Points.  
\* 2 years or less experience = 05 Points.

**Company years of experience \***

5 or more years of experience  
 3-4 years of experience  
 2 years or less experience

#### Qualified staff : Mechanical Technician

Qualified staff : Mechanical Technician:  
\* Proof of experienced qualified Mechanical Technician with relevant certificate that will be onsite. 8+ years experience and proof of experience through a CV  
\*Note: 5+ years experience for Potentially Emerging Contractors = 20 Points.  
  
\* Proof of experienced qualified Mechanical Technician with relevant certificate that will be onsite. 5-7 years experience and proof of experience through a CV  
\*Note: 2-4 years experience for Potentially Emerging Contractors = 15 Points.

**Proof of mechanical technician qualificatins \***  
 No file chosen   
Files must be less than **80 MB**.  
Allowed file types: **pdf zip**.

### Component 1: Mechanical : Total Price for Bid (excluding VAT)

## Functionality sections

No limit on Functionality fieldsets.

No limit on requirement fields per set. (Tenders can have as many Functionality fields as needed).

Any type of fields - text, file upload, date, number, select lists, checkboxes etc.

The tenderbox submission form displays one Functionality Section for each selected component

Page only includes functionality requirements for selected components.



# Tenderbox submission page

: Price fields  
: Submission alerts

## Provision of fund management services : Price Fields

### Pricing Table (xlsx) \*

Provide detailed break down of pricing per student per month and per year (inclusive of VAT) in page 52 to page 54.

Files must be less than **80 MB**.

Allowed file types: **xlsx xls**.

No file chosen

### Pricing Table (pdf) \*

Files must be less than **80 MB**.

Allowed file types: **pdf**.

No file chosen



**Pricing schedule upload fields**  
System automatically creates upload fields for an Excel spreadsheet and a PDF version of the pricing schedule

## The Provision of Security Services : Total all-inclusive price (incl. VAT if registered)

Insert the Total Price for this bid including VAT (if applicable). This price will be used to calculate the Price/B-BBEE score for the bid. This price must be as specified in the Tender Document.

### Total all-inclusive price (incl. VAT if registered) \*

R  including VAT  
Enter price e.g. 12345.99 (no spaces)

### VAT registered \*

yes  
 no

**Bid Price field**  
The price in this price field is used to calculate the bidders Price score  
*System auto-calculates the VAT exclusive total price*

**Additional Price fields**  
Tenderbox can include unlimited additional price fields to allow the capture of separate pricing data e.g. daily rates, monthly rates, annual cost, etc.  
*(these prices not used for automated price scoring)*

# Tenderbox submission page

- : buttons
- : red box
- : popup alert

**Saving submissions**  
Every tenderbox has a 'Save Draft' button and a 'Click here to submit your final bid' button .  
Important submission instructions are displayed in red

[Save Draft](#) [Click here to submit your final bid](#)

**Important Submission instructions**

- Save drafts until you are ready to submit your final bid.
- **You must** Submit your Final Bid at least 10 minutes before the deadline.
- **Wait for the confirmation page after you submit.**
- If your files are large or your connection is slow the upload may take a couple of minutes. If you do not see the confirmation page your upload was not successful - refresh your page and resubmit.
- Always double-check your submission via the 'My Tender Submissions' link under your username.
- You will receive a confirmation email after submission. Check your spam filter if you do not receive it.

**Saving drafts**  
When the 'Save Draft' button is clicked a system popup alerts the user that the submission is still a draft and will be disqualified.  
  
A confirmation email is sent to the user.



**purcosa.co.za says**

Important: Drafts will not be evaluated for this tender. To submit your final bid use the button provided. Final bids can still be edited up until the submission deadline.

[Cancel](#) [OK](#)

**Full validation when saving final submissions**  
When the 'Click here to submit your final bid' button is clicked the system validates that every required field has been submitted. If a required field is missing a system popup alerts users and highlights each missing field. The submission cannot be finalized if there are missing 'required' fields.  
  
When a fully completed submission is saved the system redirects the user to a Confirmation Page.  
  
A confirmation email is sent to the user reflecting what has been submitted.

# Tenderbox submissions

## Confirmation emails

*1<sup>st</sup> section of email*

### CONFIRMATION OF CURRENT TENDER SUBMISSION VALUES

Tender: TR13/2023 - Appointment of A Panel for Maintenance Contractors at Various Campuses

Bidder: [REDACTED]

This is a record of the details of the tender submission at the time of this email.

**Note:** draft submissions will be disqualified. Ensure you submit your final bid before the deadline.

A copy of this email has been sent to a secure, unmanned PURCO SA mailbox for future reference if required.



### CHECK THE SUBMISSION AND MAKE CORRECTIONS IF NECESSARY

This email does not confirm that the bidder has complied with the requirements of the tender.

Missing or incorrect information may result in this tender bid being disqualified.

Please ensure:

- that the bid submission is complete,
- that all necessary files have been uploaded and all fields completed,
- that the submission meets all the requirements detailed in the Tender Document.

We strongly recommend that bidders review and if necessary edit their submission.

- Review the details of the submission below for errors or missing files/fields
- Bidders can edit both draft and final submissions at any time before the submission deadline.
- Check that the files you have uploaded are correct, are not corrupt and can be opened. In particular check that zip files contain all the necessary contents
- Edit the submission by logging in to the PURCO SA website and [clicking here](#).
- Bidders can also access the submission by visiting the TenderBox page or navigating to [My Tender Submissions](#).

Submissions are not accessible after the submission deadline.

PURCO SA will not accept any responsibility for errors, missing files or missing information.

### SUBMISSION DETAILS

### Confirmation emails

The system sends a confirmation email to the bidder every time they save a draft, save the final submission, or edit a final submission.

Draft and finalised submissions can be edited at any time before the deadline.

The emails are copied to an unmanned, secure mailbox at PURCO SA.

*This is the first part of the confirmation email*



# Tenderbox submissions

## Confirmation emails

2nd section of email

### SUBMISSION DETAILS

Submitted by: [redacted]  
Submitted on: Thursday, 13 July, 2023 - 23:58

*If there is no 'Submitted on' date it means the submission is still a draft.  
Open the tender submission page and finalise the submission by clicking "Click here to submit your final bid").*

Accept & Confirm I confirm I have read and understand the instructions

Supplier

This is the information reflected in our database for this user. These fields are not editable. Contact us if the information is incorrect.

Email [redacted]  
Supplier Name [redacted] Services Pty Ltd

User [Khumotjo Tebeila](#)

Start here: select components

Components

- Component 1: Mechanical
- Component 1: Electrical
- Component 1: General Building
- Component 1: Civil Building Works

Mandatory requirements

Company registration documents [Company Registration.pdf](#)  
Tender document (Upload completed and signed document) [Tender Document.PDF](#)  
Board resolution [Board Resolution.PDF](#)  
Tax Clearance Certificate / Pin [10865-USERID-69768-TAX-13\\_07\\_2023 - 2358.pdf](#)  
Tax Clearance Expiry Date 13/03/2024  
B-BBEE Level 1  
B-BBEE Scorecard EME  
B-BBEE Empowering Supplier Yes  
B-BBEE Procurement Recognition Level 135 %  
B-BBEE Black Ownership 100 %  
B-BBEE Back Women Ownership 0 %  
B-BBEE Certificate Expiry Date 12/05/2024  
B-BBEE Certificate [10865-USERID-69768-BBBEE-13\\_07\\_2023 - 2358.pdf](#)

**Confirmation emails**  
*This is the second part of the email.*

- Indicates if the submission is a final or draft submission (see red text)

**Submission data**  
Email includes a record of the submitted data in every field in the tenderbox



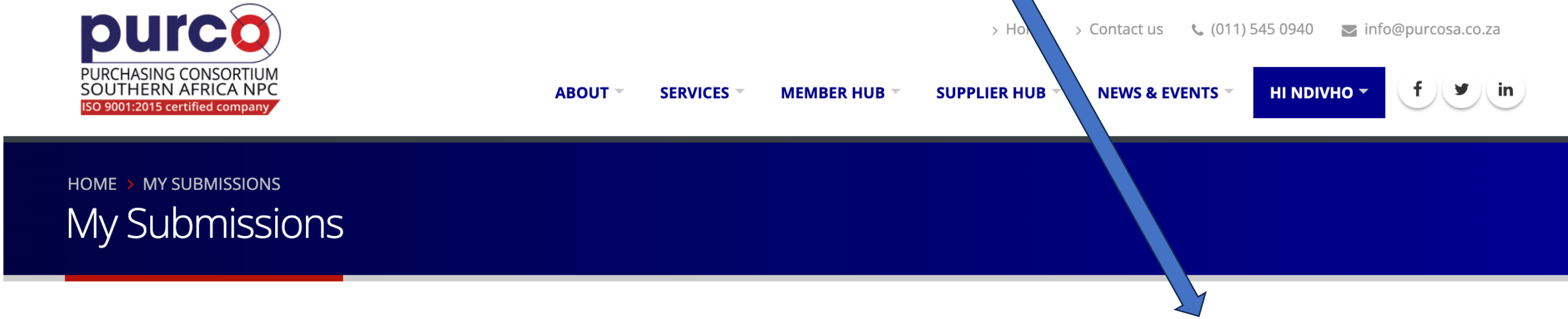
# Tenderbox submissions

# Tracking & editing submissions

**Editing submissions before deadline**

Bidders can view or edit their submission via the My Tenders page or via the My Submissions page at any time before the submission deadline.

After the deadline the tenderbox is closed and no access is possible.



Note: Submissions can only be viewed and edited before the submission deadline has been reached

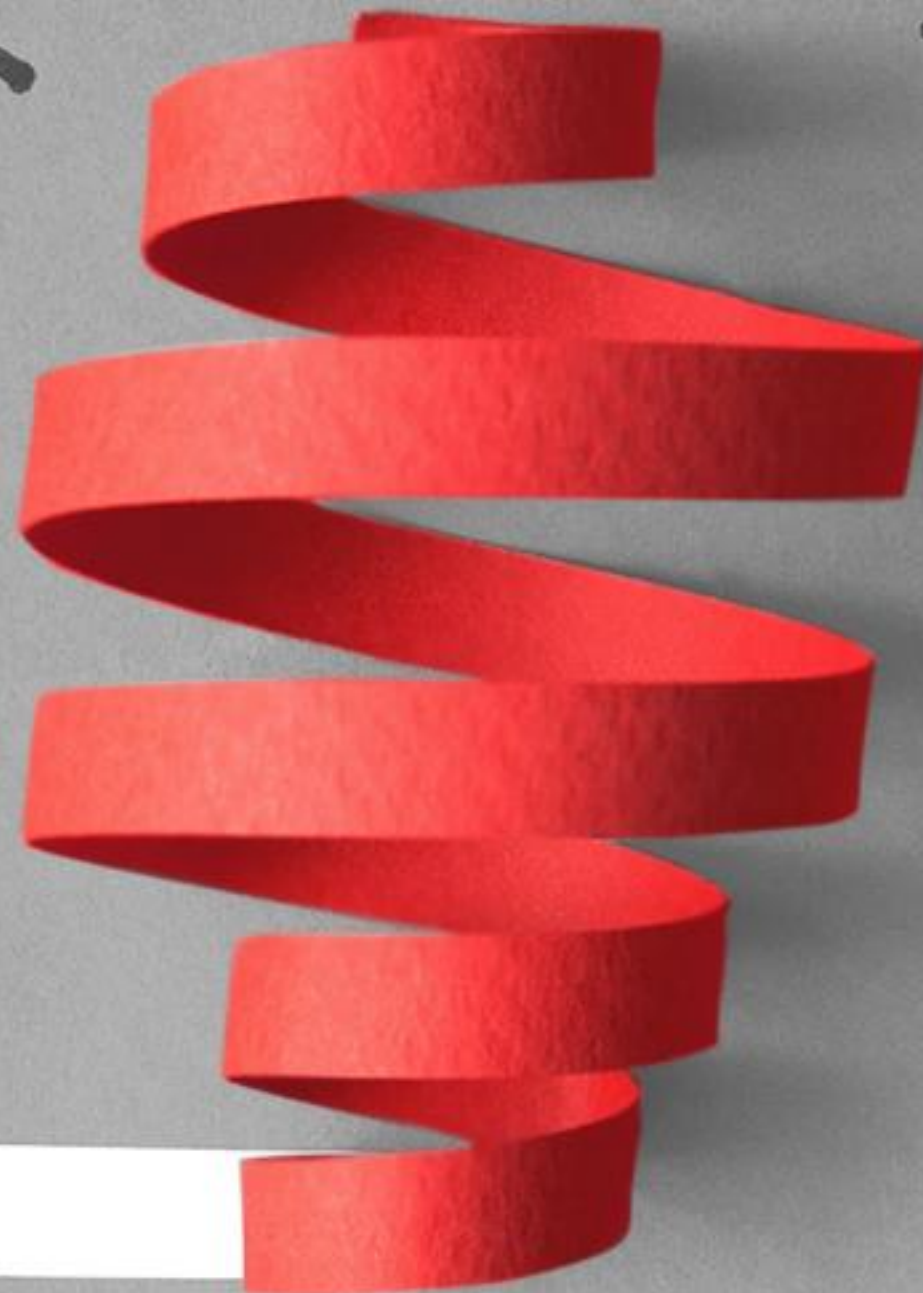
TenderBox	Submitted	Status	Actions
TR13/2023 - Appointment of A Panel for Maintenance Contractors at Various Campuses	Thu, 13/07/2023 - 21:01	completed	VIEW   EDIT
PU7212/020 Livingstone Building Roof Repairs	Tue, 23/05/2023 - 22:11	completed	CLOSED
TR 09/2023 - Student Residence Kitchen and Bathroom Refurbishments	Wed, 14/06/2023 - 20:10	completed	CLOSED
TR 10/2023 - Student residence Kitchen and Bathroom Refurbishments	Wed, 14/06/2023 - 19:54	completed	CLOSED
PU7212/019 Refurbishment of two (2) Agricultural Buildings		draft	CLOSED



:

# Tender purchase & tracking

SEE [PURCOSA.CO.ZA](http://PURCOSA.CO.ZA)



MMs



# Tender Purchases

Displaying 1 - 100 of 1629

Search by title or no.

Tender number	Title	Purchase deadline	Submission deadline	No.of Buyers	View buyers
PU7212/022	DEFERRED MAINTENANCE REFURBISHMENT PROJECTS	25/07/2023 - 23:55	25/07/2023 - 23:59	6	<a href="#">View</a>
PU3015/042	The Roof Covering at Iqhayiya Campus	01/07/2023 - 11:17	01/07/2023 - 11:17	0	<a href="#">View</a>
PU7214/016 TR13/2023	Appointment of a Panel for Maintenance Contractors at Various TUT Campuses	07/07/2023 - 16:00	13/07/2023 - 23:59	273	<a href="#">View</a>

## Track purchases

- Restricted pages
- Live reports
- Downloadable

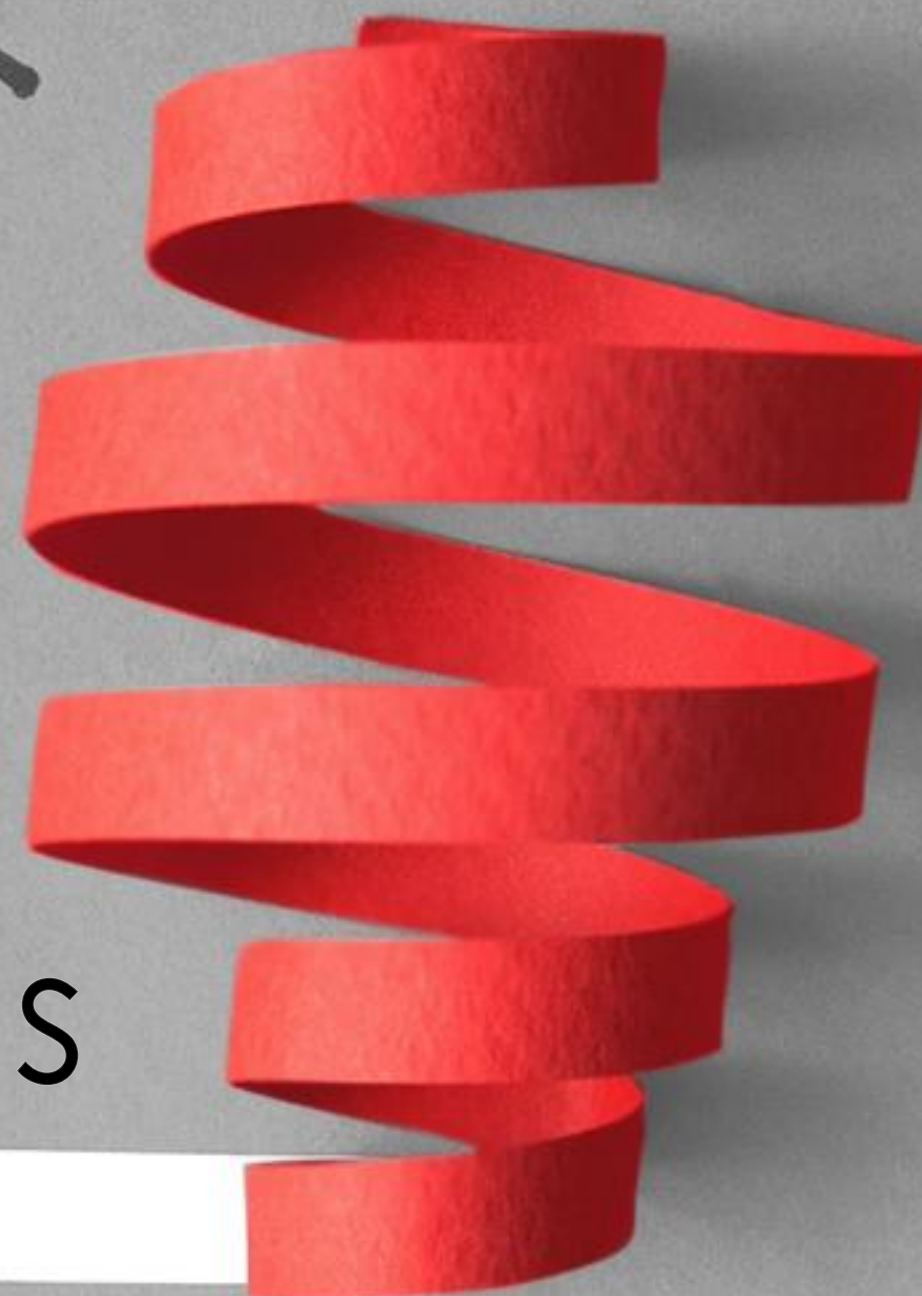
### Buyers : PU9110/002 Provision of Gardening Services

 Download this table

Sno	Buyer	Buyers Email	Phone	Organization	Purchase initiated	Purchase completed	Invoice	Amount
1	[Redacted]	[Redacted].com	[Redacted] 5542	[Redacted] Projects (Pty) Ltd.	2023:06:23 22:16	2023:06:23 22:17	Site- INV_5164	1150.00
2	[Redacted]	[Redacted].t	[Redacted] 8016	[Redacted] s Cc	2023:06:30 11:14	2023:06:30 11:16	Site- INV_5250	1150.00
3	[Redacted]	[Redacted]	[Redacted]	[Redacted] CC	2023:07:03 13:31	2023:07:03 13:34	Site- INV_5284	1150.00
4	[Redacted]	[Redacted]	[Redacted]	[Redacted] Hygiene Solutions (Pty) Ltd.	2023:07:03 14:35	2023:07:03 14:38	Site- INV_5289	1150.00

:  
Info Session  
registration reports

SEE PURCOSA.CO.ZA



# Info session registration reports

## Website report

### Info session registrations

[Back](#)

**Title**  **Filter by status**  [Apply](#)

Count	Event Title ▲	Event Date	Name	Job Title	Email Address	Organization	Status
1	TR13/2023 Information session	27/06/2023 - 10:00	[REDACTED]	Site Supervisor	[REDACTED].com	Enterprise	Registered
2	TR13/2023 Information session	27/06/2023 - 10:00	[REDACTED]	Director	[REDACTED].com	[REDACTED]	Registered
3	TR13/2023 Information session	27/06/2023 - 10:00	[REDACTED]	Director	[REDACTED]	[REDACTED] Projects (pty) Ltd	Registered

- Live reports
- Searchable by tender
- Linked to user records
- Registration recorded on each user's CRM record
- CRM system is searchable and data can be exported as needed



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# Bid assessment and scoring

SEE [PURCOSA.CO.ZA](http://PURCOSA.CO.ZA)



MMs

# TenderBox BidTracker

**Before deadline** authorized users can view which bidders have submitted, and whether the bids are drafts or final.

No access to bid files, data or prices until after deadline.

**Tender Number**

Search for Tender Number containing...

Reset

TenderBox	Alt number	Submission deadline	PUBLISHED	Bids   drafts	
TenderBox PU8215/023 - Provision of Managed Printing Services		18/07/2023 - 23:59	No	0   0	NO SUBMISSIONS
TR13/2023 - Appointment of A Panel for Maintenance Contractors at Various Campuses	TR13/2023	13/07/2023 - 23:59	No	187   23	VIEW SUBMISSIONS
TenderBox PU5313/019		11/07/2023 - 23:59	No	3   1	VIEW SUBMISSIONS
TR 12-2023 - Student Residence Kitchen and Bathroom Refurbishments for Soshanguve North Campus	TR 12-2023	20/06/2023 - 23:59	No	5   0	VIEW SUBMISSIONS

## TenderBox Submissions (pre-deadline)

### TR13/2023 - Appointment of A Panel for Maintenance Contractors at Various Campuses

	Name	E-mail	Phone	Supplier	Submitted
1	[Redacted]	[Redacted]	[Redacted]	[Redacted] ES	Thu, 13/07/2023 - 17:41
2	[Redacted]	[Redacted]za	[Redacted]	[Redacted] NG CC	Thu, 13/07/2023 - 22:00
3	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Tue, 11/07/2023 - 17:07
4	[Redacted]	[Redacted]	[Redacted]	[Redacted]	DRAFT

Tenderbox submissions

Tracking bids before deadline

# BidSubmissions

**Immediately after deadline** authorized users can access all bid submissions and download :

- All uploaded files
- Submission register
- Valuation spreadsheet containing all uploaded data

This page only includes tenders that are past their submission deadline.

**Tender Name/Number**

Search using part or full tender number or name

TenderBox	Submission deadline	Bids   drafts	
TR13/2023 - Appointment of A Panel for Maintenance Contractors at Various Campuses	13/07/2023 - 23:59	187   23	View & assess bids / Download report & files
TenderBox PU5313/019	11/07/2023 - 23:59	3   1	View & assess bids / Download report & files
TR 12-2023 - Student Residence Kitchen and Bathroom Refurbishments for Soshanguve North Campus	20/06/2023 - 23:59	5   0	View & assess bids / Download report & files
TR 11-2023 - Student Residence Kitchen and Bathroom Refurbishment for GA Rankuwa Campus	20/06/2023 - 23:59	6   1	View & assess bids / Download report & files
TR 10/2023 - Student residence Kitchen and Bathroom Refurbishments	14/06/2023 - 23:59	16   2	View & assess bids / Download report & files

Tenderbox submissions

Tracking bids after deadline



# Bid Assessment

TenderBox PU7811/034 WITS Tender/2023:10

- Component 1: Hybrid Model
- Component 2: Fieldtrips (Fully Outsourced Model)
- Component 3: Ad-hoc Trips (Fully Outsourced)

### Bid assessments

- Each component (sub-tender) is assessed separately.
- Selecting the component (left image) will return the summary list of all bids for that component (image below)

TenderBox PU7811/034 WITS Tender/2023:10

Award contracts Disqualify bids Qualify bids

✓ 1 submission has been disqualified successfully and scores have been updated.

### Component 1: Hybrid Model

<input type="checkbox"/>	Status	Supplier Name	Mandatory	Functionality	Details	Price pts	BEE pts	Other pts	Total pts	Actions
<input type="checkbox"/>	✓	Company A r (Pty)Ltd	95%	FAILED	⌵	-596.692	0	0	-596.692	View Assess ↻
<input type="checkbox"/>	✗	Company B	40%	FAILED	⌵	✗	0	0	✗	View Assess ↻
<input type="checkbox"/>	✓	Company C and Projects (Pty) Ltd. JV	85%	FAILED	⌶	-534.142	0	0	-534.142	View Assess ↻
			<b>Element</b>	<b>Pass</b>	<b>Score</b>	<b>Assessed</b>				
			Mandatory	100%	85%	95%				
			Functionality Component 1-Hybrid Model	80%	0%	0%				
			Stage 3: Depot / Presentations	70%	0%	0%				
			Functionality result	pass each	FAILED					
<input type="checkbox"/>	✓	Company D (Pty) Ltd.	80%	FAILED	⌵	-5230.156	0	0	-5230.156	View Assess ↻

### Assessment summary list

- Summarises the current assessment status of each bid.
- Each line can be concertina-opened to display more detail (see Company C)
- The righthand circular icon opens a log of any changes made to the bid after the deadline
- Bids can be qualified/disqualified. The points scores will automatically adjust to reflect the change (see Company D).

Tenderbox submissions


Tracking bids after deadline

# Assessment of bids:

## : Mandatory requirements

### Mandatory requirements


**Company registration documents \***  
Upload the company registration documents.  
Files must be less than **80 MB**.  
Allowed file types: **pdf**.

 3.2.2 [redacted] LTD - COR39.pdf [Remove](#)

»  **Company registration documents**


Valid  Invalid  Not validated

**Financial Statements \***  
Upload audited financial statements as specified in the tender document. If more than one year's financial statements are required combine them into one pdf.  
Files must be less than **80 MB**.  
Allowed file types: **pdf zip**.

 3.2.5 AFS.pdf [Remove](#)




**B-BBEE Level \***  **B-BBEE Scorecard \***  **B-BBEE Empowering Supplier \***  Yes  No **B-BBEE Rating Percentage \***  %  
Do not enter the percentage sign. Example - for level 1 enter 135


**B-BBEE Black Ownership \***  % **B-BBEE Back Women Ownership \***  % **B-BBEE Certificate Expiry Date \***    

**Bid assessments**

- The submissions for each requirement fieldset are checked for validity. Assessor marks each requirement as Valid or Invalid, and can add comments.

**B-BBEE Certificate**  
Files must be less than **20 MB**.  
Allowed file types: **gif jpg jpeg png pdf doc docx zip**.

 10626-USERID-28153-BBEE-01\_06\_2023 - 0934.pdf [Remove](#)

»  **B-BBEE Information**

Valid  Invalid  Not validated

**Comment**

Administrator updated Scorecard- Generic, Black ownership 39.27 Black women 21.29%

# Functionality Component 1-Hybrid Model

## Value Adds

Value Adds that will benefit the University Maximum 10 Points

Service Provider's capability to provide Wi-Fi on buses to students = 5 points Service Provider capability to provide a student tagging system authorising legitimate students to gain access= 5 points

### Proof of capability to provide wi-fi on buses \*

 4.1 N Wifi on buses & Sebenza Zone.pdf [Remove](#)

Files must be less than **80 MB**.

Allowed file types: **pdf**.

### Capability to provide a student tagging system authorising legitimate students to gain access \*

 Capability to provide student tagging & BITS.pdf [Remove](#)

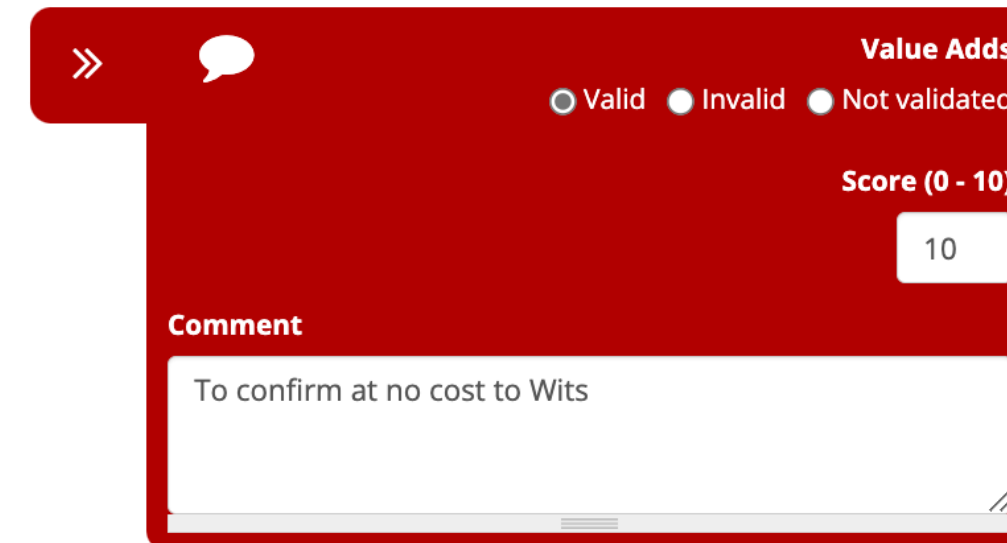
Files must be less than **80 MB**.

Allowed file types: **pdf**.

The requirement description and scoring structure is copied from the tender document into the tinderbox.

During assessment each field will be:

- validated
  - Scored (system prevents out of bounds scores)
- Assessor can add comments if necessary / required



The screenshot shows a red-bordered assessment panel. At the top right, it says 'Value Adds'. Below that are three radio buttons: 'Valid' (selected), 'Invalid', and 'Not validated'. Underneath is a 'Score (0 - 10)' field with the number '10' entered. At the bottom, there is a 'Comment' section with a text area containing the text 'To confirm at no cost to Wits'.

## Pay as you go services

Service Provider capability to provide "pay as you go service" for University commuters only. This is to allow the University commuters to use this pay-for service when buses are operating outside the circuit routes = 2. 5 Points

### Proof of capability to provide pay as you go service \*

 Pay as you Go service.pdf [Remove](#)

Files must be less than **80 MB**.

Allowed file types: **pdf**.

Clicking on a submitted file will save the file or open it in the browser window (if browser is setup to do so).

Only system administrator can remove or replace files. Staff cannot make changes.

The red assessment sliders can be opened or closed. When closed they indicate if the field was validated (tick) or invalidated (cross)



Assessment and scoring of bids:

: Functionality requirements



# Assessment and scoring of bids:

## : Summary table

Component 1: Hybrid Model		
Mandatory requirements	Score	Assessed
	95%	95%
Functionality scores	Score	Assessed
Functionality Component 1-Hybrid Model		
Fixed points (0)	0	100%
Evaluated points (100)	93	
Total points (100)	93	
TOTAL PHASE SCORE ( 80% pass )	93%	
Stage 3: Depot / Presentations		
Fixed points (0)	0	0%
Evaluated points (200)	0	
Total points (200)	0	
TOTAL PHASE SCORE ( 70% pass )	0%	
<b>FUNCTIONALITY FAILED</b>		
Pricing & B-BBEE		
Pricing points ( 90 )		-596.692
B-BBEE points ( 0 )		0
BBBEE Level(score 50% of 90/10 scoring table) ( 5 )		0
51% Black ownership ( 5 )		0
TOTAL POINTS		-596.692

**Summary table**

*(NB this screenshot reflects a tender that is in the process of being evaluated .*

During assessment the system populates a live summary table for each bid. This enables the assessor to check progress and scores.

The table is colour coded to help the assessor.

The table automatically updates to indicate if the bid has passed or failed each stage of the tender. *In the example on the left stage 3 has not yet been assessed so the bidder has failed that stage, and consequently failed the Functionality component of the tender.*

The Pricing and B-BBEE score reflects a live pricing score by continually comparing this bid's price against all other bids for the tender. *In the example on the left the Pricing score is very low (negative number) because another bidder submitted an unrealistically low score for this tender.*

# Exportables

SEE [PURCOSA.CO.ZA](http://PURCOSA.CO.ZA)



*MMA*

Tender  
exportable  
documents

: Success &  
unsuccessful  
letters

### **Exportables**

- Email distribution and delivery
- Purchaser lists
- Bidders
- Submission progress (pre-deadline bidder list; post deadline submission files and details)

### **Automated, exportable documents and reports**

- Submission report
- Evaluation spreadsheet
- Success/Unsuccess letters on PURCO SA or Member letterheads
- LOA document (integrated Finance tracking tool)

### **Other**


- Invoices
- Member data
- Email lists
- Surveys
- etc



- Successful and unsuccessful letters are auto-created and populated using the PURCO SA default format (if a Member template has been provided the letters are auto-created on the Member's template).

Tender  
exportable  
documents

: Success &  
unsuccessful  
letters

 <p><b>PURCHASING CONSORTIUM SOUTHERN AFRICA NPC</b> ISO 9001:2015 certified company</p> <p>Reg. No. 9923736/08 (NPC)</p> <p>Ref: QM 032.01</p>		<p>P O Box 32116 Kyalami 1684 Tel: (011) 545 0940 Fax: (011) 312 8241</p> <p>Rosen Office Park 8 Invicta Road Erand Gardens X49 Midrand www.purcosa.co.za</p>	
Supplier Address		Date	
ATTENTION: Supplier Name			
<b><u>NATIONAL CONTRACT: PU Number – Contract Description</u></b>			
We refer to your tender dated 05 January 2020 for the <b>(tender description)</b> for the PURCO SA Membership.			
Thank you for submitting your proposal for the above mentioned service to PURCO SA. We are pleased to inform you that your submission was accepted and that your offer was successful. Please note that you have been selected to be part of the panel of Preferred Suppliers to the <b>(tender description)</b> .			
The contract commences on <b>(start date)</b> and continues for a period of three (3) years until <b>(end date)</b> . The contract cannot be regarded as <u>automatically renewable</u> at any stage of the contract.			
Take note of the following points which form part of the contract:			
1. <u>Purchase Order</u>			
This letter does not in any way constitute an official order. The decision on the choice of the supplier is made individually by the respective PURCO SA Members.			
2. <u>Service fee</u>			
The Supplier must provide a <b>(service fee)</b> calculated on the total value of each invoice issued by the Supplier or otherwise relating to supply of goods and/or performance of the service to the PURCO SA Member/s (including any additional/ adhoc goods and/or goods <u>supplied</u> or service rendered), payable			

 <p><b>VAAL UNIVERSITY OF TECHNOLOGY</b> <i>Inspiring thought. Shaping talent.</i></p>		<p><b>SUPPLY CHAIN MANAGEMENT DEPARTMENT</b></p> <p><b>Vanderbijlpark Campus</b> Andries Potgieter Blvd Vanderbijlpark, 1900, South Africa</p> <p>Private Bag X021 Vanderbijlpark, 1911, South Africa <b>www.vut.ac.za</b></p> <p>+27(0)16 950 6749</p> <p>:mzamanem@vut.ac.za</p>	
		15 August 2022	
<p>[Redacted] Company (Pty) Ltd.</p> <p>[Redacted]</p> <p>Sandton Gauteng</p>			
Your Reference:			
<b>IN RE: PU8411/019: APPOINTMENT OF AN INVESTMENT ADVISOR.</b>			
Dear Sir/ Madam			
The above subject bears reference herein.			
Kindly take note that:			
<ol style="list-style-type: none"> <li>Your bid proposal dated 20 June 2022 for Tender No. PU8411/019 to render Investment Advisory services to the Vaal University of Technology (VUT) has been provincially awarded subject to, successful conclusion of a Service Level Agreement between your company [Redacted] Ltd. [Redacted] T;</li> <li>You are required to provide feedback in writing no later than 19 August 2022 at 12h00 pm, whether your company accepts or rejects the VUT provisional award;</li> <li>The aforesaid letter must be sent to the following email address: [Redacted] quoting PU8411/019 as VUT's reference; and</li> </ol>			