

PROCEDURE FOR PREPARING A4 TECHNICAL & FINANCIAL BOOKLETS

A two-envelope procedure will apply as follows:

1. A folder is provided marked **“TECHNICAL PROPOSAL”**
 - a. Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Technical Proposal and listed in the Technical Proposal folder are electronically completed (all A-Forms on the provided MS Word file and convert to pdf. As all B-Forms on the provided MS Excel file). Wherever it is a requirement to attach certificates or letters to the returnable schedules, these should be scanned in.pdf format.
 - b. Upload the A-Forms (pdf.), B-Forms (excel and pdf) and certificates or letters (pdf.) on the flash drive.
The completed flash drive should be marked with the tenderer’s company name, the project number and description and marked **“TECHNICAL PROPOSAL”**.
 - b. Scan and insert a valid B-BBEE certificate.
 - c. Scan and insert a copy of the completed Form C2.4: Key Persons for this Project and Normalised Hours tendered
 - d. Electronically sign the declaration in the folder.
 - e. Insert the electronically completed flash drive in an envelope marked **“TECHNICAL PROPOSAL”**.
2. A folder is provided marked **“FINANCIAL PROPOSAL”**
 - a. Ensure that all returnable schedules listed in T2.1 List of Returnable Schedules for inclusion in the Financial Proposal and listed in the Financial Proposal folder are electronically completed on a flash drive (Contract Data and Pricing Schedule). Wherever it is a requirement to attach letters or certificates to the returnable schedules, these should be scanned in, on the flash drive in .pdf format.
The completed flash drive should be marked with the tenderer’s company name, the project number and description and marked **“FINANCIAL PROPOSAL”**.
 - b. Electronically sign the declaration in the folder.
 - c. Complete and electronically sign the Form of Offer and scan into the folder. A draft copy of this form is provided.
 - d. Scan and insert a copy of the Summary of Pricing Schedule into the folder.
 - e. Insert the electronically completed flash drive in an envelope marked **“FINANCIAL PROPOSAL – DO NOT OPEN WITH TECHNICAL PROPOSAL”**.
 - f. Place and seal the signed and completed booklet with the electronically completed flash drive in an envelope marked **“FINANCIAL PROPOSAL - DO NOT OPEN WITH TECHNICAL PROPOSAL”**.
3. Each envelope shall state on the outside the **Employer’s address, contract number and title as well as the Tenderer’s name, authorised representative’s name, postal address, and contact telephone numbers.**
4. Seal both envelopes in an outer envelope with the words **“TENDER”** clearly marked and bearing the Employer’s name, contract number and description as well as the Tenderer’s authorised representative’s name, postal address, and contact details.