SUPPLIER'S STEP BY STEP GUIDE TO RESPONDING TO A REQUEST FOR QUOTATION (RFQ)





Receive Request for Quotation













Submit Completed RFQ



CHECKLIST:

- ✓ Only have the enquiry number in the e-mail subject e.g. OLT1000000
- ✓ No spaces in the enquiry number
- E-mail To: informaltendering@eskom. co.za ONLY - do not send to any other e-mail
- Ensure you have attached required documentation
- ✓ Less than 10MB attachments per e-mail. You can send multiple emails
- ✓ Enquiry number to be stipulated in the subject line on all e-mails if multiple e-mails are sent.



DO NOT:

- X DO NOT Add anything after the enquiry number
- X DO NOT add spaces in the enquiry number
- X DO NOT E-mail to any other address e-mail than informaltendering@eskom. co.za
- DO NOT: Send email without attachments
- not exceed 10MB attachments per e-mail.



If send correctly you will receive an e-mail starting like this:

Dear Valued Supplier,

Please note that your submission has been received.



If send incorrectly you will receive an email starting like this

Dear Valued Supplier,

Please note that your submission will not be accepted.



Tips:

- Reply to original email. Do not create a new one
- Check the automatic response after sending. You should receive this immediately after sending

