HOW TO UPLOAD YOUR TENDER

<mark>**PLEASE YOUR FILES MUST BE IN PDF NOT ANY OTHER FORMAT.**</mark>

Please follow the link below to upload your tender documentation

UJ Tender Web Submission Link: **https://www.uj.ac.za/Pages/tender.aspx**

(right click, open hyperlink)

1. Tenders must be uploaded in a zip file.

2. All zip files and tender documents within the zip files must be clearly and correctly labelled, using your full company name, tender reference number and document folder name.

3. Zip files must contain document folders,

   Ø   **Folder 1** - UJ Tender / RFP document – in this folder is the UJ tender document.
   Ø   **Folder 2** - Mandatory documents i.e. Company documents – in this folder it's all the admin documents listed on the UJ tender document.
   Ø   **Folder 3** - Financial offer – in this folder, it's your financial offer or quotation or completed BOQ.
   Ø   **Folder 4** - Technical proposal – in this folder, it's all the technical requirements as listed on the specification or evaluation criteria or any technical information required as per the tender.

4. If documents were provided in an excel format, please submit the proposed document back in an excel format. All other documents will be PDF.

<mark>**PLEASE REFER TO PAGE 2 FOR A STEP BY STEP PROCESS**</mark>

STEPS TO FOLLOW

1. Create a Zip File, under your Zip File, put all folders as requested (above) do not submit one document with lots of pages, your submission must be in folders, and all the folders must be in a Zip File, you will attach a Zip File instead of Individual documents.

2. How to Create a Zip File (Google has lots of material on this, please refer to it.)

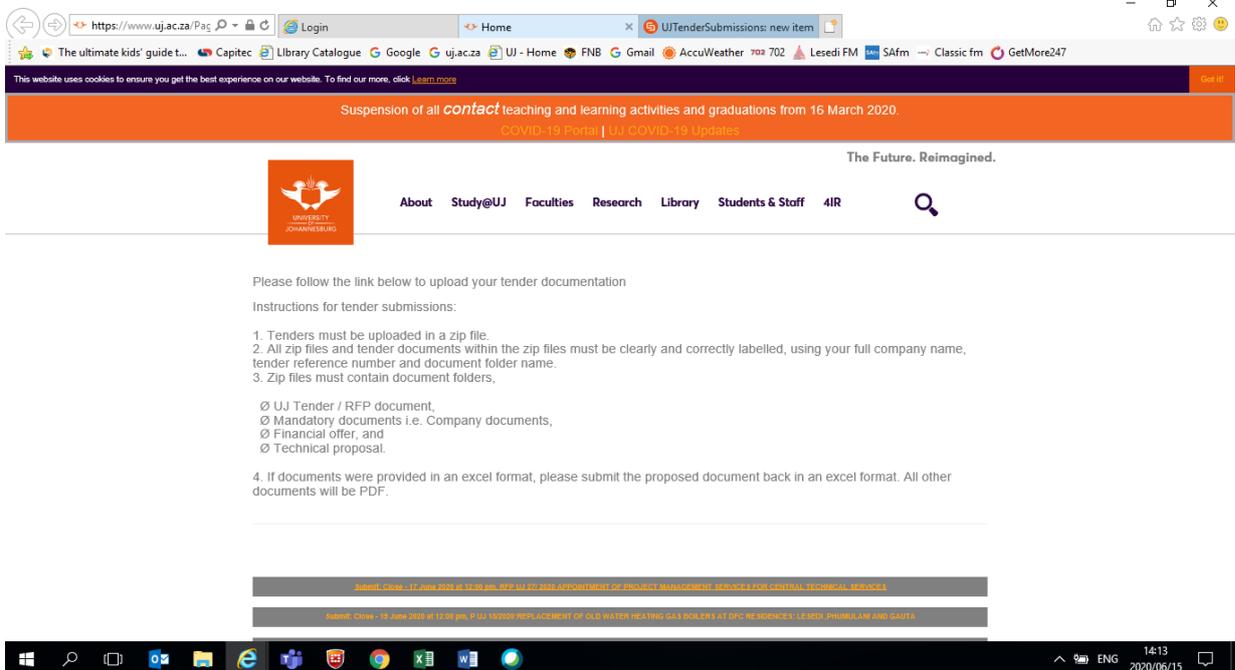   Zip files must contain document folders,

   Ø **Folder 1** - UJ Tender / RFP document – in this folder is the UJ tender document.
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   Ø **Folder 3** - Financial offer – in this folder, it's your financial offer or quotation or completed BOQ.
   Ø **Folder 4** - Technical proposal – in this folder, it's all the technical requirements as listed on the specification or evaluation criteria or any technical information required as per the tender.

3. Go to the weblink provided to submit your tender:

   UJ Tender Web Submission Link: **https://www.uj.ac.za/Pages/tender.aspx**

   (right click, open hyperlink)

4. **You will be directed to this page:**

5. Select the tender you are responding to:

6. You will be directed to this screen: (YOU WILL NOTICE THE SUBMIT BUTTON IS GREY, IT WILL TURN BLUE ONCE ALL FIELDS HAVE BEEN COMPLETED AND DOCUMENTS ARE ATTACHED)
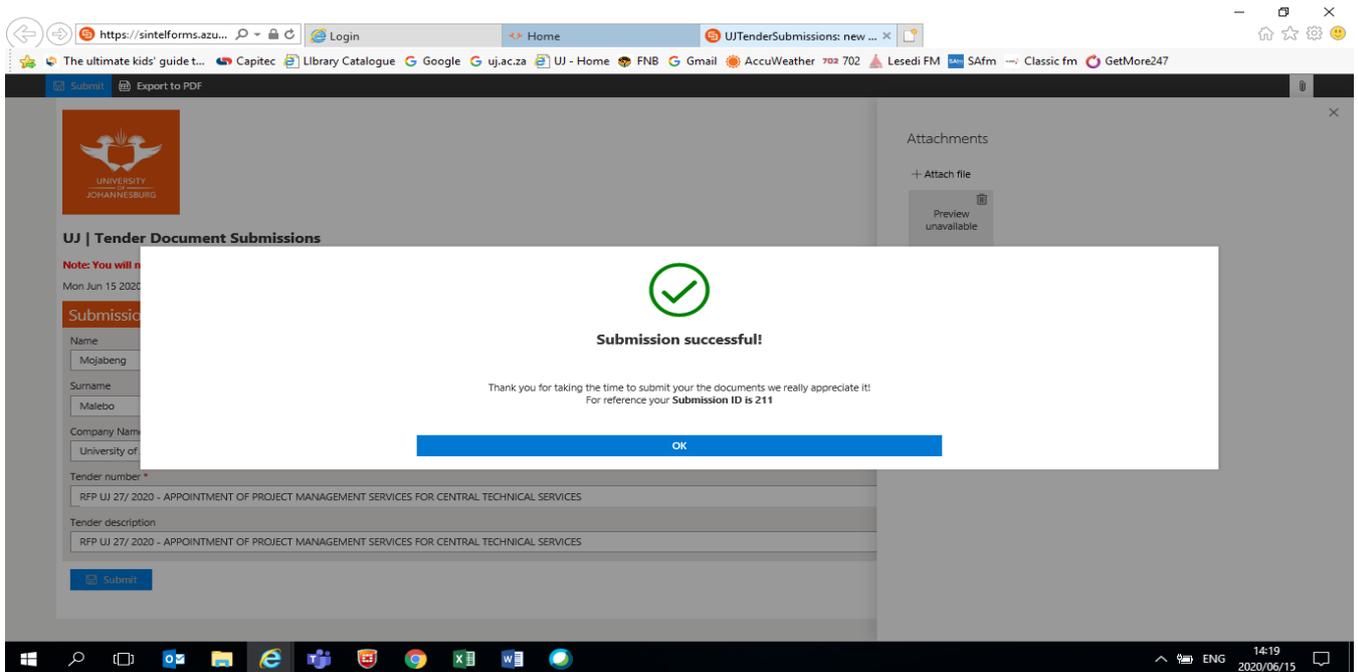

7. Complete your details:

- Name
- Surname
- Company Name
- Tender Number
- Tender Description
- **Then attach your ZIP FILE – on the BLACK RULLER THERE IS A PAPER CLIP LIKE PIN, this is where you click to attached your Zip File, the Paper Clip like Pin is on the Top Right hand Side.**

8.   Once the information is completed and the files are attached: this is what you should see on your screen:

(YOU WILL NOTICE THE SUBMIT BUTTON IS NOW BLUE, YOU ARE READY TO SUBMIT)
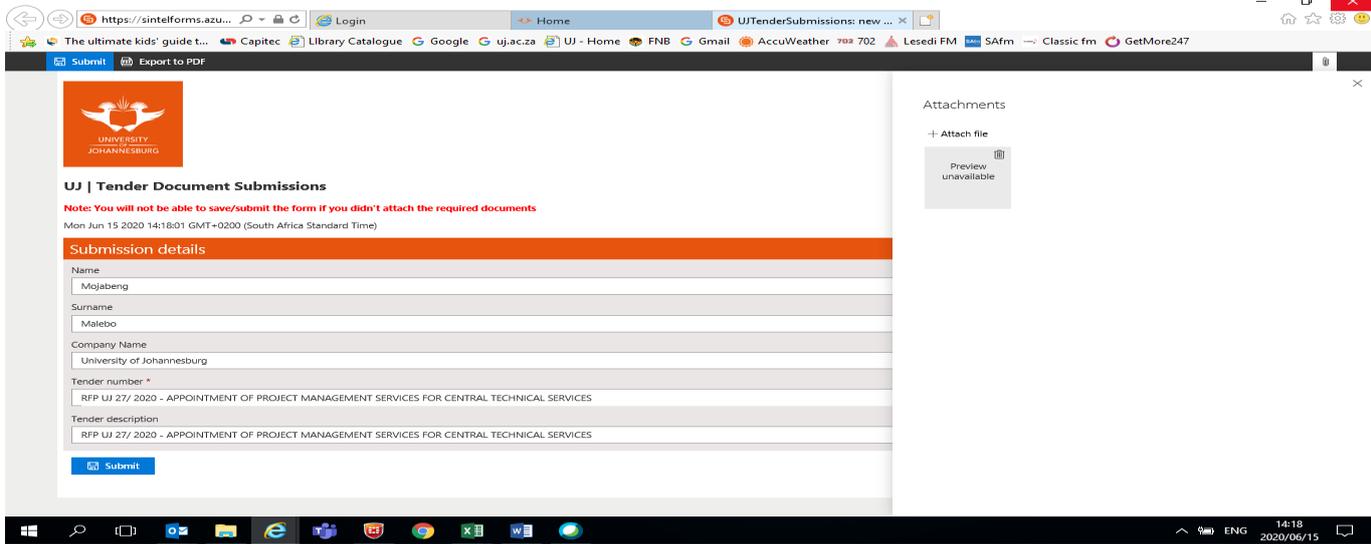
9.   Then press submit BUTTON WHICH IS highlighted in BLUE

9.   Finalisation: This is the message you should get as proof of submission – IF YOU DON'T GET THIS MESSAGE, YOUR TENDER IS NOT SUBMITTED. KEEP THIS INFORMATION SAFE AS PROOF OF SUBMISSION.

Thanks