



## HOW TO UPLOAD YOUR TENDER

**PLEASE YOUR FILES MUST BE IN PDF NOT ANY OTHER FORMAT.**

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,
  3. Zip files must contain following 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 and/or quotation and/or completed BOQ and the form of tender.
    - 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.
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**PLEASE REFER TO PAGE 2 FOR A STEP BY STEP PROCESS**



## 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.
- 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 and/or quotation and/or completed BOQ and the form of tender.
- 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:

The screenshot shows a web browser window displaying the UJ Tender Submission page. The browser's address bar shows the URL <https://www.uj.ac.za/Pages/tender.aspx>. The page features a navigation menu with links: About, Study@UJ, Faculties, Research, Library, Students & Staff, and 4IR. A search icon is also present. The main content area includes a heading "Please follow the link below to upload your tender documentation" and a section titled "Instructions for tender submissions:". The instructions are as follows:

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 UJ Tender / RFP document,
  - Ø Mandatory documents i.e. Company documents,
  - Ø Financial offer, and
  - Ø Technical proposal.
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.

At the bottom of the page, there are two small text boxes containing copyright information: "© 2020 UJ. All rights reserved." and "UJ is a registered trademark of the University of Johannesburg." The Windows taskbar is visible at the bottom of the screen, showing the date and time as 14:13 on 2020/06/15.



5. Select the tender you are responding to.
6. **You will be directed to this screen: (YOU WILL NOTICE THE SUBMIT BUTTON AT THE BOTTOM IS GREY, IT WILL TURN BLUE ONCE ALL FIELDS HAVE BEEN COMPLETED AND DOCUMENTS ARE ATTACHED)**

**NOTE: ALL FORM FIELDS ARE DISBALED, FIRST ATTACH YOUR DOCUMENTS, TO ACTIVATE THE FIELDS. Note: You will not be able to save/submit the form if you didn't attach the required documents**

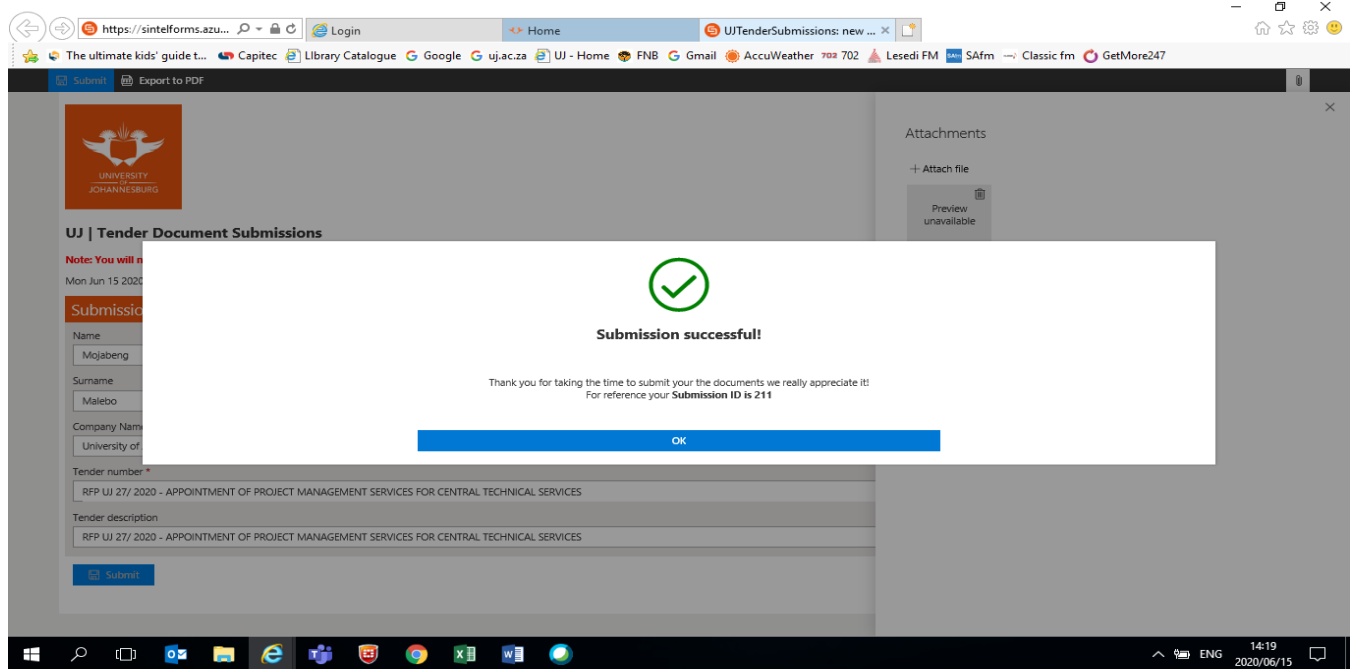
**On the top right hand side, there is a paper clip for uploading your documents.**

A screenshot of a web browser displaying the "Tender Document Submissions" form for the University of Johannesburg. The browser's address bar shows "https://app.sintelforms...". The form has a header with the university's logo and the title "UJ | Tender Document Submissions". Below the header, a red note states: "NOTE: ALL FORM FIELDS ARE DISBALED, FIRST ATTACH YOUR DOCUMENTS, TO ACTIVATE THE FIELDS. Note: You will not be able to save/submit the form if you didn't attach the required documents". The form includes a "Submission details" section with fields for Name, Surname, Company Name, Tender number, and Tender description. At the bottom, there is a checkbox for agreement and a "Submit - ONLY Zip files..." button, which is currently greyed out. The browser's taskbar at the bottom shows various application icons and the system clock indicating 09:58 on 2021/07/06.

7. Complete the process:
  - Attach all documents required
  - Complete the form.
  - At the bottom left, acknowledge that all required documentation is attached.
  - Then press submit BUTTON WHICH IS highlighted in BLUE
8. 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, we may request it.**



Thanks