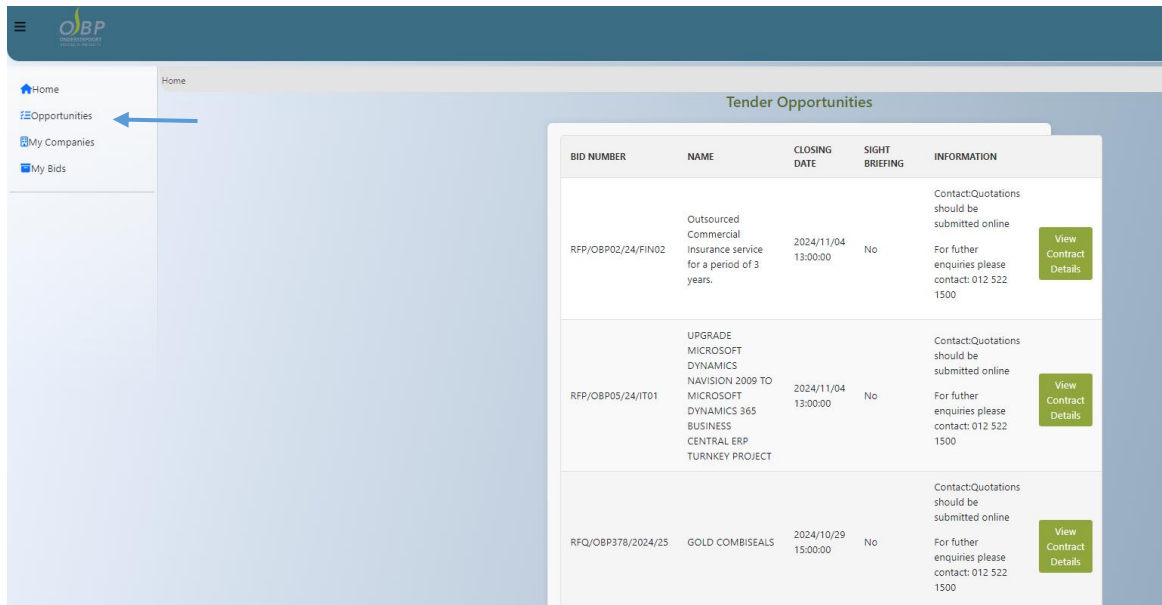




## **Bid Application Process**

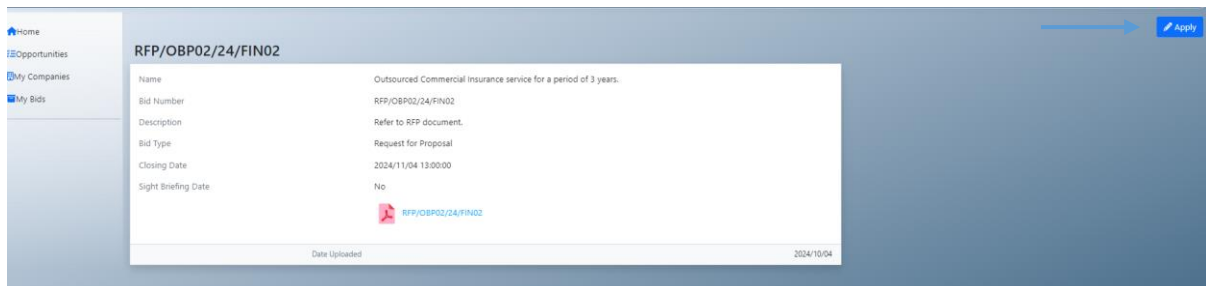
Step 1: Navigate to your menu bar on your left and click opportunities to view available opportunities.



The screenshot shows the 'Tender Opportunities' page. On the left is a navigation menu with 'Home', 'Opportunities', 'My Companies', and 'My Bids'. The 'Opportunities' link is highlighted with a blue arrow. The main content area displays a table of tender opportunities.

BID NUMBER	NAME	CLOSING DATE	SIGHT BRIEFING	INFORMATION
RFP/OBP02/24/FIN02	Outsourced Commercial Insurance service for a period of 3 years.	2024/11/04 13:00:00	No	Contact:Quotations should be submitted online For further enquiries please contact: 012 522 1500 <a href="#">View Contract Details</a>
RFP/OBP05/24/IT01	UPGRADE MICROSOFT DYNAMICS NAVISION 2009 TO MICROSOFT DYNAMICS 365 BUSINESS CENTRAL ERP TURNKEY PROJECT	2024/11/04 13:00:00	No	Contact:Quotations should be submitted online For further enquiries please contact: 012 522 1500 <a href="#">View Contract Details</a>
RFQ/OBP378/2024/25	GOLD COMBISEALS	2024/10/29 15:00:00	No	Contact:Quotations should be submitted online For further enquiries please contact: 012 522 1500 <a href="#">View Contract Details</a>

Step 2: Click apply

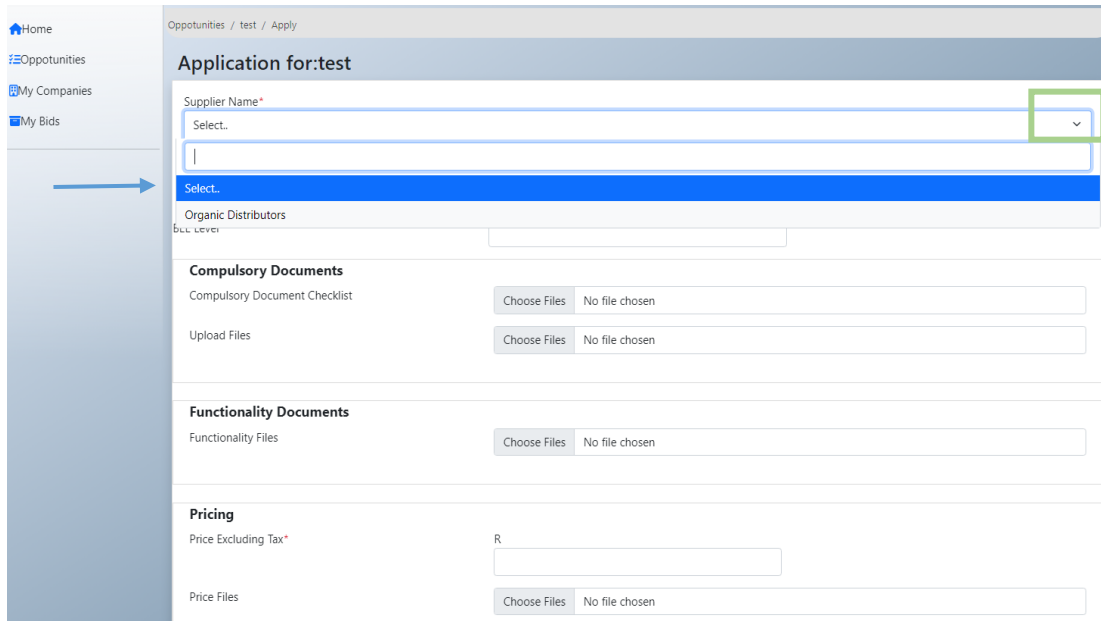


The screenshot shows the details page for the tender opportunity RFP/OBP02/24/FIN02. The left navigation menu is visible. The main content area displays the following details:

Name	Outsourced Commercial Insurance service for a period of 3 years.
Bid Number	RFP/OBP02/24/FIN02
Description	Refer to RFP document.
Bid Type	Request for Proposal
Closing Date	2024/11/04 13:00:00
Sight Briefing Date	No

Below the details, there is a red document icon and the text 'RFP/OBP02/24/FIN02'. At the bottom, it says 'Data Uploaded' and '2024/10/04'. A blue 'Apply' button is located in the top right corner, indicated by a blue arrow.

Step 3: Click the dropdown to choose your company and make sure to attach all the necessary documents.



Home Opportunities / test / Apply

### Application for: test

Supplier Name\*  
Select..

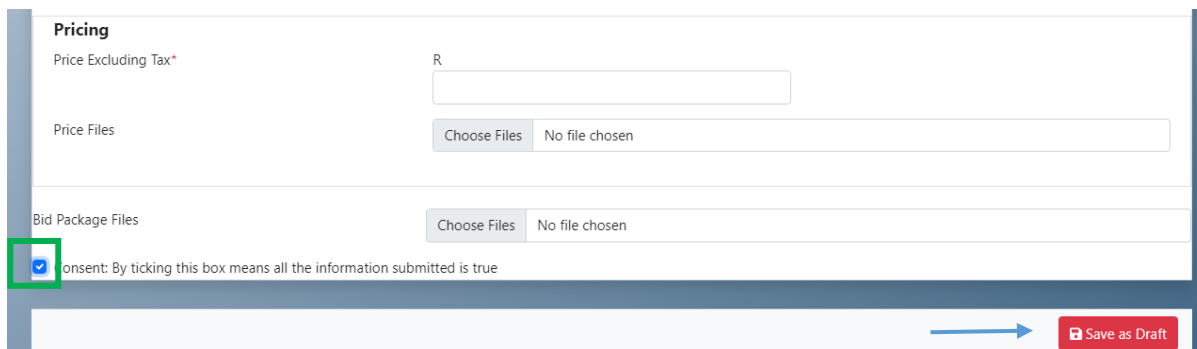
Organic Distributors  
BILL LEVEL

**Compulsory Documents**  
Compulsory Document Checklist  
Choose Files No file chosen  
Upload Files  
Choose Files No file chosen

**Functionality Documents**  
Functionality Files  
Choose Files No file chosen

**Pricing**  
Price Excluding Tax\*  
R  
Price Files  
Choose Files No file chosen

Step 4: Tick the box for consent, then click the 'Save as Draft' button. Please note that this button does not submit your information, as you will still need to add your pricing schedule after saving as a draft.



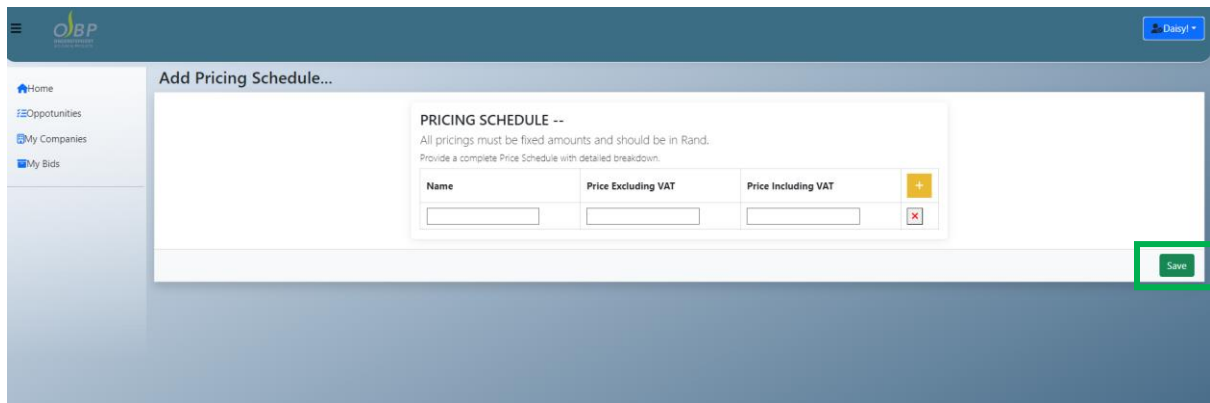
**Pricing**  
Price Excluding Tax\*  
R  
Price Files  
Choose Files No file chosen  
Bid Package Files  
Choose Files No file chosen

☒ Consent: By ticking this box means all the information submitted is true

Save as Draft

You will be redirected to another page as shown below.

Step 5: Fill the in the necessary information needed then click save



Step 6: Add the pricing schedule by clicking the 'Add' button on your far right.



Step 7: Click 'Submit Application.'