

Table of Contents

1. Introduction.....	2
2. View Informal Tender Adverts	3
3. Supplier Registration.....	4
3.1. Supplier Registration.....	4
3.2. Reset Password.....	8
4. Supplier Login.....	11
5. Responding to Informal Tender (submission of Bids).....	13
6. Error messages & causes	15
6.1. Incorrect Supplier Details entered	15
6.2. Supplier has already been registered on the system	15
6.3. Supplier Not Logged in	15
6.4. Quote form not complete	15

1. Introduction

This document is intended for the suppliers of the Nelson Mandela Bay Metropolitan. It will explain the process to register and login as well as how to submit their quotes for an Informal Tender.

The Informal Tenders are posted on the Nelson Mandela Bay, official, website.

Found at <http://nelsonmandelabay.gov.za/>.

They are located under the horizontal navigation bar found on the top of the site, under the Information Centre menu.



Figure 1.1

2. View Informal Tender Adverts

The Suppliers will be able to view the current Informal Tender Adverts published on the system. They will be able to sort the Adverts based on their Quotation Number, Publish Date and Closing Date.



Tenders

Page Options ▾

Search this Section 🔍

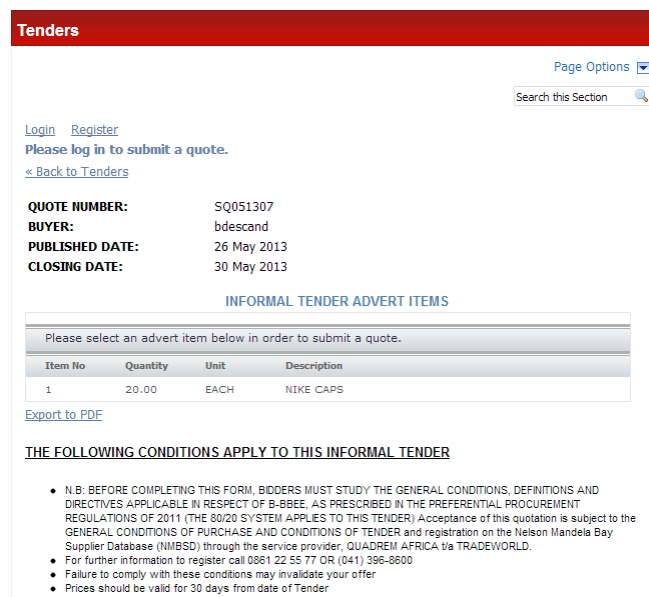
[Login](#) [Register](#)

Quotation No	Publish Date	Closing Date
GQ0513012	26 May 2013	30 May 2013
GQ0513012	26 May 2013	29 May 2013
SQ051309	26 May 2013	30 May 2013
SQ051307	26 May 2013	30 May 2013
SQ051309	26 May 2013	29 May 2013
SQ0513011	27 May 2013	30 May 2013

Records per page: 20 ▾ Records: 1 - 6 of 6 - Pages: ⏪ ⏩ 1 ⏪ ⏩

Figure 2.1

The Supplier will be able to view the advert items by clicking on an advert displayed in the grid.



Tenders

Page Options ▾

Search this Section 🔍

[Login](#) [Register](#)

Please log in to submit a quote.

[« Back to Tenders](#)

QUOTE NUMBER: SQ051307
BUYER: bdescand
PUBLISHED DATE: 26 May 2013
CLOSING DATE: 30 May 2013

INFORMAL TENDER ADVERT ITEMS

Please select an advert item below in order to submit a quote.

Item No	Quantity	Unit	Description
1	20.00	EACH	NIKE CAPS

[Export to PDF](#)

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- N.B: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011 (THE 80/20 SYSTEM APPLIES TO THIS TENDER) Acceptance of this quotation is subject to the GENERAL CONDITIONS OF PURCHASE AND CONDITIONS OF TENDER and registration on the Nelson Mandela Bay Supplier Database (NIBSD) through the service provider, QUADREM AFRICA via TRADEWORLD.
- For further information to register call 0881 22 55 77 OR (041) 396-8600
- Failure to comply with these conditions may invalidate your offer
- Prices should be valid for 30 days from date of Tender

Figure 2.2

3. Supplier Registration

The Supplier registration is a three step process.

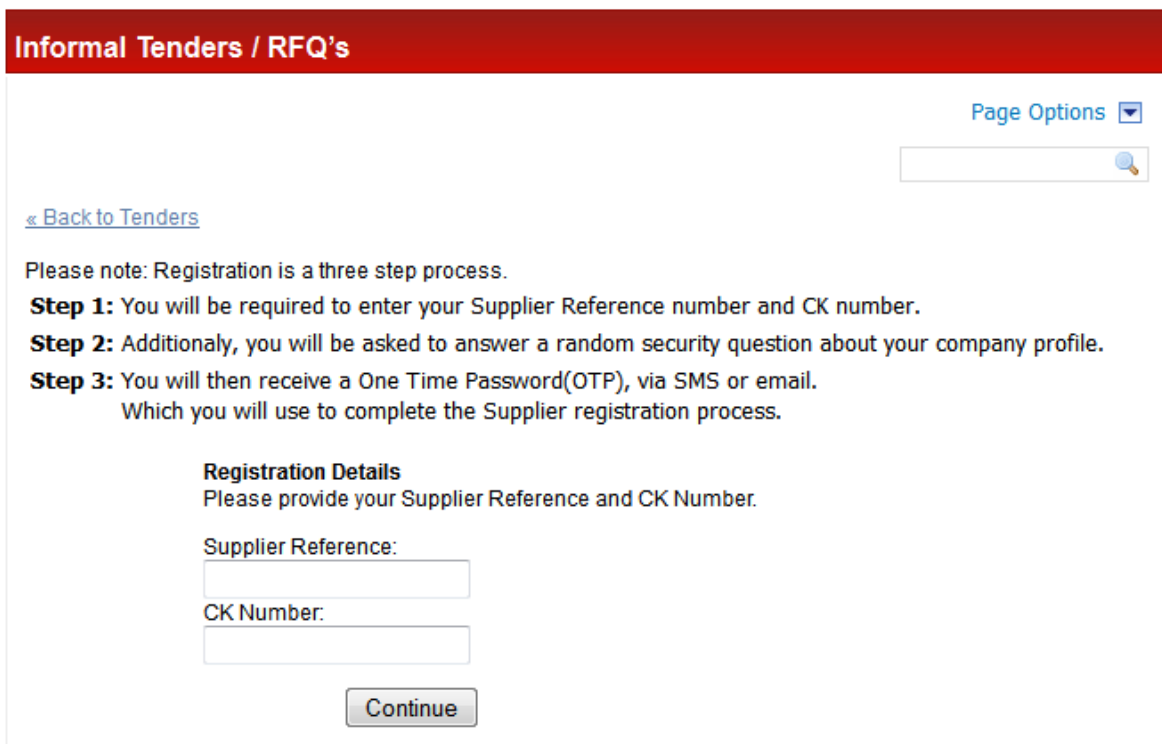
Step 1: The Supplier will be prompted to provide their Supplier Reference Number and CK Number.

Step 2: The Supplier will be asked a Security Question based on their Supplier Profile.

Step 3: The Supplier will need to choose a means of receiving their One Time Password or OTP to verify their account and provide this on the Supplier verification screen.

3.1. Supplier Registration


The Supplier will enter their Supplier Reference Number, CK Number.



The screenshot shows a web interface for 'Informal Tenders / RFQ's'. At the top right, there is a 'Page Options' dropdown menu and a search bar. A blue link labeled '< Back to Tenders' is located on the left. The main content area contains a note: 'Please note: Registration is a three step process.' This is followed by three steps: 'Step 1: You will be required to enter your Supplier Reference number and CK number.', 'Step 2: Additionally, you will be asked to answer a random security question about your company profile.', and 'Step 3: You will then receive a One Time Password(OTP), via SMS or email. Which you will use to complete the Supplier registration process.' Below this, a section titled 'Registration Details' asks the user to 'Please provide your Supplier Reference and CK Number.' There are two input fields: 'Supplier Reference:' and 'CK Number:'. A 'Continue' button is positioned at the bottom of the form.

Figure 2.3

Once entered, the Supplier will need to answer a Security Question based on their Supplier Profile.

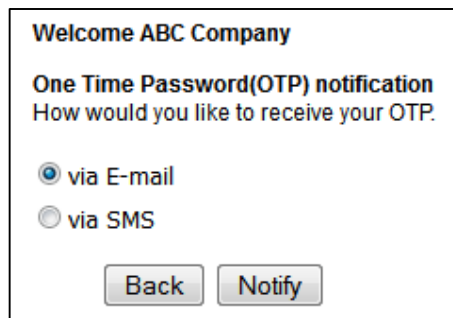


Security Question
Please answer the following security question for ABC Company.

E-mail Address:

Figure 2.4

The Supplier then needs to select a means of notification before being prompted to verify their profile with their One Time Password.



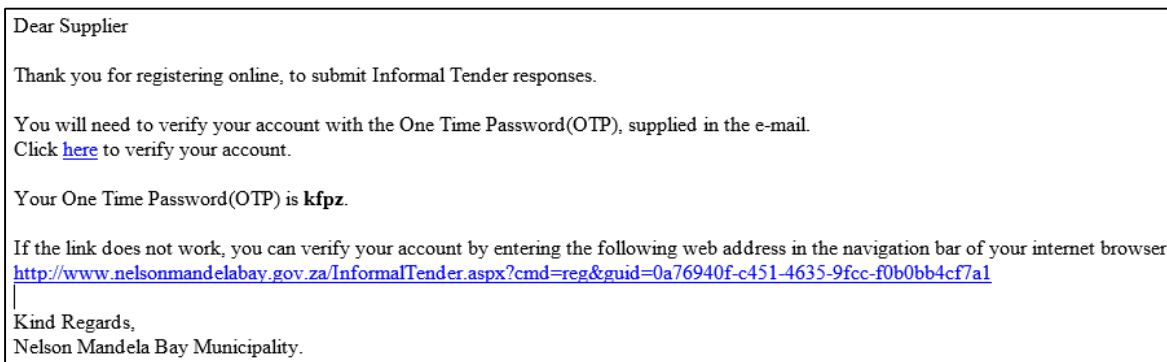
Welcome ABC Company

One Time Password(OTP) notification
How would you like to receive your OTP.

via E-mail
 via SMS

Figure 2.5

Once entered, an OTP (One Time Password) will be sent to the Suppliers Cellphone/Email address.



Dear Supplier

Thank you for registering online, to submit Informal Tender responses.

You will need to verify your account with the One Time Password(OTP), supplied in the e-mail.
Click [here](#) to verify your account.

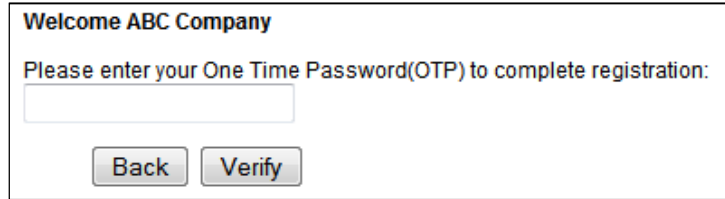
Your One Time Password(OTP) is **kfpz**.

If the link does not work, you can verify your account by entering the following web address in the navigation bar of your internet browser.
<http://www.nelsonmandelabay.gov.za/InformalTender.aspx?cmd=reg&guid=0a76940f-c451-4635-9fcc-f0b0bb4cf7a1>

Kind Regards,
Nelson Mandela Bay Municipality.

Figure 2.6

The Supplier will then be prompted to enter their OTP (One Time Password) in order to complete the Registration Process.

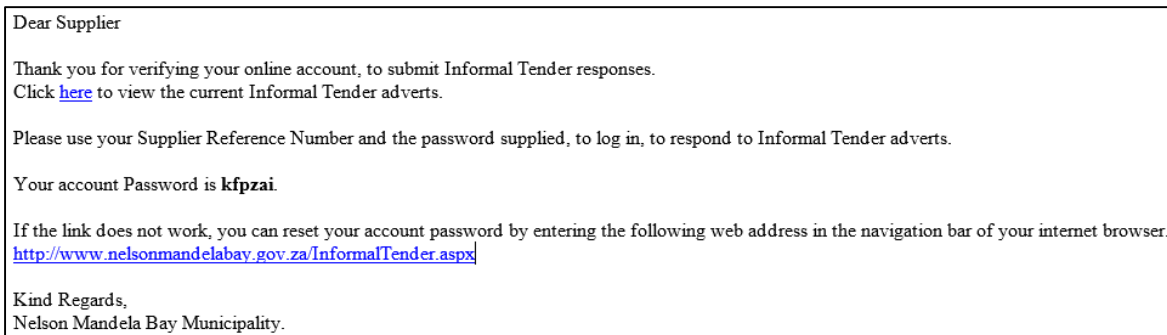


Welcome ABC Company

Please enter your One Time Password(OTP) to complete registration:

Figure 2.7

Once they have received the OTP, their login details will be mailed to them. They can then proceed to have their login details sent to them.



Dear Supplier

Thank you for verifying your online account, to submit Informal Tender responses.
Click [here](#) to view the current Informal Tender adverts.

Please use your Supplier Reference Number and the password supplied, to log in, to respond to Informal Tender adverts.

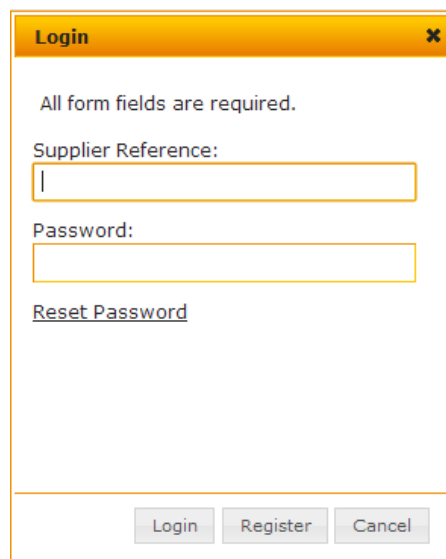
Your account Password is **kfpzai**.

If the link does not work, you can reset your account password by entering the following web address in the navigation bar of your internet browser.
<http://www.nelsonmandelabay.gov.za/InformalTender.aspx>

Kind Regards,
Nelson Mandela Bay Municipality.

Figure 2.8

They will then be able to log-in to the Informal Tender System via the login screen.



Login [X]

All form fields are required.

Supplier Reference:

Password:

[Reset Password](#)

Figure 2.9

Terms and Conditions

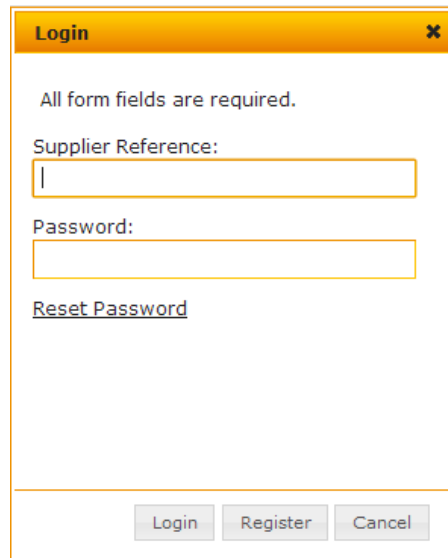
THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- N.B: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011 (THE 80/20 SYSTEM APPLIES TO THIS TENDER) Acceptance of this quotation is subject to the GENERAL CONDITIONS OF PURCHASE AND CONDITIONS OF TENDER and registration on the Nelson Mandela Bay Supplier Database (NMBSD) through the service provider, QUADREM AFRICA t/a TRADEWORLD.
- For further information to register call 0861 22 55 77 OR (041) 396-8600
- Failure to comply with these conditions may invalidate your offer
- Prices should be valid for 30 days from date of Tender

Figure 2.10

3.2.Reset Password

Should a Supplier not remember their login credentials, they will be able to reset their password by clicking the reset password button on the login screen.



The screenshot shows a 'Login' window with a yellow header. Below the header, it says 'All form fields are required.' There are two input fields: 'Supplier Reference:' and 'Password:'. Below these fields is a blue underlined link that says 'Reset Password'. At the bottom of the window are three buttons: 'Login', 'Register', and 'Cancel'.

Figure 3.1

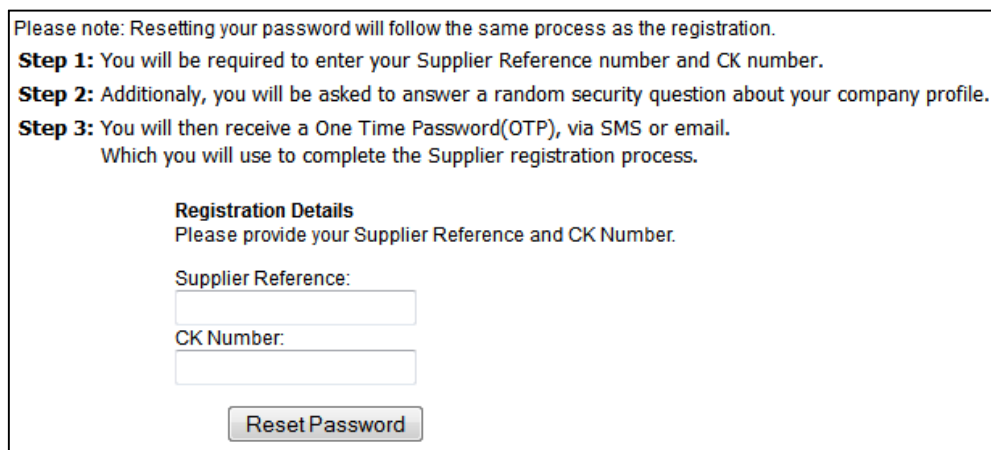
The Supplier will click the “Reset Password” button. They will be directed to the Reset Password Page.

Resetting the Supplier Password follows the same process as first time Registration.

Step 1: The Supplier will be prompted to provide their Supplier Reference Number and CK Number.

Step 2: The Supplier will be asked a Security Question based on their Supplier Profile.

Step 3: The Supplier will need to choose a means of receiving their OTP (One Time Password) to verify their account and provide this on the Supplier verification screen.



The screenshot shows a page with the following content:

- Please note: Resetting your password will follow the same process as the registration.
- Step 1:** You will be required to enter your Supplier Reference number and CK number.
- Step 2:** Additionally, you will be asked to answer a random security question about your company profile.
- Step 3:** You will then receive a One Time Password(OTP), via SMS or email. Which you will use to complete the Supplier registration process.

Below the instructions is a section titled 'Registration Details' with the text 'Please provide your Supplier Reference and CK Number.' There are two input fields: 'Supplier Reference:' and 'CK Number:'. At the bottom of this section is a button labeled 'Reset Password'.

Figure 3.2

Once entered, the Supplier will need to answer a Security Question based on their Supplier Profile.

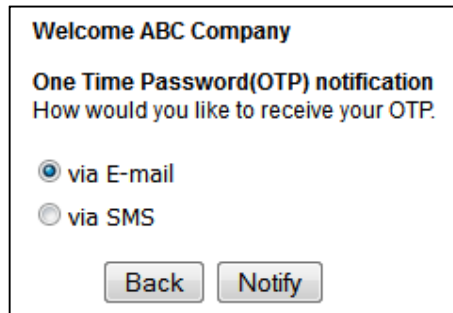


Security Question
Please answer the following security question for ABC Company.

E-mail Address:

Figure 3.3

The Supplier then needs to select a means of notification before being prompted to verify their profile with their One Time Password.



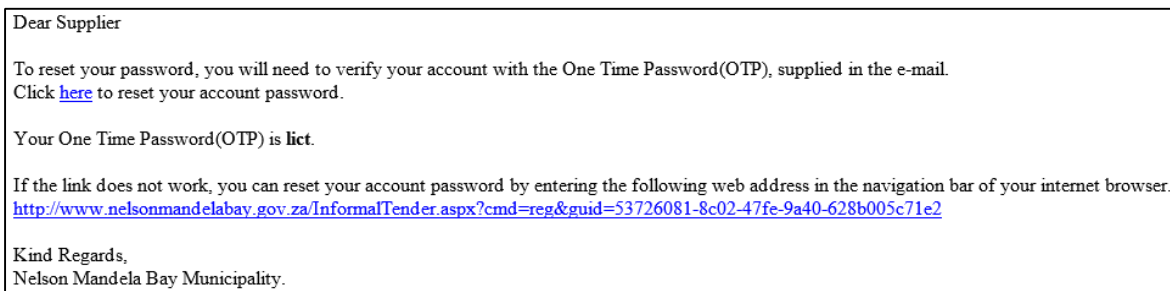
Welcome ABC Company

One Time Password(OTP) notification
How would you like to receive your OTP.

via E-mail
 via SMS

Figure 3.4

The Supplier will then enter their Supplier credentials and enter the “Reset Password” button. They will then be sent an email with an OTP (One Time Password.)



Dear Supplier

To reset your password, you will need to verify your account with the One Time Password(OTP), supplied in the e-mail. Click [here](#) to reset your account password.

Your One Time Password(OTP) is **liet**.

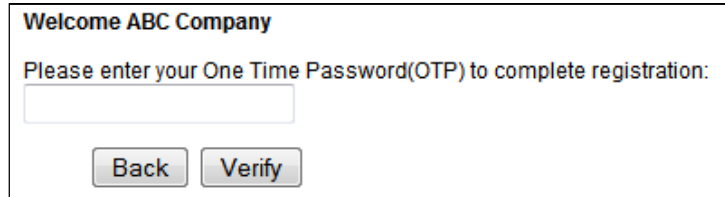
If the link does not work, you can reset your account password by entering the following web address in the navigation bar of your internet browser.
<http://www.nelsonmandelabay.gov.za/InformalTender.aspx?cmd=reg&guid=53726081-8c02-47fe-9a40-628b005c71e2>

Kind Regards,
Nelson Mandela Bay Municipality.

Figure 3.5

The Supplier will verify their OTP (One Time Password)

The Supplier will then be prompted to enter their OTP (One Time Password) in order to complete the Registration Process.

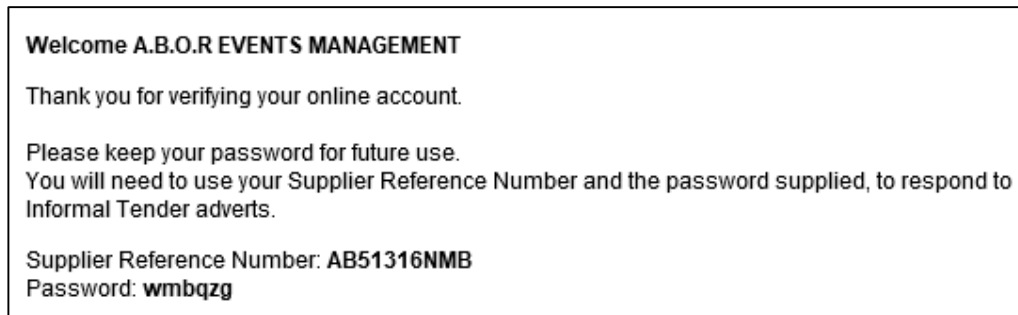


Welcome ABC Company

Please enter your One Time Password(OTP) to complete registration:

Figure 3.6

Once verified, they will be emailed their new password as well as be displayed on screen.



Welcome A.B.O.R EVENTS MANAGEMENT

Thank you for verifying your online account.

Please keep your password for future use.
You will need to use your Supplier Reference Number and the password supplied, to respond to Informal Tender adverts.

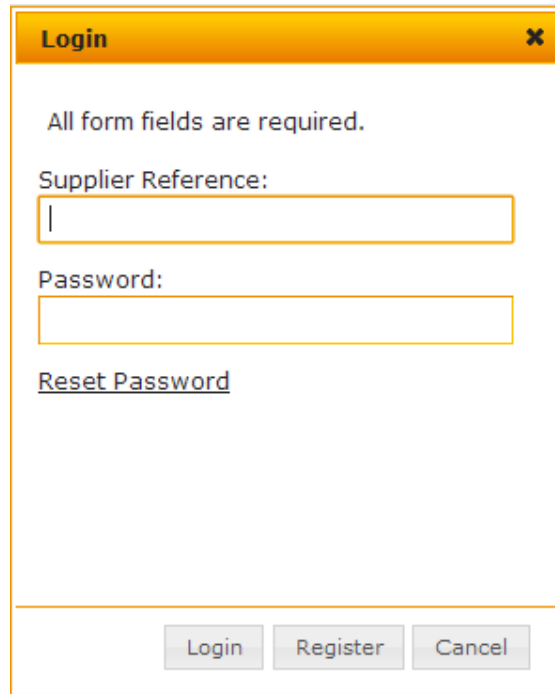
Supplier Reference Number: **AB51316NMB**
Password: **wmbqzg**

Figure 3.7

Once they receive their new password, they can proceed to log-in.

4. Supplier Login

The Supplier will enter their login credentials and click “Login”



Login ✕

All form fields are required.

Supplier Reference:

Password:

[Reset Password](#)

Login Register Cancel

Figure 4.1

Once logged in, the supplier can now submit quotes for advert items.

Quotation No	Publish Date	Closing Date
GQ0513012	26 May 2013	30 May 2013
GQ0513012	26 May 2013	29 May 2013
SQ051309	26 May 2013	30 May 2013
SQ051307	26 May 2013	30 May 2013
SQ051309	26 May 2013	29 May 2013
SQ0513011	27 May 2013	30 May 2013

Records per page: 20
 Records: 1 - 6 of 6 - Pages: 1

Figure 4.2

By clicking on a tender, they can view the tender in detail.

[« Back to Tenders](#)

QUOTE NUMBER: SQ051309
BUYER: cvanlely
PUBLISHED DATE: 26 May 2013
CLOSING DATE: 30 May 2013

INFORMAL TENDER ADVERT ITEMS

Please select an advert item below in order to submit a quote.

Item No	Quantity	Unit	Description	Submitted
1	16.00	EACH	MFS MODULE	

[Export to PDF](#)

THE FOLLOWING CONDITIONS APPLY TO THIS INFORMAL TENDER

- N.B: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011 (THE 80/20 SYSTEM APPLIES TO THIS TENDER) Acceptance of this quotation is subject to the GENERAL CONDITIONS OF PURCHASE AND CONDITIONS OF TENDER and registration on the Nelson Mandela Bay Supplier Database (NMBSD) through the service provider, QUADREM AFRICA t/a TRADEWORLD.
- For further information to register call 0861 22 55 77 OR (041) 396-8600
- Failure to comply with these conditions may invalidate your offer
- Prices should be valid for 30 days from date of Tender

Figure 4.3

5. Responding to Informal Tender (submission of Bids)

The Supplier can now respond to a tender by selecting an item in the detailed view of the Tender.

QUOTE NUMBER:	SQ051309
BUYER:	cvanlely
PUBLISHED DATE:	26 May 2013
CLOSING DATE:	30 May 2013

INFORMAL TENDER ADVERT ITEMS

Please select an advert item below in order to submit a quote.


Item No	Quantity	Unit	Description	Submitted
1	16.00	EACH	MFS MODULE	

Figure 5.1

Once they select the product they wish to send a submission, the supplier will be directed to the Quote submission page.

STANDARD QUOTE FORM

Brand Name: <input type="text"/>	Delivery Days: <input type="text"/>
Unit Price: * <input type="text"/>	Valid Days: <input type="text"/>
Vat Inc: <input checked="" type="radio"/> Yes <input type="radio"/> No	Notes: <input type="text"/>
Deviates from advert item description? <input checked="" type="radio"/> Yes <input type="radio"/> No	Deviation: * <input type="text"/>
Delivery Inc: <input checked="" type="radio"/> Yes <input type="radio"/> No	

Supporting Documents: (File size cannot exceed 1MB per file).

Figure 5.2

The Supplier will then enter their quote details and submit it.

PROOF OF ADVERT ITEM RESPONSE:	
COMPANY:	ABC Company
SUPPLIER DATABASE CODE:	AB51316NMB
EMAIL ADDRESS:	abc@company.com
TENDER:	
QUOTE NUMBER:	SQ051309
ITEM NUMBER:	1
QUANTITY:	16.00
CLOSE DATE:	30 May 2013
DESCRIPTION:	MFS MODULE
RESPONSE:	
BRAND NAME:	Brand one
UNIT PRICE:	R 9.99
VAT INCL:	Yes
DELIVERY INCL:	Yes
DELIVERY DAYS:	7
VALID DAYS:	7
Deviation from advert item description:	N/A
NOTES:	N/A
ATTACHMENTS:	
	TOTAL: R 159.84

Figure 5.3

6. Error messages & causes

6.1. Incorrect Supplier Details entered

We could not locate your Supplier details.
Please ensure that you are registered as a supplier with the Harrower Road, Supply Chain Offices, and that the information you supplied is correct, before registering on this site.

Figure 6.1

The Suppliers incorrect details were supplied when registering.

6.2. Supplier has already been registered on the system

The Supplier has already been registered.
You can reset your password by clicking the login link on the main page and proceeding to 'Reset Password'.

Figure 6.2

6.3. Supplier Not Logged in

[Login](#) [Register](#)
Please log in to submit a quote.
[« Back to Tenders](#)

Figure 6.3

Supplier needs to login to view and respond with a quote.

6.4. Quote form not complete

Brand Name: <input type="text" value="Brand one"/>	Delivery Days: <input type="text" value="7"/>
Unit Price: * <input type="text"/>	Valid Days: <input type="text"/>
Vat Incl: <input checked="" type="radio"/> Yes <input type="radio"/> No	Notes: <input type="text"/>
Deviates from advert item description? <input checked="" type="radio"/> Yes <input type="radio"/> No	Deviation: * <input type="text"/>


 Please input a unit price!

Figure 6.4