

GMA Automated Tender Management System Manual

Version 2

February 2021

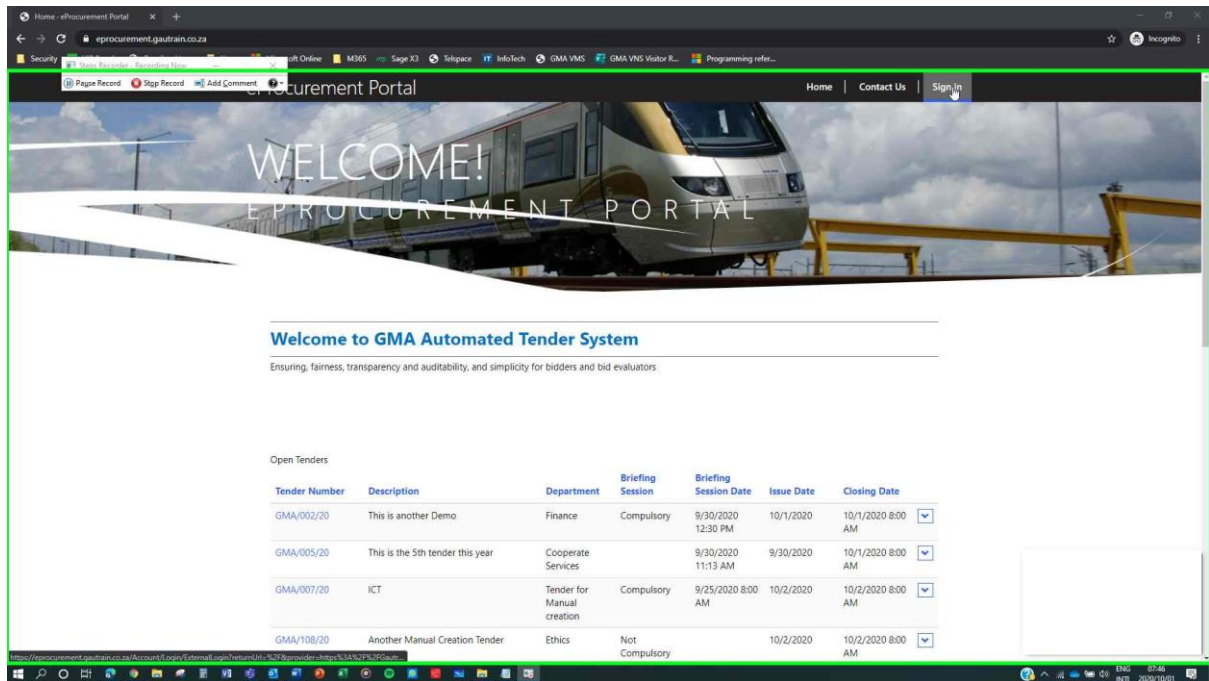
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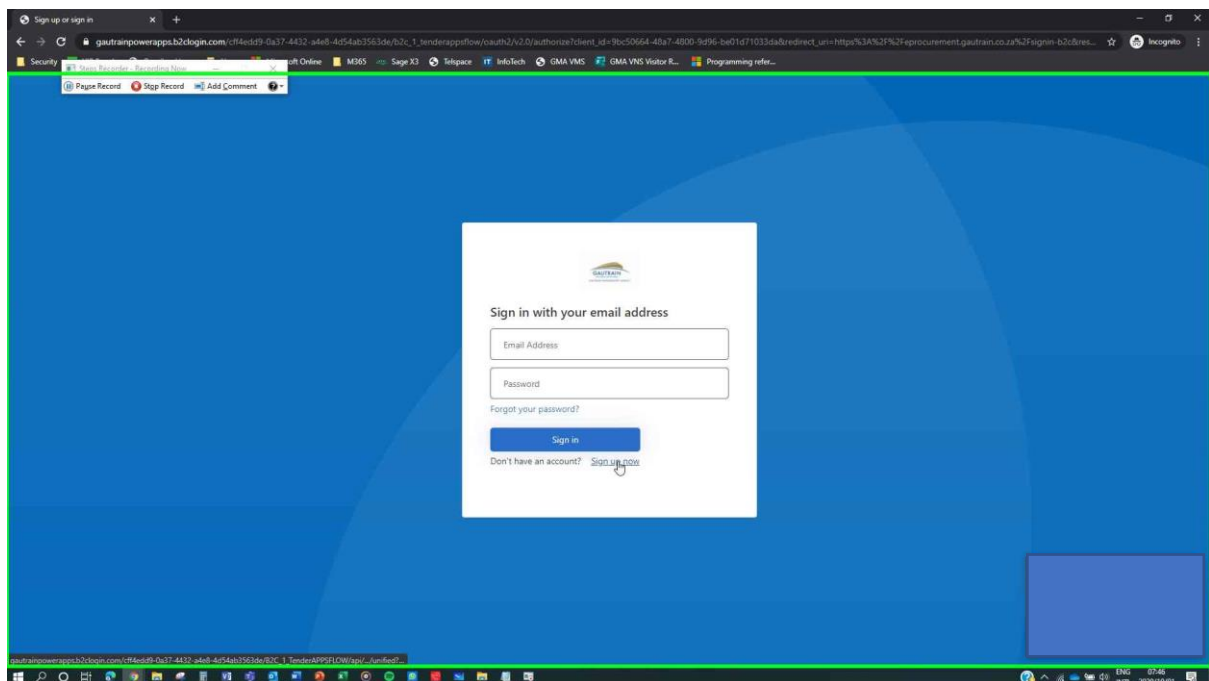


1. USER REGISTRATION

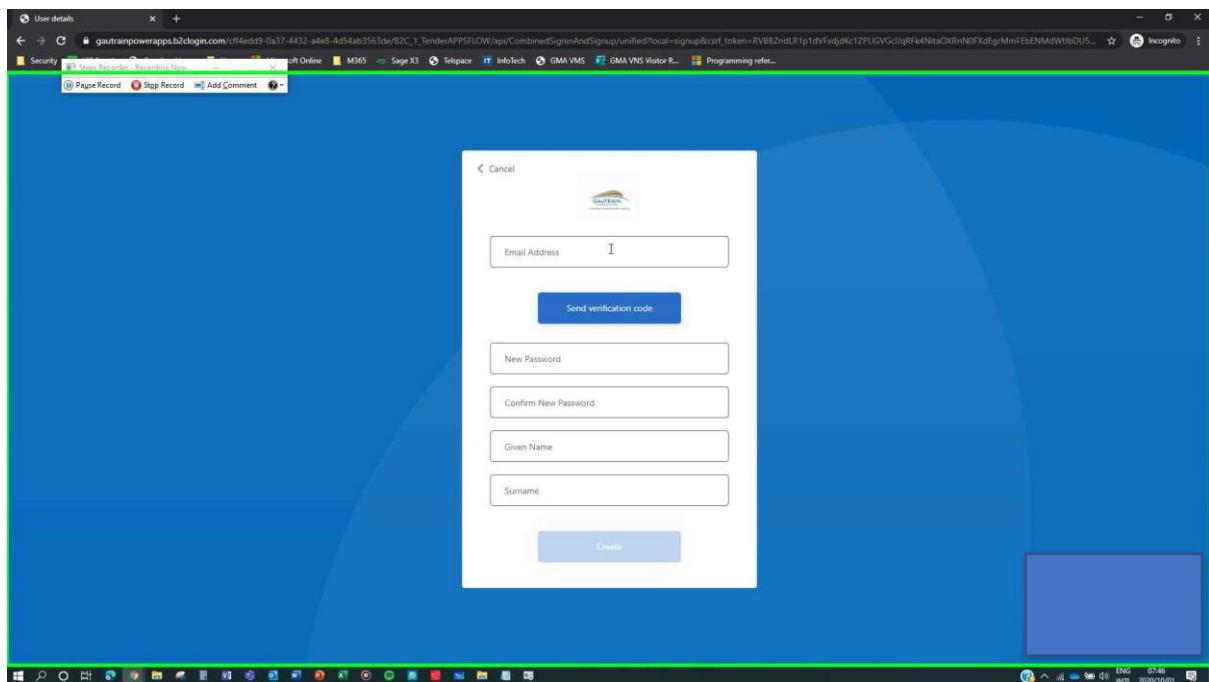
Step 1: Left click on the "Sign in" button on the Portal Home page.



Step 2: Left click on "Sign up"

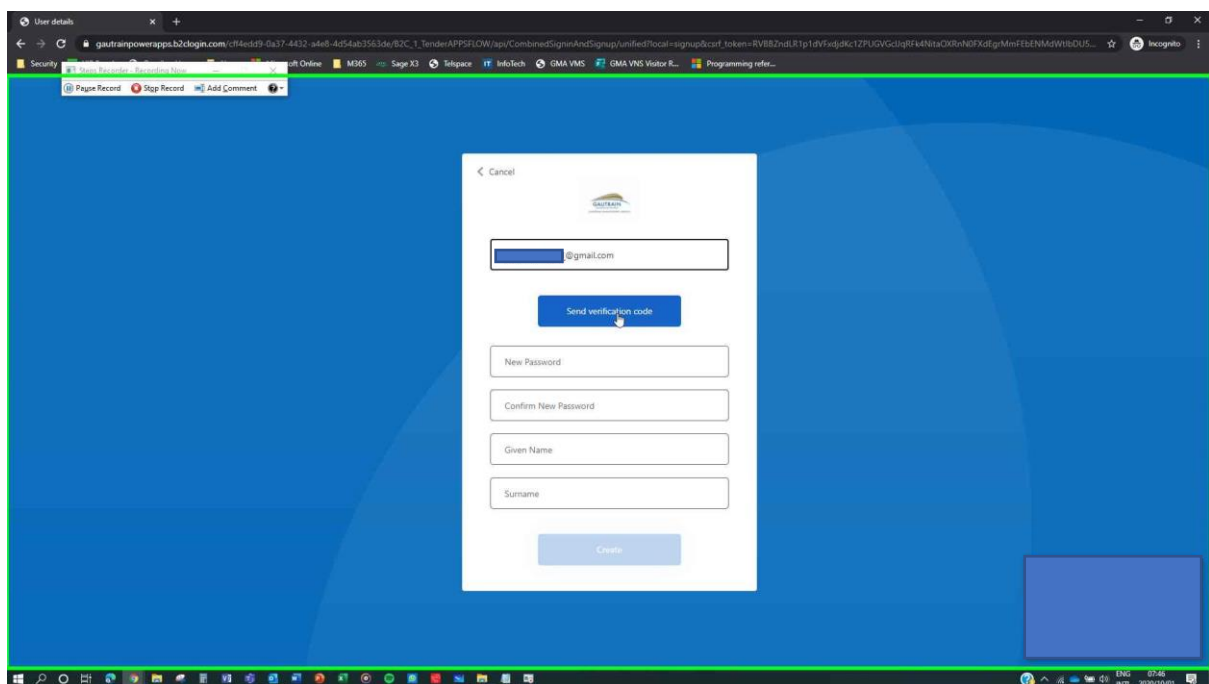


Step 3: Left click in "User details"



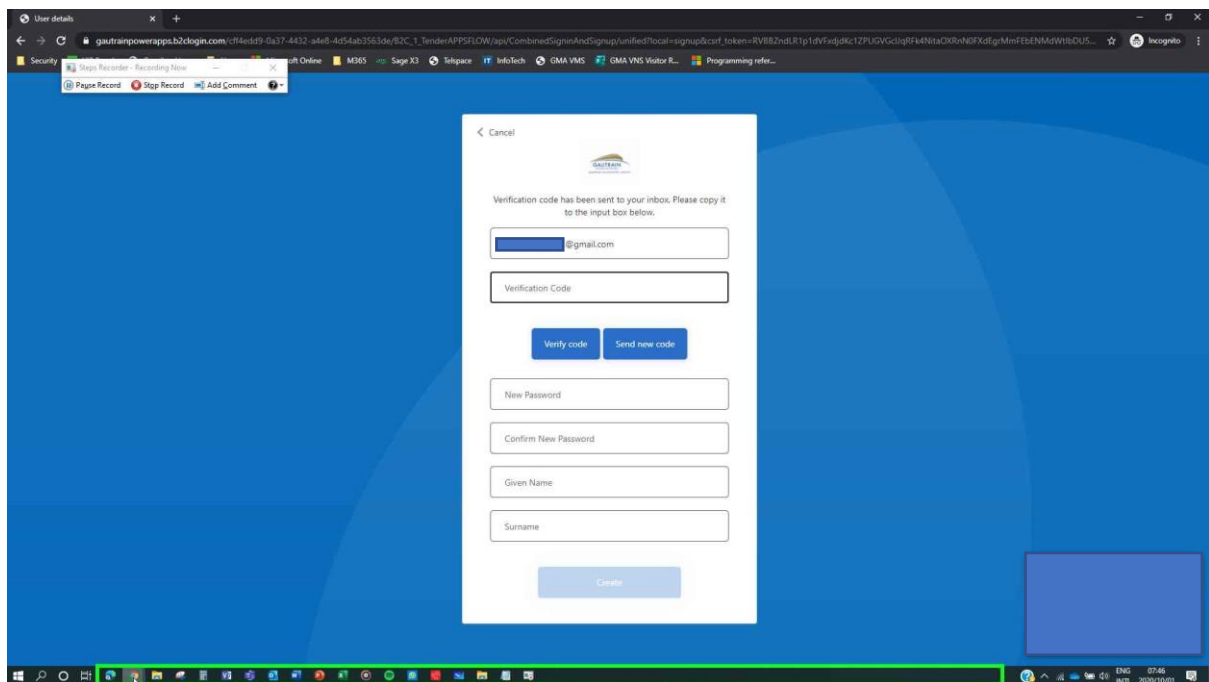
The screenshot shows a web browser window with the URL `gautrainpowerapps.b2login.com`. The page title is "User details". A modal form is displayed in the center. The form has a "Cancel" button at the top left. Below the "Gautrain" logo, there is an "Email Address" input field. Below this is a blue "Send verification code" button. Further down are "New Password", "Confirm New Password", "Given Name", and "Surname" input fields. At the bottom of the form is a light blue "Create" button. The browser's taskbar at the bottom shows various application icons and the system clock indicating 07:46 on 2020/10/01.

Step 4: Left click on "Send verification code" button:



This screenshot is similar to the previous one, but the "Send verification code" button is now highlighted by a mouse cursor, indicating it has been clicked. The "Email Address" field now contains the text "@gmail.com". All other elements of the form and the browser interface remain the same.

Step 5: The following pop-up window will display:

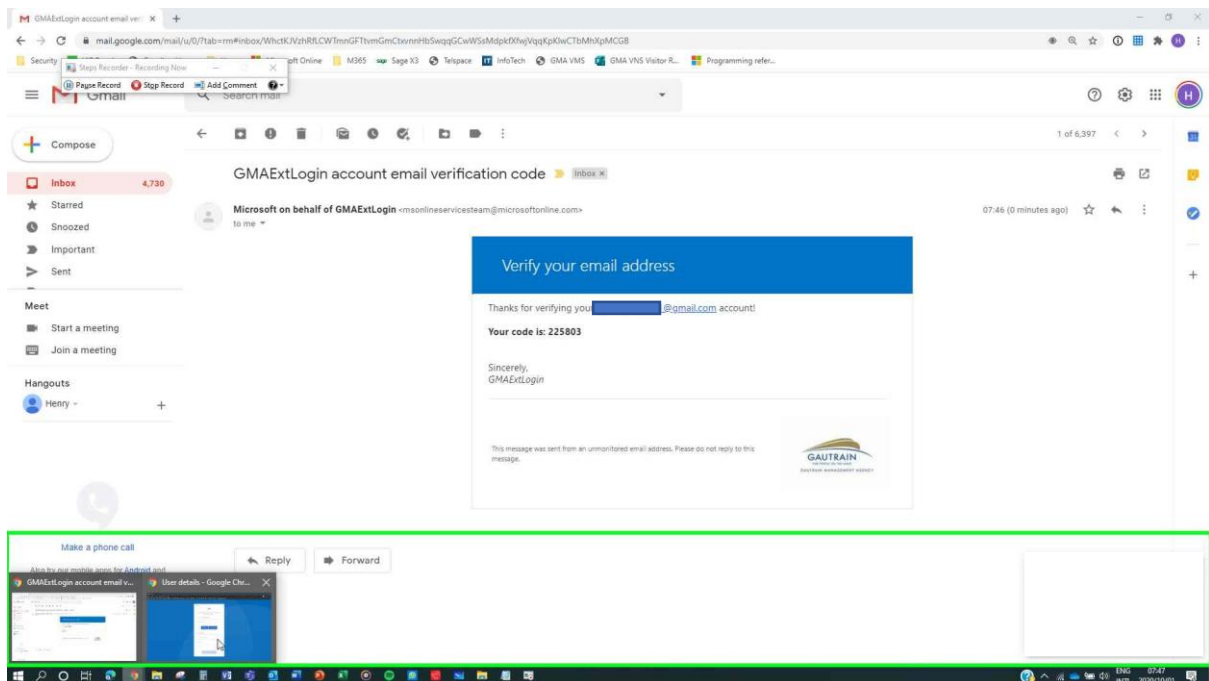


Cancel

GAUTRAIN

Verification code has been sent to your inbox. Please copy it to the input box below.

Step 6: Go to your email (the one you registered with) to get the verification code:



Step 7: Enter the verification code:

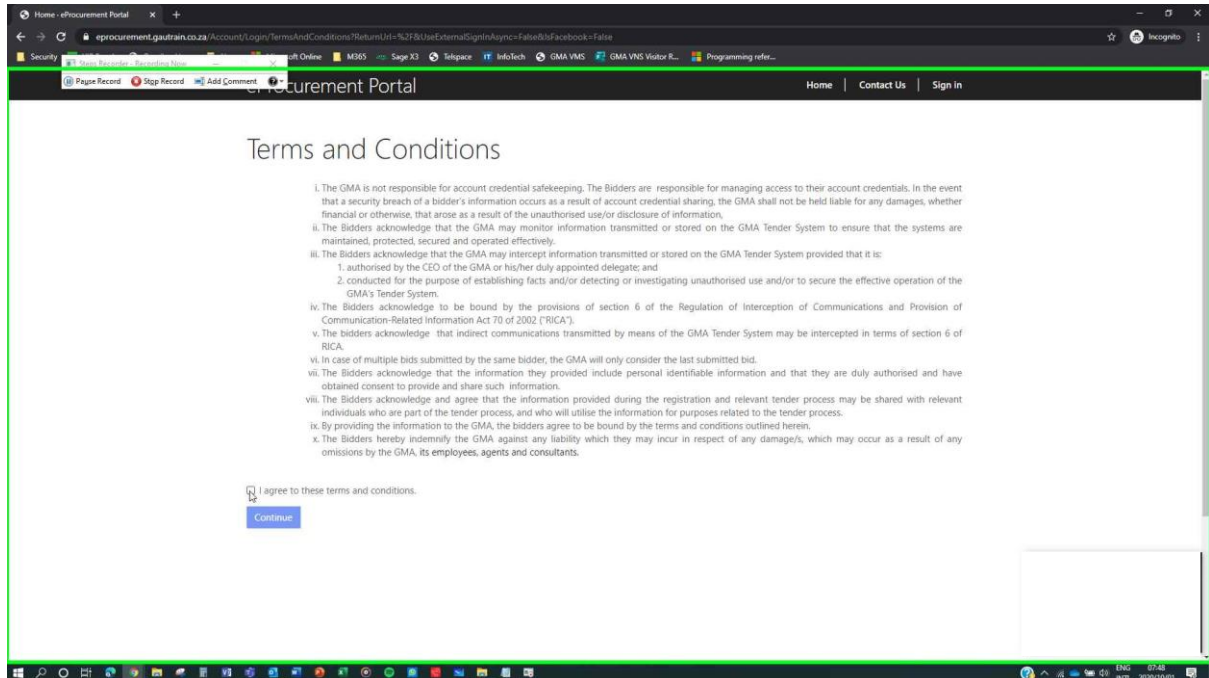
A screenshot of a web browser showing a verification modal. The modal has a 'Cancel' button at the top left. Below the 'Gauteng' logo, it says 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains '@gmail.com' and the second contains '225803'. Below these are two buttons: 'Verify code' and 'Send new code'. Further down are four more input fields labeled 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. At the bottom is a 'Create' button. The background is a blue gradient with a large white circle.

Step 8: Complete fields: “Password, Confirm Password, Name and Surname” and Click on “Create”

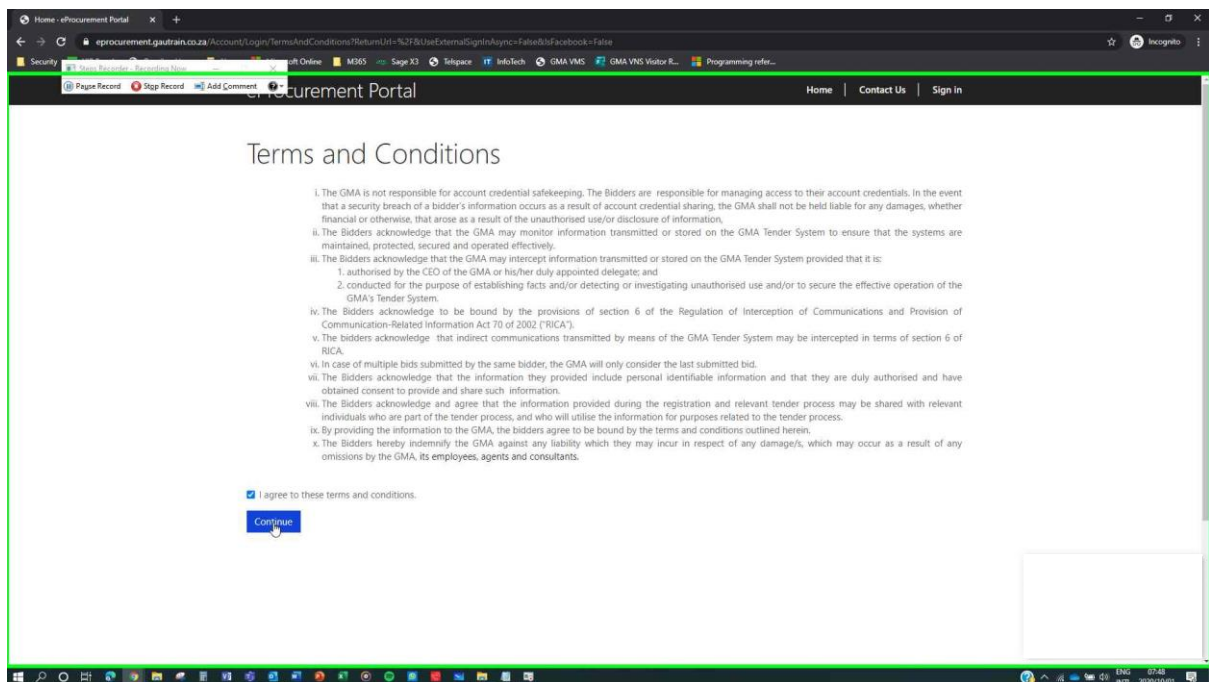
A screenshot of the same web browser showing the registration modal after verification. The message now says 'E-mail address verified. You can now continue.' The email field still contains '@gmail.com' and there is a 'Change e-mail' button below it. The password fields are now empty and masked with dots. The 'Given Name' field contains 'Henry' and the 'Surname' field contains 'Dennis'. The 'Create' button is at the bottom. The background is the same blue gradient with a large white circle.

Step 9: Read the terms and conditions and tick the "I agree to these terms and conditions" checkbox.

NB: Please note that these terms and conditions are binding to the bidder, so read and understand before accepting them.



Step 10: Left click on "Continue" button



Step 11: Enter all details on the Profile screen and click on “Update”

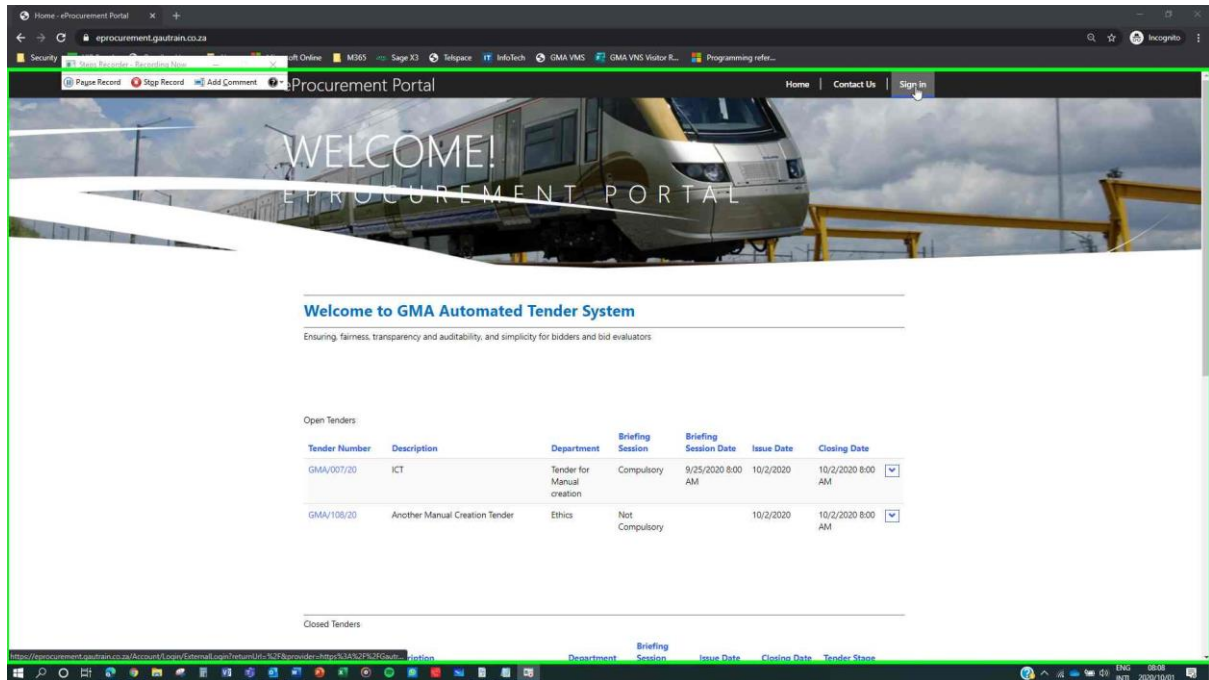
The screenshot shows a web browser window with the URL `eprocurement.gautrain.co.za/profile/?ReturnUrl=/`. The page title is "eProcurement Portal" and the user is logged in as "Henry Denner". The page content includes a profile section with a user icon and name, a "Profile" link, and a "Your information" section with various input fields. The fields are filled with the following data:

Your information	
First Name *	Last Name *
Henry	Denner
E-mail	Position *
[redacted]@gmail.com	Director
Organization Name	Company Registration Number *
Denner Inc	1998/465987/88
Telephone	Mobile Phone
0715556325	0715556325
	Company Size
	Emerging Micro Enterprise (EME)

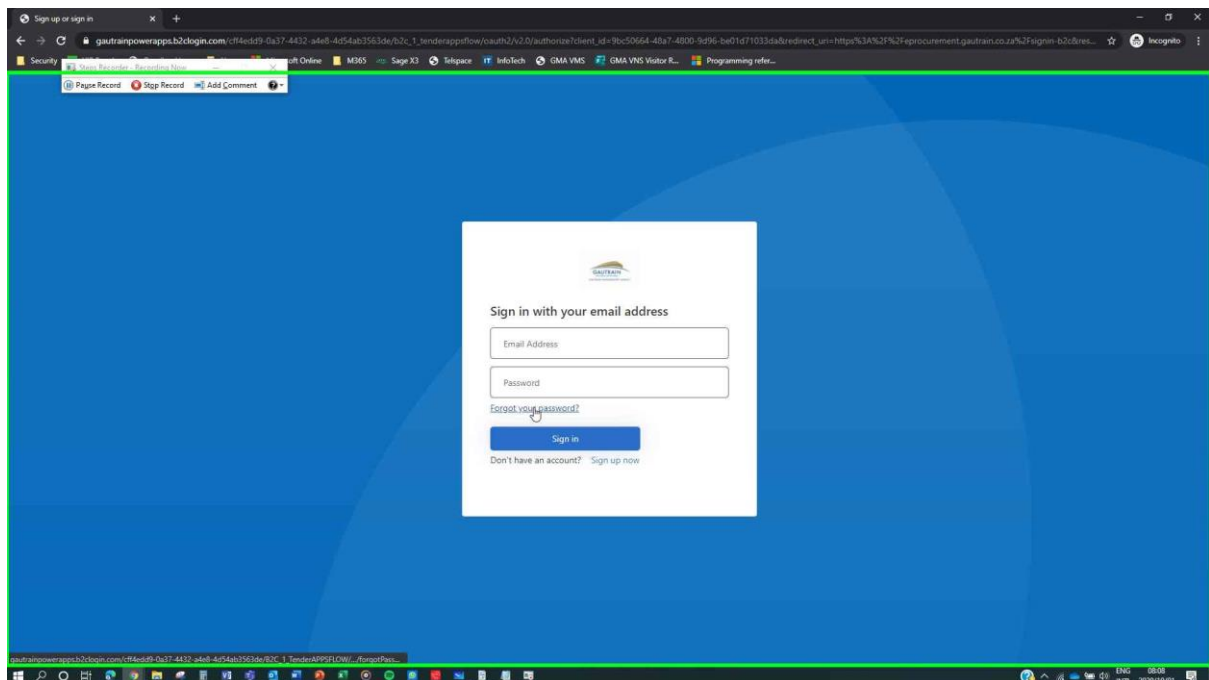
An "Update" button is located at the bottom of the form.

2. PASSWORD RESET

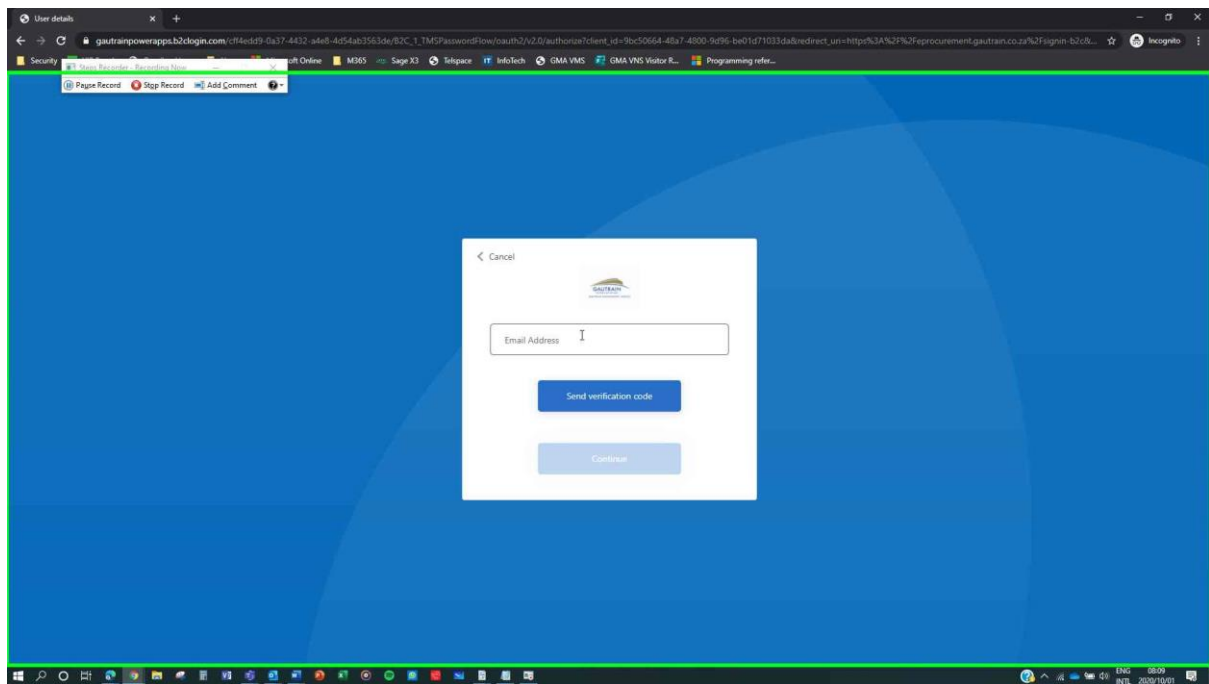
Step 1: Go to the portal - <https://eprocurement.gautrain.co.za/>



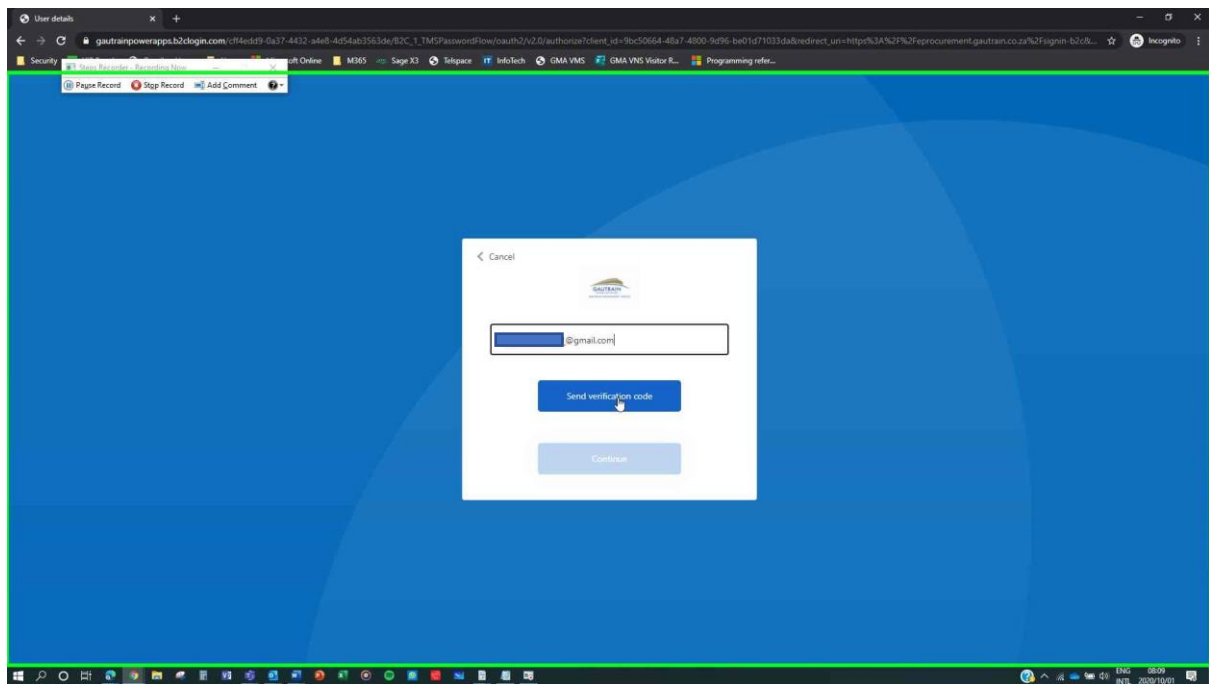
Step 2: Click on "Sign in" then click on "forgot your password?"



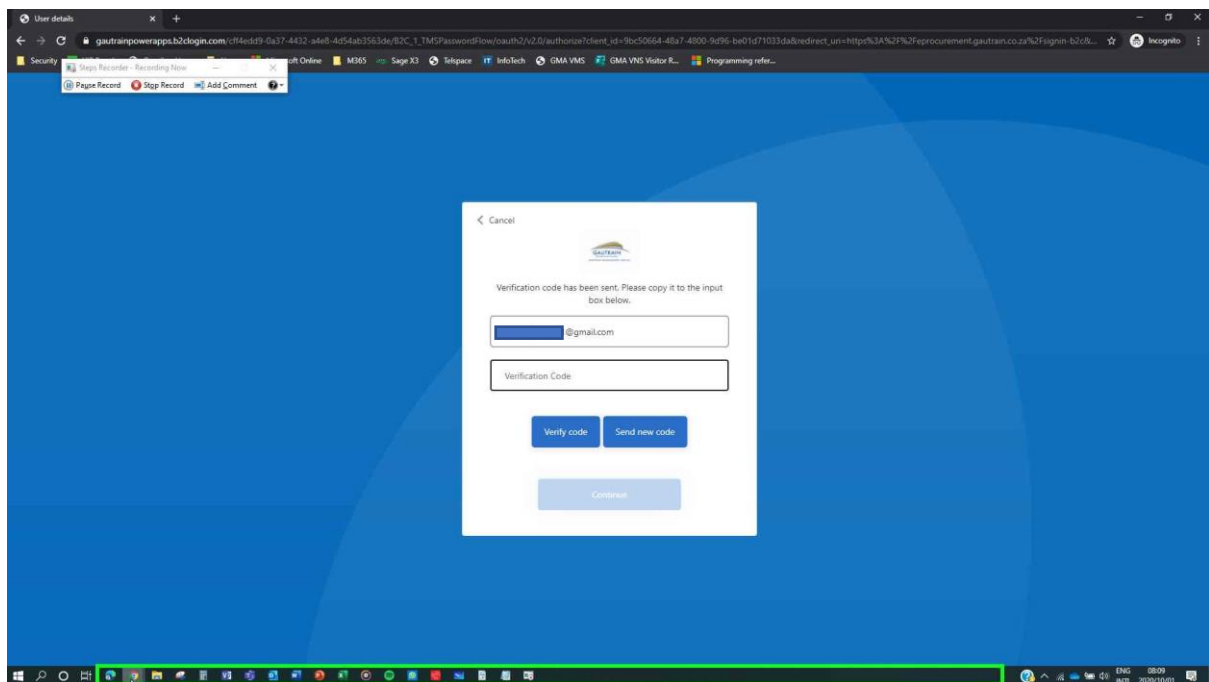
Step 3: Click in "User details"



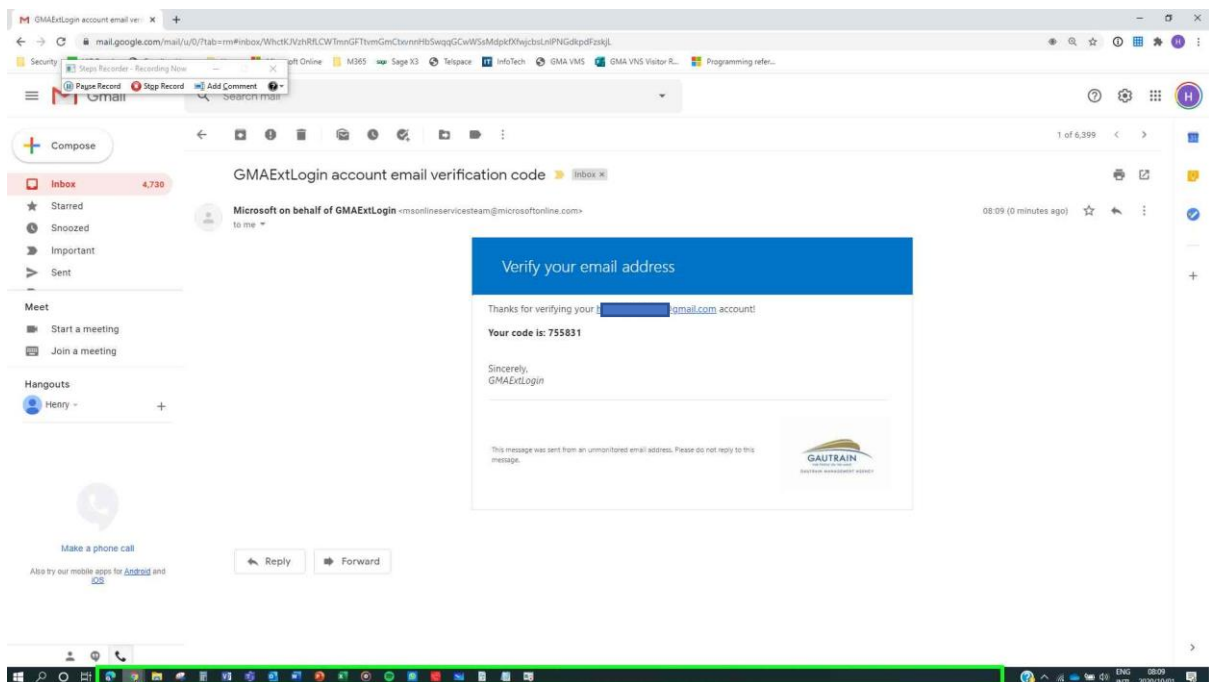
Step 4: Enter the email address click on "Send verification code (button)"



Step 5: The following pop-up will appear



Step 6: Retrieve the verification code from the registered email address



Step 7: Enter the verification code

Cancel

Verification code has been sent. Please copy it to the input box below.

@gmail.com

75183

Verify code Send new code

Continue

Step 8: Click on "Continue"

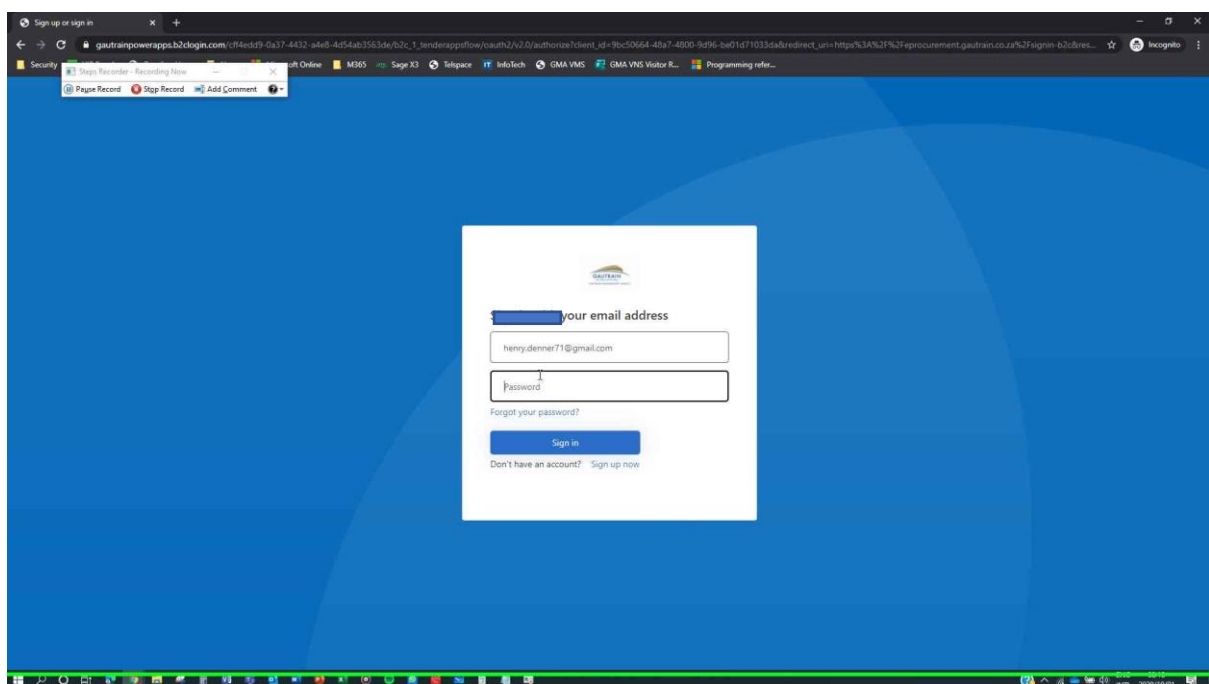
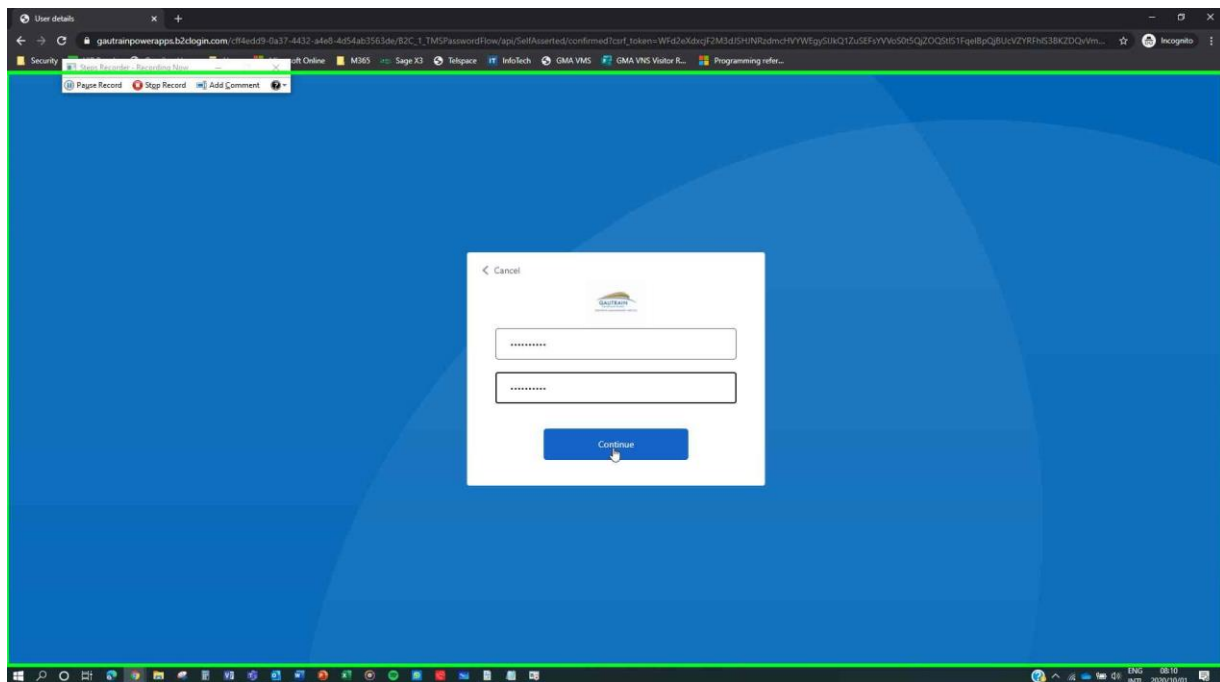
Cancel

The code has been verified. You can now continue.

@gmail.com

Change Continue

Step 9: Click on "New Password (edit)" and enter new password details. Your password will be updated and you can now sign-in with your new password.



3. SUBMISSION OF BIDS

Step 1: Click on drop-down arrow next to the tender that you wish to view or apply for:

The screenshot shows the GMA Automated Tender System interface. At the top, there is a navigation bar with links like 'Home - eProcurement Portal', 'eProcurement.gautrain.co.za', and 'Security'. Below the navigation bar, there is a welcome message: 'Welcome to GMA Automated Tender System' and a tagline: 'Ensuring, fairness, transparency and auditability, and simplicity for bidders and bid evaluators'.

The main content area is divided into two sections: 'Open Tenders' and 'Closed Tenders'.

Open Tenders:

Tender Number	Description	Department	Briefing Session	Briefing Session Date	Issue Date	Closing Date	
GMA/002/20	This is another Demo	Finance	Compulsory	9/30/2020 12:30 PM	10/1/2020	10/1/2020 8:00 AM	▼
GMA/005/20	This is the 5th tender this year	Cooperate Services		9/30/2020 11:13 AM	9/30/2020	10/1/2020 8:00 AM	▼
GMA/007/20	ICT	Tender for Manual creation	Compulsory	9/25/2020 8:00 AM	10/2/2020	10/2/2020 8:00 AM	▼
GMA/108/20	Another Manual Creation Tender	Ethics	Not Compulsory		10/2/2020	10/2/2020 8:00 AM	▼

Closed Tenders:

Tender Number	Description	Department	Briefing Session	Issue Date	Closing Date	Tender Stage	
GMA/001/21	Manual			9/29/2020	9/29/2020 8:00 AM	Closed	▼

Step 2: Click on " View details" to view advertised tender information:

This screenshot is identical to the previous one, but with a mouse cursor clicking on the 'View details' button that appears next to the 'GMA/108/20' tender entry in the 'Open Tenders' table.

Step 3: Click on the attachment under the "Tender Documents" section to view the tender document:

The screenshot shows the eProcurement Portal interface. On the left, the 'Tender Details' section includes:
Tender Number: GMA/108/20
Department: Ethics
Description: Another Manual Creation Tender
Briefing Session: Not Compulsory
Briefing Session Date: —
Issue Date: 10/2/2020
Closing Date: 10/2/2020 8:00 AM
Tender Stage: Advertised
At the bottom of this section is a blue button labeled 'Apply for this tender'.
On the right, the 'Tender Documents' section shows an attachment: 'P0959 (2) (2).pdf (999.73 KB)'.
Below that, the 'Tender Question and Answer' section contains a table with one entry:
Question Number: Q-13
Tender Number: GMA/108/20
Question: Please clarify the requirement on paragraph 3.1.4 of the Terms of Reference
An 'Ask A New Question' button is located to the right of the table.

Step 4: Click on "Apply for this tender" to start tender submission process:

This screenshot is identical to the one above, but with a mouse cursor hovering over the 'Apply for this tender' button at the bottom of the 'Tender Details' section.

Step 5: The following window is displayed where the bidder is required to enter the necessary information. Note that fields marked with an “*” is a compulsory field:

The screenshot shows a web browser window with the URL eprocurement.gautrain.co.za/new-submission/?id=7b927b7b-5103-eb11-a813-000d3ad7ae0b. The page title is "eProcurement Portal". A navigation bar at the top includes links for Home, FAQ, My Submitted Bids, Contact Us, and Henry Denner. Below the navigation bar is a progress bar with seven steps: 1. Provide Bid Details (active), 2. Black Ownership Details, 3. Section A Documents, 4. Section B Documents, 5. Section C Documents, 6. Section D Documents, and 7. Confirmation Email. The main form area is titled "Provide Bid Details" and contains the following fields:

- Central Supplier Database Number * (text input field, currently empty)
- B-BBEE Level * (dropdown menu, currently showing "1")
- TCC Pin * (text input field, currently empty)
- Tax Clearance Expiry Date * (calendar icon)
- Bid Price (R0.00) * (text input field, currently empty)

A tooltip message "Central Supplier Database Number is a required field." is visible next to the B-BBEE Level dropdown.

Step 6: Once all the fields are completed, click on the “Save and Next” button:

This screenshot shows the same "Provide Bid Details" form as in Step 5, but with the fields filled out. The "Save and Next" button is highlighted with a mouse cursor. The filled-in data is as follows:

- Central Supplier Database Number *: MAAA454659
- B-BBEE Level *: 1
- TCC Pin *: 456792
- Tax Clearance Expiry Date *: 10/29/2020
- Bid Price (R0.00) *: 1000000

The "Save and Next" button is a blue button with white text, located at the bottom of the form.

Step 7: On the following window complete the relevant “Ownership Details” fields and click on the “Save and Next” button:

1. Provide Bid Details ✓ 2. Black Ownership Details 3. Section A Documents 4. Section B Documents 5. Section C Documents
6. Section D Documents 7. Confirmation Email

Ownership Details

% Black Woman Ownership (BWO) *

0

% Black Cooperative Ownership *

15

% Black Military Veterans Ownership *

10

% Black People with Disabilities Ownership *

0

% Black Youth Ownership *

40

Previous **Save and Next**

Step 8: Upload the required documents by clicking on the drop-down arrow, then “Manage Files”:

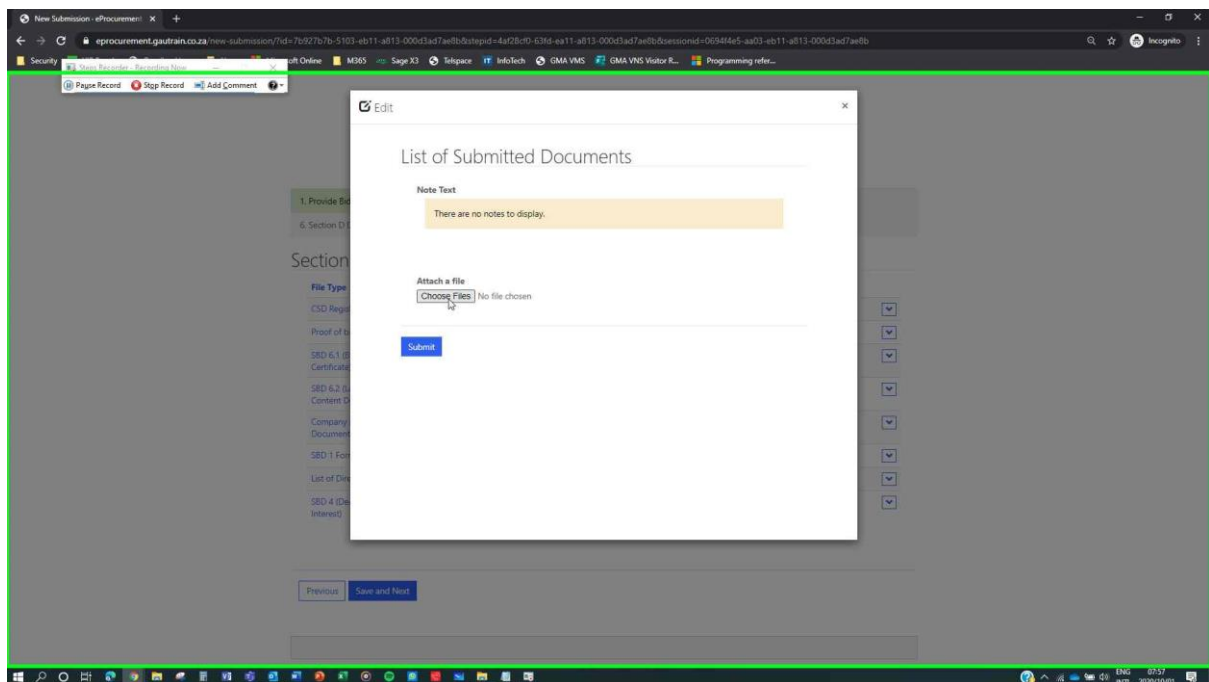
1. Provide Bid Details ✓ 2. Black Ownership Details ✓ 3. Section A Documents 4. Section B Documents 5. Section C Documents
6. Section D Documents 7. Confirmation Email

Section A Documents

File Type	DocNumber	Document Count	Required	Bidder Submissions	Document Type
CSD Registration	DocNo-303	0	Yes	37	Section A
Proof of bank details	DocNo-304	0	Yes	37	Section A
SBD 6.1 (B-BBEE Certificate)	DocNo-305	0	No	37	Section A
SBD 6.2 (Local Content Declaration)	DocNo-306	0	No	37	Section A
Company Registration Documentation	DocNo-308	0	Yes	37	Section A
SBD 1 Form	DocNo-301	0	Yes	37	Section A
List of Directors	DocNo-302	0	Yes	37	Section A
SBD 4 (Declaration of Interest)	DocNo-307	0	Yes	37	Section A

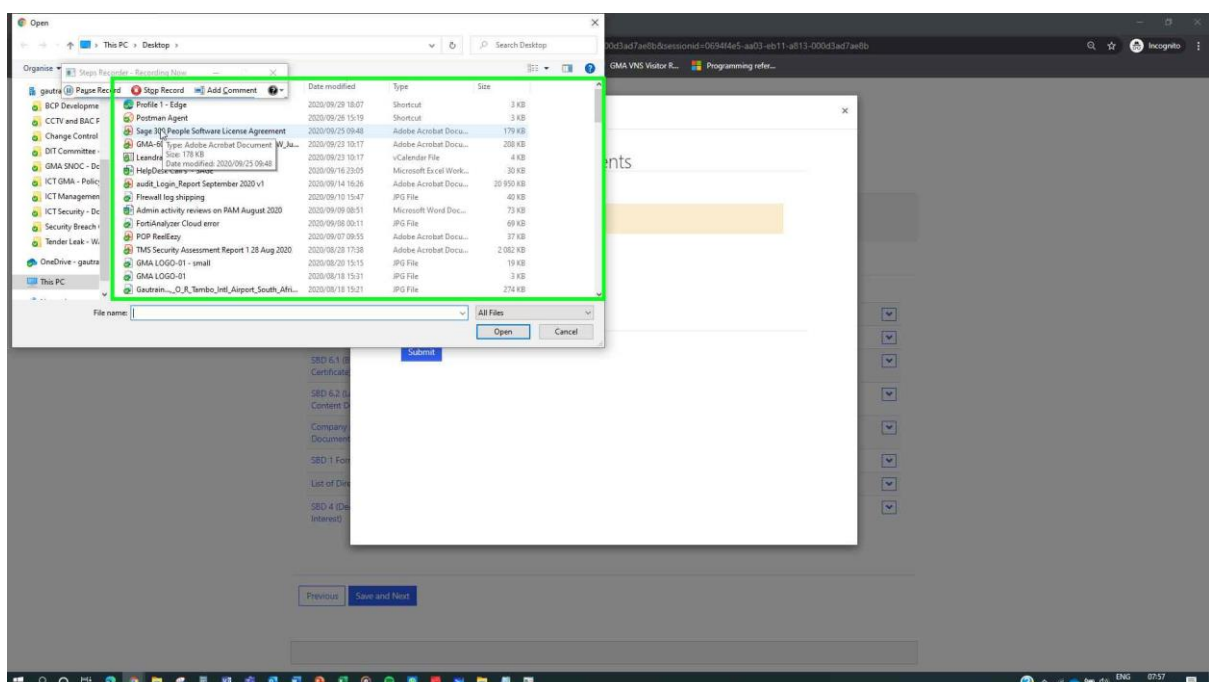
Previous **Save and Next**

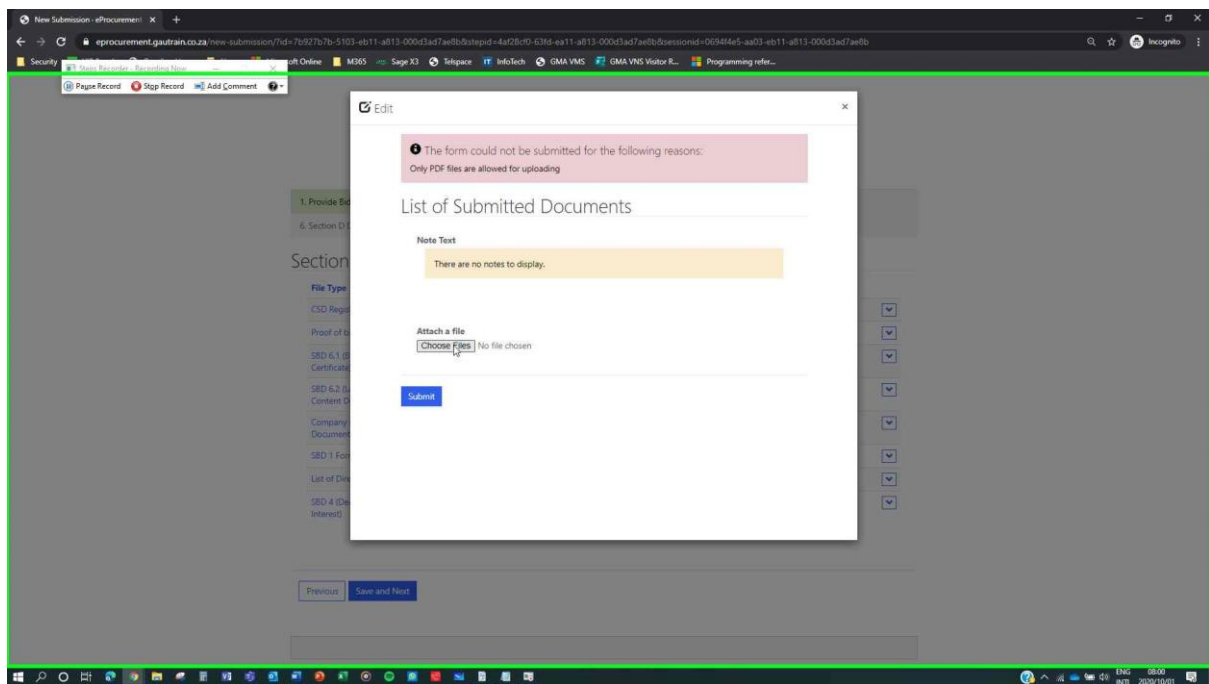
Step 9: Left click on the “Choose Files” button to select a file to upload:



Step 10: Browse to the file location, select the file to upload, and then click on “Open”. Once the file is uploaded, click on the “Submit” button to attach the file to the bidder submission. *You can upload as many documents as you need to in each category.*

Please note that that only PDF files may be uploaded. The size limit for uploading files is 50MB.

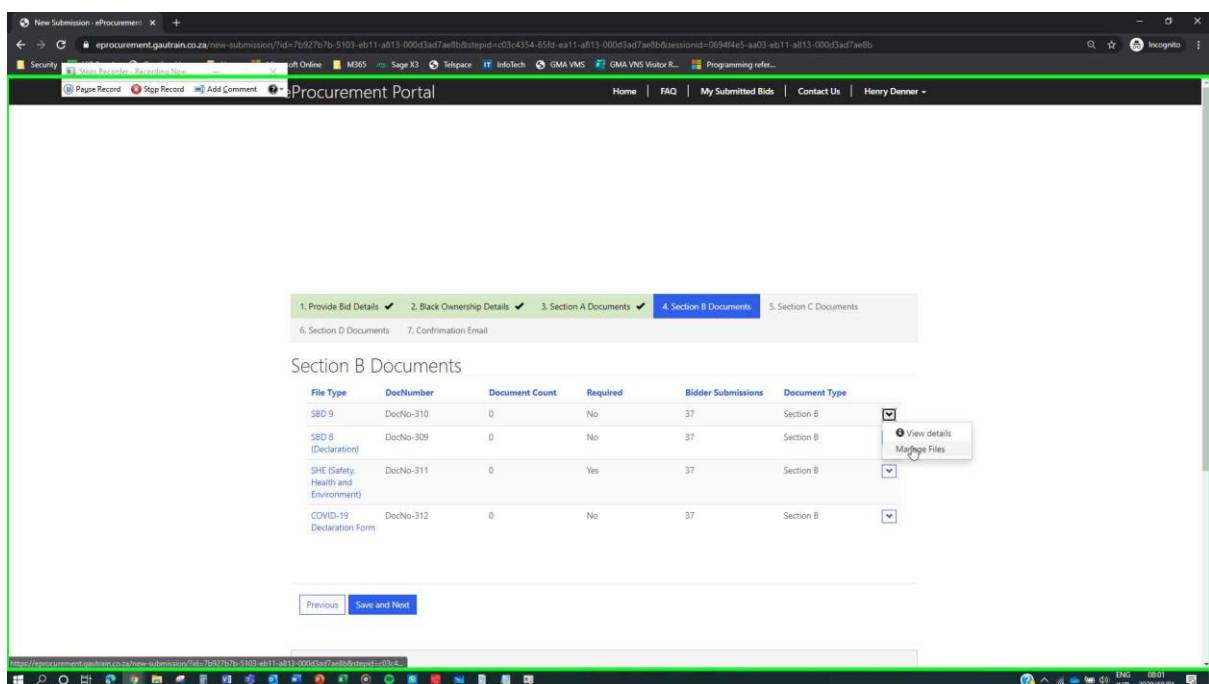




Step 11: Repeat steps 8 to 10 to upload all relevant documents for sections A, B, C and D. Once all relevant documents are uploaded for each section, click on the “Save and Next” to continue to the next session.

Please note the following:

- ***Ensure that documents are uploaded for all required fields***
- ***Multiple documents may be uploaded where required and as necessary.***



New Submission: eProcurement x +

eprocurement.gautrain.co.za/new-submission/?id=7b927b7b-5103-eb11-a813-000d3ad7aefb&stepid=a04c5401-666d-eb11-a813-000d3ad7aefb&sessionid=06344a5-aa03-eb11-a813-000d3ad7aefb

Page Record Stop Record Add Comment Procurement Portal Home FAQ My Submitted Bids Contact Us Harry Dunner

1. Provide Bid Details ✓ 2. Black Ownership Details ✓ 3. Section A Documents ✓ 4. Section B Documents ✓ 5. Section C Documents

6. Section D Documents 7. Confirmation Email

Section C Documents

File Type	DocNumber	Document Count	Required	Bidder Submissions	Document Type
Technical proposal	DocNo-313	0	Yes	37	Section C
Professional Membership	DocNo-314	0	No	37	Section C

Previous Save and Next

View details Manage Files Edit

http://eprocurement.gautrain.co.za/new-submission/?id=7b927b7b-5103-eb11-a813-000d3ad7aefb&stepid=a04c5401-666d-eb11-a813-000d3ad7aefb&sessionid=06344a5-aa03-eb11-a813-000d3ad7aefb

New Submission: eProcurement x +

eprocurement.gautrain.co.za/new-submission/?id=7b927b7b-5103-eb11-a813-000d3ad7aefb&stepid=7a4c477b-666d-eb11-a813-000d3ad7aefb&sessionid=06344a5-aa03-eb11-a813-000d3ad7aefb

Page Record Stop Record Add Comment Procurement Portal Home FAQ My Submitted Bids Contact Us Harry Dunner

1. Provide Bid Details ✓ 2. Black Ownership Details ✓ 3. Section A Documents ✓ 4. Section B Documents ✓ 5. Section C Documents ✓

6. Section D Documents 7. Confirmation Email

Section D Documents

File Type	DocNumber	Document Count	Required	Bidder Submissions	Document Type
SBD 3.1 (Pricing Schedule)	DocNo-315	0	Yes	37	Section D
SBD 3.2 (Price Declaration)	DocNo-316	0	Yes	37	Section D

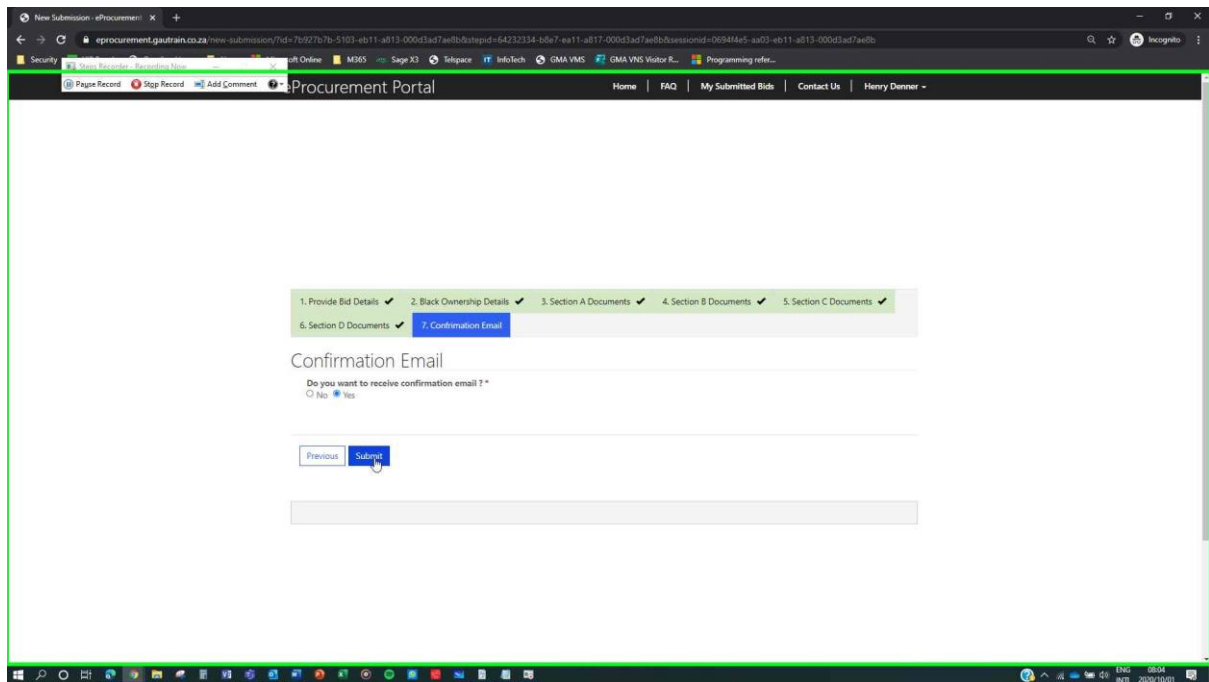
Previous Save and Next

View details Manage Files

http://eprocurement.gautrain.co.za/new-submission/?id=7b927b7b-5103-eb11-a813-000d3ad7aefb&stepid=7a4c477b-666d-eb11-a813-000d3ad7aefb&sessionid=06344a5-aa03-eb11-a813-000d3ad7aefb

Step 12: On the last window, always choose **YES** to receive a confirmation email and then click on the “Submit” button to finalise the submission.

Please note that once you have completed the submission process, the information and documents in the submission cannot be changed.



The screenshot shows a web browser window with the URL eprocurement.gautrain.co.za/new-submission/?id=7b927b7b-5103-eb11-a813-000d3ad7aefb&stepid=64232334-bbf7-ea11-a817-000d3ad7aefb&sessionid=069444e5-aaf3-eb11-a813-000d3ad7aefb. The page is titled "Procurement Portal" and features a navigation bar with links: Home, FAQ, My Submitted Bids, Contact Us, and Henry Denner. A progress bar at the top indicates the following steps: 1. Provide Bid Details (checked), 2. Black Ownership Details (checked), 3. Section A Documents (checked), 4. Section B Documents (checked), 5. Section C Documents (checked), 6. Section D Documents (checked), and 7. Confirmation Email (active). The "Confirmation Email" section asks, "Do you want to receive confirmation email?" with radio buttons for "No" and "Yes". The "Yes" button is selected. Below the question are "Previous" and "Submit" buttons. The "Submit" button is highlighted with a mouse cursor. The Windows taskbar at the bottom shows the date and time as 08:04 on 2020/10/01.

4. TENDER QUESTIONS AND ANSWERS

Step 1: On the Portal Home page (<https://eprocurement.gautrain.co.za/>), click on the tender number under the “Open Tender” section for which you want to submit a question:

The screenshot shows the eProcurement Portal Home page. At the top, there is a banner with the text "Welcome to GMA Automated Tender System" and the tagline "Ensuring fairness, transparency and auditability, and simplicity for bidders and bid evaluators". Below this, there are two sections: "Open Tenders" and "Closed Tenders".

Open Tenders:

Tender Number	Description	Department	Briefing Session	Briefing Session Date	Issue Date	Closing Date
GMA/007/20	ICT	Tender for Manual creation	Compulsory	9/25/2020 8:00 AM	10/2/2020	10/2/2020 8:00 AM
GMA/108/20	Another Manual Creation Tender	Ethics	Not Compulsory		10/2/2020	10/2/2020 8:00 AM

Closed Tenders:

Tender Number	Description	Department	Briefing Session	Issue Date	Closing Date	Tender Stage
GMA/001/21	Manual			9/29/2020	9/29/2020 8:00 AM	Closed
GMA/002/20	This is another Demo	Finance	Compulsory	10/1/2020	10/1/2020 8:00 AM	Closed
GMA/003/20	This Tender closes today at 11:30	Technical Services		9/30/2020	9/30/2020 11:30 AM	Closed
	This one closes at 12 today	Finance		9/30/2020	9/30/2020	Closed

Step 2: Left click on the “Ask a New Question” button to open the question entry window

The screenshot shows the Tender Details page for tender GMA/108/20. The page is divided into two main sections: "Tender Documents" and "Tender Question and Answer".

Tender Documents:

Attachment(s):

- about_1118048.jpg
- P0959 (2) (2).pdf (995.73 KB)

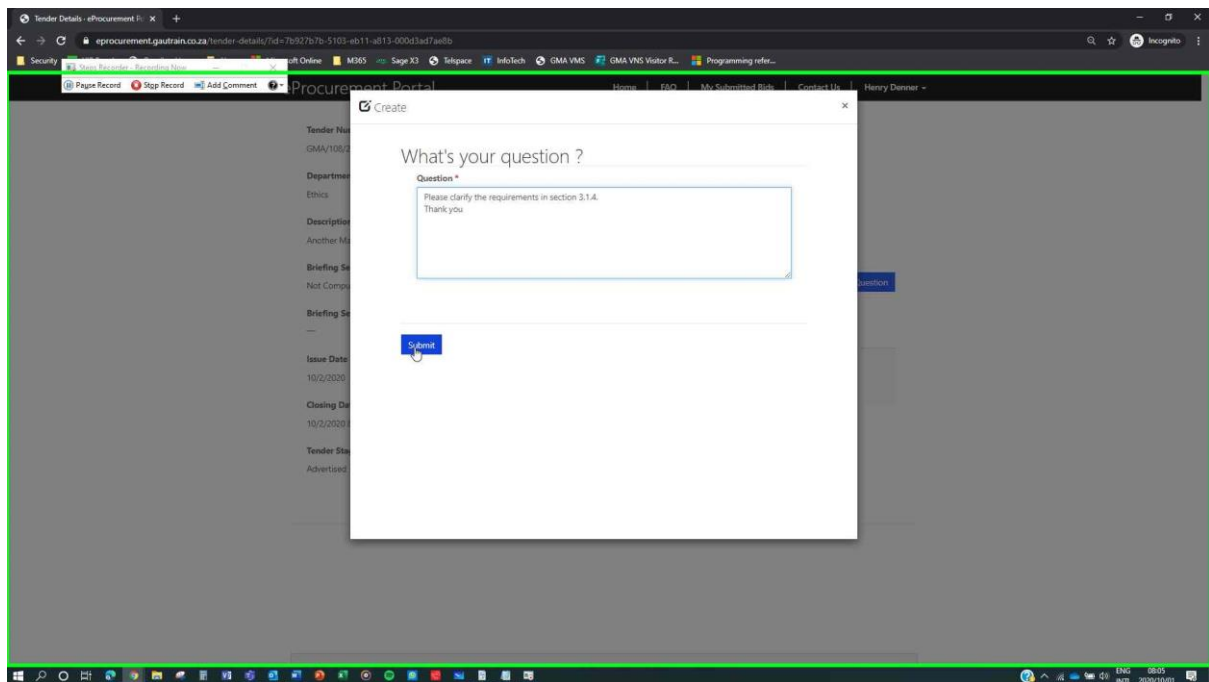
Tender Question and Answer:

There is a button labeled "Ask a New Question" in the top right corner of the section.

Below the button, there is a table with the following columns: Question Number, Tender Number, Question, and Answer.

Question Number	Tender Number	Question	Answer
Q-13	GMA/108/20	Please clarify the requirement on paragraph 3.1.4 of the Terms of Reference.	

Step 3: Type the question in the provided space and click on the “Submit” button to submit the question.



Step 4: All submitted questions will be displayed in the “Tender Question and Answer Section” The Question will be sent to GMA Supply Chain Management and once they respond to the question, the response will be displayed on the portal in the Answer section next to the Question.

