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e-Tendering System

The e-Tendering System includes our TenderVault® System and has been developed by Contracts On-Demand (PTY) Ltd and made available through its e-CLOUD Construction® Network (e-CCN).

The system allows e-CCN Registered Users to undertake their e-Tendering process within our PRO Suite Document Access Service.

Benefits

- Save costs of printing and costs associated with hard-copy Documents by using the e-CCN Pro Suite Document Access Service
- Purchase and create 'Contract Data Documents' online for Tendering purposes
- Use the e-Tendering System to offer and receive Tenders electronically, to reduce corrupt practices
- Use the e-Tendering System for both Public / Open Tenders and Private Tenders
- Produce automated e-mail notification to Tenderers
- Communicate immediate notification by e-mail to Tenderers of amendments to Tender conditions
- Secure electronic access to the Tender Documents for Tenderers via SMS One Time PIN (OTP)
- Save travel and related costs for the delivery, and collection of Tender Documents
- Provide secure access to the Tenderer's 'TenderVault' via SMS One Time PIN (OTP)
- Provide secure and auditable opening of the 'TenderVault' on the Date and time of Tender close, for access by assigned Tender Adjudicators

Increased Procurement Productivity through the e-CCN online e-Tendering System

Brief Description

e-CCN Document Access Service Pro Suite users can utilize the time saving online e-Tendering system, that includes the use of a secure TenderVault®

With this system, once your Contract Data Documents are 'Finalized' in Pro Suite, they can be automatically transferred to a secure online 'Project Tender Document Folder', created for each Project Tender, where additional Tender Documents such as drawings etc., can be uploaded. Each Tenderer is then selected, and a secure 'Tenderers Document Folder' is created for each, by copying the Documents from the 'Project Tender Document Folder' into them. Each Tenderer is then sent a 'Tender Invitation' e-mail with a link to request an SMS One Time Pin (OTP) number to be used to access their own 'Tenderer Document Folder'.

A special online 'TenderVault' is then created to receive the Tenderer's 'Tender Submission Documents'. This provides designated Tender Adjudicators secure access to the TenderVault when it is automatically opened on the Date and Time of Tender.

Secure Access to the 'TenderVault' is provided to the Tenderer for submission of his/her own Tender Documents via the provision of another SMS One Time Pin (OTP).

A fully detailed Step-by-Step User Guide is provided on the e-Tendering system with the following sections:

Within the "Pro Suite Document Access Service" Setup the new Project Details

Access the 'New Project Details' facility, to setup details about the Project, the Client, the Professional Team and the Arbitrator/Adjudicator. These details are automatically entered into the Contract Data Document(s) when purchased. The facility is later used to complete details about the successful Principal Contractor and the Sub-Contractors, when they become available after the Tender process.

The Creation and online finalization of the Project Contract Data Documents

Digital Contract Data Documents for a particular Project are purchased and completed online within the e-CCN "Pro Suite Document Access Service" that features Channels for JBCC, NEC, CESA and SMME etc, Document Suites. The Contract Data Documents are then "finalized" and automatically transferred to the e-Tendering System.

Company Preferred Tenderers' List

Pro Suite Users are also able to set-up the following for use on their Projects:

- A List of their preferred Principal Contractor, Sub-Contractor and Supplier Tenderers with their own information
- An e-mail request for these tenderers to automatically update their own information on the System

Setting Up of Tenders

The system then allows for Principal Contractor, Sub-Contractors and Supplier Tenderers selected from the Tenderers' List, to be setup for a specific Project.

Creation of a Project Tender Document Folder

A Project Document Folder is then created that contains the 'finalized' Contract Agreement and Contract Data Document transferred automatically from the Pro Suite Document Access Service. In addition, all other Tender Documents, such as Drawings, Bills of Quantities etc. can be uploaded into this folder by the organisation calling for the Tender.

Creation of Tenderer's Project Document Folders

Once the Project Tender Document Folder has been set up with its Documents, the system allows for the setting up of a 'Project Document Folder' for each Tenderer, and for copying all the Documents in the Project Tender Document Folder into each of them.

e-Mailed Tender Invitations

The system now allows for each Tenderer to be automatically sent a Tender Invitation e-mail. This e-mail provides a link to request access to their 'Tender Document Folder'. An SMS is then sent to the Tenderer with a One Time PIN (OTP) secure access to their own 'Tender Document Folder'.



Setting up the Tender Vault

TenderVaults' are major components of the e-Tendering System, where a digital 'Vault' is set up for each Tender. The Vault is digitally secured for each Tenderer to submit and upload their Tender documents into. The TenderVault is setup to include:

- Name of the Tender
- Date and time when the Tender closes
- Names of the Tender Adjudicators

The Project TenderVault is automatically opened online on day and time of Tender closing, when it can be accessed exclusively by the 'Tender Adjudicators', who then determine who the successful Tenderer will be.

Tender Vault Access for uploading a Tenderer's Tender Documents

Once a Project TenderVault has been setup and the Tenderer's invitation sent out. Notification for access to it, is sent via e-mail to the Tenderer. A secure link to the Vault is provided in the e-mail asking for an SMS One Time PIM to access the Tendervault for uploading the Tenderer's Tender Documents.

Security

The system ensures that the 'TenderVault' Invitation e-mail can only be sent when the TenderVault Closing Date and Time has been set, as this ensures that no one can see the Tender submissions prior to Tender Closing Date.

Receipt of Tender

When the Tender Vault is opened on Tender Closing Date and Time, the system automatically sends an e-mail to each Tenderer confirming receipt of their Tender Document with copies of the e-mail to the Client and Project Administrator. A list of all Companies Tendering is included. (This ensures that a record is made of all official Tenderers and the integrity of the Tender process is preserved.)

Adjudication of e-Tenders

When the TenderVault is opened on the day and time of Tender, each Adjudicator is given secure online access to the TenderVault to download and confidentially view its contents in order to undertake the Adjudication process.

Once the successful Tenderer has been selected, their details are recorded and automatically entered into the Pro Suite Project Details Facility, ready for automatic insertion into the Contract Agreement.

Notification to Successful Tenderer via the 'Sign On-Demand' Service

Once the successful Contractor has been added to the Contract Agreement via the Pro Suite system. The Contract Agreement can be sent to all signatories via Pro Suite's 'Sign On-Demand' Service.



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