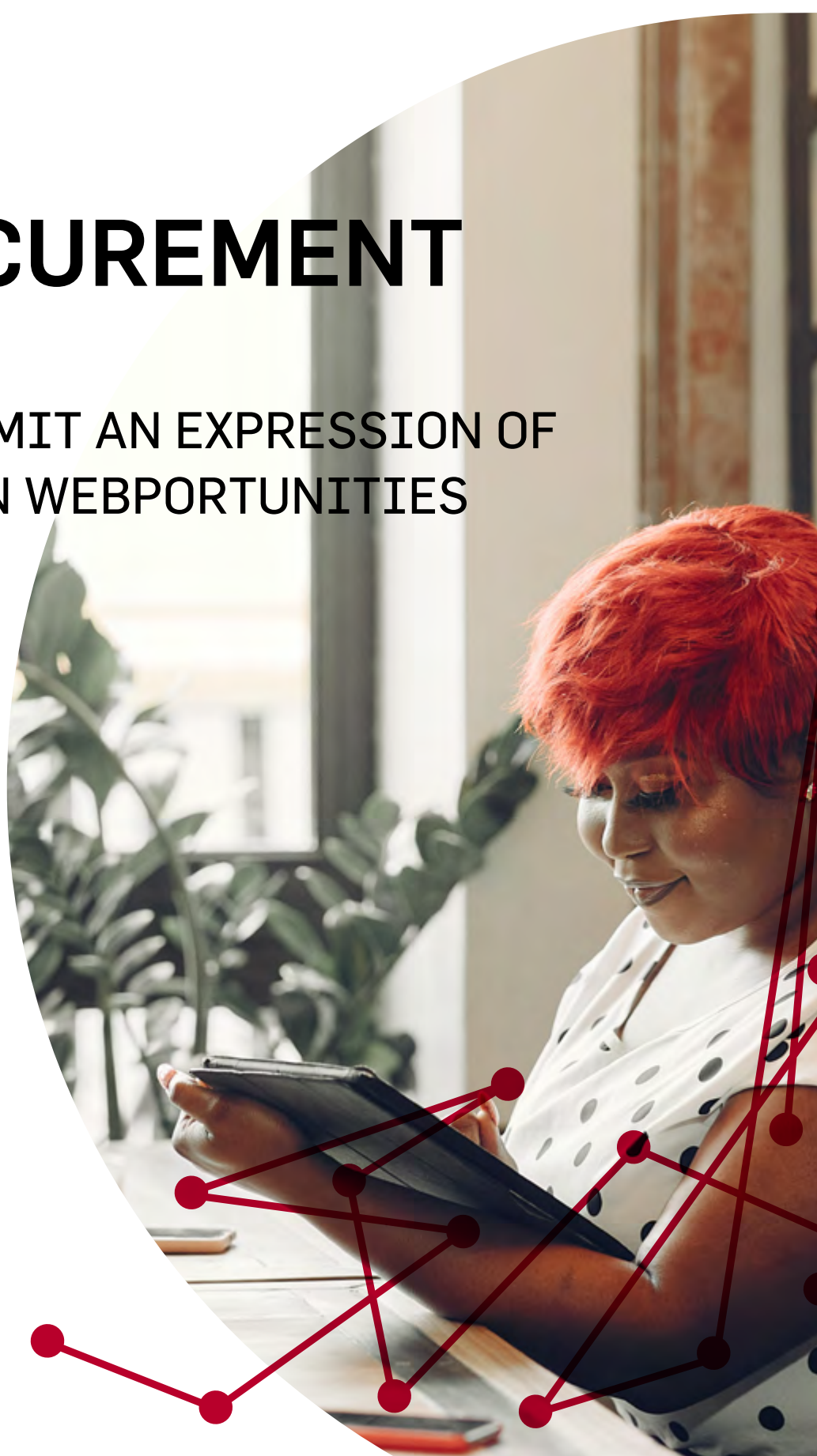


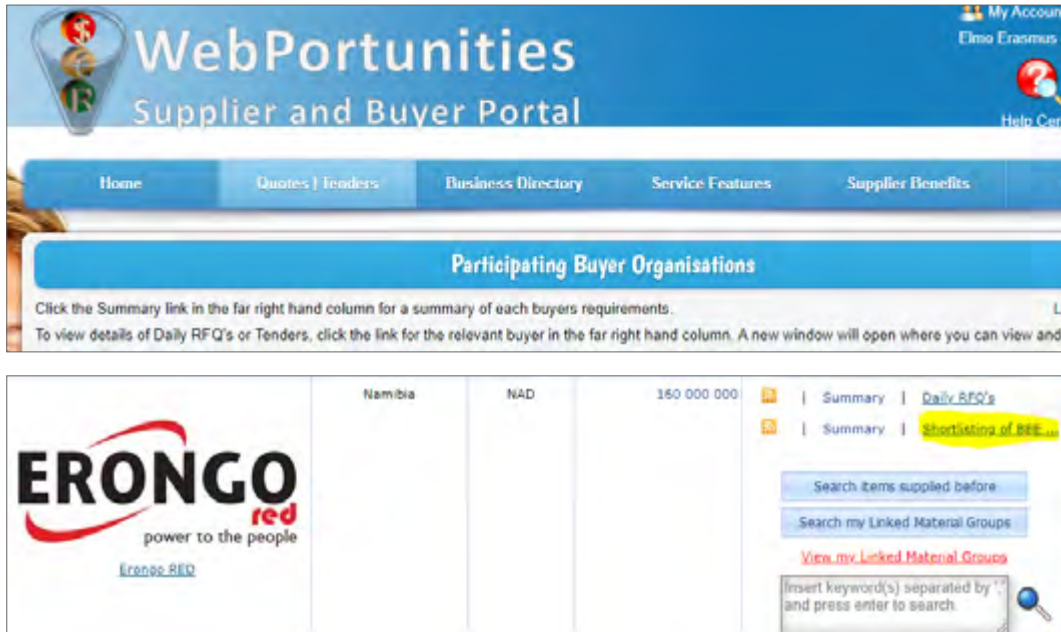
E-PROCUREMENT GUIDE:

HOW TO SUBMIT AN EXPRESSION OF
INTEREST ON WEBPORTUNITIES



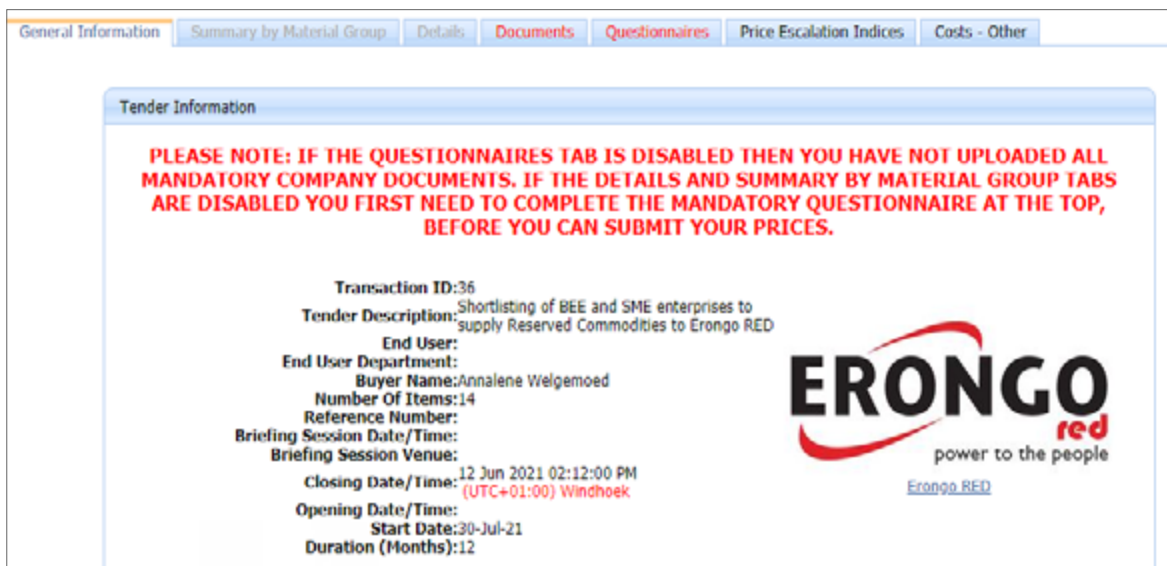
GETTING STARTED

- 1 Go to the WebPortunities website at www.webportunities.net. Click on the 'Quotes/Tenders' tab, scroll down to 'Erongo RED' and click on 'Shortlisting of BEE and SME Enterprises' to supply reserved commodities to Erongo RED.



Step 1

- 2 At the top of the window that has opened, you will notice several tabs. Your Expression of Interest must be submitted under the 'Details' tab. The 'Questionnaires' tab contains questions you will be required to answer as part of your submission.





Step 2

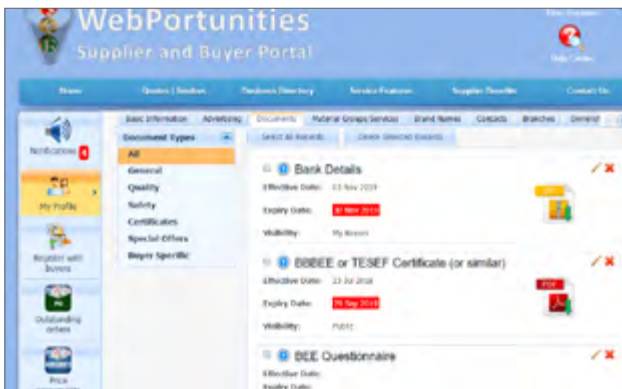
- 3 Click the 'Documents' tab for additional documents that need to be completed and uploaded with your response to the 'Mandatory Requirements' section of the Questionnaire.

NB! You will only be able to access the 'Questionnaires' tab AFTER you have uploaded all mandatory company documents under the 'Documents' tab.

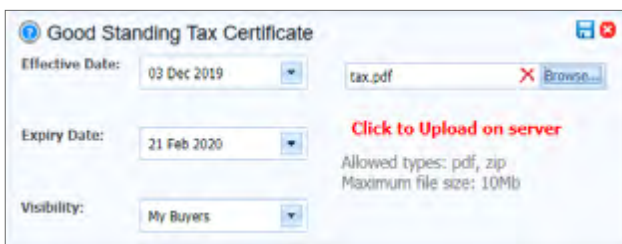
HOW TO UPLOAD COMPULSORY/MANDATORY COMPANY DOCUMENTS

Follow this [link](#) for the list of compulsory documents

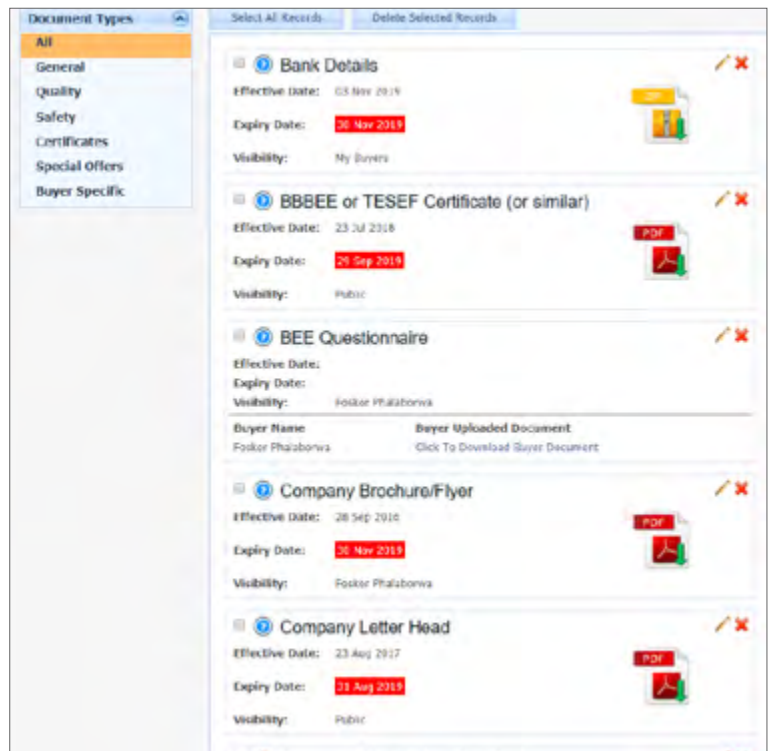
- 1 Log in on the WebPortunities website: <https://webportunities.net/login.aspx>.
- 2 Click on the 'Documents' tab. Then click on the 'Document Types' tab and select 'All' from the drop-down menu. The document types are listed alphabetically. Locate the compulsory documents in the list.
- 3 To upload a document, click on the  icon.
- 4 Select an 'Effective Date'. Use the date on which you are uploading the documents.
- 5 Select an 'Expiry Date'. If a document does not have an expiry date, select the date one year into the future.
- 6 At 'Visibility', select 'My Buyers' from the drop-down menu.
- 7 Click 'Browse' to select the file you want to upload. Allowed file types are pdf and zip files. The maximum permissible file size is 10Mb.
- 8 Click the 'Click to Upload on Server' link to upload your selected document.
- 9 Once the upload has been completed, click the  icon to save the document to your submission.
- 10 All documents successfully submitted will be listed first. You can go to page 1 of the list to locate them.



Step 2




Step 3-9

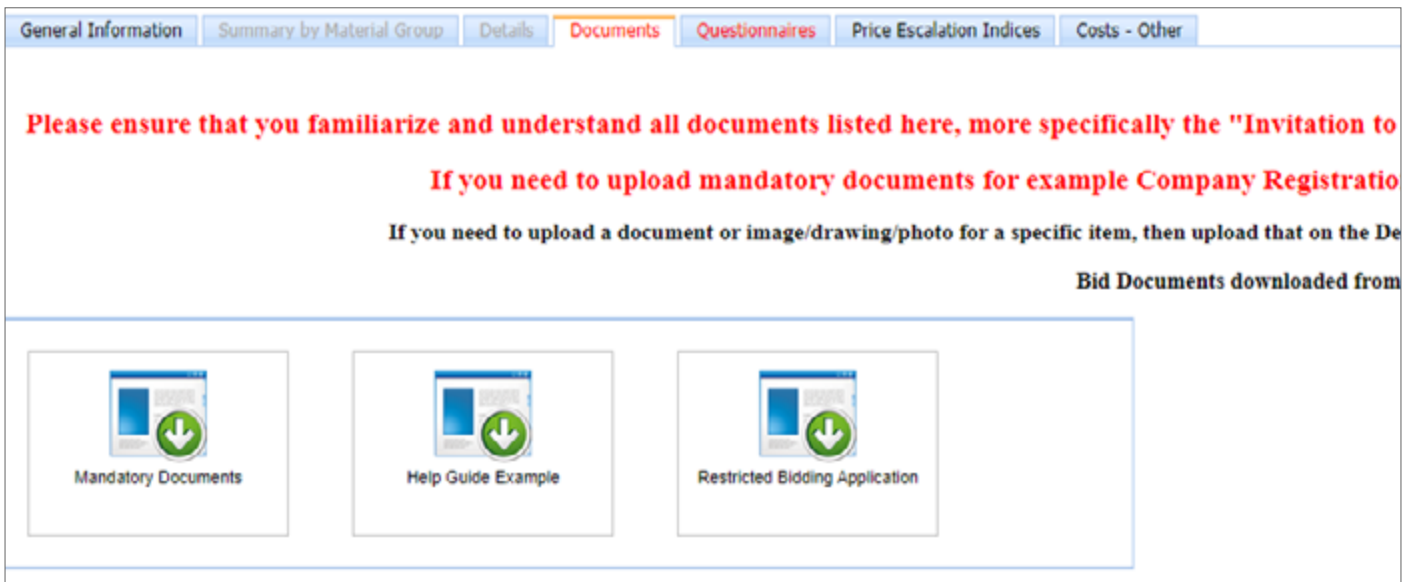


Step 10

DOCUMENTS TAB

- Additional documents are available under the 'Documents' tab.

Please download the 'Restricted Bidding Application' by clicking on the  icon and complete the application. You will be prompted to upload the completed and signed application in the first question of the Questionnaire, namely the 'Mandatory Requirements' section.



General Information Summary by Material Group Details Documents Questionnaires Price Escalation Indices Costs - Other

Please ensure that you familiarize and understand all documents listed here, more specifically the "Invitation to Bid Documents downloaded from..."

If you need to upload mandatory documents for example Company Registration...

If you need to upload a document or image/drawing/photo for a specific item, then upload that on the De

Bid Documents downloaded from

Mandatory Documents Help Guide Example Restricted Bidding Application



QUESTIONNAIRES TAB

- Please note that you will only be able to access the 'Questionnaires' tab once you have uploaded ALL mandatory company documents.

How to complete the Questionnaire:


- You must answer ALL questions. Click on 'Select Response' and select the applicable answer from the drop-down menu next to each question.
- Some questions may require you to upload a document to support your response. When prompted, click on the 'Upload' button next to such a response and select the file.
- Once you have answered all questions, click on 'Submit Response'. You will receive a message indicating if your submission was successful.

Category	Question	Response
Mandatory Requirements	Have you downloaded and completed the Application form, located in the Documents tab. If yes, you will be prompted to upload the documents here.	Select Response
Technical	Do you have a Business fitness certificate issued by the Municipality? (Trade license) If yes, you will be prompted to upload the document.	Select Response
	What is your company's monthly income? Please upload bank confirmation letter regarding your monthly income.	Select Response
	Years of experience in business operations. (No points will be awarded if reference letters are not submitted)	Select Response
	Do you have the legal capacity to enter into a procurement contract?	Select Response
	Have you ever been declared insolvent or bankrupt or is under curatorship or being wounded up under the law?	Select Response
BEE Evaluation	How many employees with sound credentials (certificate, diploma or degree in applied field) do you have? (Certified copies of qualifications of key personnel and CVs signed by key personnel. Company's organogram indicating the positions of the key personnel. No points will be awarded if all of the above mentioned documents are not uploaded)	Select Response
	Number of Namibian employees permanently employed by the company? (Submit a list with all employees names, Namibian ID numbers and signatures. No points will be awarded if all of the above mentioned documents are not uploaded)	Select Response
	BEE Ownership	Select Response
	Enterprise Development: Do you have a valid SME certificate issue by the Minister of Industrialization, trade and SME development industry or a BEE Certificate from Namibia Preferential Procurement Council with a least "good" level contribution in order to qualify for the enterprise development score.	Select Response
	Management Control	Select Response
	Employment Equity	Select Response
	Skills Development: Documentary proof regarding training programmes, apprenticeship courses, affirmative action programmes or activities, or other programmes or activities benefiting disadvantaged or handicapped Namibian citizens. E.g. Bursaries granted within the last 12 months, internship programmes, etc. This need to be proven with letter form students/ training facilities.	Select Response
Preferential Procurement: Where is your company based?	Select Response	
Contributions to social causes	Select Response	

DETAILS TAB

Line No	Buyer Name	Material Number	Material Group	Description	Extended Description	Part Number
103	Annalene Welgemoed	EOI_1	Expression of Interest	EOI: Arts & Crafts - Artworks, music, musicians, Local crafts	If you would like to express your interest in supplying Erongo RED with Arts & Crafts, please submit a number 1 in the "Price Per Unit". Also note that proof of previous experience or supply of the mentioned EOI needs to be uploaded under the "Document URL" on the response form from the website.	


How to submit your Expression of Interest

- 1 Click on the 'Details' tab. Then click on the  icon to open the 'Response' form.
- 2 In the 'Price Per Unit' field, type in the number 1 where you would like to express your interest.
- 3 Click on the 'Upload' button next to 'Document URL' (bottom left) and attach reference letters as proof.
- 4 Once you are done, click the 'Submit' button. The message 'Your submission was successful' will appear at the top, if all requirements have been met.

Response Form

Line No: 10000223	Vendor Material Number:	<input type="text"/>
Vendor Part Number:	Vendor Brand Name:	NO NAME BRAND
Specifications:	Usage Factor:	1
Price Per Unit: 0	Price Conversion Factor:	1
Currency Of Price: ZAR	Base Currency Of Price:	ZAR
Currency Conversion Rate Used: 1	Currency Sensitive Percentage Of Price (%):	1 %
Price Expiry Date: 02 Jan 2020	Settlement Discount:	0
Settlement Days: 30	Description Of Delivery Point:	Erongo RED, Head Office, 1
Inco Terms:	Lead Time Days:	0
Warranty Period Months: 0	Transport Method:	
Local Manufacture: 0% to 9%	Local Assembly:	0% to 9%
Conformance To Standards: Yes	Country Of Origin:	South Africa
Document Url: <input type="text"/>	Image Url: <input type="text"/>	

Step 2-3

 **Download in Excel Format**

Your submission was successful.

Step 4

CONTACT DETAILS

● E-mail: procurement@erongored.com.na

● E. van der Westhuizen
Procurement Clerk
+264 81 140 1026

● D. Roman
Procurement Clerk
+264 81 140 1393

● A. Welgemoed
Manager Supply Chain
+264 81 128 2658

● Tara Nawa E-Procurement

www.webportunities.net

Send an e-mail via the 'Contact Us' link on the website or contact
Mr. Christian Erasmus or Mr. Elmo Erasmus at Tel : +264 64 402 403.

● V. Hangula
Procurement Clerk
+264 81 140 1428

● A. David
Procurement Officer
+264 81 145 7150

● F. Vries
Executive Manager Finance
& Administration
+264 64 201 9004
fvries@erongored.com.na

Head Office

Tel: +264 (0) 64 201 9000
Call Centre: 96000 (toll-free)
Fax: +264 (0) 64 201 9001
Email: support@erongored.com.na
Web: www.erongored.com