

i-Tender @ cidb

Register Of Projects

- a quick guide to clients

How to:

Advertise Tenders - cidb Tender Alert

- get tender information direct to registered contractors
- ensure a transparent tendering process

Register Tender Awards - cidb Project Registration

- award tenders and update the contractor's track record
- create information for industry, clients and decision makers

Clients for a better industry!

What is i-Tender?

i-Tender is established by the Construction Industry Development Board (cidb) as part of the national Construction Registers Service. It gives effect to the national Register of Projects and is electronically linked to the national Register of Contractors.

i-Tender enables clients:

- to advertise tenders on the cidb website automatically alerting contractors who are registered with cidb, by e-mail and sms
- to register projects by logging award of contracts on the same website
- to comply easily with legislative requirements.

i-Tender is provided by the cidb to link supply and demand for the benefit of contractors and clients and to facilitate construction procurement, client delivery and contractor development.

i-Tender is a fully electronic national information service. **The basic service is free to clients and registered contractors.**

How does the service work?

i-Tender facilitates exchange of tender information between clients and contractors using:

- SMS (short messaging system)
- e-mail and
- Internet (search engine) www.cidb.org.za

The service enables public sector clients to log tender adverts on the cidb website, stating the type of construction works to be performed, the relevant contractor grading required, the location of the project, eligibility and empowerment criteria, closing date, etc.

i-Tender relays this information to contractors via SMS, e-mail or internet. Contractors registered with the cidb are able to receive instant notification of relevant tender information.

On award of contract, the project is registered enabling automatic updating of the contractor's track record and the national project database.

Easy compliance with legislation

i-Tender provides for the two-stage registration of projects enabling a one-stop gateway for client compliance with various legislative requirements, including the CIDB Act, the Standard for Uniformity in Construction Procurement and Treasury regulation on Supply Chain Management.

Advertising Tenders

Placing your standard **Tender Adverts** on the cidb website is mandatory for all public sector clients. As gateway to the Register of Projects, the facility to advertise tenders through the cidb website is also available to private sector clients who wish to use it.

Logging your tender advert automatically transmits an alert to the appropriate registered contractors.

Awarding Contracts

Logging **Contract Awards** on the cidb website is mandatory for:

- public sector clients - on contracts above R200 000 (Treasury limit for quotations), and
- private sector clients - on contracts above R3 million.

Logging your **contract award** automatically registers the project updating information on the nature, value and distribution of projects - and updating the contractor's track record!

After the award is logged, **i-Tender** enables clients to report on **contract cancellation** by simply filling in a few additional fields and tick-boxes.

Exemptions: Projects that relate only to the construction of homes as contemplated in the Housing Consumer Protection Measures Act, 1998 (Act No. 95 of 1998) are exempt. Projects which include services are not exempt.

Support construction industry development

Step 1 - How to register as a user

i-Tender is activated by clients of the construction industry. To register as a User, client organisations must apply to the cidb in order to have authorized access to the on-line i-Tender Register of Projects. Form CRS P1 is used for this and can be downloaded from the cidb website www.cidb.org.za. Upon registration you will receive a user number.

Step 2 - How to advertise tenders

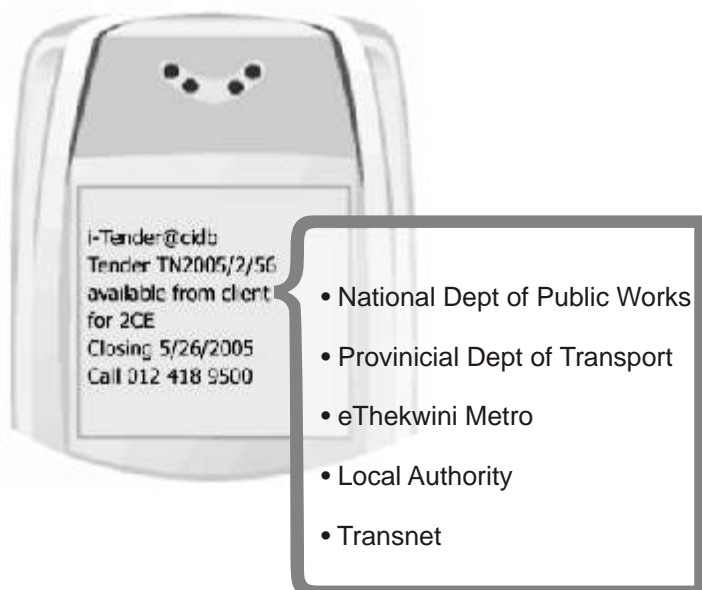
Enter the following key information:

- Client particulars
- Key tender information including nature and location of project
- Applicable cidb contractor grades, eligibility and empowerment criteria
- Critical dates including site inspection

The system enables batch adverts. For the convenience of clients and to support accuracy, a tender advert is only activated upon the client's confirmation of the information entered. This enables clients to ensure accuracy and to effect any changes before pressing enter.

Once confirmed by the client, the tender is publicised on the cidb website and transmitted to registered contractors via SMS or e-mail.

From Client User, for example



Step 3 - How to log contract awards

i-Tender enables public and private sector clients to register a project on award of contract. A contract may only be awarded after the advertised closing date for tenders.

To log an award of contract clients must log onto the website: www.cidb.org.za and supply the following key information:

- Contract details
- Contract value
- Contractor who has been awarded the tender and the contractor's cidb registration number.

If you have already advertised the tender you can simply call up the project and need not re-enter the basic project data. **The system enables batch logging of tender awards.**

Please Note: All information on public sector projects is published on the website. While private sector projects are published, some information is not available to the public, eg the contract value.

Steps 4 and 5 - Practical Completion and / or Termination

Completing these last fields of information provides cidb, policy makers and clients with valuable data on the overall performance and development of the construction industry and its delivery processes. It is important to note that this data is not a reflection of individual client or contractor performance.

Benefits of i-Tender

The i-Tender Register of Projects provides:

- Quick and easy access by registered contractors to relevant tender information.
- A quick and effective tool for clients to communicate available contract opportunities.
- Effective access to work and development opportunities by the emerging sector.
- Compliance with cidb and Treasury regulation and total tendering transparency.
- Registration of projects by private and public sector clients, supporting the track record of contractors and providing clients and decision makers with up-to-date information on the nature and distribution of projects at local, provincial and national level.

- Register your projects!

How to use i-Tender?

Step 1 Register as a user

(Public and private sector clients)

- Organisation name
- Organisation address
- Contact person
- Contact person details

Result - Client registered as a user and issued with a user number

Step 2 Advertise Tenders

(Optional for private sector clients)

- CIDB User Number
- Client tender number
- Tender title
- Summary description of project or batch of projects
- Contract grade designation required
- Eligibility criteria, preferences offered and development programmes
- Information on deposits and collection of documents
- Tender closing date and time
- Site inspection date and venue

Step 3 Register Contract Award

(Public and private sector clients)

- Contractor's name and cidb registration number
- EPWP project (Yes or No)
- Site location (province and municipality)
- Contract award date
- Contract period
- Awarded contract value
- Is the employer providing financial or management support to the contractor in terms of a targeted contractor development programme? (Yes or No)

Step 4 Register Practical Completion

(Public and private sector clients)

- Completion date

Step 5 Register Termination

(Public and private sector clients)

- Termination date
- Reason for termination

About the cidb

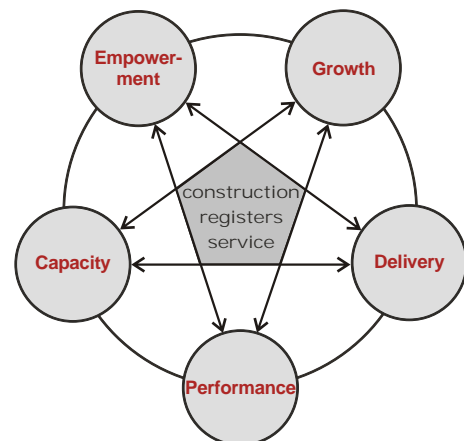
The cidb is committed to the transformation and sustainable development of the construction industry in South Africa. It aims to promote:

- Sustainable industry growth and sustainable opportunities for meaningful empowerment
- Industry performance and best practice
- Delivery and ethical procurement practice
- Enhanced value to clients and society

The national Construction Registers Service has been established to shape and reflect progress in the capability and transformation of the construction industry in South Africa. The service includes the Register of Contractors and the Register of Projects.

The national Register of Contractors registers all contractors who undertake construction work for the public sector. The Register supports risk management, reduces the administrative burden associated with the award of contracts and promotes the performance and development of contractors.

The national Register of Projects registers all public and private sector projects above the prescribed values. The Register provides information on the nature and distribution of projects and promotes the performance of public and private sector clients in the development of the construction industry.



development framework

The Construction Registers Service provides the development framework to achieve real industry growth, meaningful empowerment, improved delivery, capacity and performance.

Contact Details



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