

**CENTRAL SUPPLIER  
DATABASE**  
FOR GOVERNMENT

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FOR GOVERNMENT

**THE NEW CSD  
REQUEST FOR QUOTATIONS  
(RFQs) FUNCTIONALITY  
FOR SUPPLIERS**



**FACT SHEET**

**THE NEW CSD  
REQUEST FOR QUOTATIONS  
(RFQs) FUNCTIONALITY  
FOR SUPPLIERS**



**national treasury**  
Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA



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VACCINATE TO SAVE SOUTH AFRICA

## INTRODUCTION

CSD enables all active suppliers invited to respond to an RFQ to view, download RFQ supporting documents, indicate their intent to respond to the RFQ or not as well as submitting their Quotation on CSD. This functionality will minimize the risk of suppliers responding to fake RFQs. Suppliers can trust RFQs published on CSD as the Organ of State's (OoS's) invitation to participate in the procurement of goods and/or services.

## THE NEW RFQ FUNCTIONALITY

### What you can expect from the new RFQ Functionality?

- Receive and view genuine RFQs on CSD under the My RFQ menu option.
- Indicate your intent to respond to the RFQ.
- Download RFQ supporting documents published by the OoS.
- Capture pricing details per item line and upload quotation supporting documentation via CSD.
- Withdraw the quotation before the closing date and time of the RFQ.
- Bid officer of the supplier will receive the invitation in their mailbox and My Inbox on CSD.
- Bid officer will receive a notification when an RFQ is awarded, not awarded or cancelled.

## BENEFITS OF THE NEW SUPPLIER RFQ FUNCTIONALITY

Below are a list of functions that may benefit users:

- CSD is viewed as a trusted source for RFQs as only legitimate Organ of States (OoS) officials can create RFQs.
- CSD will not re-direct the supplier to another site. This will minimize the number and the cost for suppliers responding to fraudulent requests received.
- All communication and documentation will be electronic which minimizes the cost of responding to RFQs.
- Improve communication between OoSs and suppliers as emails will be sent informing suppliers of opportunities and any changes that may occur.
- Enable suppliers to indicate before the closing date if they are going to participate and the reason why they are not going to respond. This will help OoS to assess the need to extend the closing date or to re-advertise the RFQ.
- CSD will only reveal the price of submitted quotations to the OoS after the closing date and time. Suppliers can be assured that the price of quotations cannot be leaked prior to the closing date and time to ensure fairness.

## CHECKING THE STATUS OF THE SUBMITTED QUOTATIONS

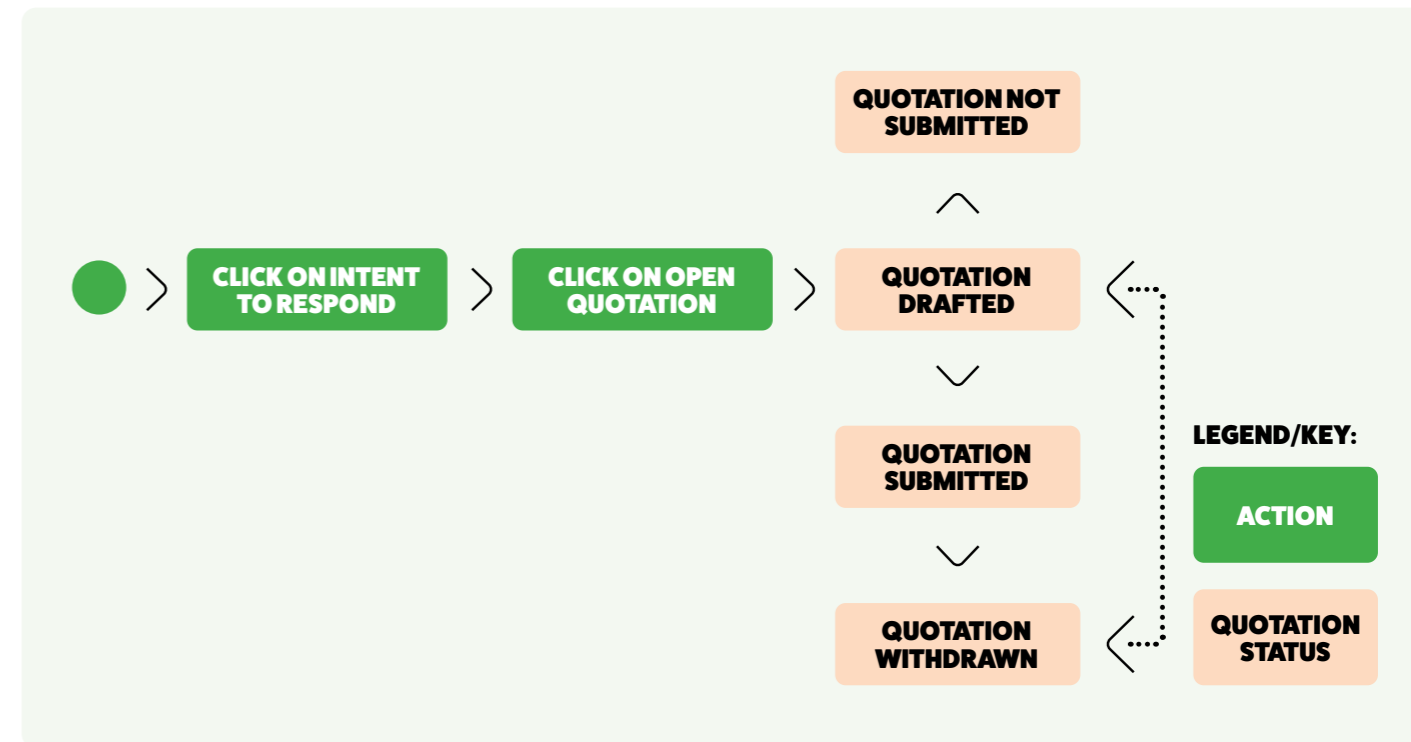
Description of the Status of Quotations:

- **QUOTATION DRAFTED** indicates that the quotation is in draft form and not ready to be submitted to the OoS for evaluation.

- **QUOTATION NOT SUBMITTED** indicates that by the closing date and time of the RFQ the quotation was never submitted. CSD will automatically change the status from Quotation Drafted to Quotation Not Submitted.
- **QUOTATION SUBMIT** indicates that the quotation was submitted to the Organ of the State that requested the quotation. After submitting the quotation changes will be

accepted only until the closing date and time. The Organ of State will only be able to view the quotation when the RFQ has been closed.

- **QUOTATION WITHDRAWN** indicates that the quotation submitted was withdrawn by the supplier. A submitted quotation may only be withdrawn before the RFQ is closed.



## THE STANDARDISED RFQ FUNCTIONALITY

A standardised RFQ functionality was developed for OoS that don't have an electronic system in place to distribute RFQ's to potential suppliers.



## DESCRIPTION OF THE STATUSES OF RFQS ON MY RFQ

- **OPEN** highlights that the supplier has been invited to respond to the RFQ and they are still able to prepare and submit quotations.
- **CANCELLED** indicates that the OoS has taken a decision not to proceed with the RFQ.
- **CLOSED** means that suppliers can no longer respond

to the RFQ and the OoS has started evaluating the submitted response.

- **AWARDED** indicates that the OoS has selected a successful bidder.
- **NOT AWARDED** indicates that the OoS has decided not to award any supplier.

