

Sourcing

Supplier Training User Guide



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2. [VIEW NOTIFICATIONS](#)
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LOGIN TO ORACLE APPLICATIONS

ORACLE

User Name

CARINA@FTI.CO.ZA

Password

••••••••••••••••

Log In

Cancel

[Login Assistance](#)

Accessibility

None

Language

English

User Guidelines:

1. Enter Username and Password
2. Click on “Log In” button.

2. VIEW NOTIFICATIONS

NOTIFICATIONS

Enterprise Search Contract Documents Go Search Results Display Preference Standard ▼

Home

Navigator

[Personalize](#)

- ▶ SITA iSupplier Portal Full Access
- ▶ SITA Sourcing Supplier

Worklist

[Full List \(11\)](#)

From ▲	Type ▲	Subject ▲	Sent ▼	Due ▲
Mulaudzi, Edward	Sourcing Publish	You are invited: RFQ 105010 (105010 082025)	28-Aug-2025	31-Aug-2025
Meso, Thato	Supplier Notification	Invitation to Bid	02-Aug-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 96010 (RFB 960101_2025)	25-Jul-2025	
Mulaudzi, Edward	Sourcing Publish	You are invited: RFQ 93010 (RFB 93010_2025)	22-Jul-2025	31-Aug-2025
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Sent: Online Discussion Message for RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 81010 (OKC Contracts Impl)	11-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 82010 (FR12345)	11-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 81010 (OKC Contracts Impl)	09-Jul-2025	
	UMX Login Help	SITA (Pty) Ltd Supplier Collaboration Network: Confirmation of Registration	05-Jul-2025	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

User Guidelines:

1. Once logged in, All Notifications such as Invitation to Bid, Award Decisions and Closure of RFx's will be displayed.
2. The responsibilities such as iSupplier and Sourcing will also be displayed for use.
3. Click on the RFx.

NOTIFICATIONS

[Home](#) >

You are invited: RFQ 105010 (105010 082025)

Yes

No

From

Mulaudzi, Edward

To

CARINA DU PREEZ

Sent

28-Aug-2025 00:06:37

Due

31-Aug-2025 11:00:00

ID

137687989

Company

SITA (Pty) Ltd

Title

105010 082025

Number

105010

 Negotiation Preview **Not specified**
 Negotiation Open **August 28, 2025 12:06 am GMT**
 Negotiation Close **August 31, 2025 11:00 am GMT**
 Supplier **FACULTY TRAINING INSTITUTE (PTY) LTD**
 Supplier Site

 To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.
 If not logged in, please go to [Login and view Negotiation Details](#) page or If already logged in, Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	28-AUG-2025 00:06:37	Submit	Mulaudzi, Edward	CARINA DU PREEZ	

Response

Note to Buyer

[Return to Worklist](#)


- User Guidelines:**
1. To acknowledge participation or not, you can inform the buyer, by clicking Yes or No
 2. You can insert a Note to Buyer as optional.

3. SUBMIT QUOTES – RESPOND TO RFX

Home

Navigator

Personalize

SITA iSupplier Portal Full Access

SITA Sourcing Supplier

Sourcing

Sourcing Home Page

Worklist

Worklist

Full List (10)

From	Type	Subject	Sent	Due
Meso, Thato	Supplier Notification	Invitation to Bid	02-Aug-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 96010 (RFB 960101_2025)	25-Jul-2025	
Mulaudzi, Edward	Sourcing Publish	You are invited: RFQ 93010 (RFB 93010_2025)	22-Jul-2025	31-Aug-2025
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Sent: Online Discussion Message for RFQ 83010 (FR14071)	14-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 82010 (FR12345)	11-Jul-2025	
Mulaudzi, Edward	Sourcing Auction Awarded	Award Decision: RFQ 81010 (OKC Contracts Impl)	11-Jul-2025	
Mulaudzi, Edward	Sourcing Negotiation	Closed Early: RFQ 81010 (OKC Contracts Impl)	09-Jul-2025	
	UMX Login Help	SITA (Pty) Ltd Supplier Collaboration Network: Confirmation of Registration	05-Jul-2025	

TIP

Vacation Rules

- Redirect or auto-respond to notifications.

1. Respond to the RfX,
click on SITA Sourcing
Supplier
→Sourcing→Sourcing
Home Page.

CREATE QUOTE

Negotiations
Assessments

Search Open Negotiations
Title
Go

Welcome CARINA DU PREEZ

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
54009	Active		82010	FR12345	RFQ	0 seconds		0

Your Company's Open Invitations

Full List

Supplier Site	Negotiation Number	Title	Type	Time Left
	105010	105010 082025	RFQ	2 days 23 hours

Quick Links

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

User Guidelines:

1. On the Negotiation page, you will be able to view your responses to previous RFx's.
2. You will be able to view you Company's Open Invitations still requiring a response.
3. Click on the Negotiation number

CREATE QUOTE

Negotiations
Assessments

Negotiations >
RFQ: 105010

Title 105010 082025
Status Active (Locked)
Time Left 2 days 18 hours

Open Date 28-Aug-2025 00:06:34
Close Date 31-Aug-2025 11:00:00

Actions Acknowledge Participation **Go**

Header Lines Controls Contract Terms

Notes and Attachments

Note to Suppliers

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	2025-08-18 14:37:22 Fraud awaren...	File	2025-07-14 18:11:01 Fraud awaren...	To Supplier	MASHUDUM2	27-Aug-2025	One-Time		

☒ Two-Stage
Quote Style Sealed
Description RFQ required for Storage.

Terms

Effective Start Date
Effective End Date
Bill-To Address SITA Creditors Department
Ship-To Address SITA Creditors Department
FOB

Total Agreement Amount
Minimum Release Amount
Payment Terms Immediate
Carrier
Freight Terms

User Guidelines:

1. View the Header information and Attachments.

Actions Acknowledge Participation **Go**

1. Click on lines to view the Lines information required for quoting.

CREATE QUOTE

Negotiations
Assessments

Negotiations >
RFQ: 105010

Title
105010 082025

Status
Active (Locked)

Time Left
2 days 18 hours

Open Date
28-Aug-2025 00:06:34

Close Date
31-Aug-2025 11:00:00

Actions
Acknowledge Participation
Go

Header
Lines
Controls
Contract Terms

Schedule

Preview Date
Close Date
31-Aug-2025 11:00:00

Open Date
28-Aug-2025 00:06:34
Award Date

Response Rules

☒ Negotiation is restricted to invited suppliers
☐ Suppliers are allowed to view other suppliers' contract terms, notes and attachments
☐ Suppliers are allowed to respond to selected lines
☒ Suppliers are allowed to provide multiple responses

☐ Suppliers are allowed to submit Multiple Active Responses

☐ Allow Quote Withdrawal
☒ Buyer may close the negotiation before the Close Date
☒ Buyer may manually extend the negotiation while it is open
☐ Allow Alternate Lines on Supplier Responses
☐ Allow Staggered Awarding

Press the "Prnt Scrn" on your keyboard to take a screenshot

User Guidelines:

- Click on Controls to view the Close Date and Open Date.

CREATE QUOTE

Negotiations
Assessments

Negotiations >
RFQ: 105010

Title
105010 082025

Status
Active (Locked)

Time Left
2 days 18 hours

Open Date
28-Aug-2025 00:06:34

Close Date
31-Aug-2025 11:00:00

Actions
Printable View
Go

Header
Lines
Controls
Contract Terms

Preview Contract Terms

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

Deliverable Name
Signed Contract

Deliverable Type
Contractual

Responsible Party
Supplier Organization

Party Name

Contact

Return to Negotiations

Actions
Acknowledge Participation
Go

User Guidelines:

1. Click on Contract Terms to view the contract terms and Deliverables.
2. Under Actions, select Printable View and click on Go, to download the document.

ADK Tech Systems Confidential

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CREATE QUOTE



BID DOCUMENT

RFB Number	105010 082025
BID No:	105010
DESCRIPTION	RFQ required for Storage.

User Guidelines:

1. The PDF version will download for viewing.

CREATE QUOTE

Negotiations
Assessments

Negotiations >
RFQ: 105010

Title
105010 082025

Status
Active (Locked)

Time Left
2 days 18 hours

Open Date
28-Aug-2025 00:06:34

Close Date
31-Aug-2025 11:00:00

Actions
Acknowledge Participation
Go

Header
Lines
Controls
Contract Terms

Preview Contract Terms

This negotiation includes Contract Terms. View the terms by clicking on the Preview Contract Terms button.

Deliverables

...

Deliverable Name ^	Deliverable Type ^	Responsible Party ^	Party Name	Contact
Signed Contract	Contractual	Supplier Organization		

Return to Negotiations

Actions
Acknowledge Participation
Go

User Guidelines:

- To Participate and upload the quote, select Acknowledge Participation and click on Go.

CREATE QUOTE

Negotiations
Assessments

Negotiations > RFQ: 105010 >

Warning
Your company has already acknowledged participation for 105010. Either make modifications and press the Apply button, or press the Cancel button.

Acknowledge Participation (RFQ 105010)

Will your company participate. Please familiarize yourselves with the Sita terms and conditions
☒ Yes
☐ No

Cancel
Apply

- User Guidelines:**
1. Click Yes and then Apply to Participate.

CREATE QUOTE

Negotiations

Assessments

Negotiations >

RFQ: 105010

Actions

Create Quote

Go

Title

105010 082025

Status

Active (Locked)

Time Left

2 days 17 hours

Open Date

28-Aug-2025 00:06:34

Close Date

31-Aug-2025 11:00:00

Header

Lines

Controls

Contract Terms

Notes and Attachments

Note to Suppliers

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	2025-08-18 14:37:22 Fraud awaren...	File	2025-07-14 18:11:01 Fraud awaren...	To Supplier	MASHUDUM2	27-Aug-2025	One-Time		

☒ Two-Stage

Event

Quote Style

Sealed

Description

RFQ required for Storage.

Terms

1. Under Action, select Create Quote and click on Go.

CREATE QUOTE

Negotiations
Assessments

Negotiations >
Terms and Conditions
Cancel Accept

The following terms and conditions must be accepted before a quote is placed in this RFQ.

1. Bid documents must be submitted and uploaded before the closing date and time to the SITA e PROCUREMENT PORTAL as prescribed in PART C section 3 of SBD-1 as published.
2. Bid documents must be submitted on the official forms provided (not to be re-typed) as prescribed in PART C section 4 of SBD-1 as published.
3. A bidder must be registered on the Central Supplier Database (CSD) to upload mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status; and banking information for verification purposes).
4. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, and the bidding terms and conditions as specified in PART C of SBD-1 as published.

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	h to Catalog
No results found.									

☐ I have read and accepted the terms and conditions

- User Guidelines:**
1. Acknowledge the Terms and Conditions and click Accept.

CREATE QUOTE

Header

Lines

Supplier

FACULTY TRAINING INSTITUTE (PTY) LTD

RFQ Currency

ZAR

Quote Currency

ZAR

Price Precision

Any

Quote Valid Until

(28-Aug-2025 19:45:00)

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Requirements

Expand All | Collapse All

Focus	RFB Number	Stage	Target Value	Quote Value
	Requirements			
	4. Bid Evaluation	Technical		
	The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are: Bid Evaluation Stages Stage Description Applicable for this bid YES/NO Stage 1 Administrative responsiveness YES Stage 2 Technical Mandatory responsiveness YES Stage 3 Special Conditions of Contract verification YES Stage 4 Price / Preference points YES	Technical		
	BEE	Commercial		
	Local Entity Bidder to insert if Local or Foreign Entity	Commercial	Local	
	1. EME/QSEs Ownership of at least 51% of People who are: EME/QSEs Please enter a value from 0 to 4	Commercial		4 (Numeric Value only)
	2. Woman Owned Ownership of at least 51% of People who are: Woman Owned Please enter a value from 0 to 8	Commercial		8 (Numeric Value only)

User Guidelines:

- Under the Requirements section, complete all requirement questions.

CREATE RFx TEMPLATE

Requirements



Expand All | Collapse All



Focus RFB Number

	Stage	Target Value	Quote Value
Requirements			
4. Bid Evaluation	Technical		
The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are: Bid Evaluation Stages Stage Description Applicable for this bid YES/NO Stage 1 Administrative responsiveness YES Stage 2 Technical Mandatory responsiveness YES Stage 3 Special Conditions of Contract verification YES Stage 4 Price / Preference points YES	Technical		
BEE	Commercial		
Local Entity Bidder to insert if Local or Foreign Entity	Commercial		
1. EME/QSEs Ownership of at least 51% of People who are: EME/QSEs Please enter a value from 0 to 4	Commercial		
2. Woman Owned Ownership of at least 51% of People who are: Woman Owned Please enter a value from 0 to 8	Commercial		
3. Youth Owned Ownership of at least 51% of People who are: Youth Owned Please enter a value from 0 to 6	Commercial		
4. Disability Owned Ownership of at least 51% of People who are: Owned by People living with disabilities Please enter a value from 0 to 2	Commercial		
BEE Score Please enter the final score from the values entered in points 1 to 4	Commercial		

Local ▾

4

(Numeric Value only)

8

(Numeric Value only)

6

(Numeric Value only)

2

(Numeric Value only)

20

(Numeric Value only)

User Guidelines:

1. Ensure all Requirement questions are completed and answered correctly as these will carry scoring used in the Evaluation process.

CREATE QUOTE

Negotiations | Assessments

Negotiations > RFQ: 105010 >

Create Quote: 65009 (RFQ 105010)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

Title: [105010.082025](#) | Time Left: 2 days 17 hours | Close Date: 31-Aug-2025 11:00:00

☒ Stage

Supplier: FACULTY TRAINING INSTITUTE (PTY) LTD | Quote Valid Until: (28-Aug-2025 19:45:00)

RFQ Currency: ZAR | Price Precision: Any

Quote Currency: ZAR

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Requirements

Expand All | Collapse All

Focus RFB Number

Stage | Target Value | Quote Value

Create Quote: 65009 (RFQ 105010)

Title: [105010.082025](#) | Time Left: 2 days 17 hours | Close Date: 31-Aug-2025 11:00:00

☒ Stage

Supplier: FACULTY TRAINING INSTITUTE (PTY) LTD | Quote Valid Until: (28-Aug-2025 19:45:00)

RFQ Currency: ZAR | Price Precision: Any

Quote Currency: ZAR

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated
No results found.						

Add Attachment

Attachment Type: File

Title: Quote 123

Description: Quote 123

*Category: From Supplier: Commercial

*File: Browse... | Quote 123.docx

Cancel | Add Another | Apply

Requirements

4. Bid Evaluation

The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are: Bid Evaluation Stages Stage Description Applicable for this bid YES/NO Stage 1 Administrative responsiveness YES Stage 2 Technical Mandatory responsiveness YES Stage 3 Special Conditions of Contract

User Guidelines:

1. Under Attachments, click on Add Attachments to upload any supporting documents requested or documents to support your quote.
2. Attachment will be File
3. Insert a Title.
4. Insert a Description.
5. Under Category, if it relates to the Technical question, select Technical, otherwise select Commercial if it relates to Commercial eg. Quote.
6. Click Apply or Add Another.

CREATE QUOTE

Negotiations
Assessments

Negotiations > RFQ: 105010 >

Create Quote: 65009 (RFQ 105010)

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Title 105010 082025
Time Left 2 days 17 hours
Close Date 31-Aug-2025 11:00:00

☒ Stage

Header
Lines

RFQ Currency ZAR
Price Precision Any
Quote Currency ZAR

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Storage Cases DLT...	Sealed			100	Each	43			Yes ▾	
2 Storage Cases DLT...	Sealed			250	Each	23			Yes ▾	
3 Storage Cases DLT...	Sealed			150	Each	56			Yes ▾	
4 Supply backup and...	Sealed			1000	Each	50			Yes ▾	
5 Supply backup and...	Sealed			1050	Each	22			Yes ▾	

User Guidelines:

1. Under Lines, provide your quoted price and ensure Yes is selected under Quote.
2. Should you not wish to quote on a specific line, select No and leave the price as null.
3. You can click on the Update Pencil to view additional information.

CREATE QUOTE

Negotiations
Assessments

Create Quote 65009: Line 1 (RFQ 105010)
Line 2: Storage Cases DLT8
Go
Cancel
Save Draft
Apply

DescriptionStorage Cases DLT4
UnitEach
Start Price
Target Price
Quote Price100
Estimated Quantity43

Close Date31-Aug-2025 11:00:00
Quote CurrencyZAR
RankSealed
Target Minimum Release Amount
Quote Minimum Release Amount

Notes

Note to BuyerThis line is subject to exchange rate fluctuations.

Attachments

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

User Guidelines:

1. You can enter additional information such as Note to Buyer and add attachments specific to the line if you wish to add.
2. Click on Apply, alternatively click on Cancel.

CREATE QUOTE - SPREADSHEET

Negotiations
Assessments

Negotiations >

Create Quote: 65009 (RFQ 105010)

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Title 105010.082025

Time Left 2 days 16 hours

Close Date 31-Aug-2025 11:00:00

☒ Stage ⓘ

Header
Lines

RFQ Currency ZAR
Price Precision Any
Quote Currency ZAR

...

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Storage Cases DLT...	Sealed			100	Each	43			Yes ▾	
2 Storage Cases DLT...	Sealed			250	Each	23			Yes ▾	
3 Storage Cases DLT...	Sealed			150	Each	56			Yes ▾	
4 Supply backup and...	Sealed			1000	Each	50			Yes ▾	
5 Supply backup and...	Sealed			1050	Each	22			Yes ▾	

User Guidelines:

1. Should there be many lines and you wish to upload, you can select Quote by Spreadsheet.
2. Click on Quote By Spreadsheet

CREATE QUOTE - SPREADSHEET

Negotiations
Assessments

Create Quote 65009: Quote By Spreadsheet (RFQ 105010)

RFQ Currency ZAR
Quote Currency ZAR

Step 1:Export Spreadsheet

☒ **TIP** Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format

- ☒ XML Spreadsheet - Rich Style (.xml)
- ☐ XML Spreadsheet - Light-Weight Style (.xml)
- ☐ Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format

- ☒ XML Spreadsheet (.xml)
- ☐ Tab-Delimited (.txt)

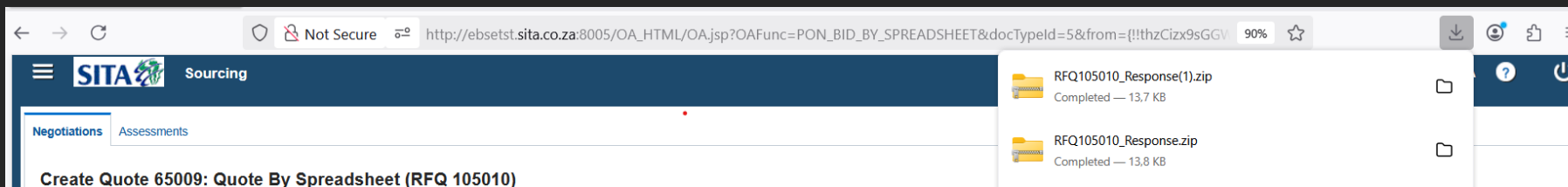
File To Import No file selected.

Import

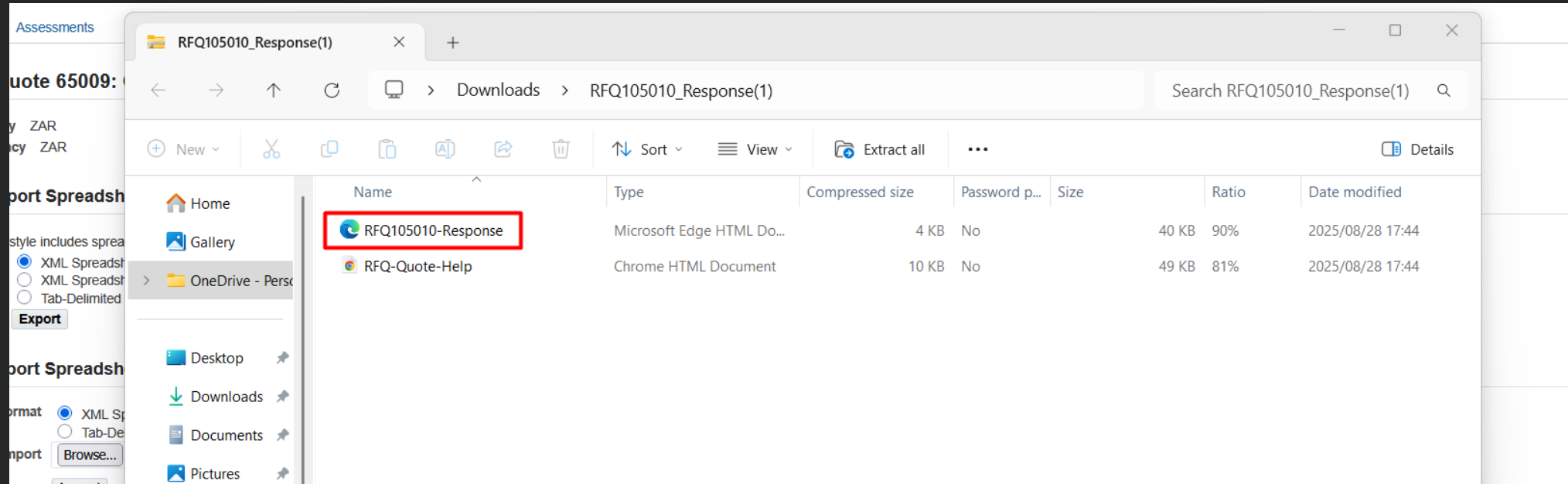
[Return to Create Quote:65009 \(RFQ 105010\)](#)

User Guidelines:

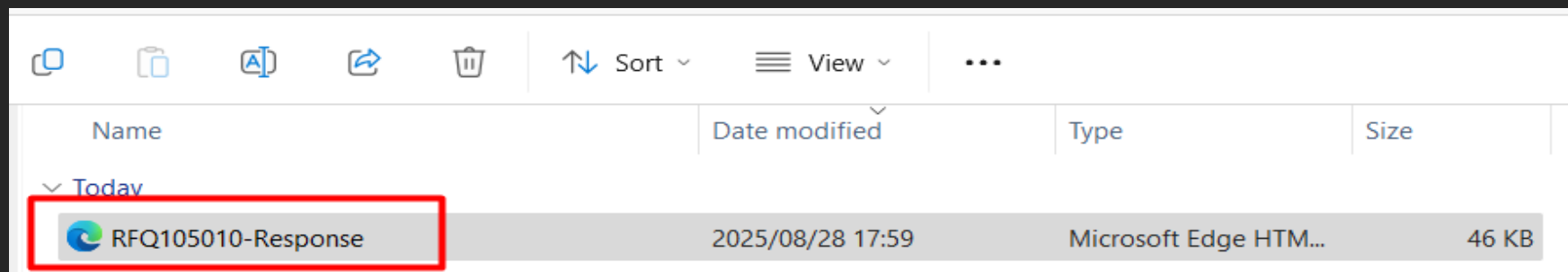
1. You can select one of the Format options.
2. Its best to use XML Spreadsheet – Rich Style or Light Weight.
3. Click on Export.
4. A file will download into your downloads folder.



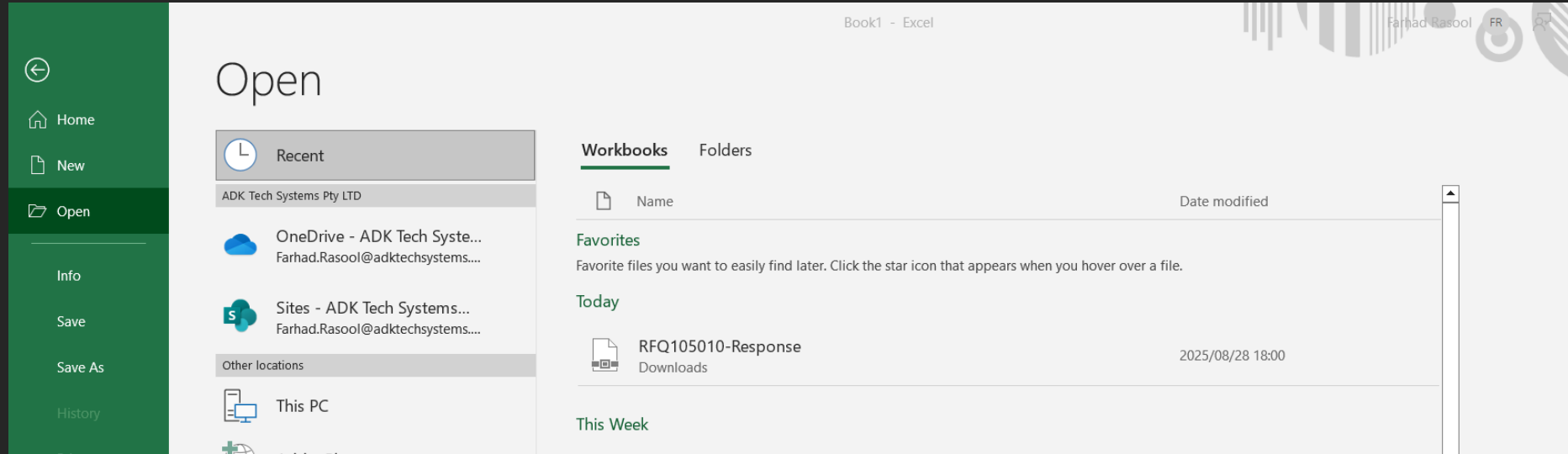
CREATE QUOTE - SPREADSHEET

**User Guidelines:**

1. Click on the download to open the file.
2. **Save the RFQ xml file onto your pc.**
3. RFQ Help file assists on populating the file, you could open this at your leisure.



CREATE QUOTE - SPREADSHEET



User Guidelines:

1. Open a blank excel file and then open the xml file you had just saved in step 3.

CREATE QUOTE - SPREADSHEET

105010 082025

RFQ: 105010	Company: SITA (Pty) Ltd
Close Date: 2025/08/31 11:00	Buyer: Mulaudzi, Mr. Mashudu Edward Edward
RFQ Currency: ZAR	Phone: 0124823067
Quote Currency: ZAR	Email:
Price Precision: Any	Supplier: FACULTY TRAINING INSTITUTE (PTY) LTD
	Supplier Site:

Header

Quote Valid Until: Reference Number:

example: 2025/08/28

Note to Suppliers

Note to Buyer

Requirements

S.No.	RFB Number	Quote Value
1	4. Bid Evaluation	
1.1	The bid evaluation process consists of four stages, according to the nature of the bid. A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are: Bid Evaluation Stages Stage Description Applicable for this bid YES/NO Stage 1 Administrative responsiveness YES Stage 2 Technical Mandatory responsiveness YES Stage 3 Special Conditions of Contract verification YES Stage 4 Price / Preference points YES	
2	BEE	
2.1	Local Entity	Local
	Bidder to insert if Local or Foreign Entity	
2.2	1. EME/QSEs	4 (Numeric Value only)
	Ownership of at least 51% of People who are:	
	EME/QSEs	
	Please enter a value from 0 to 4	
2.3	2. Woman Owned	8 (Numeric Value only)
	Ownership of at least 51% of People who are:	
	Woman Owned	
	Please enter a value from 0 to 8	
2.4	3. Youth Owned	6 (Numeric Value only)
	Ownership of at least 51% of People who are:	
	Youth Owned	
	Please enter a value from 0 to 6	

Header Lines (1 - 5)

User Guidelines:

1. The excel will open as displayed.
2. Sheet1, will be the Header section which has requirements, you could choose to enter them here to upload if you wish.
3. Sheet 2 will have the lines for you to quote by inserting the price.
4. All the Yellow fields require a value.

CREATE QUOTE - SPREADSHEET

105010 082025

RFQ 105010
Close Date 2025/08/31 11:00
RFQ Currency ZAR
Quote Currency ZAR
Price Precision Any

Company SITA (Pty) Ltd
Buyer Mulaudzi, Mr. Mashudu Edward Edward
Phone 0124823067
Email
Supplier FACULTY TRAINING INSTITUTE (PTY) LTD
Supplier Site

Lines

Quote Total (ZAR) 152 260,00

Line	Item,Rev	Start Price	Unit	Estimated Quantity	Target Minimum Release Amount	Quote Price	Quote Minimum Release Amount	Note to Buyer	Target Price	Category	Note to Suppliers
1	Storage Cases DLT4	10040472	Each	43		500		This line is subject to exch		81.8111.811118.81111812	
2	Storage Cases DLT8	10040472	Each	23		800				81.8111.811118.81111812	
3	Storage Cases DLT16	10040472	Each	56		760				81.8111.811118.81111812	
4	Supply backup and off-site storage serv	10034722	Each	50		1000				43.4323.432334.43233415	
5	Supply backup and off-site storage serv	10034722	Each	22		900				43.4323.432334.43233415	

File Download Time 2025/08/28 17:45

User Guidelines:

1. Insert the Price in the yellow column.

2. The Green fields are optional.

3. Once you have completed your spreadsheet, save it to the drive/location of your choice.

4. Return to the system. From the **Create Quote:**

Quote by

Spreadsheet page.

Select

XML Spreadsheet to

Import.

CREATE QUOTE - SPREADSHEET

Negotiations
Assessments

Create Quote 65009: Quote By Spreadsheet (RFQ 105010)

RFQ Currency ZAR
Quote Currency ZAR

Step 1:Export Spreadsheet

☒ **TIP** Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format ☒ XML Spreadsheet - Rich Style (.xml)
☐ XML Spreadsheet - Light-Weight Style (.xml)
☐ Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format ☒ XML Spreadsheet (.xml)
☐ Tab-Delimited (.txt)

File To Import **Browse...** No file selected.

Import

[Return to Create Quote:65009 \(RFQ 105010\)](#)

User Guidelines:

1. Select Format, XML Spreadsheet.
2. Select the file by clicking on Browse.
3. Click on Import.

CREATE QUOTE

Negotiations
Assessments

Negotiations >

Create Quote: 65009 (RFQ 105010)

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Title 105010.082025

Time Left 2 days 3 hours

Close Date 31-Aug-2025 11:00:00

☒ Stage

Header

Lines

RFQ Currency ZAR
Price Precision Any
Quote Currency ZAR

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Storage Cases DLT...	Sealed			500	Each	43			Yes ▾	
2 Storage Cases DLT...	Sealed			800	Each	23			Yes ▾	
3 Storage Cases DLT...	Sealed			760	Each	56			Yes ▾	
4 Supply backup and...	Sealed			1000	Each	50			Yes ▾	
5 Supply backup and...	Sealed			900	Each	22			Yes ▾	

User Guidelines:

1. Click on Lines and your prices will be updated provided your file has no errors.

CREATE QUOTE

Negotiations
Assessments

Negotiations >

Create Quote: 65009 (RFQ 105010)

Cancel
View RFQ
Quote By Spreadsheet
Save Draft
Continue

Title 105010.082025

Time Left 2 days 3 hours

Close Date 31-Aug-2025 11:00:00

☒ Stage

Header
Lines

RFQ Currency ZAR
Price Precision Any
Quote Currency ZAR

...

Line	Rank	Start Price	Target Price	Quote Price	Unit	Estimated Quantity	Target Minimum Release Amount	Minimum Release Amount	Quote	Update
1 Storage Cases DLT...	Sealed			500	Each	43			Yes ▾	
2 Storage Cases DLT...	Sealed			800	Each	23			Yes ▾	
3 Storage Cases DLT...	Sealed			760	Each	56			Yes ▾	
4 Supply backup and...	Sealed			1000	Each	50			Yes ▾	
5 Supply backup and...	Sealed			900	Each	22			Yes ▾	

User Guidelines:

1. You can Review the RFQ, Save as Draft, should you wish to return to complete it a later stage.
2. Click Continue to submit the Quote.

CREATE QUOTE

Negotiations
Assessments

Negotiations >

Warning
This quote is in response to an RFQ where the submitted quote will be evaluated in two stages - Technical and Commercial.

Create Quote 65009: Review and Submit (RFQ 105010)
Cancel Back Validate Save Draft Printable View Submit

Header

Title 105010 082025
Supplier FACULTY TRAINING INSTITUTE (PTY) LTD
RFQ Currency ZAR
Quote Currency ZAR
Price Precision Any

Time Left 2 days 3 hours
Close Date 31-Aug-2025 11:00:00
Quote Valid Until
Reference Number
Note to Buyer

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
10	Quote 123	File	Quote 123	From Supplier: Commercial	CARINA@FTI.CO.ZA	28-Aug-2025	One-Time		

Requirements

Show All Details | Hide All Details

Details	Section	RFQ Stage
4. Bid Evaluation		Technical
BEE		Commercial

User Guidelines:

1. You can either Cancel, Go Back or Save Draft.
2. Select Printable View to view the PDF submission.
3. Click on Submit to forward the quote/response to the buyer.

CREATE QUOTE

105010 082025
CULTY TRAINING INSTITUTE (PTY) LTD
R
R
Y

Time Left 2 days 3 hours
Close Date 31-Aug-2025 11:00:00
Quote Valid Until
Reference Number
Note to Buyer

Confirmation
Quote 65009 for RFQ 105010 (105010 082025) has been submitted.

Return to Sourcing Home Page

Description ▲
Quote 123

Updated ▲
g-2025

Usage ▲
One-Time

RFQ Stage

Technical

Commercial

User Guidelines:
1. Once submitted you will receive a Confirmation the Quote has been submitted.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations
Assessments



Search Open Negotiations
Title
Go

Welcome, CARINA DU PREEZ.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

...

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
65009	Active		105010	105010 082025	RFQ	2 days 3 hours		0
54009	Active		82010	FR12345	RFQ	0 seconds		0

Your Company's Open Invitations

[Full List](#)

...

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

User Guidelines:

1. On the Negotiation page, you will be able to view your submitted responses(assessments)
2. Click on the number to view.
3. Should you wish to ask the buyer a question, you can start an Online discussion.

[VIEW QUOTE – ONLINE DISCUSSION](#)

Negotiations
Assessments

Negotiations >

Quote: 65009 (RFQ 105010)

Title

105010 082025

Time Left

2 days 3 hours

Quote Style

Sealed

Quote Currency

ZAR

Contact

DU PREEZ, CARINA

Suppliers' Quote Number

Quote Status

Active

Note to Buyer

Attachments

Seq	Title	Type	Description	Category	Last Updated	Usage	Update	Delete
10	Quote 123	File	Quote: 123	From Supplier: Commercial	28-Aug-2025	One-Time		

Close Date

31-Aug-2025 11:00:00

Ranking

Price Only

Supplier

FACULTY TRAINING INSTITUTE (PTY) LTD

Supplier Site

Quote Valid Until

Actions

Online Discussions

Go

Requirements

...

Show All Details | Hide All Details

Details	Section	RFQ Stage
▶	4. Bid Evaluation	Technical
▶	BEE	Commercial

User Guidelines:

1. Under Actions, select Online Discussions and click on Go.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations
Assessments

Negotiations > Quote: 65009 (RFQ 105010) >

Online Discussions (RFQ 105010) ☆

Cancel

Printable Page

Title

105010 082025

Status

Active (Locked)

Time Left

2 days 3 hours

Open Date

28-Aug-2025 00:06:34

Close Date

31-Aug-2025 11:00:00

Messages

New Message

...

Subject	Message	Status	Sender	Date	Attachments	Reply
No results found.						

Negotiations > Quote: 65009 (RFQ 105010) > Online Discussions (RFQ 105010) >

Create New Message (RFQ 105010)

Cancel

Send

* Indicates required field

Send To

SITA (Pty) Ltd

* Subject

Exchange Rate Volatility

* Message

Please note, my quote is subject to a 15 day validity, due to the current exchange rate volatility against the USD.

☐ Private

Add Attachment...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

TIP

Messages with a Send To of All Participants will be available to all other suppliers in addition to the buying organization.

User Guidelines:

1. Click on New Message.
2. Select the send to as SITA, only internal SITA will receive the message.
3. If you select All Participants, all other suppliers will also receive the message.
4. Insert the Subject.
5. Insert the Message.
6. You could also add an Attachment.
7. Click on Send.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations
Assessments

Negotiations > Quote: 65009 (RFQ 105010) >

Online Discussions (RFQ 105010) ☆

Cancel
Printable Page

Title
105010_082025

Status
Active (Locked)


Time Left
2 days 3 hours

Open Date
28-Aug-2025 00:06:34

Close Date
31-Aug-2025 11:00:00

Messages

New Message | ...

Subject ▲	Message	Status ▲	Sender ▲	Date ▲	Attachments	Reply
Exchange Rate Volatility	Please note, my quote is subject to a 15 day valid...	Read	DU PREEZ, CARINA	29-Aug-2025 07:37:45		

User Guidelines:

1. The message has been sent and can be viewed.
2. Once SITA replies, you will receive a Notification and will be able to view.

VIEW QUOTE – ONLINE DISCUSSION

Negotiations
Assessments

Negotiations >

Quote: 65009 (RFQ 105010)

1 Unread Messages

Actions
Online Discussions
Go

Title
105010 082025

Time Left
2 days 2 hours

Quote Style
Sealed

Quote Currency
ZAR

Contact
DU PREEZ, CARINA

Suppliers' Quote Number

Quote Status
Active

Note to Buyer

Close Date
31-Aug-2025 11:00:00

Ranking
Price Only

Supplier
FACULTY TRAINING INSTITUTE (PTY) LTD

Supplier Site

Quote Valid Until

Seq	Title	Type	Description	Category	Last Updated	Usage	Update	Delete
10	Quote 123	File	Quote 123	From Supplier: Commercial	28-Aug-2025	One-Time		

Requirements

Show All Details
Hide All Details

Details	Section	RFQ Stage
▶	4. Bid Evaluation	Technical
▶	BEE	Commercial

User Guidelines:

1. You will be able to view the Re[ply notification from SITA in the Worklist once you logged in.
2. You can also view the message on the Assessment submitted by clicking on the number.

VIEW QUOTE – ONLINE DISCUSSION

[Negotiations](#) > [Quote: 65009 \(RFQ 105010\)](#) >

Online Discussions (RFQ 105010) ☆

[Cancel](#) [Printable Page](#)

Title [105010 082025](#)

Status Active (Locked)

Time Left 2 days 2 hours

Open Date 28-Aug-2025 00:06:34

Close Date 31-Aug-2025 11:00:00

Messages

[New Message](#) | ...

Subject ▲	Message	Status ▲	Sender ▲	Date ▲	Attachments	Reply
Exchange Rate Volatility	Noted, we will ensure the evaluation is completed ...	Unread	SITA (Pty) Ltd	29-Aug-2025 08:07:34		Reply
Exchange Rate Volatility	Please note, my quote is subject to a 15 day valid...	Read	DU PREEZ, CARINA	29-Aug-2025 07:37:45		Reply

User Guidelines:

1. Click on the Message to view.
2. Should you wish to Reply, simply click on Reply.

[Negotiations](#) > [Quote: 65009 \(RFQ 105010\)](#) > [Online Discussions \(RFQ 105010\)](#) >

Message (RFQ 105010)

[Reply](#) [Print](#)

Subject Exchange Rate Volatility

From SITA (Pty) Ltd

To DU PREEZ, CARINA

Date 29-Aug-2025 08:07:34

Message Noted, we will ensure the evaluation is completed within the 15 days. Should we require additional time, we will request a new quote.

Attachments

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

[Return to Online Discussions \(RFQ 105010\)](#)

VIEWS – QUICK LINKS

Negotiations
Assessments



Search Open Negotiations
Title
Go

Welcome, CARINA DU PREEZ.

Your Active and Draft Responses

Press Full List to view all your company's responses.

...

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
65009	Active		105010	105010 082025	RFQ	2 days 2 hours		0
54009	Active		82010	FR12345	RFQ	0 seconds		0

Your Company's Open Invitations

...

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Quick Links

View Responses

- Active
- Disqualified and Withdrawn
- Awarded
- Rejected

User Guidelines:

1. On the Sourcing Home Page, you have additional views and searches.
2. Active – All Active RFQ's
3. And Disqualified quotes or quotes withdrawn.
4. RFQ's awarded to your organization.
5. Quotes Rejected.

Thank You