



SECZIM TENDER PORTAL MANUAL

INTRODUCTION

The adoption of eTendering by the Securities and Exchange Commission of Zimbabwe (SECZ) was motivated by the need for the organization to do tenders during the pandemic whereby bids would be received in a safe, fair and transparent manner. The portal also serves as a document centre for all bids received on any tender SECZ has advertised.

eTenders or electronic tenders are an internet-based process of floating tenders and receiving quotes. The entire process of tendering right from the advertisement of the tender to the selection of vendors is done online. eTenders are preferable because of their transparency, speed of execution, efficiency, and cost saving.

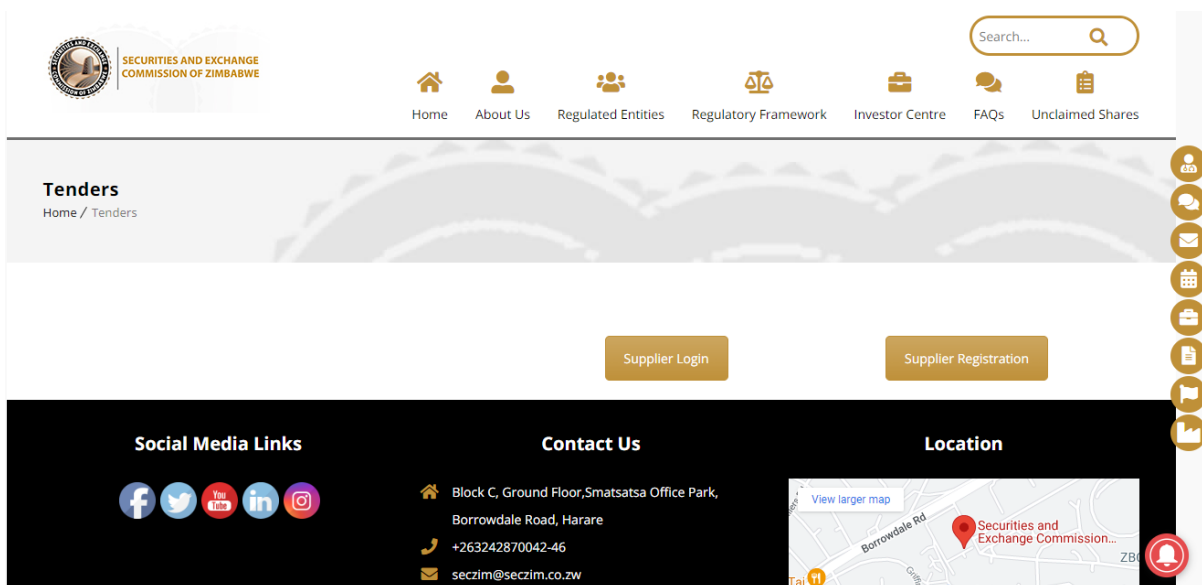
Below is the process on bidding for a tender:

PROCESS

1. Go to the Securities and Exchange website (www.seczim.co.zw)
2. Scroll down the page and click on TENDERS



3. Click on SUPPLIER REGISTRATION if you do not have an account. If you have an account, click on SUPPLIER LOGIN, and input your credentials and password.



- If you do not have an account click on, SUPPLIER REGISTRATION make sure you put the correct/required information and documents, especially the contact email and number as they will be used to contact you during tender opening.

The screenshot shows a web interface for 'SUPPLIER REGISTRATION'. At the top, it says 'Fill all form field to go to next step'. Below this is a progress bar with four steps: 'Company' (active), 'Contact', 'File', and 'Account'. The main form area is titled 'Company Information: Step 1 - 4'. It contains three text input fields: 'Company Name: *', 'Representative First Name: *', and 'Representative Last Name: *'. A 'Next' button is located at the bottom right of the form.

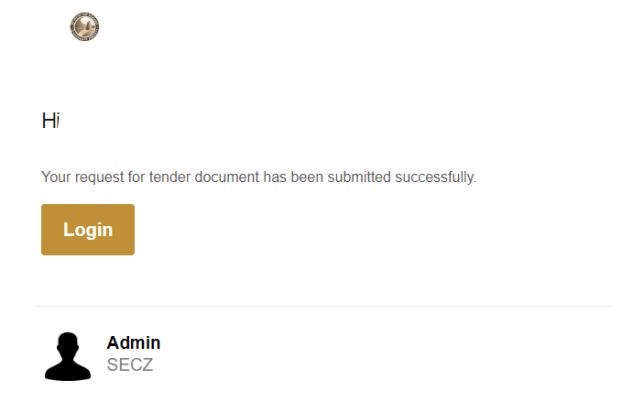
- After registration the system will give you an I.D which you will use together with your password when logging in.
- Once logged in and having paid the bid admission fee for the tender you are bidding for, click on REQUEST TENDER DOCUMENT.

The screenshot shows the 'SECZ TENDERS' dashboard. The top navigation bar is orange and contains the text 'SECZ TENDERS' and a user profile icon. The left sidebar is dark grey and contains several menu items: 'Home', 'Request Tender Document' (highlighted with a red arrow), and 'Submit Bid/Proposal/Quotation'. The main content area is light grey and contains a search bar with fields for 'Code', 'Procurement Title', and 'Type', and a 'Search' button. Below the search bar is a section titled 'All Tenders' with a 'Show 10 entries' dropdown and a search input. At the bottom, there is a table with columns for 'Code', 'Procurement Title', 'Type', 'Description', 'Price', and 'Closing Date'.

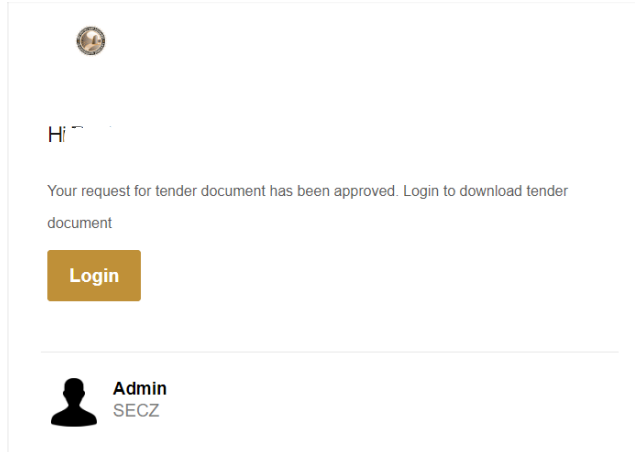
7. Select on the Procurement code you are bidding for and upload proof of payment. (Your proof of payment should be in the form of a PDF format). Once you upload the proof of payment, click on REQUEST DOCUMENT.

The screenshot shows the 'Request Tender Document' page in the SECZ TENDERS system. The page has a dark blue header with the 'SECZ TENDERS' logo and a user profile icon. A left sidebar contains navigation options: Home, Request Tender Document, and Submit Bid/Proposal/Quotation. The main content area shows the breadcrumb 'Home / Tenders / Request Tender Document' and a 'Request' form. The form includes a 'Tender Reference/Title' section with a 'Select Procurement Code' dropdown menu and an 'Attach Proof of Payment if required' section with a 'Choose File' button. A green 'Request Document' button is located below the form. Underneath, there is a 'Previous Requests' section with a 'Show 10 entries' dropdown and a search box. A table with columns 'Request ID', 'Tender Code', 'Request Date', and 'Status' is partially visible at the bottom.

8. You will receive an email notification upon submission. The email notification will be sent to the email address used on account registration



9. If bid has been rejected/accepted, you will receive an email notification about your request. If bid has been rejected, the reason for rejection will be stated on the email notification. If bid has been accepted, the notification will be like the one below.



10. Once bid document request has been approved, log on into your account and go to REQUEST TENDER DOCUMENT, scroll down, the requested bid document will have a status written DOWNLOAD TENDER DOCUMENT.

The screenshot displays the SECZ TENDERS web application. The top navigation bar is orange with the text "SECZ TENDERS" and a search icon. A left sidebar contains navigation options: Home, Request Tender Document, and Submit Bid/Proposal/Quotation. The main content area features a "Request Document" button, a "Previous Requests" section with a "Show 10 entries" dropdown and a search box, and a table of requests. A red arrow points to the "Download Tender Document" link in the status column of the table.

Request ID	Tender Code	Request Date	Status
4	SECZ/ADMIN/01/2021	2021-11-29 15:15:18	PENDING
5	SECZ/ADMIN/01/2021	2021-11-29 15:24:56	PENDING
6	SECZ/ADMIN/01/2021	2021-11-30 08:23:36	PENDING
8	SECZ/ADMIN/01/2021	2021-11-30 10:53:01	Download Tender Document
9	SECZ/ADMIN/01/2021	2021-11-30 10:58:51	Download Tender Document
10	SECZ/ADMIN/01/2021	2021-11-30 10:59:58	PENDING

11. When submitting the bid document. **Make sure the files are in a ZIP file, go to SUBMIT BID/PROPOSAL/QUOTATION and select/input tender number then submit**

SECZ TENDERS

Home

Request Tender Document

Submit Bid/Proposal/Quotation

USERS

Home / Tenders / Request Tender Document

Kind attach all your bidding documents in one zipped file less than 10MB

Submission

Tender Reference/Title

Enter Tender Reference

List of submitted bids

Enter Tender Reference

Submit Bid

Bid Documents

Attach bid documents zip file

Choose File | No file chosen

Previous Submissions

Show 10 entries

Search:

12. Once you submit your bid it will appear on the BID SUBMISSION PAGE below with a status as highlighted below:

SECZ TENDERS

Home

Request Tender Document

Submit Bid/Proposal/Quotation

Tender Reference/Title

Select Procurement Code

Attach bid documents zip file

Choose File | No file chosen

List of submitted bids

Enter Tender Reference

Submit Bid

Previous Submissions

Show 10 entries

Search:

Submission ID	Tender Code	Submission Date
63	SECZIM/Test1/2023	2023-01-13 11:48:58

Showing 1 to 1 of 1 entries

Previous 1 Next

13. You will receive email notification once bid submission has been approved on the day of tender closing.

CORRESPONDENCE EMAIL

**All email correspondence will be sent by the email address- SECZ TENDERS PORTAL.
Emails will appear in your inbox within 5 minutes of any submission.**