## **HOW TO ACCESS, DOWNLOAD AND UPLOAD YOUR TENDER DOCUMENTS**

- 1. Search for, or visit the VUT Website www.vut.ac.za
- 2. Top BLUE tab click on Tenders
- 3. **Scroll down** to Tender Advertisement
- 4. Click on Tender your Company want to bid on
- 5. Click on Title of Tender and download the pdf RFB document
- 6. **Click on Pricing Schedule and download the RFB Pricing Schedule**
- 7. Please **download and complete BOTH** the RFB **AND** the Pricing Schedule, your Company, want to bid on