

# SUPPLIER'S STEP BY STEP GUIDE TO RESPONDING TO A REQUEST FOR QUOTATION (RFQ)



## CHECKLIST:

- ✓ Only have the enquiry number in the e-mail subject e.g. OLT1000000
- ✓ No spaces in the enquiry number
- ✓ E-mail To: [informaltendering@eskom.co.za](mailto:informaltendering@eskom.co.za) ONLY – do not send to any other e-mail
- ✓ Ensure you have attached required documentation
- ✓ Less than 10MB attachments per e-mail. You can send multiple e-mails
- ✓ Enquiry number to be stipulated in the subject line on all e-mails if multiple e-mails are sent.



## DO NOT:

- ✗ DO NOT Add anything after the enquiry number
- ✗ DO NOT add spaces in the enquiry number
- ✗ DO NOT E-mail to any other e-mail address than [informaltendering@eskom.co.za](mailto:informaltendering@eskom.co.za)
- ✗ DO NOT: Send email without attachments
- ✗ Do not exceed 10MB attachments per e-mail.



Not adhering to this may render your submission non-responsive



If send correctly you will receive an e-mail starting like this:

Dear Valued Supplier,

Please note that your submission **has been received.**



If send incorrectly you will receive an e-mail starting like this

Dear Valued Supplier,

Please note that your submission **will not be accepted.**



## Tips:

- Reply to original e-mail. Do not create a new one
- Check the automatic response after sending. You should receive this immediately after sending