

Tenderers are reminded that they must Zip the final folder they intend to upload for the tender. If this is not done the names for each document will not be viable to the contracting authority.

To upload the final folder to eTenders, you'll need to first compress the folder into a single ZIP file. Then, navigate to the appropriate section within the eTenders platform where you can upload files, and select the ZIP file for upload.

Detailed Steps:

1. Compress the Folder:

- a. Gather all the files you want to submit into a single folder.
- b. Use a compression utility (like Windows' built-in ZIP tool or a third-party program like 7-Zip) to compress the folder into a single ZIP file.

2. Access the Upload Section:

- a. Log in to the eTenders platform.
- b. Navigate to the specific tender competition or project where you need to submit the documents.
- c. Locate the section where you can upload files or documents, which may be labeled "Upload Documents," "Submit Tender," or similar.

3. Select and Upload the ZIP File:

- a. Click the "Upload" or "Choose File" button.
- b. Browse your computer and select the ZIP file you created in step 1.
- c. Click "Upload" or "Submit" to begin the upload process.

4. Check for Success:

- a. The platform will display a confirmation message once the upload is complete.
- b. You may need to verify that the files have been successfully uploaded and associated with the relevant tender.