 Eskom	Informal Tendering Request for Quotation (RFQ) Template for Transactions up to R1M	Document Identifier	240-73269736	Rev	7
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Dear Valued Supplier,

Eskom Holdings SOC Ltd ("Eskom") hereby invites you to submit a quote on the following goods/works/services as stated below under **point number 5**.

Please note the following rules with respect to the OLT system (Informal Tendering)

- Please ensure that the email subject line only contains the OLT2090921 Enquiry number as per heading and no other information. Do not add any text to the subject line. Do not add any space in between the prefix and the enquiry number.
- Ensure that the enquiry number is stipulated in the subject line on all e-mails if multiple emails are sent
- Ensure that you receive a confirmation email after submitting your documentation. Please follow up immediately via the email address of the respective buyer if you did not receive this.
- Maximum attachment size per email is **10MB**. It is the supplier's obligation to ensure that the attachments per email do not exceed this limit.
- Please note closing date and time on the RFQ. Your submission will not be evaluated if it is received after the closing date and time of the RFQ.
- All tender returnables/documentation must be submitted to Informaltendering@eskom.co.za only. E-mails to any other address (except for clarifications) will not be accepted. Failure to comply with these rules will result in your tender being disqualified.
- Requests for Clarifications must be sent in writing to the respective buyer at gopalj@eskom.co.za and not to Informaltendering@eskom.co.za. All requests for clarifications and responses must be in writing. Eskom will respond to requests for clarification received within one (1) – two (2) working days before the tender closing deadline, depending on the enquiry duration and complexity.

Note:

- Tenderer to complete sections 5, 6 & 7 and to submit it together with the tender returnables stated in section 3, to Informaltendering@eskom.co.za
Due to varying requirements, slight changes could be included in each RFQ document, and suppliers are therefore required to read through the document carefully whenever invited to tender.
- ALL Suppliers are required to be registered (except foreign suppliers) on the National Treasury Central Supplier Database (CSD) as at tender response stage and the respective CSD number must be provided with all quotes together with the Eskom vendor registration number. responses that do not comply with the CSD requirement will be regarded as non-responsive(except foreign suppliers)
For CSD registration: Please register at <https://secure.csd.gov.za/>

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- All Suppliers (including Foreign suppliers) are required to complete SBD 1-Invitation to Bid and submit this annexure at the stipulated deadline Local suppliers are required to be tax compliant and must submit CSD Number/ Efiling pin number/ copy of tax clearance certificate as evidence of their tax compliance status.
- Foreign suppliers (even those with no footprint in RSA) are in addition required to answer Part B (3) which is part of the afore-mentioned SBD 1. Should the said Foreign suppliers answer “yes” to any of the questions [Part B (3)]; they are required to be tax compliant and must therefore submit their Efiling pin number or copy of tax clearance certificate which will be verified by Eskom.
- All suppliers are required to refer to www.eskom.co.za for the Supplier Integrity Pact that must be downloaded and read. The Integrity Declaration form (attached hereto) and the SBD 4-Bidders Declaration form (attached hereto) are mandatory tender returnables and must be fully completed, signed and submitted at the stipulated deadlines.
- Specify line prices at lines where prices are submitted and indicate no quote at lines where no price is submitted.
- Where “designated sectors” are applicable, ensure that all relevant stipulated returnables are submitted by the stipulated deadline, or the submission will be regarded as non-responsive and ineligible for award.
- It is a requirement to return full specifications with your quotation eg. drawings, dimensions, manufacturer's name, etc (if this is applicable to the RFQ). Where there is a deviation, suppliers are also required to fully complete and submit the deviation schedule /form at RFQ closing deadline. Please ensure that the SAP No, Drawing No, Revision No and Manufacturer is stated on the form. Where there are deviations, but the deviation schedule has not been fully completed and returned at RFQ closing deadline, your offer will be disqualified.
- Eskom Standard Conditions of Tender applies to this tender.

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To	[insert registered full legal name]	Date	[insert the date you send the invitation out]		
Eskom Vendor Registration Number	[insert registration number]	National Treasury Central Supplier Database (CSD) Number	[insert CSD number]		
SARS eFiling Pin number	[insert SARS eFiling pin number]	B-BBEE level	[insert B-BBEE level]		
Attention	[insert the name of the contact person at the above supplier]	Tel No	[insert tel no of the contact person]		
E-mail address	[insert e-mail address of the contact person at the above supplier]				
RFQ No	As per OLT number page header	Closing date	13/10/2023	Closing time At (South African Standard Time)	23h00
Validity period of offers	30 days Please be advised that NO late offers will be considered and all offers must be sent to informaltendering@eskom.co.za				
Eskom contact person	Itumeleng Makhubela	Tel No	011 629 4190		
E-mail address	Makhubiv@eskom.co.za				


ANNEXURES

- Integrity Pact Declaration (applicable for all enquiries)
- SBD 4 - Bidders Declaration (applicable for all RFQs)
- SBD-6.2- Certificate for Local Production and Content and Annexures C,D,E (applicable where there are designated sectors/materials.
- Tax Evaluation questionnaire (applicable for services type of contracts only)
- SBD 1- Invitation to Bid (applicable for all suppliers)

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- CPA Requirements for Local Goods/Services (South African) or CPA (IG) for Foreign Goods / Services (where applicable)
- Technical Deviation Schedule (applicable for all enquiries)
- SBD 6.1-Preference Claim Form(applicable for all enquiries)
- Eskom Standard Conditions of Tender(applicable for all enquiries)
- Eskom's General Conditions of Purchase(applicable for all enquiries)

CONDITIONS OF PURCHASE

Eskom General Conditions of Purchase (as attached) will apply.

EVALUATION CRITERIA

Functionality requirements **[not applicable] Please see attached Scope of Work**

The following criteria will be applicable for this transaction under functionality criteria:

Criteria	Weight
Threshold	%

Tenderers who do not meet the threshold for functionality scoring will be disqualified and not be evaluated further

PPPFA Price and Preference Points

For transactions up to R50M (inclusive of VAT) Price and Preferential Point Scoring will be based on the 80/20 allocation aligned to the PPPFA Regulations 2022

The following Specific Goals score card applies:

Classification	90/10	80/20
Black Disabled Female	10	20
Black Women Owned / Black Disabled	8	15
Black Youth Owned	5	10
Black Owned	3	5

A tenderer failing to provide documentation for the allocation of preference points will not be disqualified, but-


- may only score points out of 90/80 for price
- scores 0 points out of 10/20 for specific goals.

A tenderer may not be awarded points for specific goals if the tender documents indicate that the tenderer intends to subcontract more than 25% of the value of the contract to any

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other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that can execute the subcontract.

***Note:**

Failure on the part of the supplier to submit supporting documents/proof of specific goals for purposes of evaluation and scoring by RFQ closing will not result in disqualification (if tenderer is otherwise deemed to be responsive/acceptable in all other aspects). The tenderer will, however, be scored zero for Specific goals for purposes of PPPFA scoring and ranking.

Eskom reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations; should the tendered prices not be deemed market related.

ADDITIONAL CRITERIA

Objective criteria **[not applicable]**

The following objective criteria apply:-

Designated material and thresholds *[is applicable/ not applicable]*

If applicable stipulate which materials are identified as designated materials and what thresholds the tenderers must meet in order to be evaluated further.

Material	Threshold %

Tenderers need to complete and submit SBD 6.2- Certificate for Local Production and Content and Annexures C, D, E


The dti has appointed SABS as the official verification agency for local content in terms of designated products

A tender that fails to meet the minimum stipulated threshold for local production and content will not be justified for award.

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Valid B-BBEE certificate issued by a B-BBEE verification professional/sworn affidavit

(As prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the Broad-Based Black Economic)

A tender that fails to submit any of the above requirements to demonstrate compliance to B-BBEE Codes of Good Practice will not be justified for award.

Note:-

**Where Objective Criteria is applicable, Compliance to it is Mandatory.
Failure to comply with Objective criteria will render the tender non-responsive.
Eskom reserves the right to award to a tenderer who may not be the highest scoring/highest ranked tenderer, in line with Section (2) (1) (f) of the PPPFA**

Functionality and elements of Contractual requirements must not be used as objective criteria.

Contractual Requirements **[not applicable]**

The following contractual requirements apply:-

1. SHEQ requirements; and/or **[not applicable]**
2. Due Diligence (analysis of financial statements) and/or **[not applicable]**
3. Any other as stipulated _____

Note:

Where Due diligence is applicable, the tenderer will be required to submit Audited Financial Statements for the previous 18 months, or to the extent that such statements are not available, for the last year prior to contract award.


Note:

Contractual requirements are not evaluation criteria. They are required to be met and assessed after the evaluation and ranking of the tenders. Proof that the highest ranked tenderer/ tenderer recommended /justified for award (based on objective criteria) is able to meet contractual requirements as stipulated must be submitted prior to contract award. Failure to meet “Contractual Requirements “by the stipulated deadlines; may render the tender non-responsive and ineligible for contract award.

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TENDER RETURNABLES

Please ensure that the tender returnables listed hereunder are submitted as per stipulated deadlines as non-compliance with mandatory tender returnables at stipulated deadline will result in disqualification.

NOTE:

*** Returnable required at Tender closing (disqualifiable) - These returnable are required to be fully completed, signed (if required on the returnable) and submitted with the tender at Tender closing date and time. If not fully completed, signed (if required on the returnable) and/or submitted by tender closing the tender must be disqualified.**

**** Returnable required at Tender closing. (Non-disqualifiable) – These returnable are also required to be fully completed, signed (if required on the returnable) and submitted with Tender at Tender closing date and time, however, if not submitted by Tender closing, the Procurement Practitioners must request in writing the outstanding returnable to be submitted within 2 working days. If the requested returnable are not fully completed, signed (if required on the returnable) and/or received by the Procurement Practitioner within 2 working days of the request; the tender must be disqualified.**


These returnable are mandatory for evaluation and therefore required at tender closing time and date. These will not be requested by the Procurement Practitioner, however the tenderer will not be disqualified but score zero.

- ****Integrity Declaration Form**
- ****SBD 4 - Bidders Declaration**
- **SBD 6.2- Certificate for Local Production and Content and Annexures C, D, E (prior to order/contract award).** Applicable only where there are designated sectors/materials.
- **Tax Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE (prior to order/contract award)** Applicable for services contracts only.
- **SBD 1- Invitation to Bid (prior to order/contract award)**
- ***CPA Requirements for Local Goods/Services (South African) or CPA (IG) for Foreign Goods/Services**
- ***Technical Deviation schedule.** This must be fully completed and submitted **only** where there are deviations.
- **# SBD 6.1- Preference Points Claim Form**
- **Copy of valid current SARS certificate (prior to order/contract award)** Applicable for Foreign suppliers who are required to be tax compliant but have not submitted a CSD/eFiling Pin number.
- **# Valid supporting documents/proof of compliance to Specific Goals**
- **Letter of Good Standing (COIDA) (prior to order/contract award)**
- ****CIDB certificate**
- **Audited financial statements (prior to order/contract award)** where applicable.

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- Valid B-BBEE certificate issued by a B-BBEE verification professional/sworn affidavit (prior to order/contract award)

DELIVERY DETAILS

Procurement Practitioner to complete:

Delivery address	<i>Lower Germiston Road</i>	Delivery date	<i>To be communicated</i>
Attention	<i>Darius Makgoane</i>	Tel no	<i>011 629 4328</i>

DETAILED LIST OF ITEMS REQUIRED

Procurement Practitioner to populate item details below.


Tenderer to insert the prices. Insert more lines if needed.

Item no.	Description	Quantity	Measure ment	Unit price	Total price	VAT
1.	<p>Eskom RoteK Industries is requesting the services of an employment agency that specializes in electrical engineering placements. The agency should be able to source suitable candidates the following attributes:</p> <ol style="list-style-type: none"> 1. Minimum qualification: Baccalauras Engineering – Electrical 2. Minimum experience: 5 years in designing large power transformers 3. Refer to attached role profile for other requirements <p>Please send us five CV's then we will interview.</p>	1	EA			

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Conduct criminal record, qualification verification, previous employment, verification of ID, for 5 candidates.						
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Technical Deviations **(To be completed by tenderer)**

- i. Are there any technical Deviations: Yes_____ | No ____ (indicate applicable response)
- ii. If “Yes” above, did you complete fully and submit the technical deviation form?
Yes_____ | No ____ (indicate applicable response)
- iii. Please note that if there are technical deviations and the technical deviation form has not been fully completed and submitted at RFQ closing deadline- your offer tender will be deemed non-responsive and disqualified.

Comment:


TABLE TO BE COMPLETED BY TENDERER

Warranty period		Prices fixed?	[insert yes or no]
Eskom's General Conditions of Purchase accepted	[insert yes or no]	Quotation is valid for	[insert number of days/months of validity]
Delivery offered	[insert yes or no]	Days/weeks of delivery duration	[insert number of days/weeks for delivery]

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Prices include delivery	[insert yes or no]		FOB value (Ex-stock)	[insert the FOB value]
Delivery cost (if applicable)	[insert cost of delivery]		Rate of exchange (if applicable)	[insert the foreign currency]
Delivery method	[insert the delivery method]		Foreign currency	[insert the foreign exchange if applicable]
Discount	Trade	[insert the trade discount value]	Settlement	[insert the settlement discount value]
Freight insurance	[insert any freight insurance]			
Are you registered on the Eskom Vendor Database[please indicate “yes” or “no” and provide a reason if not registered.	Yes		No	Reason
Is Integrity Pact Declaration signed and attached	Yes		No	
Company Registration Number	[insert Company Registration number]		B-BBEE level	[insert B-BBEE Level]

Suppliers Must Comply with Eskom's Life Saving Rules while on Eskom site/Eskom Property.


The supplier will additionally be required to ensure that the following environmental requirements are complied with at all times (while on Eskom site/Eskom property):-

- Zero liquid effluent discharge.
- No chemicals will be dumped into the station drains or on the premises.
- No oil or waste will be dumped on an unauthorized area or unlicensed waste site.
- Asbestos will be handled and stored according to Asbestos Regulation R155 of 2002.
- No materials or waste will be burnt on site.

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- Hazardous substances shall be handled and stored according to the Hazardous substances. Regulation GN1179 of 1995 effluent shall not be discharged into public streams.

SIGNATORIES

For Supplier:

The invitee/tenderer hereby confirms that a copy of the Integrity Declaration Pact was obtained, that it understands the provisions thereof and, undertakes to abide by the provisions thereof in any dealings it may have with Eskom and that the signed Integrity Declaration form and SBD 4- Bidders Declaration form have both been fully completed, signed and submitted as tender returnables by the stipulated deadlines.

Name of supplier	Designation	Signature	Date
[insert your full name/s]	[Insert your full designation]	_____ [duly authorised to sign on behalf of the supplier]	[Insert date]
Telephone number	[Insert telephone number]	Fax number and e-mail address	[Insert fax number and email address]

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