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|  | Informal Tendering Request for Quotation (RFQ) For transactions up to R1M | Template Identifier | 240-43921804 | Rev | 6 |
| | | Document Identifier | 240-73269736 | Rev | 5 |
| | | Effective Date | 01 July 2018 | | |
| | | Review Date | October 2023 | | |
| | | Enquiry | OLT2039453 | | |

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)

- a. Please ensure that the email subject line only contains the OLT2039453 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.
- b. Ensure that the enquiry number is stipulated in the subject line on all e-mails if multiple emails are sent
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. Requests for Clarifications must be sent in writing to the respective buyer at majakeks@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.

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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/>

- All Suppliers (including Foreign suppliers) are required to complete SBD 1-Invitation to Bid and submit this annexure at tender closing 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 Pact Declaration (attached hereto) named Supplier Declaration Form is a mandatory tender returnable.
- 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 the relevant annexures and declarations are submitted by the RFQ deadline, or the submission will be regarded as non-responsive and disqualified.
- It is now a requirement to return full specifications with your quotation eg. drawings, dimensions, manufacturer's name, etc of the item contained in this RFQ. You are also required to complete and submit the attached deviation form along with your quotation at RFQ closing deadline. Even if there is no deviation, it is still required to completed and return this schedule stating that there is no deviation. Please ensure that the SAP No, Drawing No, Revision No and Manufacturer is stated on the form. It must also be signed. If there are deviations, but the deviation schedule has not been completed and/or returned with your quote, your offer will be disqualified.
- Only Eskom Standard Conditions of Tender applies.

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| | | | |
|---|--|---|--|
| To | | Date | |
| Eskom Vendor Registration Number | | National Treasury Central Supplier Database (CSD) Number | |
| SARS eFiling Pin number | | B-BBEE level | |
| Attention | | Tel No | |
| E-mail address | | | |
| RFQ No | OLT2039453 | Closing date | 02 September 2022 |
| | | | Closing time at (South African Standard Time) |
| Validity period of offers | 90 DAYS <i>Please be advised that NO late offers will be considered, and all offers must be sent to informaltendering@eskom.co.za</i> | | |
| Eskom contact person | Sherly Motlogeloa | Tel No | 051 404 5149 |
| E-mail address | majakeks@eskom.co.za | | |


ANNEXURES

- Integrity Pact Declaration
- SBD 6.2- Certificate for Local Production and Content
- SBD 4 Bidder's Disclosure
- SBD 1- Invitation to Bid.
- CPA Requirements for Local Goods/Services (South African) or CPA (IG) for Foreign Goods/Services (Where applicable)
- Technical Deviation Schedule
- Preference Claim Form
- Eskom Standard Conditions of Tender
- Eskom's General Conditions of Purchase

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1. CONDITIONS OF PURCHASE

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

2. EVALUATION CRITERIA

For transactions above R30 000 up to R50M (inclusive of VAT) Price and B-BBEE Preferential Point Scoring will be based on the 80/20 allocation aligned to the PPPFA Regulations 2017;

For transactions less than R30 000 (inclusive of VAT); the Preferential Point Scoring is not mandatory and only Price may be used (or state any other criteria to be used).

Note:

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.

“Eskom reserves the right to award to a supplier who may not be the highest scoring or highest ranked supplier, in line with Section (2)(1)(f) of the PPPFA”, due to “objective criteria” however this would have to be subject to negotiations.

Upon evaluation of tenders received, Eskom may negotiate or conclude orders with one or more suppliers.

Objective Criteria may comprise the following:-

1. SHEQ Requirements: **COMPLIANCE TO SHE OF SUCCESSFUL RECOMMENDED TENDERER WILL BE EVALUATED AND VERIFIED PRIOR TO CONTRACT AWARD**
2. Local to Site (only if justified by Business/Operational requirements)
3. Due Diligence (financial analysis) **ONLY APPLICABLE IF DEEMED NECESSARY, THEN INFORMATION CAN BE REQUESTED PRIOR TO CONTRACT AWARD**

2.2 TECHNICAL EVALUATION CRITERIA

Functional requirements are applicable

Note the requirements for technical function scoring hereunder:

FUNCTIONALITY CRITERIA AND SUB-CRITERIA FOR TECHNICAL SCORING

| Criteria that will be used to score each tender: | Score |
|--|-----------|
| Technical Criteria | 100% |
| Threshold | 70 |


Tenders would be deemed technically unacceptable if they score less and will thus not be evaluated further.

The following technical evaluation criteria will be applied to measure and score tenderer's ability to qualify technically:

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| | Factor | Weight | Sub-factor | Score |
|---|---|--------|--|----------|
| 1 | Number of years operating as a office furniture manufacturer/ supplier (servicing government/ corporate customers) <ul style="list-style-type: none"> Provide Company registration Certificate if dealing only with manufacturing/supply of furniture business or. Provide Company profile confirming years in operation | 30% | <3 years in operation | 0.50 x W |
| | | | 3 > 5 years in operation | 1 x W |
| 2 | Company's capability (servicing government/ corporate customers) <p>Ability to deliver as per customer requirements (in terms of quality and time):</p> <ul style="list-style-type: none"> Value and timeframes of previous contracts to be provided. Maximum of 5 contracts. Ability will be evaluated based on feedback or reports from previous customers. Maximum of 5 reference letters (on client letterhead). | 30% | <3 satisfied references | 0.50 x W |
| | | | 3 >5 satisfied references | 1 x W |
| 3 | Warranty on office furniture supplied <ul style="list-style-type: none"> Proposal should confirm availability of warranty on office furniture supplied and guarantees from the manufacturer | 10% | No warranty & guarantee provided | 0 X W |
| | | | 1 – 5 years warranty/guarantee provided | 0.5 X W |
| | | | 5 – 10 years warranty/guarantee provided | 1 x W |
| 4 | Facilities and Equipment <ul style="list-style-type: none"> Proposal should confirm availability of equipped facilities (e.g., if self-manufacturing, the tenderer to provide proof of ownership/ lease. If manufactured by others, proof of SLA with the manufacturer should be provided). | 15% | Proof of equipped facilities or SLA not provided | 0 X W |
| | | | Proof equipped facilities or SLA provided | 1 X W |
| 5 | Transportation <p>Proposal should confirm availability of necessary transportation for delivery (Transportation could be on hire, with proof).</p> <ul style="list-style-type: none"> Provide valid licence disc of vehicle/s that will be used for transportation of furniture during the contract period or proof of SLA if vehicle/s are hired. | 15% | Own transport OR Hiring SLA proof not available | 0 X W |
| | | | Own transport OR Hiring SLA proof available | 1 X W |

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3. TENDER RETURNABLES

Please ensure that the tender returnable listed hereunder are submitted as per stipulated deadlines as non-compliance with mandatory tender returnable at RFQ closing deadline will result in disqualification (except where these are required for scoring /ranking purposes only). Non-compliance with mandatory returnable due at contract/order award stage will impact award.

- Integrity Pact Declaration **(at RFQ closing deadline)**
- SBD 6.2- Certificate for Local Production and Content and Annexures C, D, E **(at RFQ closing deadline)** Applicable where there are designated sectors/materials only.

DESIGNATED SECTOR/MATERIALS: YES, or NO?YES.....

DTI INDUSTRY/SECTOR/SUB-SECTOR:

➤ **Assembly**

MINIMUM THRESHOLD FOR LOCAL CONTENT: 85%


Tenderers not meeting the threshold will be disqualified.

- Eskom Manual Informal Tendering RFQ OLT2039453 **(at RFQ closing deadline)**
- SBD 1- Invitation to Bid **(at RFQ closing deadline)**
- SBD 4 Bidders Disclosure **(at RFQ closing deadline)**
- Technical Deviation schedule **(at RFQ closing deadline)**. This must be completed, signed and submitted for all enquiries indicating whether there are deviations or not. Whether there are deviations or not, if the deviation schedule has not been completed and/or returned with your quote, your offer will be disqualified.
- SBD 6.1- Preference Points Claim Form **(at RFQ closing deadline)**
- Copy of valid current SARS certificate **(at contract/order award)** Applicable for Foreign suppliers who are required to be tax compliant but have not submitted a CSD/eFiling Pin number.
- ***Original or Certified copy of a Valid B-BBEE certificate or a sworn affidavit (in the case of EME/QSE) (at RFQ closing deadline)**
- List of Directors/Shareholding **(at RFQ tender closing)**
- Letter of Good Standing (COIDA) **(at contract order/ award)**
- **Completed, priced and signed NEC3 Term Short Contract (at RFQ closing deadline)**
- **Documents/requirements mentioned under SHEQ specification (at RFQ closing deadline and or contract award)**

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***Note:**

Where there is failure on the part of the supplier to submit a **Certified copy of a Valid original B-BBEE certificate** by stipulated deadline for purposes of evaluation and scoring, the tender submission will not be deemed non-responsive and disqualified exclusively for this reason, but will automatically score zero on B-BBEE for purposes of scoring and ranking (if otherwise deemed to be responsive and acceptable in all other aspects).

However, if these **Certified copy of a Valid original B-BBEE certificate /affidavits etc** are required as evidence to show compliance with pre-qualification criteria; and they are not provided at RFQ tender closing deadline; then the tender will be disqualified.

4. DELIVERY DETAILS

| | | | |
|------------------|---|---------------|-----------------|
| Delivery address | Eskom Holding Soc Ltd Boshoff Road, Blankenbergvlei Kimberley | Delivery date | 01 October 2022 |
| Attention | N/A | Tel no | N/A |

5. DETAILED LIST OF ITEMS REQUIRED


| Item no. | Stock no. | Description | Quantity | Unit price | Total price | VAT |
|----------|-----------|---|----------|------------|-------------|-----|
| 1. | | SUPPLY, DELIVERY, AND INSTALLATION OF OFFICE FURNITURE AS AND WHEN REQUIRED BASIS FOR GEMMA CLUSTER | 1 | | | |
| 2. | | Delivery (if Applicable) | | | | |

PLEASE NOTE: ESKOM'S NEC3 TERM SERVICE SHORT CONTRACT IS ATTACHED FOR DETAILED SPECIFICATION AND BILL QUANTITY

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5.1 Technical Deviations

i. Are there any technical Deviations: Yes_____ | No ____ (Mark Applicable)?

ii. If “Yes” above, did you submit a signed technical deviation?


Yes_____ | No ____ (Mark Applicable)

Comment:

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6. TABLE TO BE COMPLETED BY TENDERER

| | | | |
|---|-------|----------------------------------|--------|
| Warranty period | | Prices fixed? | |
| Eskom's General Conditions of Purchase accepted | | Quotation is valid for | |
| Delivery offered | | Days/weeks of delivery duration | |
| Prices include delivery | | FOB value (Ex-stock) | |
| Delivery cost (if applicable) | | Rate of exchange (if applicable) | |
| Delivery method | | Foreign currency | |
| Discount | Trade | Settlement | |
| 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 | | B-BBEE level | |

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


The supplier will additionally be required to ensure that the following environmental requirements are complied with at all times (where applicable):-

1. Zero liquid effluent discharge.
2. No chemicals will be dumped into the station drains or on the premises.
3. No oil or waste will be dumped on an unauthorized area or unlicensed waste site.
4. Asbestos will be handled and stored according to Asbestos Regulation R155 of 2002.
5. No materials or waste will be burnt on site. Hazardous substances shall be handled and stored according to the Hazardous substances. Regulation GN1179 of 1995 effluent shall not be discharged into public streams.

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7. SIGNATORIES

For Supplier:

The invitee/tenderer hereby confirms that a copy of the Integrity 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 Pact Declaration is submitted as a tender returnable by the stipulated deadline.

| Name of supplier | Designation | Signature | Date |
|------------------|-------------|--|------|
| | | <div></div> [duly authorised to sign on behalf of the supplier] | |
| Telephone number | | Fax and/or e-mail address | |

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