

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ESKOM HOLDINGS SOC LTD					
BID NUMBER:	OLT2042992	CLOSING DATE:	30 September 2022	CLOSING TIME:	11:00pm (23:00)
DESCRIPTION	Supply and Delivery of Toner Cartridge				
DELIVERY ADDRESS	Gourikwa Power Station Mossel Bay				

BID RESPONSE DOCUMENTS MUST BE SUBMITTED VIA: Informaltendering@eskom.co.za

Please note the following rules with respect to the OLT system (Informal Tendering) for Eskom's Low Value Procurement Process

- a. **Use the OLT bid reference reference and submit to informaltendering@eskom.co.za with all documents attached in PDF format.**
- b. **Please ensure that the email subject line only contains the OLT Enquiry number 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.
- c. Ensure that the OLT enquiry number is stipulated in the subject line on all e-mails if multiple emails are sent
- d. 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. It is recommended you keep a copy of the confirmation received for your records.
- e. 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.
- f. Please note closing date and time on the OLT. Your submission will not be evaluated if it is received after the closing date and time of the OLT.
- g. 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 will these rules will result in your tender being disqualified.**
- h. Requests for Clarifications must be sent in writing via email to MorganG@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 **four (4) working days** before the tender closing deadline, depending on the enquiry duration and complexity.
- i. **Please see Part C for returnables to be submitted with offer.**
Note:
 - 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/>
 - 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 annexure A (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. Refer Part D
 - **It is recommended you keep screenshot(s) of each of your submission(s) (incl date and time) to the Informaltendering@eskom.co.za system in the event of dispute or error messages**

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER (landline)	CODE		NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TCS PIN:		CSD No:		
ESKOM VENDOR NUMBER				
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
<input type="checkbox"/>	A REGISTERED AUDITOR			
NAME:				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
PRICING				
TOTAL TENDER PRICE, EXCLUDING DELIVERY				
TOTAL TENDER PRICE INCLUDING DELIVERY BUT EXCLUDING VAT				
TOTAL TENDERED PRICE, INCLUDING VAT				
ARE DELIVERY CHARGES INCLUDED IN THE PRICE		Yes _____	No _____	
CONFIRM DELIVERY LEAD TIME				
OFFER VALIDITY PERIOD		90 days (up to and including 6 th December 2022)		
ARE THE PRICE/S FIXED AND FIRM?	Yes _____ No _____	RATE OF EXCHANGE:	FOB VALUE:	Freight Insurance:
DISCOUNT:		TRADE	(2) SETTLEMENT	

DO YOU ACCEPT ESKOM HOLDINGS SOC LTD GENERAL CONDITIONS OF PURCHASE?		Yes _____	No _____
Please note: minimum warranty period stated on Eskom's General Conditions			
SIGNATURE OF BIDDER	DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			
DEPARTMENT/ PUBLIC ENTITY		Eskom Holdings SOC Ltd	
CONTACT PERSON		Gillian Morgan	
TELEPHONE NUMBER	N/a		
FACSIMILE NUMBER	N/a		
E-MAIL ADDRESS	morgang@eskom.co.za . Pls reference OLT Bid number in all communications		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE SUBMITTED BY THE STIPULATED TIME TO THE CORRECT EMAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED VIA TO Informaltendering@eskom.co.za AS PER SUBMISSION INSTRUCTIONS DETAILED IN PART A
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, ESKOM'S GENERAL CONDITIONS OF PURCHASE AND ESKOM'S CONDITIONS OF TENDERING AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
- 1.6. ESKOM RESERVES THE RIGHT TO AWARD A TENDER TO A SUPPLIER WHO MAY NOT BE THE HIGHEST SCORING OR HIGHEST RANKED SUPPLIER FOR THE PURPOSE OF MAXIMISING RECOGNITION OF BLACK OWNERSHIP, BLACK MANAGEMENT CONTROL, SKILLS DEVELOPMENT AND/OR PREFERENTIAL PROCUREMENT IN LINE WITH SECTION (2)(1)(F) OF PPPFA.
- 1.7. ESKOM RESERVES ITS RIGHT TO TERMINATE THIS PROCUREMENT PROCESS IN THE EVENT THAT INFORMATION COMES TO LIGHT (IN WHATEVER WAY OR FORM) THAT IT MAY SUFFER SERIOUS REPUTATIONAL DAMAGE BY DOING BUSINESS WITH THE SUPPLIER OR, ALTERNATIVELY, INFORMATION IS RECEIVED BY ESKOM THAT THE SUPPLIER (HOWSOEVER), WHETHER DIRECTLY OR INDIRECTLY, MAY BE INVOLVED IN CORRUPT PRACTICES AND ACTIVITIES IN VIOLATION OF THE PREVENTION AND COMBATING OF CORRUPT PRACTICES ACT, NO.12 OF 2004 (PRECCA), THE PREVENTION OF ORGANISED CRIME ACT, 121 OF 1998 (POCA), THE PUBLIC FINANCE MANAGEMENT ACT, NO. 1 OF 1999 (PFMA) AND THE CONSTITUTION
- 1.8. ESKOM RESERVES THE RIGHT TO EITHER NOT AWARD OR NEGOTIATE SHOULD PRICES NOT BE DEEMED MARKET RELATED.
- 1.9. ESKOM RESERVES THE RIGHT TO SPLIT REQUIREMENTS BASED ON LOWEST ACCEPTABLE OFFER BETWEEN SUPPLIERS.

1.10. ESKOM DOES NOT GUARANTEE THAT ORDER(s) WILL RESULT FROM THIS ENQUIRY PROCESS.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PART C TENDER RETURNABLES LOW VALUE PROCUREMENT PROCESS

C.1 ATTACHMENTS ISSUED with this Low Value Procurement Invitation to Tender

- Attachment 1 SBD4 (annexure I)
- Attachment 2 Conditions of Tendering
- Attachment 3 Supplier guide to Informal Tendering
- Attachment 4 General Conditions of Purchase
- Attachment 5 Letter to Contractors re Theft

C.2 EVALUATION CRITERIA

- For transactions less than **R30 000** (inclusive of VAT); the Preferential Point Scoring is not mandatory and only Price may be used and functional evaluation.
- Eskom will only be evaluating the top lowest offers received

C.3 TENDER RETURNABLES

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

C.3.1 BASIC COMPLIANCE

Failure to submit any of these document will result in disqualification

Returnables	MANDATORY AT CLOSING	SUBMITTED. (Supplier checklist)
Offer invitation Form SBD1: Part A-D completed	YES	YES / NO
Attachment 1 – SBD4	YES	YES / NO
Copy of valid BBBEE Certificate / Affidavit	YES	YES / NO
Technical Data Sheet	YES	YES / NO
Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)	YES	YES / NO

C.3.2 FUNCTIONAL ANALYSIS

C.3.2.1 TECHNICAL RETURNABLES

Technical Data sheet of product.

This is a mandatory requirement and will not be scored. Failure to submit will result in your offer being disqualified. If part number is stated, then alternatives / equivalents will not be accepted.

DELIVERY ADDRESS:

GPS Co-ordinates	Latitude	Longitude
	-34.166967	21.964735

On 2 North, PetroSA Landfill Site

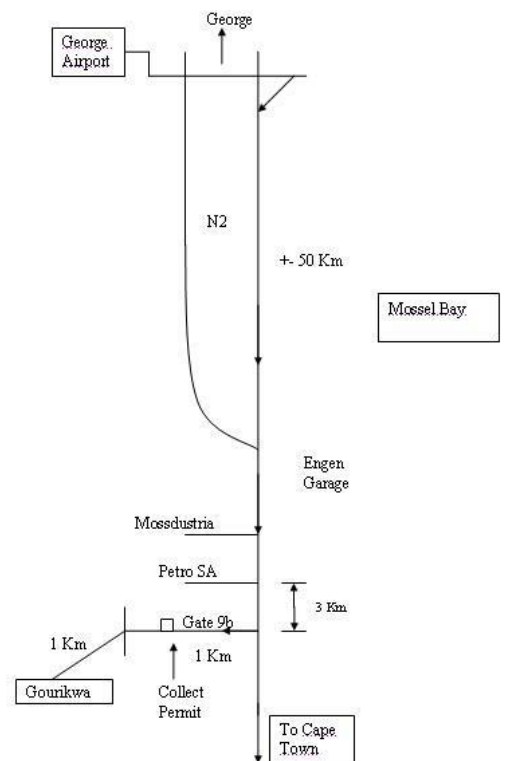
Directions from George airport to Gourikwa

As you leave George Airport, turn RIGHT at the T-junction. Proceed until you get to N2 Highway. Turn RIGHT onto N2 towards Mossel Bay/Cape town. Proceed along N2 for +-50 Km. Pass Engen 1 Stop on the left. Pass PetroSA on the right. 3Km after PetroSA, turn right. Proceed approx 1 km until security and follow signage to Gourikwa offices.

please use entrance Gate 9B to enter the premises

SITE ACCESS REQUIREMENTS

- Peaking Power Stations are National Key Points.
- The premises may be entered from 08:00 to 16:00 Mon-Thu, excluding public Holidays and from 08:00 to 12:00 on Fridays
- ESKOM does not permit any passengers to be transported at the back of any Truck, light domestic vehicle or enclosed light commercial vehicle.**
- Each person shall sign the site entrance Register if requested by Security
- Parking is allowed in the demarcated areas only and should it be required to drive on site, then please adhere to the following: Maximum speed is 20km/h; Driving is only allowed on tarred surfaces; Obey all road signs
- Damage to ESKOM's plant/ property will be for the *Contractor's* account.
- Original ID document must be presented to security
- No weapons may be taken on site
- No photographs may be taken whilst on site.
- All persons entering the Power Station premises will be required to undergo a breatherlyser test. Any persons testing positive will not be allowed entry. The *Employer* has a zero tolerance towards alcohol.
- All deliveries to be made to Stores Receiving.
- Products need to be suitably packaged and clearly marked with the Eskom Order number.



PART D SCOPE

D.1 DETAILED LIST OF ITEMS REQUIRED

NB: submit your offer per Bid Reference number as explained on page 1

Item	Eskom Material No.	Description: Supply and Delivery of:	Qty	Unit price <i>insert the price per unit excl VAT</i>
	0624234	CARTRIDGE, TONER: APPLICATION: HP ENTERPRIZE M552; CARTRIDGE TYPE: LASERJET; COLOR: BLACK; YIELD: 6000 PG AT 5 PCT; SUPPL P/N: CF360A; HP508A SERIES	2 each	

Total price <i>insert the total price excl VAT</i>	R
Delivery Cost (If applicable)	R
VAT amount	R
TOTAL TENDERED PRICE including VAT and delivery	R