|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)**   * 1. **Please ensure that the email subject line only contains the OLT2044184 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.**   2. **Ensure that the enquiry number is stipulated in the subject line on all e-mails if multiple emails are sent**   3. **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.**   4. **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.**   5. **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.**   6. **All tender returnables/documentation must be submitted to** [**Informaltendering@eskom.co.za**](mailto: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.**   * 1. **Requests for Clarifications must be sent in writing to the respective buyer at xxx@eskom.co.za and not to** [**Informaltendering@eskom.co.za**](mailto: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**](mailto: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/**](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 Declaration form (attached hereto) and the SBD 4- Bidders Declaration form (attached hereto) are mandatory tender returnables at RFQ closing deadline.** * **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 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.** | | | | | |
| **To** | ***[insert registered full legal company name]*** | **Date** | ***19 September 2022*** | | |
| **Eskom Vendor Registration Number** | ***[insert registration number]*** | **National Treasury Central Supplier Database (CSD) Number** | ***[insert CSD number]*** | | |
| **SARS eFiling Pin number** |  | **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** | ***OLT2044184*** | **Closing date** | ***29 Sept 2022*** | **Closing time At (South African Standard Time)** | ***23h00*** |
| **Validity period of offers** | 90 days  *Please be advised that NO late offers will be considered and all offers must be sent to* [*informaltendering@eskom.co.za*](mailto:informaltendering@eskom.co.za) | | | | |
| **Eskom contact person** | **Annelize Kruger** | **Tel No** | ***051 4042608 / 0833881580*** | | |
| **E-mail address** | **krugera@eskom.co.za** |  |  | | |

**ANNEXURES** (attached)

* Integrity Pact Declaration (applicable for all enquiries)
* SBD 4 - Bidders Declaration (applicable for all suppliers)
* Tax Evaluation questionnaire (applicable for services type of contracts only)
* SBD 1- Invitation to Bid (applicable for all suppliers)
* CPA Requirements for Local Goods/Services (South African)
* 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)
* Eskom’s NEC3 Term Service Short Contract (applicable for this enquiry)
* Technical Evaluation Criteria(applicable for this enquiry)
* SHE Specification& COVID19 Contractor Requirements(applicable for this enquiry)
* Environmental Evaluation Criteria(applicable for this enquiry)
* Basic Risk Assessment(applicable for this enquiry)

1. **CONDITIONS OF PURCHASE**

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

1. **EVALUATION CRITERIA**

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

**Please note:-**

* **A contract may be awarded to a tenderer that did not score the highest points only in accordance with Section 2(1) (f) of the PPPFA Act 5 of 2000. If Eskom intends to apply objective criteria in terms of Section 2 (1) (f), Eskom must stipulate the applicable objective criteria in the tender documents. Functionality and any element of the B-BBEE scorecard may not be used as objective criteria.**

**2.2 TECHNICAL EVALUATION CRITERIA**

Functional requirements ***are applicable.*** Note the requirements for technical functional 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%*** |

**Tenderers who do not meet the threshold of 70% for functionality scoring will be disqualified and not be evaluated further.**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **TECHNICAL EVALUATION CRITERIA** | **COMPULSORY DOCUMENTS** | **WEIGHTS** | **SCORE** |
| 1 | APPROPRIATE VEHICLES FOR TRAVELING ON URBAN, FAR GRAVEL AND WET GRAVEL ROADS | MINIMUM OF TWO LDV's PER SECTOR FOR FOUR SECTORS (Karoo, Kalahari, Kgalagadi, Harts) (proof of ownership through certified copies of registration) | 19% | 0% |
| 2 | VEHICLE EQUIPMENT REQUIREMENTS | FIRST AID AND FIRE FIGHTING EQUIPMENT (EACH VEHICLE SHOULD HAVE A 9kg FIRE EXTINGUISHER AND FIRST AID KIT) proof of compliance through certified copies for each vehicle (5) of each item, 3 points for each item will be awarded, maximum 6 points per vehicle | 18% | 0% |
| 3 | EQUIPMENT | 1. TESTING INSTRUMENT (MULTIMETER) MINIMUM FIVE (one per person per vehicle) REQUIRED proof of instruments via certified copy of asset register, 2 points per meter, maximum 6 points | 18% | 0% |
|  |
| 3. LV GLOVES FOR 1000 VOLT, FACE SHIELD, OVERALL, SAFETY SHOES, HARD HAT proof of the individual items through certified copies of asset register for minimum FIVE persons, 2 points for each complete set of PPE, maximum 6 points |
| 4 | AUTHORISATION - LOW VOLTAGE AUTHORISATION | 1. ESKOM ACCREDITATION TO PERFORM MCB SWITCHING IN ESKOM METER BOXES < 1 000 VOLT FOR THE FIVE PERSONS. VALID CERTIFICATES OF FOLLOWING WILL BE CONSIDERED: a) Introduction to ORHVS (b) Supervision (c) Level One LV REGS proof of authorisations or courses passed via certified copies of the Eskom authorisation/courses 3 points for proof of each accreditation, maximum of 9 points | 30% | 0% |
|  |
| 5 | PREVIOUS EXPERIENCE FOR SIMILAR WORK | 3 YEARS RELATED Experience in similar work, including sub-contracting, is required and 5 points for each year will be awarded, maximum of 25 points (Written certified references and/or certified copies of old or existing contracts) | 15% | 0% |
|  | Subsection = sum of Results |  | 100% | *0%* |

**Contractual Requirements**

**The following contractual requirements apply:-**

* SHE requirements **COMPLIANCE TO SHE OF SUCCESSFUL RECOMMENDED TENDERER WILL BE CHECKED PRIOR TO CONTRACT AWARD**
* Due Diligence (analysis of financial statements) **ONLY APPLICABLE IF DEEMED NECESSARY, THEN INFORMATION CAN BE REQUESTED PRIOR TO CONTRACT AWARD**
* Local to Site (only if justified by Business/Operational requirements) **COMPLIANCE IN TERMS OF ABILITY TO RENDER THE SERVICES IN THE SPECIFIED AREAS IN THE NORTHERN CAPE PROVINCE WILL BE DETERMINED PRIOR TO CONTRACT AWARD**

**Please 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 is able to meet the contractual requirements, must be submitted prior to contract award.**

**Failure to meet “Contractual Requirements “by the stipulated deadlines; may result in the tenderer being regarded as non-responsive and ineligible for contract award.**

**In the event that there are further documents/actions that are required during execution of the contract, these must be made contractual conditions and compliance thereto must be managed in terms of the contract.**

1. **TENDER RETURNABLES**

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

* Eskom Informal Tendering RFQ OLT2044184 **(at RFQ closing deadline)**
* Integrity Pact Declaration **(at RFQ closing deadline)**
* SBD 4 - Bidders Declaration **(at RFQ closing deadline)**
* Tax Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE **(at RFQ closing deadline and/or at contract award)**
* SBD 1- Invitation to Bid **(at RFQ closing deadline)**
* CPA Requirements for Local Goods/Services (South African) **(at tender closing deadline)**
* SBD 6.1- Preference Points Claim Form **(at RFQ closing deadline)**
* Copy of valid current **SARS** certificate/pin code **(at RFQ closing deadline and/or at contract award) and** **CSD** Registration document/number **(at RFQ 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.
* **\* Certified copy of a Valid original B-BBEE certificate** **(at RFQ closing deadline)**
* List of Directors/Shareholding **(at RFQ closing deadline)**
* Letter of Good Standing (COIDA) **(at RFQ closing deadline and/or at contract award)**
* **Documents mentioned under the technical evaluation criteria (at RFQ closing deadline)**
* Completed, priced and signed NEC3 Term Service Contract document **(at RFQ closing deadline)**
* **Documents/requirements mentioned under the SHE spec and Environmental evaluation criteria (at RFQ closing deadline and/or at contract award)**

\***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.**

1. **DELIVERY DETAILS**

***Procurement Practitioner to complete:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Delivery address** | ***Karoo Sector in the Northern Cape Operating Unit (as stipulated in the NEC3 TSSC document)*** | **Delivery date** | ***24 months*** |
| **Attention** | **Khuduthamaga Ntshekang** | **Tel no** | ***+27 53 928 8225*** |

1. **DETAILED LIST OF ITEMS REQUIRED**

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

**Scope of Work (please refer to the NEC3 Term Service Short Contract for the detailed description):**

**Disconnections and Reconnections of small power users (SPU’s) in the Northern Cape Customer Service Area’s** **in** **Karoo Sector** (CARNAVON; COLESBERG; DE AAR; PETRUSVILLE; PRIESKA) **on an as and when required basis for a period of 24 months**

**The supplier needs to have adequate resources to optimally service these areas.**

***PRICE LIST***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item no.** | **Description** | **Unit** | **Quantity** | **Rate Price Excl. VAT** |
| 1.  1.1  1.2  1.3 | Disconnect SPU meter in accordance with prescribed procedure/standard, sealing of meter and data capturing   * Urban Area * Rural Area * Deep Rural | Per SPU Meter  Per SPU Meter  Per SPU Meter | 1  1  1 |  |
| 2.  2.1  2.2  2.3 | Reconnect SPU meter in accordance with prescribed procedure/standard, sealing of meter and data capturing.  Working hours:   * Urban Area * Rural Area * Deep Rural | Per SPU Meter  Per SPU Meter  Per SPU Meter | 1  1  1 |  |
| 3.  3.1  3.2  3.3 | Reconnect After Hours SPU meter in accordance with prescribed procedure/standard, sealing of meter and data capturing.  After Hours:   * Urban Area * Rural Area * Deep Rural | Per SPU Meter  Per SPU Meter  Per SPU Meter | 1  1  1 |  |

**Comment:**

**NOTE WELL: The services will be required on an “as and when” required basis. Quantities cannot be provided upfront. Pricing to be all inclusive of all costs to render the disconnection and reconnection services.**

1. **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** | **90 days** | |
| **Delivery offered** | ***[insert yes or no]*** | | **Days/weeks of delivery duration** | ***24 months*** | |
| **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 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.**

1. **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 RFQ closing deadline.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of supplier** | **Designation** | **Signature** | **Date** |
| ***[insert your full name/s]*** | ***[Insert your full designation]*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [duly authorised to sign on behalf of the supplier] |  |
| **Telephone number** |  | **Fax and/or e-mail address** |  |