	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	OLT2043270		

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 **OLT2043270** 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 monarelc@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)

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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.
- Eskom Standard Conditions of Tender and NEC3 Term Service Short Contract applies.

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To		Date	
Eskom Vendor Registration Number		National Treasury Central Supplier Database (CSD) Number	
SARS e-Filing Pin number		B-BBEE level	
Attention		Tel No	
E-mail address			
RFQ No	OLT2043270	Closing date	30 September 2022
			Closing time At (South African Standard Time) 23:00
Validity period of offers	60 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	Lerato Monare	Tel No	051 404 2045
E-mail address	<i>monarelc@eskom.co.za</i>		


ANNEXURES

- Integrity Pact Declaration (Applicable for all enquiries)
- SBD-6.1- Preference Claim Form(applicable for all enquiries)
- SBD 4- Bidders Disclosure
- NEC3 Term Service Short Contract(Applicable for This enquiry)
- SBD 1- Invitation to Bid (applicable for all suppliers)
- Technical Deviation Schedule (applicable for all enquiry)
- Technical Evaluation Criteria (Applicable for this Enquiry)
- Environmental Specification (Applicable for this Enquiry)
- SHE Specification (Applicable for this Enquiry)
- Quality Specification (Applicable for this Enquiry)
- Eskom Standard Conditions of Tender(applicable for all enquiries)

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1. CONDITIONS OF PURCHASE

Eskom NEC3 Term Service Short Contract Condition(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.

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 evaluated further.

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SUPPLIER DEVELOPMENT AND LOCALISATION COMPLIANCE

1. Local Content

- This represents the Local Content in South Africa.

Criteria	Eskom Target	Contractors Obligation
Local content to SA (Non-designated)	100%	100%

2. Job Creation.

Contractor is to create jobs as indicated below as a result of this contract.

To be completed by Contractor

Eskom's Target of jobs to be created	01
Contractor's proposal of jobs to be created as a result of this contract	

Contractual requirements comprise the following:-

1. SHE (Safety, Health, Environmental) requirements: **COMPLIANCE TO SHE OF SUCCESSFUL RECOMMENDED TENDERER WILL BE EVALUATED AND VARIFIED PRIOR TO CONTRACT AWARD**
2. Due Diligence (financial analysis) **ONLY APPLICABLE IF DEEMED NECESSARY, THE INFORMATION CAN BE REQUESTED PRIOR TO CONTRACT AWARD.**

3. 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.


TENDERERS NOT MEETING THE THRESHOLD WILL BE DISQUALIFIED

- Eskom manual informal tendering RFQ **OLT2043270** (at RFQ Closing date)
- Integrity Pact Declaration **(at RFQ closing deadline)**
- Completed, priced and signed NEC3 Term Service Short Contract **(at RFQ closing deadline)**

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- SBD 1- Invitation to Bid **(at RFQ closing deadline)** Applicable for all suppliers
- SBD 4 Bidders Disclosure **(at RFQ Closing Date)**
- Documents mentioned under the Technical evaluation criteria **(at RFQ closing deadline).**
- Documents mentioned under the Environmental evaluation criteria **(at RFQ Closing deadline and/or at contract award)**
- Documents mentioned under the Quality evaluation criteria **(at RFQ Closing deadline and/or at contract award).**
- 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)** Applicable for all
- 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.
- List of Directors/Shareholding **(at RFQ closing deadline)**
- Letter of Good Standing (COIDA) **(at RFQ closing deadline)**
- Documents mentioned under the SHE evaluation criteria **(at RFQ Closing deadline and/or at contract award)**

- *** Certified copy of a Valid original B-BBEE certificate (at RFQ closing deadline)**

***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


Procurement Practitioner to complete:

Delivery address		Delivery date	
Attention		Tel no	

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5. DETAILED LIST OF ITEMS REQUIRED

Item no.	Description	Total price	VAT
1.	OFFICE MOVES SERVICES FOR GEMMA CLUSTER: NORTH WEST & NORTHERN CAPE, 6 MONTHS CONTRACT (as per NEC document)		

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)

iii. NB: Deviation schedule should be completed, signed and submitted whether there are deviations or not

Comment:


6. TABLE TO BE COMPLETED BY TENDERER

Warranty period		Prices fixed?	
Eskom's General Conditions of Purchase accepted		Quotation is valid for	

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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.

7. SIGNATORIES

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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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