


SUPPLIER, QUALITY MANAGEMENT, PRODUCT AND SERVICE INFORMATION

	SUPPLIER, QUALITY MANAGEMENT, PRODUCT AND SERVICE INFORMATION	Unique Number: 238-210
		Revision:2
		Associated Procedure: 238-103

**NOTE: This document is for information purposes only.
The supplier must obtain the latest authorised electronic version from Eskom.**

IMPORTANT NOTES :

- This document may only be completed by the organisation which was invited by Eskom to submit information, a proposal or a tender.
- All parts of this document have to be completed, with due regard to the applicable parts and fields.
- All sections are regarded as mandatory, except where the section heading/title is prefixed thus ^.
- In the context of this document, the terms "Supplier" and "Company" are used interchangeably, and shall be interpreted as referring to the "Tenderer" itself.
- Absolutely no existing text contained in any part/section of this document may be altered, deleted or otherwise defaced. Failure to accede to this condition will render the tender automatically disqualified.

This document comprises the following parts:

- Part A – Supplier Information
- Part B – Product Information
- Part C – Quality Management Information
- Part D – Capability & Infrastructure
- Part E – Supplier's Additional Notes (Optional)

PART A – SUPPLIER INFORMATION

1. (General Supplier Details)

Registered name of Company :	
Company's Trading Name :	
Business Registration No :	
Primary Company Type :	

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

(Manufacturer / Agent / Distributor)	
Principal's Name : (If a Subsidiary company)	
Licensor's Name: (If manufacturing under licence)	
Formal business association held with: (If an Agent / Distributor)	
Assigned Eskom Supplier Number: (Also indicate which "Division" registered with)	
Applicable Eskom Enquiry / Invitation No:	
National Treasury Central Suppliers Database number	

(Details of Supplier's officials in overall charge of)			
	(Title)	(Full Initials & Surname)	(Position/ Designation)
Company Policy (most senior):			
Marketing / Sales:			
Design / Development:			
Production:			
Quality Assurance:			
Other:			

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

2. (Supplier's Address Details)			
(Supplier's Physical Address – Head Office)			
Street Name:		Street No:	
Suburb Name:		City / Town:	
Province:		Country:	
(Supplier's Postal Address – Head Office)			
P.O. Box No:		Postal Area Name:	
or			
Private Bag No:		Postal Code:	
(Supplier's Contact Details – Head Office)			
Telephone No: (Main Switchboard)		International + Area Dialling Codes:	
Facsimile No:			
Company e-mail address :		Company Internet Web Address (URL) :	

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

3. (Supplier's Own Additional Geographically Dispersed Production Facilities / Operations) (Supply details concerning <u>every</u> such related facility where multiple, but only if relevant to the items offered)			
Street Name:		Street No:	
Suburb:		City / Town:	
Province:		Country:	
Telephone No: (Main Switchboard)		International & Area Dialling Codes:	
Contact Person:		Contact details:	
Facsimile No:		e-mail address:	

(Copy & paste the above section table, where additional facilities/operations, as required)

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

4. (Supplier's Mode of Supply Details)	
(The following information specifically relates to the supply of products offered, per Part B table 1)	
Products offered, will be supplied by the supplier, acting in the capacity as follows:	Record relevant item nos. as applicable (Refer Table 1), or mark N/A ↓
Principal Manufacturer:	
Subsidiary Manufacturer:	
Licensed Manufacturer:	
Agent:	
Distributor:	

CONTROLLED DISCLOSURE

5. (Supplier's Scope of Responsibilities Details)		
Areas of <u>Own</u> Responsibility	(Y=Yes / N=No) ↓	Record relevant item nos. (refer Table 1) ↓
Design :		
Manufacture :		
Assembly :		
Routine Insp. & Testing of Final Product :		
Final Testing and Cert. of Final Product :		
Supply of Product :		
Delivery :		

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

6. (Sub-supplier/ sub-contractor Details)

(The following information relates to the supply of finished products not being the Supplier's own, i.e. where production is undertaken by a sub-supplier/ sub-contractor to the supplier, incl. "Principals".)

(Sub-supplier's Details)

(Origin of Manufacture) Manufacturer's Name:

Country & Town:

Factory Location /
Physical Address:

Applicable Item Nos.:

(Sub-supplier's Scope of Responsibilities)

Areas of Sub-supplier's
Responsibility

(Y=Yes / N=No)
↓

Record applicable item nos. (refer Table 1)
↓

Design:

Manufacture:

Assembly:

Routine Insp. & Testing of
Final Product:

Final Testing and Cert. of
Final Product:

(Complete section 6 above relevant to one Sub-supplier's only. Copy & paste the section table for additional Sub-supplier's, as required.)

CONTROLLED DISCLOSURE

PART B – PRODUCT INFORMATION

Table 1

IMPORTANT NOTE:

Only those products, for which an offer is being made, should be listed in the table below. When completing the said table, kindly ensure that the selected / chosen items are recorded with exact reference to the relevant item numbers, etc. as contained in the invitation price schedules. Take particular care NOT to effect any re-numbering of any items whatsoever. The first four fields of every row must be completed in full. Furthermore, at least one field thus designated“*”, shall be completed as applicable. Fields designated with “>” only need completion if the Supplier is not the Manufacturer

Item No #	Eskom's SAP Material #	Eskom's Item Description	Size / Rating	*Supplier's Type Designation	*Supplier's Part No	*Supplier's Cat No	>Manufacture's Name	>Manufacture's Product Code

(Insert extra lines as required)

PART C – QUALITY MANAGEMENT INFORMATION

IMPORTANT NOTES :

- This Appendix B is to be completed by the organisation invited by Eskom to submit a tender.
- Kindly note that a reply to every question / statement signified by “(Please Select)” in the Supplier’s Response” column, including the “Respondent’s Details” and Supplier names, is mandatory.
- Please complete the appropriate answer, namely “YES”, “NO” or “N/A”. Other responses where relevant.
- A non-response to any of the mandatory fields described above will constitute sufficient grounds for the summary disqualification of the applicant.

NO	CRITERIA	SUPPLIER’S RESPONSE
1.	QUALITY MANAGEMENT DOCUMENTATION Our Quality Management (QM):	(Please Select)
1.1	-Has been fully documented? (If YES, provide a copy of your QM Manual or documented information regarding policy and specification of your QM.)	
1.2	-Has only been partially documented? If Yes for 1.2, state extent of completion in % of your QM documented information for the following: <ul style="list-style-type: none"> • Quality Management (QM) Manual or documented information regarding policy and specification of your QM • Process Documented information • Work Instructions. 	(Please Select)
	-	

CONTROLLED DISCLOSURE

2.	QUALITY MANAGEMENT (QM) SCOPE OF APPLICABILITY Our QM documented information currently:	
2.1	-Fully extends to include all the necessary controls, applicable to the product(s) and / or service(S) applying for, with due regard to our scope of supply responsibility, as indicated in Part A section 4 and Part B Table 1 above.	(Please Select)
2.2	-Does not yet fully provide for the inclusion of the product(s) and / or service(S) covered by this application. If Yes for 2.2, state the extent of the QM documented information shortcomings in respect process, procedures and work instructions etc.	(Please Select)
3.	QUALITY MANAGEMENT SYSTEM CONFORMITY Our QMS fully complies with the requirements of an International standard:	(Please Select)
3.1		
3.1.1	<i>Quality Management System Standards</i> <ul style="list-style-type: none"> ISO 9001 	(Please Select)
3.2	<i>Other Standards</i> If Yes for 3.2, provide details of the relevant standards, i.e. -Title -Reference -Standards organization's name	(Please Select)

4.	QUALITY MANAGEMENT IMPLEMENTATION Our QM currently is:	
4.1	Fully implemented If yes for 4.1 state, the time period for which your QM has been in full operation. Also, provide a copy of your current QM internal, external and supplier audit schedule.	(Please Select)
4.2	Partially implemented IF Yes for 4.2, state the extent of QM implementation/operation, relative to the QM documented information per 1.2 above.	(Please Select)
4.3	-Not implemented as yet.	(Please Select)

CONTROLLED DISCLOSURE

<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>QUALITY MANAGEMENT SYSTEM CERTIFICATION</p> <p>Our QMS has been assessed and currently enjoys certification by an internationally or national accredited certification body:</p> <p>If Yes to 5.1 state:,</p> <ul style="list-style-type: none"> • The registrar's name, • Country of origin and • Registration number • Accreditation body <p>Also provide a copy of the registration certificate/s and accompanying schedules.</p> <p>If No to 5.1 state any other approvals from other bodies/customers</p>	<p>(Please Select)</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>QUALITY MANAGEMENT SYSTEM CERTIFICATION – SUB SUPPLIER/S</p> <p>The QMS of our sub-supplier responsible for finished / semi-finished products or services fully comply with the requirements of the International or national codes and standards listed in Part C, 3 above.</p> <p>-Our sub-suppliers QMS has been assessed, and currently enjoy certification by an internationally or national accredited certification body:</p> <p>If Yes to 6.2 state:,</p> <ul style="list-style-type: none"> • The registrar's name, • Country of origin and • Registration number. • Accreditation body <p>Also provide a copy of the registration certificate and accompanying schedules.</p> <p>If No to 6.2, provide details of other approvals</p>	<p>(Please Select)</p> <p>(Please Select)</p>

CONTROLLED DISCLOSURE

7.	DECLARATION OF UNDERSTANDING AND INTENT	
7.1	-We acknowledge having familiarized ourselves with all the requirements of 238-103, and particularly those provisions as listed hereunder:	(Please Select)
7.1.1	-Preparation and submission of a Contract Quality Management Plan. (238-103, Section 3.2)	(Please Select)
7.1.2	-Preparation and submission of a Quality Control Plan. (238-103, Section 3.2)	(Please Select)
7.2	We accept the requirements of 238-103, and confirm our intent to comply fully as required. In addition, submit a compliance matrix or gap analysis study of your QM to each requirement of this specification, 238-103.	(Please Select)

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

PART D–CAPABILITY & INFRASTRUCTURE

8.	INFRASTRUCTURE & RESOURCES	
8.1	<ul style="list-style-type: none"> - The required production plant & equipment are owned by us, are currently available, completely installed and fully operational. - If No to 8.1, provide details of insufficiency. 	(Please Select)
8.2	<ul style="list-style-type: none"> -The necessary inspection & testing equipment to conduct both routine and final tests as required by the specified technical specification(s) is owned by us, is fully operational and permanently available at our production works. - If No to 8.2, provide details of insufficiency. 	(Please Select)
8.3	<ul style="list-style-type: none"> - The required human resources (staff) to undertake the tasks / work relevant to all areas of our supply responsibility are currently available, fully competent and in our permanent employ. - If No to 8.3, provide details of insufficiency. (State job functions, quantities, etc.) 	(Please Select)
8.4	<ul style="list-style-type: none"> -We currently possess the necessary technical design resources to support all the product(s) being offered. Such design staff members are fully qualified, and are currently in our permanent employ. - If No to 8.4, provide details of insufficiency. 	(Please Select)
8.5	<ul style="list-style-type: none"> - We have a formal agreement in place, for the provision of the necessary technical design resources by an associate / sub-supplier/ sub-contractor, in support of the product(s) being offered. If Yes, submit a copy of the formal sub-supplier/ sub-contractor agreement. 	(Please Select)
8.6	<ul style="list-style-type: none"> - All organisations to which work is being subcontracted have been formally assessed and approved in terms of their capability & capacity to perform the required work according to specified Eskom requirements. - If Yes, are such supplier evaluation / assessment reports available for review upon request? 	(Please Select) (Please Select)

9.	CURRENT BUSINESS RELATIONSHIP WITH ESKOM	
9.1	-We currently hold Eskom contracts / acceptance for the supply of items other than covered by this formal invitation	(Please Select)
9.2	-If Yes to 9.1 above, list the applicable material groups, incl. details regarding type / size. (Annex info if required.).	

CONTROLLED DISCLOSURE

PART E – SUPPLIER’S ADDITIONAL NOTES

SUPPLY HISTORY (REFERENCES)

PLEASE LIST FIVE MOST RECENT SIGNIFICANT CONTRACTS FOR THOSE PRODUCT/SERVICES FOR WHICH YOU WISH TO BE CONSIDERED AS A SUPPLIER

PRODUCT/SERVICE	CUSTOMER & CONTACT DETAILS	YEAR	VALUE OF CONTRACT

COMMENTS:

(Insert any further explanatory text here as required)

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system. No part of this document may be reproduced in any manner or form by third parties without the written consent of Eskom Holdings SOC Ltd, © copyright Eskom Holdings SOC Ltd, Reg No 2002/015527/30

RESPONDENT'S DETAILS

The respondent, who completes this document, is deemed to be an official who holds a current and permanent appointment in the company referred in Part A, Sect. 1 above. Furthermore, this official is currently charged with full delegated authority and responsibility for matters concerning the supplier's QMS.

Full Names (incl. title):	Mr/Ms/Dr/Prof/Etc
Designation / Official Position Held:	
(Respondent's Contact Details)	
<u>Telephone Details</u>	
International dialling code:	
Area dialling code:	
Personal telephone number:	
Personal telephone extension no:	
Department / Section facsimile no:	
Personal e-mail address :	

Name:.....

Signature:.....

Date:.....

CONTROLLED DISCLOSURE