

	<b>Informal Tendering Request for Quotation (RFQ) -</b>  Supply and delivery of Chair: Ergonomic; Leatherette; Black; High	<b>Document Identifier</b>	240-73269736	<b>Rev</b>	7
		<b>Effective Date</b>	February 2023		
		<b>Review Date</b>	February 2028		

Dear Valued Supplier,

Eskom Holdings SOC Ltd ("Eskom") hereby invites you to submit a quote on the following:

<b>BID NUMBER:</b>	<b>OLT211-9468</b>	<b>CLOSING DATE:</b>	<b>17 September 2024</b>	<b>CLOSING TIME:</b>	11:00pm (23:00)
<b>DESCRIPTION</b>	Supply and delivery of Chair: Ergonomic; Leatherette; Black; High				
<b>DELIVERY ADDRESS</b>	Eskom Research and Innovation Centre, Lower Germiston Road, Rosherville, Johannesburg, 2095.	<b>SITE MEETING</b>	<b>Thursday, 12 September 2024 @ 11:00am</b> All attendees to confirm their interest to attend via <a href="mailto:dikgolpr@eskom.co.za">dikgolpr@eskom.co.za</a> before the start of the meeting		

BID RESPONSE DOCUMENTS MAY BE SUBMITTED VIA: [Informaltendering@eskom.co.za](mailto:Informaltendering@eskom.co.za)

*Please be advised that NO late offers will be considered!!!*

#### PART A TERMS AND CONDITIONS FOR BIDDING

**Please note the following rules with respect to the OLT system (Informal Tendering)**

- Please ensure that the email subject line only contains the **OLT211-9468** 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.
- Ensure that the enquiry number is stipulated in the subject line on all e-mails if multiple emails are sent
- 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.
- 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.
- 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.
- 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 with these rules will result in your tender being disqualified.
- Requests for Clarifications must be sent in writing to the respective buyer at [dikgolpr@eskom.co.za](mailto:dikgolpr@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.

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**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/>
- All Suppliers (including Foreign suppliers) are required to complete SBD 1-Invitation to Bid and submit this annexure at the stipulated 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](http://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 and must be fully completed, signed and submitted at the stipulated deadlines.
- 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 all relevant stipulated returnables are submitted by the stipulated deadline, or the submission will be regarded as non-responsive and ineligible for award.
- 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.

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<b>To</b> (registered full legal name of the company)		<b>Date</b>	
<b>Eskom Vendor Registration Number</b>		<b>National Treasury Central Supplier Database (CSD) Number</b>	
<b>SARS eFiling Pin number</b>		<b>B-BBEE level</b>	
<b>Attention</b> (contact person)		<b>Tel No</b>	
<b>E-mail address</b>			
<b>Validity period of offers</b>	<b>90 days</b>		
<b>Eskom contact person</b>	<b>Phumzile Dikgole</b>	<b>Tel No</b>	<b>013 693 4403</b>
<b>E-mail address</b>	<b>dikgolep@eskom.co.za</b>		

#### ANNEXURES

- Integrity Pact Declaration
- SBD 4 - Bidders Declaration
- SBD 1- Invitation to Bid
- Technical Deviation Schedule
- SBD 6.1-Preference Claim Form
- Standard Bidding Document SBD 1
- Eskom's General Conditions of Purchase

#### CONDITIONS OF PURCHASE

- Eskom General Conditions of Purchase will apply.

#### FUNCTIONALITY REQUIREMENTS

#### EVALUATION CRITERIA

Functionality requirements **[are applicable/ not applicable]**


The following criteria will be applicable for this transaction under functionality criteria:

Criteria	Weight
Threshold	%

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**Kindly submit a data sheet of the chairs quoted.**

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

**PPPFA Price and Preference Points**

For transactions up to R50M (inclusive of VAT) Price and Preferential Point Scoring will be based on the 80/20 allocation aligned to the PPPFA Regulations 2022.

**The following Specific Goals score card applies:**

Classification	80/20
Black Disabled Female	20
Black Women Owned / Black Disabled	15
Black Youth Owned	10
Black Owned	5

To claim preference points as specific goals, a tenderer must submit the following documentation:

- Valid B-BBEE certificate issued by a B-BBEE verification professional/ a sworn affidavit/ CIPC affidavit
- Proof of ownership/ shareholding (preferably CIPC documentation) inclusive of shareholding breakdown,
- Certified ID copies of shareholder(s)
- Proof of Disability (where applicable).

A tenderer failing to provide documentation for the allocation of preference points will not be disqualified, but-

- may only score points out of 90/80 for price
- scores 0 points out of 10/20 for specific goals.

A tenderer may not be awarded points for specific goals if the tender documents indicate that the tenderer intends to subcontract more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that can execute the subcontract.

A tenderer may not be awarded points for specific goals if the tender documents indicate that the tenderer intends to subcontract more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that can execute the subcontract.

\*Note:


Failure on the part of the supplier to submit supporting documents/proof of specific goals for purposes of evaluation and scoring by RFQ closing will not result in disqualification (if tenderer is otherwise deemed to be responsive/acceptable in all other aspects). The tenderer will, however, be scored zero for Specific goals for purposes of PPPFA scoring and ranking.

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.

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### **ADDITIONAL CRITERIA**

**Objective criteria [not applicable]**

The following objective criteria apply: -

**Designated material and thresholds (not applicable)**

If applicable stipulate which materials are identified as designated materials and what thresholds the tenderers must meet in order to be evaluated further.

Material	Threshold %

Tenderers need to complete and submit SBD 6.2- Certificate for Local Production and Content and Annexures C, D, E **[Must be downloaded from dtic website and sent with RFQ].**

The dti has appointed SABS as the official verification agency for local content in terms of designated products

A tender that fails to meet the minimum stipulated threshold for local production and content will not be justified for award.

**Valid B-BBEE certificate issued by a B-BBEE verification professional/sworn affidavit** (As prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the Broad-Based Black Economic)

A tender that fails to submit any of the above requirements to demonstrate compliance to B-BBEE Codes of Good Practice will not be justified for award.

**.Note:-**

**Where Objective Criteria is applicable, Compliance to it is Mandatory.**

**Failure to comply with Objective criteria will render the tender non-responsive.**

**Eskom reserves the right to award to a tenderer who may not be the highest scoring/highest ranked tenderer, in line with Section (2) (1) (f) of the PPPFA Functionality and elements of Contractual requirements must not be used as objective criteria.**

**Contractual Requirements [not applicable]**

The following contractual requirements apply: -

- 1. SHEQ requirements; and/or [not applicable]**
- 2. Due Diligence (analysis of financial statements) and/or [are applicable/not applicable]**
- 3. Any other as stipulated. \_\_\_\_\_**

**Note:**

**Where Due diligence is applicable, the tenderer will be required to submit Audited Financial Statements for the previous 18 months, or to the extent that such statements are not available, for the last year prior to contract award.**


**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/ tenderer recommended /justified for award (based on objective criteria) is able to meet contractual requirements as stipulated must be submitted prior to contract**

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**award. Failure to meet “Contractual Requirements “by the stipulated deadlines; may render the tender non-responsive and ineligible for contract award.**

## **TENDER RETURNABLES**

### **BASIC COMPLIANCE: TENDER RETURNABLES**

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


<b>Returnables</b>	<b>MANDATORY AT CLOSING</b>	<b>MANDATORY PRIOR TO AWARD</b>	<b>SUBMITTED. (Supplier checklist)</b>
Request For Quote (RFQ) to be completed	YES		YES / NO
<b>Attachment 1:</b> SBD1 to be completed		YES	YES / NO
<b>Attachment 2:</b> Integrity Pact Declaration – Annexure A ( <b>Non-disqualifiable</b> )		YES	YES / NO
<b>Attachment 3:</b> SBD 4 - Bidders Declaration ( <b>Non-disqualifiable</b> )		YES	YES / NO
<b>Attachment 4:</b> Preference Claim Form <i>Applicable if claiming preference points. Failure to submit will result in a zero score but will not disqualify submission – SBD 6.1</i>	YES		YES / NO / Not applicable
Copy of Tax Clearance Certificate		YES	YES / NO
<b>Copy of certified valid BBBEE Certificate / Affidavit;</b> Failure on the part of the supplier to submit a valid current certificate for purposes of evaluation and scoring by the tender closing deadline will result in disqualification as the BBBEE Certificate is required to confirm adherence to the Pre-Qualification Criterion		YES	YES / NO
<b>Attachment 5:</b> Affidavit May 2015 (Template)			
Technical Returnable (Refer to section <b>C.3.2</b> )	YES		YES / NO
Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		YES	YES / NO
<b>Attachment 6:</b> Eskom's General Conditions of Purchase	For your info		
<b>Attachment 7:</b> Supplier guide to Informal Tendering	For your info		
<b>Attachment 8:</b> Pictures	For your info		

<b>Delivery address</b>	<b>Eskom Research, Testing and Development, 18 Green Route, Lower Germistion Road, Rosherville, 2094</b>	<b>Delivery date</b>	<b>01 October 2024</b>
<b>Attention</b>	<b>Tshidi Ngoasheng</b>	<b>Tel no</b>	<b>+27 11 629 5129</b>

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**NOTE:**

A **site meeting** with representatives of the *Employer* will take place as follows:

**Date: Thursday, 12 September 2024**  
**Time: 11:00am**

**NOTE:**

- All attendees to confirm their intention to attend stating the name, position and contact details of each proposed attendee via email [dikoolor@eskom.co.za](mailto:dikoolor@eskom.co.za) not later than **Wednesday, 11 September 2024**.
- Please note that if the tender stipulates that a clarification meeting is mandatory/compulsory; then suppliers must attend such meeting. Those suppliers who do not attend such mandatory/compulsory meeting will be disqualified and will not be evaluated.
- You must submit ID numbers and vehicle registration numbers of the attendees.
- All contractors must be vetted, and Criminal Clearance Certificates is required to vet persons accessing site.
- All visitors/contractors will only be allowed access by means of an approved ad-hoc access request, the request must be verified by the Safety Officer and Security Supervisor.

**Site Constraints:**

All persons to arrive/visit **Eskom Research and Innovation Centre, National Key Point**, have to comply/undergo the following;


- The meeting arrangements are that tenderers request for **Tshidi Ngoasheng** main entrance gate who would then escort them to the venue.
- Identification will be required to gain access.
- Breathalyzer will be performed before proceeding through Main Entrance.
- Adhere to Eskom's Life-saving Rules:
  - ❖ Open, isolate, test, earth, bond and/or insulate before touch
  - ❖ Hook up at heights
  - ❖ Buckle up
  - ❖ Be sober
  - ❖ Permit to work (incl. Hot Work permit)
- Induction prior to commencement of the meeting.(±20min)
- Photographs may be taken with prior approval request
- Applicable safety gear will be required to be worn with site walk-down. (please provide own safety shoes, hearing protection and hard hat)
- Not rendering harm to any Eskom property or personnel.

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#### DETAILS OF ITEMS LIST


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Item no.	Description	Qty	Unit of Measurement	Unit price [insert the price per unit excl VAT]	Total price [insert the total price excl VAT]	VAT [insert the VAT amount]	Lead Time
1	CHAIR: ERGONOMIC; LEATHERETTE; BLACK; HIGH 1 each CHAIR: TYPE: ERGONOMIC; MATERIAL: LEATHERETTE; COLOR: BLACK. ADJUSTMENT: LUMBAR SUPPORT; BACKREST: HIGH; ARMREST: 3D; 5 STAR BASE, TWIN WHEEL CASTERS, GAS HEIGHT ADJUSTMENT, SEAT DEPTH ADJUSTMENT, MOUNTED FOAM SEAT, SEAT UPHOLSTERY, MESH BACKREST, LOCKABLE AT 5 POSITIONS, UNIQUE LUNBAR SUPPORT, HEIGHT AND DEPTH, ADJUST, SYNCHRONOUS MECHANISM, TENSION ADJUSTMENT	1	Each				
2	CHAIR: ERGONOMIC; LEATHERETTE; BLACK; HIGH 1 each CHAIR: TYPE: ERGONOMIC; MATERIAL: LEATHERETTE; COLOR: BLACK. ADJUSTMENT: LUMBAR SUPPORT; BACKREST: HIGH; ARMREST: 3D; 5 STAR BASE, TWIN WHEEL CASTERS, GAS HEIGHT ADJUSTMENT, SEAT DEPTH ADJUSTMENT, MOUNTED FOAM SEAT, SEAT UPHOLSTERY, MESH BACKREST, LOCKABLE AT 5 POSITIONS, UNIQUE LUNBAR SUPPORT, HEIGHT AND DEPTH, ADJUST, SYNCHRONOUS MECHANISM, TENSION ADJUSTMENT	1	Each				
3	CHAIR: ERGONOMIC; LEATHERETTE; BLACK;HIGH 1 each CHAIR: TYPE: ERGONOMIC; MATERIAL: LEATHERETTE; COLOR: BLACK. ADJUSTMENT: LUMBAR SUPPORT; BACKREST: HIGH; ARMREST: 3D; 5 STAR BASE, TWIN	1	Each				

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	WHEEL CASTERS, GAS HEIGHT ADJUSTMENT, SEAT DEPTH ADJUSTMENT, MOUNTED FOAM SEAT, SEAT UPHOLSTERY, MESH BACKREST, LOCKABLE AT 5 POSITIONS, UNIQUE LUNBAR SUPPORT, HEIGHT AND DEPTH, ADJUST, SYNCHRONOUS MECHANISM, TENSION ADJUSTMENT						
4	CHAIR: ERGONOMIC; LEATHERETTE; BLACK; HIGH 1 each CHAIR: TYPE: ERGONOMIC; MATERIAL: LEATHERETTE; COLOR: BLACK. ADJUSTMENT: LUMBAR SUPPORT; BACKREST: HIGH; ARMREST: 3D; 5 STAR BASE, TWIN WHEEL CASTERS, GAS HEIGHT ADJUSTMENT, SEAT DEPTH ADJUSTMENT, MOUNTED FOAM SEAT, SEAT UPHOLSTERY, MESH BACKREST, LOCKABLE AT 5 POSITIONS, UNIQUE LUNBAR SUPPORT, HEIGHT AND DEPTH, ADJUST, SYNCHRONOUS MECHANISM, TENSION ADJUSTMENT	1	Each				

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**Technical Deviations (To be completed by tenderer)**

i. Are there any technical Deviations: Yes\_\_\_\_\_| No\_\_\_\_\_(indicate applicable response)

ii. If “Yes” above, did you complete fully and submit the technical deviation form?

Yes\_\_\_\_\_| No\_\_\_\_\_(indicate applicable response)

iii. Please note that if there are technical deviations and the technical deviation form has not been fully completed and submitted at RFQ closing deadline- your offer tender will be deemed non-responsive and disqualified.

**Comment:**

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**TABLE TO BE COMPLETED BY TENDERER**

Warranty period				ARE THE PRICE/S FIXED AND FIRM? <b>[insert yes or no]</b>			
DO YOU ACCEPT ESKOM HOLDINGS SOC LTD GENERAL CONDITIONS OF PURCHASE? <b>[insert yes or no]</b>				Quotation is valid for			
Delivery offered <b>[insert yes or no]</b>				Days/weeks of delivery duration <b>[insert lead time]</b>			
Prices include delivery <b>[insert yes or no]</b>		FOB value (Ex-stock)		Rate of exchange (if applicable)			
TOTAL TENDER PRICE, EXCLUDING DELIVERY (if applicable)							
TOTAL TENDER PRICE INCLUDING DELIVERY BUT EXCLUDING VAT							
TOTAL TENDERED PRICE, INCLUDING VAT							
Delivery method				Foreign currency (if applicable)			
Discount	Trade (if applicable)			Settlement (if applicable)			
Freight insurance							
Are you registered on the Eskom Vendor Database [please indicate "yes" or "no" and provide a reason if not registered.]				Yes		No	
Is Integrity Pact Declaration signed and attached				Yes		No	
Company Registration Number				B-BBEE level			

**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 deadlines.

Name of supplier	Designation	Signature	Date
		_____ [duly authorised to sign on behalf of the supplier]	
Telephone number		Fax number and e-mail address	

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