	<b>Informal Tendering Request for Quotation (RFQ) Template for Transactions up to R1M</b>	Document Identifier	240-73269736	Rev	9
		Effective Date	01 August 2024		
		Review Date	August 2029		
		Enquiry	[OLT-211-9768]		

Dear Valued Supplier,

Eskom Holdings SOC Ltd ("Eskom") invites you to submit a quote for the goods/works/services described in this Request for Quotation.

Tenderers are required to read this entire document carefully.


**Please familiarise yourself with the following rules that apply to the OnLine Tendering system ("OLT"):**

- The email subject line must contain only the Enquiry Number **211-9768**. Do not add any other information or any other text to the subject line. Do not add any space between the prefix (for example, RFQ) and the Enquiry Number.
- If multiple emails are sent, the Enquiry Number must be stipulated in the subject line of all e-mails.
- Ensure that you receive a confirmation email after submitting your documentation. Please follow up immediately by emailing the indicated Eskom buyer if you did not receive confirmation.
- The 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.
- The closing date and time is indicated on the RFQ. Your submission will not be evaluated if it is received after the closing date and time.
- All tender returnables and documentation must be submitted to [informaltendering@eskom.co.za](mailto:informaltendering@eskom.co.za) only. Emails sent to any other address (except for clarifications) will not be accepted. Failure to comply with this rule will result in your submission being disqualified.
- Requests for clarification must be made in writing to the 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 clarification must be in writing and submitted to Eskom within two (2) working days of the receipt of the RFQ. Eskom will respond in writing within two (2) working days of receipt of written clarification requests, depending on the enquiry duration and complexity.
- Tenderer to complete relevant section wherever indicated on the RFQ (such as pages 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)
- Note: All tenderers, except foreign tenderers without a local footprint, are required to be registered on the National Treasury Central Supplier Database (CSD) prior to order/contract award. Tenderers that do not comply with the CSD registration prior to award will be regarded as non-responsive Please register at <https://secure.csd.gov.za/>

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- All tenderers (including foreign tenderers without a local footprint) are required to fully complete SBD 1 (Invitation to Bid) and to submit this annexure by the stipulated deadline. Local tenderers and foreign tenderers with a local footprint are required to be tax compliant and must submit their CSD Number/ CSD Report/ E-filing PIN number/ copy of tax clearance certificate as evidence of their tax compliance status.  
In the event that a foreign tenderer answers “Yes” to any of the questions in SBD 1, Part B: ‘Questionnaire to Bidding Foreign Suppliers’, the tenderer is required to be tax compliant and must therefore submit its E-filing PIN number or copy of tax clearance certificate.
- A tenderer that does not submit mandatory returnables and/or fully complete such mandatory returnables by the deadlines stipulated in the Returnable section will be deemed non-responsive.
- Tenderers must specify line item prices where they submit prices for line items. If the tenderer does not intend to quote a price for one or more specific line items, this must be indicated by “no quote”.
- If “Designated Sectors” are applicable to the RFQ, tenderers must submit all relevant stipulated returnables by the stipulated deadline. Failure to do so will render the submission non-responsive and ineligible for award.
- Tenderers are required to return full specifications with their quotation e.g. drawings, dimensions, manufacturer's name, etc. If the tenderer proposes a deviation it is in addition required to fully complete and submit the deviation schedule /form by submission deadline. Tenderers must ensure that the SAP Number, Drawing Number, Revision Number and Manufacturer is stated on the form. A tenderer's failure to fully complete the deviation schedule will result in its disqualification.
- Eskom's Standard Conditions of Tender apply to this RFQ.
- A **[compulsory / non-compulsory]** clarification meeting will be held at **[date, time, place]**
- A Tenderer must not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Prima facie evidence that a tenderer has a conflict of interest with one or more parties in this [RFQ] process is:
  - (a) they have a controlling partner or majority shareholder in common; or
  - (b) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the tender of another tenderer, or to influence the decisions of the Employer regarding this bidding process.
- The successful tenderer may be required to provide the cataloguing information per item after contract award, and will need to ensure that all materials delivered to Eskom are labelled in line with Eskom's labelling specifications as may be stipulated by Eskom. Where cataloguing is a requirement, the Pricing Schedule must also include a line item for cataloguing, which tenderers are required to quote for. Eskom will pay for the cataloguing.

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To	[insert registered full legal name]	Date	[10 September 2024]		
Eskom Vendor Registration Number (if registered at time of responding)	[insert registration number]	National Treasury Central Supplier Database (CSD) Number (if registered at time of responding)	[insert CSD number]		
SARS eFiling PIN number	[insert SARS eFiling PIN number]	B-BBEE level	[insert B-BBEE level]		
Attention	[insert the name of the contact person at the above tenderer]	Tel No	[insert tel no of the contact person]		
E-mail address	[insert e-mail address of the contact person at the above tenderer]				
RFQ No	[As per OLT number page header]	Closing date	[17 September 2024]	Closing time (South African Standard Time)	[23:00]
Validity period of offers	30 days				
Eskom contact person	[insert the name of the procurement practitioner]	E-mail address	[insert e-mail address of the procurement practitioner]		


#### ANNEXURES [available for download on sharepoint/hyperwave/Open text]

- Authorisation Form (applicable to all enquiries)
- Integrity Declaration Form (applicable to all enquiries)
- SBD 4 - Bidders Declaration of Interest (applicable to all enquiries)
- SBD-6.2 Local Production and Content, comprising Annexures C, D, and E (applicable when the enquiry involves designated sectors/materials).
- Tax Evaluation questionnaire (applicable only to service type of contracts)
- SBD 1 Invitation to Bid (applicable to all enquiries)
- CPA Requirements for Local Goods/Services (South African) or CPA (IG) for Foreign Goods / Services (where applicable)
- Technical Deviation Schedule (applicable to all enquiries)
- SBD 6.1 Preference Claim Form (applicable to all enquiries)
- Eskom Standard Conditions of Tender (applicable to all enquiries)
- Eskom's General Conditions of Purchase (applicable to all enquiries unless an NEC contract applies; then NEC to be included)

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## CONDITIONS OF PURCHASE

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

***[If the standard NEC suite of contracts will be used, the end-user and Procurement Practitioner must consult the relevant contract management function for the template/s to be used and for the Eskom-specific commercial / legislative requirements that must be included in the 'Z' clauses. The Procurement Practitioner must compile the contract by selecting the appropriate conditions of contract, and, where applicable, the main and secondary options (based on the approved commercial strategy if applicable) and completing all Contract Data relevant to the Employer (Eskom). The Procurement Practitioner must complete this in consultation with the End-user and/or the assigned CFT. Any amendments to standard clauses in the contract must be vetted by Eskom Legal. The conditions of contract must be attached to the RFQ]***

## EVALUATION CRITERIA

Functionality requirements are **[not applicable]**

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

**Kindly submit the data sheet for the item quoted.**

Criteria	Weight
Threshold	%

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

***[Eskom may reserve the right to reduce the functionality threshold to a predetermined lower threshold in the event that no tenderer meets the stipulated functionality threshold. If this possibility is reasonably anticipated, the reservation of right must be stated clearly in the RFQ together with the predetermined lower threshold.]***

## PPFA PRICE AND PREFERENCE POINTS

The 80/20 scoring system in the PPFA Regulations 2022 are applicable to this enquiry.

The 20 preference points are allocated as follows:

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

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Black Owned	5
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If a tenderer fails to submit evidence of its points claim for a Specific Goal, it will not be disqualified. However, it will be awarded 0 points for that Specific Goal.

**Eskom reserves the right to negotiate with preferred bidder/s after a competitive price quotation process should the tendered prices not be market related.**

### **ADDITIONAL CRITERIA**

Objective criteria are **[not applicable]**

The following Objective Criteria apply to this RFQ:

#### **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**

Mandatory Contractual Requirement that must be included in all tenders is the following:-

- Proof of CSD registration

**[Please Note: Unlike the Additional Contractual requirements hereunder that may be applied for a specific tender; Proof of CSD registration is mandatory requirement for all tenders].**

Additional Contractual Requirements are **[not applicable]**

The following additional contractual requirements apply:-


- SHEQ requirements are **[applicable/not applicable]** ; and/or
- Financial analysis (submission of financial statements) is **[applicable/not applicable]** ; and/or
- Any other as may be stipulated

#### **Note:**

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- Where Financial Analysis 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.
- In the case of a joint venture or special purpose vehicle (SPV) specially formed for this tender, audited financial statements for each participant in the JV / SPV must be submitted.
- Start-up enterprises formed within the last 12 months are not required to submit audited financial statements, but if successful in this enquiry; will be required to furnish statements for the first year once available.

**Note:** Contractual Requirements are not evaluation criteria. They will be assessed after the evaluation and ranking of the tenders. Proof that the tenderer recommended for award has met the stipulated contractual requirements must be submitted prior to contract award.

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

## **TENDER RETURNABLES**

Note the requirements hereunder with respect to tender returnables.

Tenderers are required to submit the tender returnables listed below by the stipulated deadlines.

### **NOTE:**

#### **\* Returnables required at Tender closing (disqualifiable)**

These returnables are required to be fully completed, signed (if required on the returnable) and submitted with the tender at Tender closing date and time. If not fully completed, signed (if required on the returnable) and/or submitted by tender closing, the tender **MUST** be disqualified.

#### **\*\* Returnables required at Tender closing (non-disqualifiable)**

These returnables are required to be fully completed, signed (if required on the returnable) and submitted with the tender at Tender closing date and time. However, if not submitted by Tender closing, the Procurement Practitioner must, in writing, request the tenderer to submit the outstanding returnable within 2 working days. If the outstanding returnable/s is returned not fully completed, and/or signed (if required on the returnable) and/or returned to the Procurement Practitioner within 2 working days of the request the tender **MUST** be disqualified.


### **# Returnables are mandatory for evaluation**

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These returnables are required to be fully completed, signed if required on the returnable, and submitted by Tender closing time and date. The Procurement Practitioner will not request the tenderer to submit/fully complete/sign these documents. The tenderer will not be disqualified but will score zero.

- \*\*Authorisation Form
- \*\*Integrity Declaration Form.
- \*\*SBD 4 - Bidders Declaration.
- SBD 6.2 - Local Production and Content comprising Annexures C, D, and E. (Applicable only where there are designated sectors/materials) **(prior to order/contract award)**
- Tax Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE. For services contracts only **(prior to order/contract award)**
- SBD 1- Invitation to Bid **(prior to order/contract award)**
- \*CPA Requirements for Local Goods/Services (South African) or CPA (IG) for Foreign Goods/Services, **if applicable.**
- \*Technical Deviation schedule. This must be fully completed and submitted **only** where the tenderer proposes deviations.
- # SBD 6.1- Preference Points Claim Form.
- Copy of valid current SARS certificate **(prior to order/contract award)** Applicable for Foreign suppliers who are required to be tax compliant but have not submitted a CSD/eFiling PIN number.
- # Valid supporting documents/proof of claim for Specific Goals.
- COIDA Letter of Good Standing **(prior to order/contract award).**
- \*\*CIDB certificate.
- Where applicable, 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. **(prior to order/contract award).**
- Valid B-BBEE certificate issued by a B-BBEE verification professional/sworn affidavit **(prior to order/contract award).**

## DELIVERY DETAILS

Delivery address	[Generation Corporate Maxwell Drive, Sunninghill Sandton 2146]	Delivery date	[3 October 2024]
Attention	Buyisile Mbali Zulu	Tel no	[Office: (011)800 4957]

## DETAILED LIST OF ITEMS REQUIRED

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**[Procurement Practitioner to populate item details highlighted in green below  
Any drawings that are applicable to the scope of works/specifications must be attached]**

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

**Tenderers must specify line item prices where they submit prices for line items. If the tenderer does not intend to quote a price for one or more specific line items, this must be indicated by "no quote".**


Item no.	Stock no.	Description	Quantity	Measurement	Unit price	Total price	VAT
1.	[0748426]	[HEADSET:WIRELESS;10 1 HEADSET: TYPE: WIRELESS; POTENTIAL: 10 V; HEADSET ALLOWING WIRELESS OPERATION WITH OPTIONAL WIRED FEATURE, ADJUSTABLE- TO FIT ALL TYPES OF HEAD SIZES AND DIMENSIONS, TALK TIME: +20 HOURS, WIRELESS RANGE: +12M, QUICK. CHARGE TIME BT MUSIC PLAY TIME: +25 HOURS, TRANSMISSION FREQUENCY: 2402MHZ - 2480MHZ, SUPPLIED WITH: CHARGING CABLE, 3.5MM TO 6.3MM JACK 3- METER CABLE, 3.5MM TO 3.5MM JACK 1.2-METER CABLE, ACTIVE NOISE CANCELLING TECHNOLOGY , HIGH-RESOLUTION AUDIO WITH LDAC SUPPORT, LONG BATTERY LIFE +/- 60 HOURS WITH ACTIVE NOISE CANCELLING ENABLED,	[72]	[N/A]	[insert the price per unit]	[insert the total price]	[insert the VAT amount]

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		VERSATILE CONNECTIVITY OPTIONS WIRELESS & WIRED, THE USB TYPE-C CHARGING INTERFACE ENSURES QUICK AND CONVENIENT CHARGING, POWERFUL 40MM DYNAMIC SPEAKER WITH COMPOSITE DIAPHRAGM AND A SOFT TPU FILM MATERIAL, COMFORTABLE EARPADS IDEAL FOR LONG-TERM WEAR, ENHANCED CLEAR CALLS WITH BUILT-IN MICROPHONES THAT WORK TOGETHER WITH ENHANCED ENVIRONMENTAL NOISE CANCELLATION, LIGHTWEIGHT AND PORTABLE, VOLUME CONTROL					
2.							
3.							
4.		<b>Delivery charges [if applicable]</b>				<b>[insert total price including delivery charges]</b>	
	<b>Total price (excluding VAT)</b>						
	<b>VAT</b>						

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	<b>Total price (including VAT)</b>						
--	--	--	--	--	--	--	--

**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.

**Tenderer to provide further details on technical deviations if these are applicable to the offer. (To be completed by Tenderer)**

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### TO BE COMPLETED BY TENDERER

CIDB Registration number (if applicable)		CIDB Grade (if applicable)	
Warranty period	[insert period]	Prices fixed?	[insert yes or no]
Eskom's General Conditions of Purchase/NEC Contract accepted	[insert yes or no]	Days/weeks for delivery duration	[insert number of days/weeks for delivery]
Delivery offered	[insert yes or no]	Have you quoted for delivery?	[insert yes or no]
Discount	Trade [insert the trade discount value]	Settlement	[insert the settlement discount value]
Are you registered on the Eskom Vendor Databas? Please indicate "yes" or "no" and provide a reason if not registered.	Yes	No	Reason
Is the 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 Eskom site/Eskom property.**


The supplier will be required to ensure that the following environmental requirements are complied with at all times while on Eskom site/Eskom property :

- Zero liquid effluent discharge.
- No chemicals will be dumped into the station drains or on the premises.
- No oil or waste will be dumped on an unauthorized area or unlicensed waste site.
- Asbestos will be handled and stored according to Asbestos Regulation R155 of 2002.
- 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.

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## **SIGNATORIES**

### **For Tenderer:**

The tenderer confirms that it has read and understands the Integrity Declaration Pact and that it undertakes to abide by the provisions thereof in any dealings it may have with Eskom. The tenderer confirms that the signed Integrity Declaration Form and SBD 4 (Bidders Declaration) have both been fully completed, signed and submitted as tender returnables by the stipulated deadlines.

<b>Name of tenderer</b>	
<b>Full names of authorised signatory:</b>	
<b>Telephone Number:</b>	
<b>Fax number and email address</b>	
<b>Signature:</b>	
<b>Designation and capacity:</b>	
<b>Date:</b>	

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