

## TENDER CLARIFICATION MEETING MS TEAMS TENDER NO : KZN148

**DATE: 07 AUGUST 2024**

An enabling agreement to establish contracts , with eleven (11) service providers (One (1) service provider per area), for the Provision of LPU Meter Reading Services, SPU Check Reading, Disconnections, Reconnections and Meter Change Outs for the various areas in Kwa-Zulu Natal (Kokstad Sector, Margate Sector, PMB Sector, Ladysmith Sector, Newcastle Sector, Pongola Sector, Empangeni Sector, Stanger Sector) and Free State Operating Units (Central Free State, Northern Free State, Eastern Free State), Central East Cluster (on an as when required basis) for a period of thirty-six (36) months.

**Presenter : Mrs. Rubeshnee Moodaly**



ITEM	PRESENTER	
Welcome	Rubeshnee Moodaly	5 Mins
Safety	Rubeshnee Moodaly	5 Mins
Commercial	Rubeshnee Moodaly	40 Mins
NEC	Nosipho Kubone /Yonela Slater	10 Mins
Technical	Lwazi Nzama	45 Mins
Break	All	10 mins
SDL & I	Gwendeline Alexander/Derna Edmund	20 Mins
Safety	Phumla Siswana	15 Mins
Environmental	Benito Williams	15 Mins
Quality	Noxolo Mngadi	15 Mins
Finance	Thobeka Qali	15 Mins
Closure	Rubeshnee Moodaly	

- All presentations will be uploaded onto the Eskom Tender Bulletin and National Treasury e Tender Portal.
- The Presentations will serve as Minutes of Tender Clarification Meeting.

- All microphones to be on mute, during presentations.
- All cameras to be switched off during the Clarification Briefing.
- **There will be NO Question and Answer Session.**
- **Please DO NOT post questions in the Chat Box.**
- All questions for Clarification must be emailed to the Procurement Practitioner Rubeshnee Moodaly, responses to the questions will be posted on the Eskom Tender Bulletin and National Treasury e Tender Portal.

- To assist the Tenderers on the requirements pertaining to this tender
- Is to explain the evaluation process which the tender will be subjected to
- To assist the Tenderers with how to compile the tender documents
- To Inform all suppliers that queries must **ONLY** be addressed in writing to the Procurement Practitioner – Rubeshnee Moodaly - Email Address – **moodalru@eskom.co.za**
- Clarification Questions and Answers will be published on the Eskom Tender Bulletin and National Treasury e - Tender Portal.

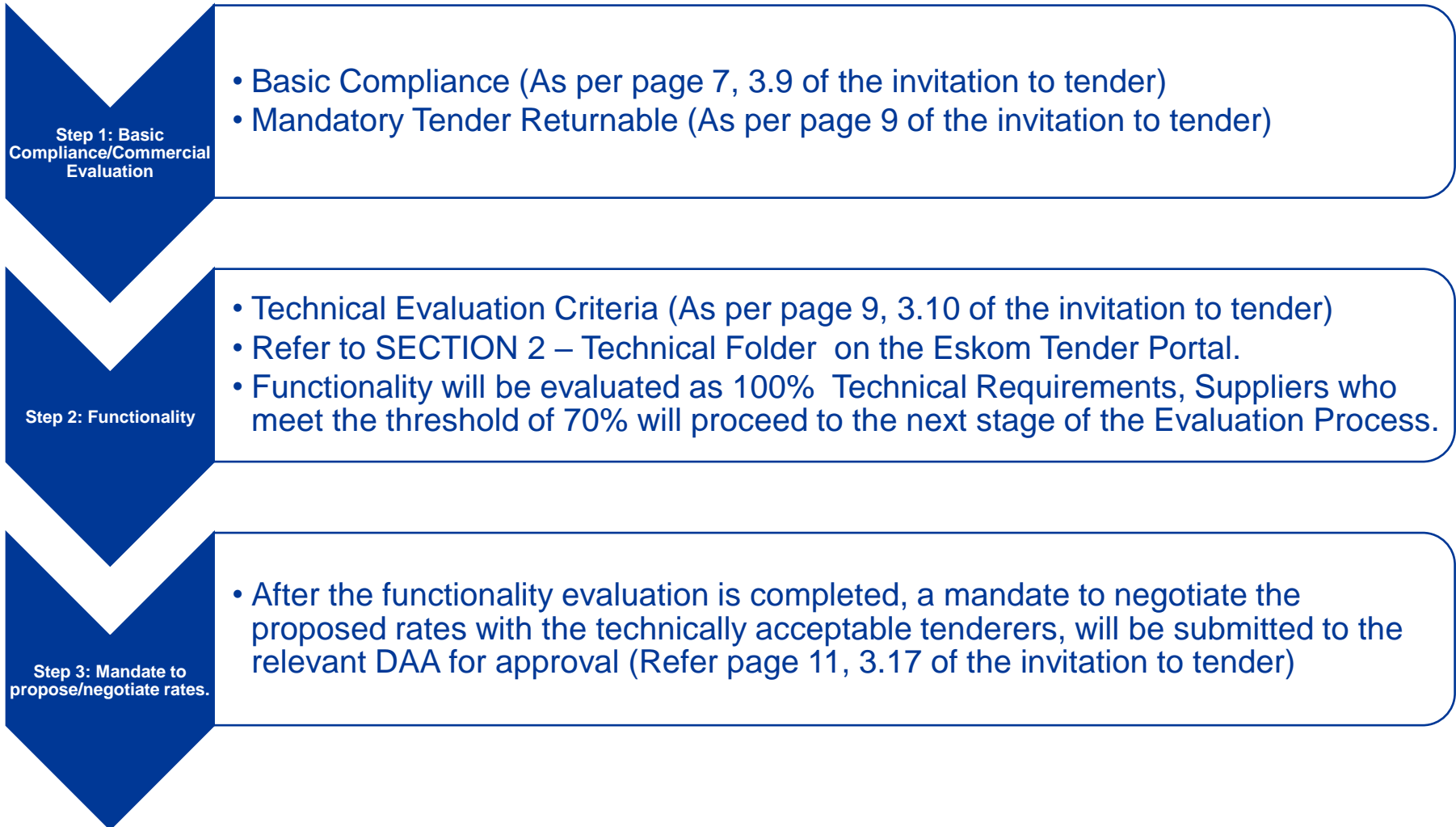
- Enquiry Number: **KZN148**
- Closing Date: **30 AUGUST 2024 @ 10h00**
- Contract duration will be thirty six months (36 MONTHS)
- Tender Validity Period : **6 months from the closing date and time.**
- There will be no public tender opening applicable to this tender.
- Tender Document Envelopes are to be clearly marked with company name and Tender Enquiry No. **KZN148**
- **NO LATE TENDERS WILL BE ACCEPTED.** Only tenders submitted at the correct closing location will be accepted. Refer to tender invitation.
- **Tenderers must submitted 1 original and 1 identical copy of the tender document.**

All relevant documentation for this tender has been be uploaded onto:

- Eskom Tender Bulletin
- National Treasury E-Tender Portal

It is the responsibility of the tendering party to ensure all the required documentation is downloaded and completed and submitted as follows:

<u>SECTION</u>	<u>ORIGINAL</u>	<u>COPY</u>
SECTION 1 Will comprise of the Commercial and SDL & I Requirements	✓	✓
SECTION 2 Will comprise of the Technical Requirements	✓	✓
SECTION 3 Will comprise of the Safety Requirements	✓	✓
SECTION 4 Will comprise of the Quality Requirements	✓	✓
SECTION 5 Will comprise of the Environmental Requirements	✓	✓
SECTION 6 Will comprise of the Financial Requirements	✓	✓





## Step 4: Price and Preference Scoring

- Preference Points Scoring System (ranking of tenderers)
- As per Item 3.16 page 10 and 3.17 on page 13 of the invitation

## Step 5: Drawing of lots (If applicable)

- The selection of service provider per sector will take place in order of the total score for Price and Preference in the eventuality that all service providers score equally for price and preference scoring, the drawing of lots will be used to determine the service provider per sector.

## Step 6: Contractual Requirements

- Quality
- Safety
- Environmental
- Financial

### STEP 1: BASIC COMPLIANCE/COMMERCIAL EVALUATION COMMERCIAL REQUIREMENTS RETURNABLE (DISQUALIFIABLE)

These returnables are required to be submitted with the tender at Tender closing date and time. If not submitted by the tender closing, the tender will be disqualified.

- Meet the eligibility criteria for a tenderer.
- Submit one (1) original plus one (1) complete hard copy of the original tender to Eskom.

### **STEP 1 : BASIC COMPLIANCE/COMMERCIAL EVALUATION COMMERCIAL REQUIREMENTS RETURNABLE COMMERCIAL MANDATORY RETURNABLE (NON - DISQUALIFIABLE) CONTINUED....**

These returnable are also required to be fully completed, signed, and submitted with Tender at Tender closing date and time, however, if not submitted by Tender closing, the Procurement Practitioners will request in writing the outstanding returnable to be submitted within 5 working days. If the requested returnable (s) are not fully completed, signed and/or received by the Procurement Practitioner within 5 working days of the request; the tender will be disqualified.

- Acknowledgement form.
- Tenderers Particulars.
- Fully complete and sign the SBD1 Invitation to bid form in the invitation to tender.
- Fully complete and sign the SBD 6.1 preference claim form in the invitation to tender.

### **STEP 1 : BASIC COMPLIANCE/COMMERCIAL EVALUATION COMMERCIAL REQUIREMENTS RETURNABLE COMMERCIAL MANDATORY RETURNABLE (NON - DISQUALIFIABLE) CONTINUED....**

- Fully complete and sign the SBD 4 Bidders Disclosure form in the invitation to tender.
- Integrity Declaration form. Annexure C
- Authorization Form
- Tax Evaluation Questionnaire valuation (questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE)
- Preferred Operating Unit and Sector they are tendering for.
- Acceptance of the terms and conditions of the enquiry (i.e., return of the NEC 3 TSC3 offer and acceptance as well as deviations)

### **STEP 1 : BASIC COMPLIANCE/COMMERCIAL EVALUATION COMMERCIAL REQUIREMENTS RETURNABLE COMMERCIAL MANDATORY RETURNABLE (NON - DISQUALIFIABLE) CONTINUED....**

#### **Commercial Mandatory Tender Returnables required for Contract Award**

- CSD Registration (MAAA Number)
- Valid Tax Clearance Certificate /Tax Pin
- COID Registration

**ONLY TENDERERS THAT PASS**  
**ALL THE STEP 1 REQUIREMENTS**  
**WILL PROCEED TO THE NEXT**  
**STAGE.**

**STEP 2 : FUNCTIONALITY**

## STEP 2 : FUNCTIONALITY

### MANDATORY TECHNICAL REQUIREMENTS

- Refer to the SECTION 2 Technical Folder uploaded on the Eskom Tender Bulletin for the detailed Technical Evaluation Criteria and Technical Tender Returnables.
- **TECHNICAL MANDATORY RETURNABLE (DISQUALIFIABLE)**
- Functionality will be evaluated as per technical evaluation criteria.
- Refer to the technical evaluation requirements in the Technical Folder uploaded on the Eskom Tender Bulletin and NT e-Tender Portal.
- The technical returnables are required to be submitted with the tender at Tender closing date and time, **failure to do so will result in the tender being disqualified.**

**THE SERVICE PROVIDERS ARE REQUIRED TO MEET A MINIMUM THRESHOLD OF 70% IN ORDER TO BE CONSIDERED FURTHER EVALUATION.**

**ONLY TENDERERS THAT PASS  
ALL THE STEP 2 REQUIREMENTS  
WILL PROCEED TO THE NEXT  
STAGE.**

**STEP 3: MANDATE TO  
PROPOSE/NEGOTIATE RATES**



▪ **STEP 3 : Mandate to propose/negotiate rates**

- After the functionality evaluation is completed, a mandate to negotiate the proposed rates with the technically acceptable tenderers, will be submitted to the relevant DAA for approval.
- All tenderers that meet the functionality threshold will be offered the rates for consideration.
- Should the tenderers have comments/concerns they will have an opportunity at this point to raise their concerns.
- The quantity surveyors will then take any comments from the tenderers into consideration when reviewing the rates for possible negotiation. If the comments are found to not impact the rates or the CFT disagrees with the comment/concern, then the rates as proposed will remain for acceptance by the tenderers.

**ONLY TENDERERS THAT PASS**  
**ALL THE STEP 3 REQUIREMENTS**  
**WILL PROCEED TO THE NEXT**  
**STAGE.**

**STEP 4: PRICE AND**  
**PREFERENCE SCORING**

### **STEP 4 – PRICE AND PREFERENCE SCORING**

- Tenderers will be ranked by applying the preferential point scoring for the **80/20** system.
- Price points will be calculated out of **80** for price. A maximum of **20** points will be allocated to the B-BBEE level contribution.
- Upon finalisation and acceptance of the rates, contractors will be awarded 80 points for price. All the tenderers that accept Eskom's final proposed rates will receive 80 points for price and all contractors that reject Eskom's Final Proposed Rates will receive zero for price.
- Eskom will add the score from Pricing and Specific Goals together and rank the suppliers from the highest to the lowest.

### **Criteria for breaking deadlock in scoring**

- If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

### STEP 4 – PRICE AND PREFERENCE SCORING CONTINUED....

- Evaluation of Specific Goals

- Specific goals will be scored out of 20 points in accordance with PPPFA.
- If a tenderer fails to meet Specific goals and fails to submit proof of specific goals, the tenderer will not be disqualified. However, be awarded 80 points for price if they confirm acceptance of the rates, but will score 0 points for Specific goals (out of 20)

#### **Note:**

- Failure on the part of the supplier to submit supporting documents/proof of specific goals for purposes of evaluation and scoring by tender enquiry closing will not result in disqualification (if the 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.

**ONLY TENDERERS THAT PASS  
ALL THE STEP 4 REQUIREMENTS  
WILL PROCEED TO THE NEXT  
STAGE.**

**STEP 5: DRAWING OF LOTS (IF  
APPLICABLE)**

### STEP 5: DRAWING OF LOTS (IF APPLICABLE)

Service providers will be required to select the Operating Unit i.e., KZN Operating Unit or Free State Operating Unit and respective sectors of their choice. Service providers must ensure that the returnable in commercial pack is completed and indicates their choice, this must be done at tender closing stage.

One (1) service provider per area will be required to execute the scope of work. There are eleven (11) areas therefore eleven (11) service providers are required.

The selection of service provider per sector will take place in order of the total score for Price and Preference in the eventuality that all service providers score equally for price and preference scoring, the drawing of lots will be used to determine the service provider per sector.

### STEP 5: DRAWING OF LOTS (IF APPLICABLE) CONTINUED...

#### The selection process for the drawing of lots will be as follows:

- Service providers that selected KZN Operating Unit will be grouped together. Then the name of the sectors will be grouped together as well. The name of service provider will be drawn then read out and matched with the name of the sector that will be drawn out as well. This is how the allocation of service providers to the sectors will be conducted.
- Service providers that selected Free State Operating Unit will be grouped together. Then the name of the sectors will be grouped together as well. The name of service provider will be drawn then read out and matched with the name of the sector that will be drawn out as well. This is how the allocation of service providers to the sectors will be conducted.
- **It must be noted that suppliers that were successfully awarded on the SPU Meter Reading contracts for Kwa- Zulu Natal and Free State will not be allowed to participate in this tender, due to the potential conflict of interest and segregation of duties, for the work required to be executed on this contract.**

**ONLY THE TOP RANKED  
TENDERERS PROCEED TO THE  
NEXT STAGE.**

**STEP 6: CONTRACTUAL  
REQUIREMENTS**



### STEP6: CONTRACTUAL REQUIREMENTS

Refer page 13-17 of the invitation to tender

- Financial
- Safety
- Environmental
- Quality

**Note: Tenderers are required to meet the above contractual requirements prior to contract award recommendation.**

### STEP6: CONTRACTUAL REQUIREMENTS

#### THIS IS VERY IMPORTANT TO NOTE:

- The recommended contractors still in the running for this contract will be evaluated in terms of their contractual requirements. Should they not pass the initial evaluation, they will be advised of their shortcomings and have 7 working days in which to correct their shortcomings. Failure to correct the shortcomings within the stipulated time will result in the supplier being deemed unacceptable in terms of their contractual requirements and will not be considered.

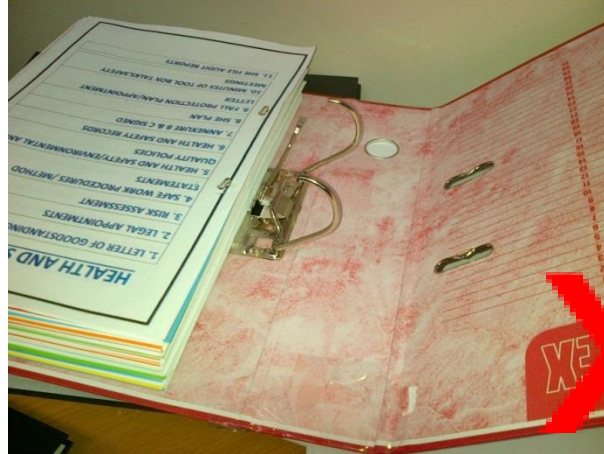
**It is important to submit the SHEQ criteria at Tender Closing and try and get your SHEQ criteria 100% compliant upfront.**

- No correction fluid to be used on the enquiry document
- All pages must be initialed
- All certificates submitted must be valid at the Tender Closing Date
- Tender documents must be tamper proof and secured
- All queries to be addressed to the Buyer in writing via email. No telephone calls will be accepted for queries regarding this tender
- **The deadline for the submission of clarification questions is five (5) days (23 August 2024) prior to the Tender Closing Date.**
- **Do print and include Clarification Presentations in your tender submission.**

- Ring binders should not be used:
  - ✓ Pages may be removed
  - ✓ Pages tend to come loose from the binding during the stamping and handle process



- Lever Arch Files should not be used:
  - ✓ Pages may be removed
  - ✓ Tender Document is not tamper proof
- File fasteners pose a safety risk when handling tender documents



The clip tends to bend with the size of the tender and during the handling of the tender.



### Tamper Proof Binding of Tender Documents



### Tenderers must ensure:

- Tender documents are tamper proof and that no pages can be removed or added during the evaluation and handling process
- That the Tender document will be secure throughout the tender handling process
- That the Tender document is reasonably sized and secure - to enable stamping and the handling process is smooth and efficient
- Tender documents may be stapled or the use of file fasteners maybe used and then sealed with the binding tape to ensure that the document is safe to handle as well as tamper proof

- All tendering companies will be subjected to the same evaluation criteria. Do not assume that because you have worked for Eskom prior to this, the Eskom team will know your company and know whether you have the necessary requirements in order to perform the required scope. In the functionality stage of the evaluation Eskom will ONLY evaluate what documents you provide in the tender submission.
- **Please note** that this is an “as and when” required contract.



- Tenderers without an Eskom vendor number can still submit a tender for this enquiry.
- Please note that Vendor Management (For companies with no vendor number) evaluations will still need to be done prior to the company being able to sign a contract. Only once all the required evaluations are done and passed successfully will the company be able to sign the contract and legible to receive work.

- Tenderers are encouraged to ensure they double check their documents before submitting their tender
- Tenderers are to ensure tender document meets all the requirements for the Tender.
- Tenderers are encouraged to submit their tender documents before the closing date and not wait to submit on the day of tender closing.
- What do the suppliers need to submit in the Commercial Pack? Submit documents as per the interleaves in Section 1 Commercial Pack, also use the checklist in the invitation to tender (Pages 19-21) as a guideline for compiling your documents
- **For the commercial pack you DO NOT need to print and submit the entire NEC 3 TSC3 Contract (Pages 3,4,5 of NEC need to be signed and submitted which also included in the Commercial Pack page 37 to 69. You need to complete and sign NEC3 TSC3 pages for the area of your choice)**
- Do we complete all documents, incl Invitation to tender forms? **YES and include the completed Invitation in your Commercial Pack.**



Thank you !