	<b>INVESTMENT RECOVERY OFFER TO PURCHASE – INVITATION TO TENDER – 2 x 2MVA TRANSFORMER WITH OIL AT WITHOOGTE SUB STATION – MOOREESBURG</b>	Template Identifier	240-43921804	Rev	6
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**2 x 2MVA SCRAP MVA TRANSFORMERS WITH OIL(+12000L) AT WITHOOGTE SUB STATION - MOREESBURG - ESKOM DISTRIBUTION - WESTERN REGION (33°03'59.8"S 18°39'53.7"E)**

**TENDER ENQUIRY NUMBER: OLT2075690**

**TENDER CLOSING DATE: 23 JUNE 2023 @ 10.00 AM**

Issue Date:  
14/06/2023

Ref:  
**OLT2075690**

Enquiry:  
Cassiem du Toit

## **INVESTMENT RECOVERY SECTION INVITATION TO TENDER**

### **PURCHASE AND REMOVAL OF 2 x 2MVA TRANSFORMERS AT WITHOOGTE SUB STATION - ESKOM DISTRIBUTION - WESTERN REGION**

#### **TENDER ENQUIRY No. OLT2075690**

Eskom is the owner of the **SCRAP 2 x 2MVA TRANSFORMERS AT THE WITHOOGTE SUB STATION**, located at MOOREESBURG - Western Cape.

You are kindly invited to submit an offer for the purchase and removal, collect and remove **SCRAPPED TRANSFORMERS AT THE WITHOOGTE SUB STATION** on behalf of **Eskom Distribution - Western Region** as detailed in the Scope of Work and attached OFFER TO PURCHASE.

#### **1. INSPECTION AND VIEWING**

The contact person for technical information is Laurence Myburgh **ON +27 22 703 7835 or +27 83 274 8982** and myself for commercial information on **021 – 980 3912 / 082 858 4647**.


#### **THE SITE MEETING IS COMPLUSORY**

**KINDLY NOTE THAT IT IS YOUR RESPONSIBILITY TO VIEW THE SCRAP AT THE SUB STATION, NO REFUNDS OR SWOP OUTS WILL BE DONE. KINDLY CONTACT THE ABOVE PERSON TO VIEW THE SCRAP. KINDLY ENSURE YOU MAKE AN APPOINTMENT BEFORE GOING TO VIEW. KINDLY NOTE THAT PPE IS TO BE WORN AT ALL TIMES AND ALL ESKOM SAFETY RULES AND REGULATIONS MUST BE ADHERED TO AT ALL TIMES. WHEN YOU ARE ON ESKOM SITES**

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**KINDLY NOTE THAT ALL REQUESTS MUST BE ADHERED TO AS PER  
ESKOM SITE AGENT.**

**PPE TO BE WORN ON ALL ESKOM SITES ON VIEWING. YOU WILL NOT BE  
GIVEN ACCESS TO THE SITE IF THE MINIMUM PPE IS NOT WORN. THIS  
MUST BE SAFETY SHOES, HARD HATS & REFLECTOR VESTS.**

## **2. SUBMISSION OF THE “OFFER TO PURCHASE”**


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

- a. Please ensure that the email subject line only contains the **OLT2075690** 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. **Closing Date: 23/06/2023 at 10:00am**
- c. Ensure that the enquiry number is stipulated in the subject line on all e-mails if multiple emails are sent.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. Requests for Clarifications must be sent in writing to the respective buyer at [dtoitm@eskom.co.za](mailto:dtoitm@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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The closing date is 10:00am on Friday, 23 June 2023.

**ALL OFFERS TO PURCHASE ARE TREATED AS CONFIDENTIAL!  
NO LATE OFFERS WILL BE ACCEPTED!**

### **3. STANDARD CONDITIONS OF TENDER**

- Please quote the tender enquiry number on all correspondence.
- Please take note of the STANDARD CONDITIONS OF TENDER, (July 2000) noted in this letter and any amendments that accompany the **TENDER ENQUIRY OLT2075690**. The tenderer should understand that his / her signed Offer to Purchase serves as his legal agreement to the Standard conditions of tender.
- All aluminium conductor or aluminium conductor off cuts on any salvageable item or not shall remain the property of Eskom at all times. Where the bulk of the material may have to be reworked, stripped or processed away from Eskom premises, then the aluminium conductor and off cuts must be returned to Eskom. This material does not form part of the sale and will need to be sorted and separated and remains Eskom property.

<b>STANDARD CONDITIONS OF TENDER</b>	<b>AGREEMENT 37.2</b>	<b>TST 41-61</b>
 D:\User\2007\ INVATATION TO TENI	 Section 37 2 Agreement 2010 Esk	 TST 41-61 Standard.doc


### **4. TENDER RETURNABLES**

The tenderer must submit the returnable set out hereunder as part of its tender. (Mandatory returnables are indicated by a tick (✓), and if they are not included by tender deadline, the tenders will be disqualified from further evaluation).

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### **LIST OF TENDER RETURNABLES:**


#### **4.1. Tender returnable documents.**

<b>Commercial Requirements</b>	<b>Mandatory for evaluation</b>	<b>Contract award</b>	<b>Points allocation</b>
<ul style="list-style-type: none"> <li>• Offer to purchase form (price schedule attached and comments to price schedule)</li> <li>• Valid original Tax Clearance Certificate</li> <li>• Declaration of fair bidding/tendering (Annexure B attached)</li> <li>• Declaration of interest (Annexure A attached)</li> <li>• Affidavit (on DTI Template) confirming that the B-BBEE Contribution level of the entity. B-BBEE Verification Certificate from Accredited verification agency</li> <li>• Valid CSD registration doc</li> <li>• Second-hand goods act certificate from SAPS/License</li> <li>• CIPRO Registration Documents</li> <li>• Shareholding information</li> <li>• Letter of good standing with COID or insurance body.</li> <li>• <b>SBD4 FORM MUST BE COMPLETED BELOW</b></li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>□</li> </ul>		

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<b>Technical Requirements</b> <ul style="list-style-type: none"> <li>As and When Required (Site Specific)</li> </ul>			
<b>Health &amp; Safety Requirements</b> <ul style="list-style-type: none"> <li>As and When Required (Site Specific)</li> <li>Environmental Requirements (Annexure F)</li> </ul>	✓		

## **5. EVALUATION PROCESS AND CRITERIA**

### **5.1. BASIC COMPLIANCE**

#### **ANNEXURE A**

#### **DECLARATION OF INTEREST**


I/We understand that any natural/legal person, including employees of the State and/or those related to an Eskom employee/director (as per the definition of “related” set out hereunder), may tender to Eskom. However, in view of possible allegations of favouritism (the practice of showing favour to, or giving preference to some person/group, to the detriment of, or at the expense of another that is entitled to equal treatment or an equal opportunity), should the resulting tender, or part thereof, be awarded to such natural/legal person, as described herein, it is required that the *tenderer/s* declare such interest/relationship where:-

- the *tenderer/s* employees/directors are also employees/contractors/consultants/directors in the state or a state owned entity.
- the *tenderer/s* employees/directors are also employees/contractors/consultants/directors of Eskom
- the *tenderer/s* employees/directors are also employees/contractors/consultants or directors in another entity together with Eskom employees/consultants/contractors/directors
- the *legal person/s (including its employees/contractors/directors/members/shareholders)* on whose behalf the tender documents are signed, is in some other way “related” to an Eskom employee/contractor/consultant/director involved in the tender evaluation/tender adjudication/tender negotiation. “Related” meaning that:-
  - an individual is related to another individual if they are married, or live together in a relationship similar to marriage;

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- or are separated by no more than two degrees of natural or adopted consanguinity or affinity;
- an individual is related to a juristic person if the individual directly or indirectly controls the juristic person, as determined in accordance with the definition of “control” (as per Companies Act section 2(1) ); and
- **a juristic person is “related” to another juristic person if :-**
  - (1) either of them directly/indirectly controls the other, or the business of the other, as determined in accordance with the definition of “control”(as per Companies Act section 2(1) );
  - (2) either is a subsidiary of the other; or
  - (3) a person directly/indirectly controls each of them, or the business of each of them, as determined in accordance with the definition of “control”
- the *tenderer/s* and one or more of the *tenderers* in this tendering/RFP process have a controlling partner in common, or 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/proposal of another tenderer, or influence the decisions of Eskom regarding this bidding process;


To give effect to the provisions above, please complete the table hereunder with all required information.

Full Name & Capacity/ Position within tenderer (e.g. employee/Director/member/ owner/shareholder)	Identity Number	Confirm and provide details (including employee number) if you are a State/State owned entity employee/contractor/ director.	Full Names & Capacity/Position of Eskom employee/ director/ consultant and details of the relationship or interest(marital/ familial/personal/ financial etc.)	To your knowledge is this person involved in the evaluation/ adjudication/ negotiation of tenders

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1.If any employee/director/member/shareholder/owner of tenderer/s is also currently employed by Eskom, state whether this has been declared and whether there is authorisation(Y/N) to undertake remunerative work outside public sector employment, and attach proof to this declaration. \_\_\_\_\_

Do the tenderer/s and other tenderer in this tendering/RFP process share a controlling partner or have any relationship with each other, directly or through common third parties? (Y/N) If Yes, attach proof to this declaration. \_\_\_\_\_

## **ANNEXURE B**

### **DECLARATION OF FAIR TENDERING PRACTICES**

This serves as a declaration that when goods/services are being procured / disposed off, all reasonable steps have been taken to address and/or prevent the exploitation of the procurement / disposal process and the use of any unfair tendering practices.

A **tender** will be disqualified if the *tenderer/s*, or any of its directors have:

- abused the institution's procurement / disposal process (e.g. bid rigging/collusion)
- committed fraud or any other improper conduct in relation to such system.

Please complete the declaration with an 'X' under YES or NO


Item	Question	Yes/No	2.No
1.1	Is the <i>tenderer/s(or any of its directors/members/shareholders)</i> listed on National Treasury's Database of Restricted Suppliers as companies/persons prohibited from doing business with the public sector, or listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combatting of Corrupt Activities Act (No 12 of 2004) The Database of Restricted Suppliers and the Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ).		3.
1.2	Was the <i>tenderer/s</i> (or any of its directors/members/shareholders) convicted by a court of law (including a court outside South Africa) for fraud and/or corruption with respect to the procurement/tendering processes/procedures during the past five years?		4.
1.2.1	Provide details.		

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1.3	Was the tenderer/s(or any of its directors/members/shareholders) prohibited from doing business with any International Financial Development/funding Agency or Lending Institution		5.
-----	--	--	----

I, the undersigned, \_\_\_\_\_ hereby confirm that I am duly authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of \_\_\_\_\_ (insert the full legal name of the tenderer)

I declare that I have read and understood the provisions of the Supplier Integrity Pact, that all information furnished herein is correct, that it is understood that the tenderer's tender/proposal may be rejected, and that Eskom will act against the tenderer should any aspect of this this declaration prove to be false.

Signature:	
Designation and capacity in which signing:	
Date:	

## **ANNEXURE F**

### **ENVIROMENTAL REQUIREMENTS FORM**

**THE CONTRACTOR** shall submit evidence to the satisfaction of Eskom that:

1. Its business processes and practices are registered and accredited with relevant environmental authorities and regulators applicable to the work to be undertaken in terms of the **AGREEMENT**.
2. Such business processes and practices as referred to in (1) above shall include interlia and without limitation;
  - Water usage
  - Effluent disposal
  - Emission to the air
  - Waste management and disposal

In addition to the above, **THE CONTRACTOR** shall:


- A. Submit evidence to the satisfaction of Eskom of its environmental policy together with strategies for the implementation and management thereof.

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B. Submit to **Eskom** copies of the most recent environmental audit report

The contractor must ensure:

- A procedure used to manage /dispose-off transformers are submitted to Eskom prior the collection of transformers.
- Items collected are recorded and report submitted to Eskom before payments.

**The requirements of the following Acts are to be adhered during the period of this contract.**

- The National Road Traffic Act (Act 93 of 1996)
- The Hazardous Substance Act (Act 15 of 1973)
- The Occupational, Health and Safety Act (Act 85 Of 1993)
- The Environment Conservation Act (Act 73 of 1989)
- The National Environmental Management Act (Act 107 of 1998)
- The National Water Act (Act 36 of 1998)

**For and on behalf of the company:** .....

**Name of signatory/signatories:** .....

**Official capacity/capacities:** .....

**Date:** ..... **Enquiry No:** **OLT2075690**

## **ANNEXURE H**

### **HEALTH AND SAFETY REQUIREMENTS**


The tenderer shall develop and submit a health and safety plan to the satisfaction of Eskom. The health and safety plan shall contain a list of all activities that will be undertaken on Eskom sites in relation to the scope of work to be performed.

The tenderer shall comply with the Eskom Safety rules and legislation requirements relevant to the scope of work.

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## 5.2 **FINANCIAL EVALUATION**

The following criteria and their individual weight in % will be used for the evaluation of price.

Price evaluation criteria (100%)	Weights
Financial - Price Schedule	80%
SD & L	20%
Total	100%

### **NOTE:**

Eskom's commercial process will be followed and this process is dependent on the decisions made by the different Eskom Adjudicating authorities

## 6. **SCOPE OF WORK**

- Collection and removal of the transformers from the site, including safe removal and transportation of transformer oil, unless otherwise instructed by the site supervisor.

Safety file will have to be completed and kept on site.

Certain items will be retained by Eskom and will be spelt out in the Disposal Agreement.

The project will be undertaken according to the latest construction regulations, environmental regulations and removed according to the road transport act.

**The scope of work will include the purchase, collection and removal of the Scrap transformers within 7 days of contract award.**

The purchaser will be responsible for the safe collection, handling, removal, loading and transportation of the material and to clean the site and must provide their own Bins where necessary, qualified labour and suitable certified plant, machinery, equipment and transport for this purpose.


**Payment Price is for the whole project.**

The purchaser must assure the site be left clean at completion of their collection and removal of the goods.

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## 7. PRICE SCHEDULE

As Per tender offer. To include costing for work performed.


### NOTES

- a. Eskom will not be responsible for any damages or losses suffered during the removal of the equipment incurred while working on this project arising from theft, damage or personal injury.
- b. You will be required to adhere to the condition as laid out by the Eskom site agent with regards to site access etc.
- c. Littering is prohibited at all times. Facilities will have to be made available on site during dismantling operations for the collection of disposal waste material. No rubble whatsoever is to be left on site.
- d. Additional precautions must be taken when using cutting equipment. Portable fire fighting equipment must be available on site during all stages of the work programme.
- e. The transformers are sold as is, scrap / equipment shall become the property of successful contractor and he will be responsible for the oil spillage.
- f. You will be required to be put on an Eskom permit, prior to commencement of and work. After completion of the work, it is imperative that you notify the Eskom site agent, so that the job can be signed off.
- g. All work must comply with the OHSA Act no 85 of 1993. All Safety requirements and documentation shall be available on the site
- h. **Any oil spills caused during the work programme will need to be rehabilitated by the successful contractor.**
- i. This is an open tender.
- j. A bidder who has an existing or expired contract with Eskom and has defaulted in terms of that contract will be disqualified and not be awarded a new contract
- k. A bidder who has an open non-conformance will be disqualified and not awarded a new contract.
- l. No accommodation will be allowed on site.

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## 8. ENVIRONMENTAL REQUIREMENTS


The intended activities at the Eskom Sites will have an impact on the environment and as such have to be properly management. Proper management requires that there is compliance with all the relevant pieces of legislation that impact on the development or intended activities. Therefore, the list below indicates the pieces of legislation that impact on the proposed activities. It is important that the Construction Team complies with these. Non-compliance will be unwise and may prove to be very costly for the organisation.

ACT NAME	ACT NO	NOTES/REMARKS
Constitution of the Republic of South Africa	108 of 1996	<i>States that everybody has a right to the environment that is not harmful to their health and well-being</i>
National Environmental Management Act	107 of 1998, as amended	List of activities and competent authorities identified in terms of sections 24 and 24d
Atmospheric Pollution Prevention Act	45 of 1965	Protects the rights of all citizens to a healthy and safe environment  Control all activities that pollute the air <i>Dust control during construction –Applicable during the clearing of yard-stones</i> <i>Fumes emitted by vehicles – front end loader for diesel emissions</i>
Conservation of Agricultural Resources Act	43 of 1983	Control of utilisation and protection of wetlands; soil conservation; control and prevention of veld fires; control of weeds and invader plants. <i>NB: applicable for use of weed killers</i>
Environment Conservation Act	73 of 1989	Controls for the effective protection and utilisation of the environment, littering, waste disposal, noise and various other activities, which may have a detrimental effect on the environment. <i>Waste management</i> <i>Application of waste disposal permit</i> <i>Noise control regulations</i>

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ACT NAME	ACT NO	NOTES/REMARKS
Fencing Act	31 of 1963	Prohibition of damage to a property owner's gates and fences <i>Climbing or crawling over or through fences without permission</i> <i>Closing gates</i>
Hazardous Substance Act	15 of 1973	Sale of Group I,II,III and letting, use, operation, application and installation of Group III hazardous substances. <i>NB: no hazardous substances will be used during this phase of construction</i>
Occupational Health and Safety Act	85 of 1993	Control of health aspects of Waste disposal and water Treatment. <i>Regulates nuisances and/or odours particularly due to rubbish, night soil, sewage, or other waste</i> <i>Regulations relating to nuisances</i> <i>NB: applicable to the rented toilet facilities</i>
National Water Act	36 of 1998	Protect and regulates the use of water Manage aspects relating to pollution of surface and ground water. <i>NB: this includes all rain water channels.</i>

## 9. GUARANTEE / WARRANTY

Eskom Holdings SOC Limited gives no guarantee or warranty to the workability or condition of the **equipment** for sale, other than allow each tenderer to familiar

themselves at the site prior to tendering in terms of the Consumer Protection Act. All equipment will be sold "Voetstoots" / AS IS.

## 10. OFFERS

Offers received for this tender will be deemed valid for a period of 2 month (60 days) from tender closing date.

**Eskom reserves the right not to accept the highest or any tender / offer or withdraw any item it wishes to retain.**


**Only the successful tenderer will be notified.**

## 11. VALUE ADDED TAX (VAT)

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Value Added Tax Act no 89 Of 1991 and VAT invoices will be issued on request.

## **DECLARATION (BY TENDERERS) OF GOOD STANDING REGARDING TAX**

IT IS A CONDITION OF TENDERERS THAT:


- 11.1 It is an absolute requirement that the taxes of the successful tenderer must be in order, or that suitable arrangement is made with the Receiver of Revenue to satisfy them.
- 11.2 The tenderer must include with his tender documents a copy of a Tax Clearance Certificate (in respect of Tenders)
- 11.3 If the certificate is not included or found to be incorrect, Eskom may, in addition to any other remedy it may have:
- 11.4 Recover from the contractor all costs, losses or damage incurred or sustained by Eskom as a result of the award of the disposal agreement: and/or
- 11.5 Cancel the disposal agreement and claim any damages, which Eskom may suffer by having to make less favourable arrangements after such cancellation.
- 11.6 Each party to Consortium/Sub-contractor must complete a separate declaration.

The onus will be on the tenderer to obtain “Tax Clearance Certificate (in respect of tenders)”, from the office of the South African Revenue Services (SARS) and submit the same with their tenders.

## **12. VARIATION**

No variation or modification of the proposed agreement shall be in force, unless the same is confirmed in writing.

Yours Faithfully




C. Du Toit (0917245)

**Cassiem du Toit**  
**Asset Disposal Officer**  
**Western Cape Operating Unit**  
Investment Recovery  
Procurement & SCM

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	<b>INVESTMENT RECOVERY OFFER TO PURCHASE FORM INVITATION TO TENDER</b>	<b>OLT2075690</b>
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ENQUIRY NO: OLT2075690

TENDER CLOSING DATE: 10:00 AM, Friday, 23 June 2023

CONTACT PERSON: Cassiem du Toit

EMAIL: [dtoitm@eskom.co.za](mailto:dtoitm@eskom.co.za)

Commercially required Returnable Documentation:

**Your tender must be submitted strictly in accordance with the requirements stipulated in this section and as per section 4 Tender Returnables, forms and/or documents on the basis that tenders out of time or incomplete tenders will not qualify for consideration and the under mentioned documents and required declarations are to accompany the “Offer to Purchase” to qualify for evaluation purposes.**

**NB!** A bidder who has an existing or expired contract with Eskom and has defaulted in terms of that contract will be disqualified and not be awarded a new contract. A bidder who has an open non-conformance will be disqualified and not be awarded a new contract.

### **INVITATION TO TENDER – OLT2075690**

#### **LISTINGS**

Item No.	QTY	DESCRIPTION	PRICE OFFERED (EXCL. VAT) RANDS
1	2	2 MVA FERRANTI TRANSFORMER	


**FULL COMPANY NAME:** \_\_\_\_\_

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**This tender proof the tenderer is fully aware of the condition of the tender and the price they have offered on the tender proofs their full intention and will to purchase the scrap UNITS “VOETSTOOTS” AS IS for their price as offered.**

**Please provide full and proper details according to the requirements below. Incomplete or unclear Tender Documentation will be rejected.**

**OFFER SUBMITTED BY – FULL NAME :** \_\_\_\_\_

**SIGNATURE :** \_\_\_\_\_

**Date:** \_\_\_\_\_ **ID NUMBER :** \_\_\_\_\_

**E- mail :** \_\_\_\_\_ **CONTACT NUMBER :** \_\_\_\_\_

**Who are legally authorized to provide this tender on behalf of:**

**FULL COMPANY NAME:** \_\_\_\_\_

**CSD REGISTRATION NUMBER : MAAA** \_\_\_\_\_

**BBBEE LEVEL CONTRIBUTOR :** \_\_\_\_\_

**CONTACT PERSON NAME:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER :** \_\_\_\_\_

**COMPANY PHYSICAL ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**SIGNED:** \_\_\_\_\_


**DATE :** \_\_\_\_\_

**ADDITIONAL INFORMATION – (ESKOM WILL NOT BE LIABLE FOR THE ACCURACY OF THIS INFORMATION. IT IS YOUR RESPONSIBILITY AS THE SCRAP DEALER TO GO TO SITE TO VIEW THE SCRAP BEFORE YOU SUBMIT YOUR TENDER PRICES TO ESKOM. THERE WILL BE NO REFUNDS ON SCRAP**

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sbd-4-declaration-of-interest.pdf

## ANNEXURE B

### SBD 4

#### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity

Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):

.....

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:


.....

.....

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**2.5 Tax Reference Number:**

**2.6 VAT Registration Number:**

**2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.**

**<sup>1</sup>“State” means –**

**(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);**

**(b) any municipality or municipal entity;**

**(c) provincial legislature;**

**(d) national Assembly or the national Council of provinces; or**

**(e) Parliament.**

**<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.**

**2.7 Are you or any person connected with the bidder YES / NO presently employed by the state?**

**2.7.1 If so, furnish the following particulars:**

**Name of person / director / trustee / shareholder/ member:**

**Name of state institution at which you or the person**

**connected to the bidder is employed : .....**

**Position occupied in the state institution: .....**

**Any other particulars:**

**2.7.2 If you are presently employed by the state, did you obtain YES / NO the appropriate authority to undertake remunerative work outside employment in the public sector?**

**2.7.2.1 If yes, did you attach proof of such authority to the bid YES / NO document?**

**(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.**


**2.7.2.2 If no, furnish reasons for non-submission of such proof:**

**2.8 Did you or your spouse, or any of the company’s directors / YES / NO trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?**

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2.8.1 If so, furnish particulars:

.....  
.....

2.9 Do you, or any person connected with the bidder, have YES / NO any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....

2.10 Are you, or any person connected with the bidder, YES/NO aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members YES/NO of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
.....

3 Full details of directors / trustees / members / shareholders.

Full Name Identity

Number

Personal Income

Tax Reference

Number

State Employee

Number / Persal

Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature..... Date.....

.....Position Name of bidder.....

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