	<b>Invitation to Tender/ Request for Proposal (RFP)</b> <b>Bethlehem Offices</b> <b>KZN016</b>	<b>Document Identifier</b>	240-114238630	<b>Rev</b>	11
		<b>Effective Date</b>	18 February 2022		
		<b>Review Date</b>	February 2027		

## ESKOM HOLDINGS SOC LTD

### INVITATION FOR A REQUEST FOR PROPOSAL (RFP)


#### FOR

To establish a lease agreement for the rental of between 980m<sup>2</sup> – 1 600m<sup>2</sup> of net rentable fixed building office space with a minimum of 38 Open/ Covered parking bays, located within a 5km radius from Erf 4724 Bethlehem, (6a Bruwer street, Bethlehem), which will be utilised as the Bethlehem offices, for a period of 38 months from 1 February 2023 and not extending beyond 31 March 2026.

<b>RFP number</b>	<b>KZN016</b>
<b>Issue date</b>	<b>18 May 2022</b>
<b>Closing date and time</b>	<b>6 June 2022 at 10h00</b>
<b>Tender validity period</b>	<b>16 Weeks from the closing date and time</b>
<b>Tenders are to be emailed to the following address on the stipulated closing date and time:</b>	<b>Email : <a href="mailto:tenderofficekzn@eskom.co.za">tenderofficekzn@eskom.co.za</a></b>  <b>N.B – please ensure the Tender Number is reflected on the submission.</b> <b><u>Please do not send to the Buyer only to the TAC Office on: <a href="mailto:tenderofficekzn@eskom.co.za">tenderofficekzn@eskom.co.za</a></u></b>

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		<b>Review Date</b>	February 2027		

## Invitation for a Request for Proposal

Eskom Holdings SOC Ltd (hereinafter “Eskom”) invites you to submit a *proposal* for the following:

**To establish a lease agreement for the rental of between 980m<sup>2</sup> – 1 600m<sup>2</sup> of net rentable fixed building office space with a minimum of 38 Open/ Covered parking bays, located within a 5km radius from Erf 4724 Bethlehem, (6a Bruwer street, Bethlehem), which will be utilised as the Bethlehem offices, for a period of 38 months from 1 February 2023 and not extending beyond 31 March 2026.**

The enquiry documents are supplied to you on the following basis:

- Free of charge

Eskom has delegated the responsibility for this tender to the Eskom *Representative* whose name and contact details are set out in the Tender Data. A submission of a proposal by you in response to this *RFP* will be deemed as your acceptance of the Eskom Standard Conditions of Tender (to be accessed via [www.eskom.co.za](http://www.eskom.co.za)).

Queries relating to these RFP documents may be addressed to the Eskom *Representative*.

Yours faithfully




Kenosi Lekutle

Procurement Manager

Date: 16 May 2022

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The following documents listed hereunder are attached to this enquiry:

#### Annexures


Number	Description	Annexure/to be downloaded and attached	Attached (Y/N)
1	Pre-qualification Checklist	Appendix 1	Y
2	On-site Evaluation	Appendix 2	Y

- 1.2 The Tender Data makes several references to the **Eskom Standard Conditions of Tender** and in those instances, the clause numbers are referenced hereunder. If the **Eskom Standard Conditions of Tender** is not attached to the **Request for Proposal**; then the tenderers are required to download this from [www.eskom.co.za](http://www.eskom.co.za). The “**Tender Data**” as detailed herein shall take precedence over the **Standard Conditions of Tender** in the event of any ambiguity or inconsistency between the two documents.

Clause Number from Standard Conditions of Tender	Tender Data
1.1 Parties	<p>The <i>Employer</i> is <b>Eskom Holdings SOC Ltd</b></p> <p>The Eskom <i>Representative</i> is:  Name: <b>Anita Rickhoff</b>  Tel: <b>031 710 5436</b>  E-mail: <b>Anita.Rickhoff@eskom.co.za</b></p>
1.3 Enquiry documents	<p>The Invitation to tender /RFP number is : <b>KZN016</b></p> <p>See the content list above for the enquiry documents.</p>
1.4 Type of Invitation to Tender/RFP	<p>This invitation to tender is:</p> <ol style="list-style-type: none"> <li>1. An open Invitation to tender – pre-qualification</li> </ol>
1.6 Eskom's rights to accept or reject any tender	<p>The tender shall be for the whole of the contract.</p>
2.1 Eligible tenders	<p>Submit a tender only if the tenderer (whether a single company or a structure similar to a Joint Venture) complies with the <i>eligibility criteria</i> stated in the Tender Data and the tenderer, or any of his principals, is</p>

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	<p>not under any restriction to do business with Eskom/State Owned Companies.</p> <p>Tenderers are deemed <b>ineligible</b> to submit a [<i>tender/proposal</i>] if</p> <ul style="list-style-type: none"> <li>• Tenderers have the nationality of a country on any international sanctions list. A tenderer shall be deemed to have the nationality of a country if the tenderer is a national or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including related services.</li> <li>• Tenderers submit more than one [<i>tender/proposal</i>] either individually or as a partner in a joint venture (JV) or consortium</li> <li>• [Tenders/proposals] submitted by a JV or consortium where the JV/consortium agreement does not explicitly state that the parties of the JV or consortium shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.</li> <li>• A Tenderer must not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this [<i>tendering/RFP</i>] process, if : <ul style="list-style-type: none"> <li>○ (a)they have a controlling partner/majority shareholder in common; or</li> <li>○ (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/proposal of another Tenderer, or influence the decisions of the Employer regarding this bidding process;</li> </ul> </li> <li>• Tenders signed by non- authorized persons</li> <li>• Where the tenderers are not registered on National Treasury's Central Supplier Database (except Foreign Suppliers)</li> <li>• A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender (section 4 (2) of PPPFA Regulations</li> <li>• Any tenderer that is restricted by National Treasury</li> <li>• A tenderer that sub-contracts 100% Scope of Work.</li> </ul> <p><b>Ineligible tenderers will be disqualified.</b></p>
2.2 -2.5 Tender Closing	<p>The deadline for <b><i>Pre-qualification</i></b> submission is :  <b>Date :6 June 2022</b>  <b>Time: 10h00AM</b></p> <p><b>Late Tenders will not be accepted</b>  <b>Please email your tender to:</b>  <b>Email Address : <a href="mailto:tenderofficekzn@eskom.co.za">tenderofficekzn@eskom.co.za</a></b></p>

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	<b>N.B – please ensure the Tender Number is reflected on the submission</b> <b><u>Please do not send to the Buyer only to the TAC Office on: <a href="mailto:tenderofficekzn@eskom.co.za">tenderofficekzn@eskom.co.za</a></u></b>
2.9 Copy of original tender	Email one (1) copy via email of the tender at tender submission deadline
2.13 Tender Validity Period	<b><i>The tender validity period is 16 Weeks</i></b>
2.17 Clarification on enquiry documents	The tenderer will notify the <i>Employer</i> of any clarifications required before the closing time for clarification queries, which is <b>2</b> working days before the deadline for tender submission.
2.23 Alternative tenders	Alternative tenders are <b><i>not allowed</i></b>
2.25 Conditions of contract	The conditions of contract will be a Lease Agreement
3.4 Opening of tenders	Tenders will be opened at the same date and time as the tender deadline
3.5 Prices to be read out	Prices will <b><i>not be read out.</i></b>
3.9 Basic Compliance	Basic compliance for this invitation of a RFP are: <ul style="list-style-type: none"> <li>• Meet the eligibility criteria for a tenderer Email one (1) copy via email of the tender at tender submission deadline,</li> <li>• Submission of the mandatory commercial tender returnables as at stipulated deadlines – <b><i>pre-qualification checklist</i></b></li> </ul>
3.10 Mandatory tender returnables	A tenderer that does not submit mandatory documents/information required as stipulated in the Tender Returnable section of the respective Invitation to Tender; will be deemed non-responsive. <ul style="list-style-type: none"> <li>• Pre-Qualification Questionnaire.</li> </ul>
3.11 Pre-qualification criteria	In terms of PPPFA, the preference point system to be applied is the 80/20 scoring. All responsive tenders will be evaluated further for mandatory functionality requirements :  <u>Pre-qualification</u> <ol style="list-style-type: none"> <li>1. Property Owners Name</li> <li>2. Physical address of the property, if possible include GPS location</li> <li>3. Contact details of tenderer</li> <li>4. E-mail address of tenderer</li> </ol>

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5. Do you have between 980m<sup>2</sup> – 1 600m<sup>2</sup> of net rentable fixed building office space?.
6. Do you have a minimum of 38 parking bays?
7. Is the property located within a 5km radius from Erf 4724 Bethlehem, (6a Bruwer street, Bethlehem)?
8. Are you registered on the Central Supplier Database(CSD).
9. If Yes, Provide the MAAA number.
10. If NO, are you willing to register on CSD.

Refer to Pre-Qualification Questionnaire – Appendix 3

**1. Functionality (Technical) Evaluation [To be used in Pre-qualification]**

The following requirements will need to be met in the prequalification to advance to the closed tender process

A two part weighted score-card approach is used to prequalify the technical compliance of the tenderers.


**Part 1- Desk Top Evaluation**

The supplier will be requested to complete a Pre-qualification questionnaire. Based on the information supplied on the questionnaire; **Part 1** of the technical evaluation will be conducted. Scoring will be done in line with the criteria specified below

Technical Evaluation Criteria - Part 1 - Desk Top	Weight	Score – out of 100
<b>1. Total net rentable fixed building office space required is between 980m<sup>2</sup> – 1 600m<sup>2</sup></b>  Score 100 if sufficient office space is supplied  Score 0 if required size of office space is not supplied	25%	0

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	<b>2. Minimum of 38 parking bays (open/ covered parking bays)</b>  Score 100 if minimum no. of parking bays are supplied Score 0 if minimum no. required parking bays are not supplied	25%	0							
	<b>3. Property to be located within a 5km radius from Erf 4724 Bethlehem, (6a Bruwer street, Bethlehem)</b>  Score 100 if property is within required radius  Score 0 if property is not within the required radius	25%	0							
	<b>4. Are you registered on the Central Supplier Database(CSD)?</b> Score 100 if registered/ willing to register Score 0 if not registered/ not willing to register	25%	0							
	Total Score 100%									
	<p>The physical condition of the site evaluation will only be conducted for those tenderers that achieve a <b>100% threshold on Part 1</b> of the technical evaluation based on the tender submission.</p> <p><b><u>Part 2 - Site Technical Evaluation</u></b></p> <p>Part 2 of the evaluation will only be done if a score of 100% is achieved in Part 1</p> <p>This will entail an on-site assessment of the property. The supplier must achieve a 100% on Part 1 and Part 2 to pass</p> <table border="1"> <thead> <tr> <th>the pre-qualification evaluation Technical Evaluation Criteria - Part 2 - On Site</th><th>Weight</th><th>Score – out of 100</th><th>Weighted score</th></tr> </thead> <tbody> <tr> <td> <b>1. Location suitability assessment (does the location serve the need, ease of accessibility to end-users such as closeness to main roads, taxi routes etc.) Score</b>            100 if property meet requirements         </td><td>20%</td><td>0</td><td>0%</td></tr> </tbody> </table>			the pre-qualification evaluation Technical Evaluation Criteria - Part 2 - On Site	Weight	Score – out of 100	Weighted score	<b>1. Location suitability assessment (does the location serve the need, ease of accessibility to end-users such as closeness to main roads, taxi routes etc.) Score</b> 100 if property meet requirements	20%	0
the pre-qualification evaluation Technical Evaluation Criteria - Part 2 - On Site	Weight	Score – out of 100	Weighted score							
<b>1. Location suitability assessment (does the location serve the need, ease of accessibility to end-users such as closeness to main roads, taxi routes etc.) Score</b> 100 if property meet requirements	20%	0	0%							

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	Score 0 if property does not meet requirements			
	<b>2. Condition of the property assessment, evaluation of systems and certificates, grade of the building, availability of services</b> Score 100 if property meet requirements Score 0 if property does not meet requirements	20%	0	0%
	<b>3. Existing layout and fit for use assessment (e.g. office space, storage space, disability access , Training Centre/ warehouse space, parking space and distance to entrances, ablutions, kitchens, drawings etc.)</b> Score 100 if property meet requirements Score 0 if property does not meet requirements	20%	0	0%
	<b>4. IT Assessment, including Metro internet connectivity assessment to site if required</b> Score 100 if property meet requirements Score 0 if property does not meet requirements	20%	0	0%
	<b>5. Security Assessment including access control, CCTV, electric fence, type of perimeter fence, security gates and burglar bars to windows and doors, safety to end-users, crime rate of the area</b> Score 100 if property meet requirements Score 0 if property does not meet requirements	20%	0	0%
	<b>Total Score</b>	100%		

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	<p>Only tenders that pass the <b>Part 1 and 2</b> will be invited to tender in the closed tender process.</p> <p>If required Eskom may add an escape clause to be part of the agreement. The Agreement may be terminated in whole for convenience and without cause by Eskom by giving prior notice designating the termination date. Eskom shall have no liability to the service provider with respect to such termination.</p>
3.15 Evaluation of price	<p>Pricing is not applicable as this is a pre-qualification</p> <p><b>Prices will be requested during the 'closed tender' process if applicable.</b></p>
3.17 Evaluation of B-BBEE	B-BBEE will not be evaluated at this stage as this is a pre-qualification
3.18 Ranking of tenders	Suppliers will be not ranked at this stage – as no prices will be submitted
3.19 Objective Criteria (if applicable)	<ul style="list-style-type: none"> <li>Objective criteria <b>are not applicable</b></li> </ul>

**Please note:**

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.

Main contractors/ suppliers are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a main contractor subcontracts with a subsidiary this must be declared in tender documents.


A report containing a list of potential sub-contractors may be drawn by accessing the following link: [www.csd.gov.za](http://www.csd.gov.za)

“proof of B-BBEE status level of contributor” means-

- (a) the B-BBEE status level certificate issued by an authorized body or person; or
- (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

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### 1.3 TENDER RETURNABLES

The tenderer must submit the returnables set out hereunder as part of its tender. Returnables that are mandatory for evaluation will result in disqualification if not submitted at tender closing.

Reference	Returnables from supplier	Returnables mandatory for evaluation purposes and due at tender closing	Returnables mandatory for contract award and due prior to contract award
<b>Basic Compliance</b>	Submission of the Pre-qualification Questionnaire via an email to the Confidential email address at submission deadline.	✓	
<b>Pre-qualification criteria</b>	1. Property Owners Name  2. Physical address of the property, if possible include GPS location  3. Contact details of tenderer  4. E-mail address of tenderer  5. Do you have between 980m <sup>2</sup> – 1 600m <sup>2</sup> of net rentable fixed building office space?  6. Do you have a minimum of 38 parking bays?  7. Is the property located within a 5km radius from Erf 4724 Bethlehem, (6a Bruwer street, Bethlehem)?  8. Are you registered on the Central Supplier Database(CSD).  9. If Yes, Provide the MAAA number.  10. If NO, are you willing to register on CSD.  Refer to Pre-Qualification Questionnaire – Appendix 1	✓	

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**A physical 'On-Site' evaluation will be conducted for those tenderers that meet the above requirements – As per Appendix 2**

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## PRE-QUALIFICATION QUESTIONNAIRE – Bethlehem offices


Property Owners Name	
Physical address of the property. Include GPS location if possible	
Contact details	
E-mail Address	

**Please tick YES/NO**

CRITERIA	YES	NO
Do you have between 980m <sup>2</sup> – 1 600m <sup>2</sup> of net rentable fixed building office space?		
Do you have a minimum of 38 Covered parking bays?		
Is the property located within a 5km radius from corner of Genl Boshoff and Bruwer street		
Are you registered on the Central Supplier Database(CSD)?		
If Yes, Provide the MAAA number		
If NO, are you willing to register on CSD		

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***NB. CSD registration is mandatory at tender award***

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## **Appendix 2: On Site Technical Evaluation**

### **The following will be assessed during the on site evaluation**

1. Location suitability assessment (does the location serve the need, ease of accessibility to end-users such as closeness to main roads, taxi routes etc.)
2. Condition of the property assessment, evaluation of systems and certificates, grade of the building, availability of services
3. Existing layout and fit for use assessment (e.g. office space, storage space, disability access, warehouse space, parking space and distance to entrances, ablutions, kitchens, drawings etc.)
4. IT Assessment, including Metro internet connectivity assessment to site if required
5. Security Assessment including access control, CCTV, electric fence, type of perimeter fence, security gates and burglar bars to windows and doors, safety to end-users, crime rate of the area

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