



**Service & Repairs of Air Conditioners, Fans and Air Filtration Systems at Ankerlig, Acacia, Peaking and Bella Rosa Offices for 5 Years**

**Minutes of the Site Clarification Meeting held on 18 April 2024 on MS Teams.**

This meeting was non-compulsory, so those that did not attend the meeting are welcome to submit tenders.

**Attendees:**

**Frikkie Van Loggerenberg <vLoggeFJ@eskom.co.za>; admin@jccape.com; Julian Le Roux <LRouxJL@eskom.co.za>; Mohamed Parker <mharkercts@telkomsa.net>; mharkercts@gmail.com; victor@comforttech.co.za; accounts@comforttech.co.za; Faizel Kearns <faizel@perform-max.co.za>; admin@fortuna-services <admin@fortuna-services.co.za>; Paulos <Paulos@kuwale-group.co.za>; [sales@krbairconditioning.co.za](mailto:sales@krbairconditioning.co.za); info <info@jccape.com>**

**1. Scope of Work and Overview**

Please see presentation attached. The NEC is revised with a revised price list as discussed at the site clarification meeting.

Factors to be taken into account when submitting tenders.

<b>Tender number</b>	<b>WCPK1178LH</b>
<b>Issue date</b>	<b>05 April 2024</b>
<b>Closing date and time</b>	<b>07 May 2024 at 10h00 AM</b>
<b>Tender validity period</b>	<b>12 weeks from the closing date and time</b>

**Tenders are to be delivered to the following address on the stipulated closing date and time:**

**THE TENDER OFFICE**  
Block 'E' Stores Building  
Brackenfell Complex  
Eskom Road  
Brackenfell  
Cape Town  
7560

<b>3.10 Mandatory tender returnables</b>	<p><b>1.3 TENDER RETURNABLES</b></p> <p>The tenderer must submit the returnable set out hereunder as part of its tender at the stipulated deadline.</p> <p><b><u>Mandatory Tender Returnables (Pages 13 – 15 of the Invitation to Tender) – Annexure Completion is attached to the invitation to Tender.</u></b></p>
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3.10 Mandatory tender returnables	PAYE Questionnaire for Service Contracts 2024_2025 is attached for completion
3.13 Functionality requirements	<p>Functionality requirements (Also Mandatory)</p> <p>The following criteria will be applicable for this transaction under functionality criteria:</p>

		Tenderers who do not meet the threshold of 70% for functionality scoring will be disqualified and not be evaluated further	
Technical	Evaluation Criteria	Weighting	
Company insurance: Primary business	Confirm nature of business on Letter of Good standing to verify employees are correctly covered by COID. <b>Aircon services and repairs / HVAC</b>	Mandatory	
CIPC / CSD	Confirm nature of business on CIPC/CSD to be in line with tender requirements. <b>Aircon services and repairs / HVAC</b>	Mandatory	
Company Work Experience	Proof of relevant experience in maintaining and repairing of air conditioning and HVAC equipment. Verify company registration date and company brochure  <b>&lt; 1 Year experience - 10.00%</b> <b>1 - 5 Years Experience - 20.00%</b> <b>&gt; 5 Years Experience - 30.00%</b>	30.00%	
Company Work references	Provide at least three contactable references for the Eskom Team to contact for references via a Questionnaire.  <b>Average score 3 or more references (&gt;20) - 15.00%</b> <b>Average score 3 or more references (15-20) - 10.00%</b> <b>Average score 3 or more references (&lt;20) - 5.00%</b> <b>Less than 3 references - 0%</b>	15.00%	
Staff qualifications and experience that will be allocated to this project. Where staff are not appointed yet, provide the requirements of the position that will be advertised. Where staff is not appointed yet a 25% deduction will be made.	Supervisor: Years Experience as a supervisor (10%) <b>&lt; 1 Year experience - 2.00%</b> <b>1 - 5 Years Experience - 5.00%</b> <b>&gt; 5 Years Experience - 10.00%</b>	10.00%	
Staff qualifications and experience that will be allocated to this project. Where staff are not appointed yet, provide the requirements of the position that will be advertised. Where staff is not appointed yet a 25% deduction will be made.	Technician / Artisan: (15%) <b>Relevant Trade Test - 15.00%</b> <b>No relevant trade test - 5.00%</b>  Assistant: (5%) <b>Matric - 5.00%</b> <b>No Matric - 2.00%</b> Provide CV and certificates	20.00%	
Method Statement	Provide examples of Service sheet Templates that will be used. Quality of check sheets: e.g. Instructions, QCP  <b>Check sheets comprehensive - 25.00%</b> <b>Check sheets not comprehensive - 5.00%</b> <b>No Check sheets - 0.00%</b>	25.00%	
<b>Total Score</b>		<b>100.00%</b>	

Price and Preference Scoring (80 Price / 20 BBBEE Grading)

Contractual Requirements

SHE Returnables


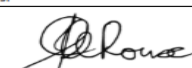
Annexure C1

Appendix B and any other SHE returnables specified

Annexure B

Is the acknowledgement of Eskom's OHS legal and other requirements form signed and submitted by the tenderer?
Health and Safety Plan (must address the project /scope of work OHS risk(s) and aligned with the health and safety specification or requirements)
<p>Costing for Health and Safety management</p> <p>Has the tenderer submitted detailed costing for OHS (the cost should be broken down not provided as a lump sum).</p> <ul style="list-style-type: none"> <li>The costing must be based on the overall scope of work/service to be performed.</li> <li>The scope of work and the risk assessment may serve as a guideline.</li> </ul>
<p>Baseline OHS Risk Assessment (BRA)</p> <p>Identification, assessment and management of OHS risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA</p>
Valid Letter of Good Standing (COIDA or equivalent)
<p>OHS policy signed by CEO</p> <p>The submitted policy must comply to OHS Act Section 7</p>
<p>OHS Competency</p> <p>(Consider scope of work, risks, OHS plan and applicability) CV,s and qualifications / certificates (List competencies required)</p>

Category 4 Quality Requirements are applicable – the returnables are:

	<b>Supplier Quality Management:</b> <b>List of Tender Returnables Documents</b>	Unique Identifier Revision Effective Date Specification	240-12248652 7 2022/01/26 240-105658000
	<b>Category 4 : Quality Requirements</b>	Deliverables to be evaluated indicator = 1	
	<b>SECTION A : Quality Management System Requirements ISO 9001</b> Objective evidence of documented QMS that is not certified but complies with ISO 9001		
A.1 Quality Method statement based on scope.(Method Statement Template-Ref 240-126469599)			1
A.2 Quality Policy Approved by top management.			1
A.3 Quality Objectives Approved by top management.			1
<b>Section A Score Option 2</b>			<b>3</b>
<b>SECTION B : Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105658000)</b>			<b>Apply =1</b>
B.1 Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015)			1
B.2 Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015)			1
<b>Section B Score</b>			<b>2</b>
<b>SECTION E: User defined additional Requirements &amp; miscellaneous (Ref 240-105658000)</b> Customer specific requirements & other standards and required can be listed and evaluated here			<b>Apply (Yes=1)</b>
E.1 Form A is completed and signed.			1
<b>Section E Score</b>			<b>1</b>
NAME OF ESKOM REPRESENTATIVE DATE ISSUED PROJECT: TENDER TITLE SIGNATURE	Julian le Roux 2024/03/19 Service & Repairs of Air Conditioners, Fans and Air Filtration Systems at Ankerlig, Acacia, Peaking and Bella Rosa Offices. 		

Contract Skills Development Goals	<b><i>Technician - 1 To be trained for the duration of the contract</i></b>	<b>Supplier to propose the number of jobs to be created during this contract</b>
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2. The closing time for clarification of queries is five (5) working days before the deadline for tender submission.
3. All communication, prior to contract award, to be done via - Lorna Hendricks [hendrial@eskom.co.za](mailto:hendrial@eskom.co.za)



**18 April 2024**

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Lorna Hendricks  
Procurement Practitioner