

	Informal Tendering Request for Quotation (RFQ) Template for Transactions up to R1M	Document Identifier	240-73269736	Rev	6
		Effective Date	January 2023		
		Review Date	January 2023		
		Enquiry	OLT2078699		

Dear Valued Supplier,

Eskom Holdings SOC Ltd (“Eskom”) hereby invites you to submit a quote on the following goods/works/services as stated below under point number 4.

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

- Please ensure that the email subject line only contains the **OLT2078699** 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.
- Ensure that the enquiry number is stipulated in the subject line on all e-mails if multiple emails are sent.
- 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.
- 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.
- 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.
- All tender returnables/documentation must be submitted to 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.
- Requests for Clarifications must be sent in writing to the respective buyer at SwanepE@eskom.co.za and not to Informaltendering@eskom.co.za. All requests for clarifications and responses must be in writing. Eskom will respond to requests for clarification received within two (2) working days before the tender closing deadline, depending on the enquiry duration and complexity.

Note:


- Tenderer to complete sections 4, 5 & 6 and to submit it together with the tender returnables stated in section 3, to Informaltendering@eskom.co.za
Due to varying requirements, slight changes could be included in each RFQ document, and suppliers are therefore required to read through the document carefully whenever invited to tender.
- ALL Suppliers are required to be registered (except foreign suppliers) on the National Treasury Central Supplier Database (CSD) as at tender response stage and the respective CSD number must be provided with all quotes together with the Eskom vendor registration number. responses that do not comply with the CSD requirement will be regarded as non-responsive(except foreign suppliers)

For CSD registration: Please register at <https://secure.csd.gov.za/>

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- All Suppliers (including Foreign suppliers) are required to complete SBD 1-Invitation to Bid and submit this annexure at the stipulated deadline. Local suppliers are required to be tax compliant and must submit CSD Number/ Efiling pin number/ copy of tax clearance certificate as evidence of their tax compliance status.
- Foreign suppliers (even those with no footprint in RSA) are in addition required to answer Part B (3) which is part of the afore-mentioned SBD 1. Should the said Foreign suppliers answer “yes” to any of the questions [Part B (3)]; they are required to be tax compliant and must therefore submit their Efiling pin number or copy of tax clearance certificate which will be verified by Eskom.
- The Integrity Declaration form (attached hereto) and the SBD 4- Bidders Declaration form (attached hereto) are mandatory tender returnables and must be fully completed, signed, and submitted at the stipulated deadlines.
- Specify line prices at lines where prices are submitted and indicate no quote at lines where no price is submitted.
- Where “designated sectors” are applicable, ensure that all relevant stipulated returnables are submitted by the stipulated deadline, or the submission will be regarded as non-responsive and ineligible for award.
- It is a requirement to return full specifications with your quotation eg. drawings, dimensions, manufacturer's name, etc (if this is applicable to the RFQ). Where there is a deviation, suppliers are also required to fully complete and submit the deviation schedule /form at RFQ closing deadline. Please ensure that the SAP No, Drawing No, Revision No and Manufacturer is stated on the form. Where there are deviations, but the deviation schedule has not been fully completed and returned at RFQ closing deadline, your offer will be disqualified.
- Eskom Standard Conditions of Tender applies to this tender.

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To	<i>[insert registered full legal name of supplier]</i>	Date	2023-07-11		
Eskom Vendor Registration Number	<i>[insert registration number]</i>	National Treasury Central Supplier Database (CSD) Number	<i>[insert CSD number]</i>		
SARS eFiling Pin number		B-BBEE level			
Attention	<i>[insert the name of the contact person at the above supplier]</i>	Cell No	<i>[insert tel no of the contact person]</i>		
E-mail address	<i>[insert e-mail address of the contact person at the above supplier]</i>				
RFQ No	OLT2078699	Closing date	2023-08-10	Closing time At (South African Standard Time)	23:00
Validity period of offers	30 days Please be advised that NO late offers will be considered and all offers must be sent to informaltendering@eskom.co.za				
Eskom contact person	Elsabe Swanepoel	Tel No			
E-mail address	SwanepE@eskom.co.za				

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ANNEXURES

- Integrity Pact Declaration
- SBD 4 - Bidders Declaration
- SBD 1- Invitation to Bid
- Technical Deviation Schedule
- SBD 6.1-Preference Claim Form
- Eskom Standard Conditions of Tender
- NEC3 Term Service Short Contract
- Supplier Evaluation Pack Template for 01 March 2023 to 29 February 2024
- Description of Service
- Technical Evaluation Criteria

1. CONDITIONS OF PURCHASE

NEC3 Term Service Short Contract (as attached) will apply.
Duration 12 (Twelve) months

2. EVALUATION CRITERIA

Functionality requirements **[are applicable]**

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

Technical

Description of Service / Technical Evaluation Criteria (*Please refer to separate attachments*)

- Description of Service
- Technical Evaluation Criteria

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

PPPFA Price and Preference Points

For transactions up to R50M (inclusive of VAT) Price and Preferential Point Scoring will be based on the 80/20 allocation aligned to the PPPFA Regulations 2022.

<u>The following Specific Goals score card applies:</u> Classification	90/10	80/20
Black Disabled Female	10	20
Black Women Owned / Black Disabled	8	15
Black Youth Owned	5	10
Black Owned	3	5

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To claim preference points as specific goals, a tenderer must submit the following documentation:

- Valid **certified** B-BBEE certificate issued by a B-BBEE verification professional/ a **certified** sworn affidavit / CIPC affidavit
- Proof of ownership/ shareholding (preferably CIPC documentation) inclusive of shareholding breakdown,
- Certified ID copies of shareholder(s)
- Proof of Disability (where applicable)

A tenderer failing to provide documentation for the allocation of preference points will not be disqualified, but-

- (a) may only score points out of 90/80 for price
- (b) scores 0 points out of 10/20 for specific goals.

A tenderer may not be awarded points for specific goals if the tender documents indicate that the tenderer intends to subcontract more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that can execute the subcontract.

***Note:**

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

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.

ADDITIONAL CRITERIA

Objective criteria **[are not applicable]**

The following objective criteria apply: -

Designated material and thresholds [are not applicable]

If applicable stipulate which materials are identified as designated materials and what thresholds the tenderers must meet to be evaluated further.

Material	Threshold %

Tenderers need to complete and submit SBD 6.2- Certificate for Local Production and Content and Annexures C, D, E.

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The dtic has appointed SABS as the official verification agency for local content in terms of designated products

A tender that fails to meet the minimum stipulated threshold for local production and content will not be justified for award.

Valid B-BBEE certificate issued by a B-BBEE verification professional/sworn affidavit
(As prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the Broad-Based Black Economic)

A tender that fails to submit any of the above requirements to demonstrate compliance to B-BBEE Codes of Good Practice will not be justified for award.

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 **[are not applicable]**

The following contractual requirements apply:-

1. SHEQ requirements; and/
2. Due Diligence (analysis of financial statements) and/or
3. Any other as stipulated _____

Note:

Where Due diligence 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 prior to contract award.


Note:

Contractual requirements are not evaluation criteria. They are required to be met and assessed after the evaluation and ranking of the tenders. Proof that the highest ranked tenderer/ tenderer recommended /justified for award (based on objective criteria) is able to meet contractual requirements as stipulated must be submitted prior to contract award. Failure to meet “Contractual Requirements “by the stipulated deadlines; may render the tender non-responsive and ineligible for contract award.

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3. TENDER RETURNABLES


Please ensure that the tender returnables listed hereunder are submitted as per stipulated deadlines as non-compliance with mandatory tender returnables at RFQ closing deadline will result in disqualification (except where these are required for scoring /ranking purposes only). Non-compliance with mandatory returnables due at contract/order award stage will impact award.

- Integrity Declaration Form, **(at RFQ closing deadline)**
- SBD 4 - Bidders Declaration, **(at RFQ closing deadline)**
- SBD 1- Invitation to Bid, **(at RFQ closing deadline)**
- Technical Deviation schedule **(at RFQ closing deadline)**. This must be fully completed and submitted **only** where there are deviations. If there are deviations, but the deviation schedule has not been fully completed and submitted, **by RFQ closing deadline**, your offer will be disqualified.
- SBD 6.1- Preference Points Claim Form, **(at RFQ closing deadline)**
- Valid supporting documents/proof of compliance to Specific Goals, **(at RFQ closing deadline)**
 - Proof of ownership/ shareholding (preferably CIPC documentation) inclusive of shareholding breakdown, **at RFQ closing deadline**.
 - Certified ID copies of shareholder(s), **at RFQ closing deadline**
 - Proof of Disability (where applicable), **at RFQ closing deadline**.
- Letter of Good Standing (COIDA) **(prior to order/contract award)**
- Valid **certified** B-BBEE certificate issued by a B-BBEE verification professional agency/**certified** sworn affidavit **(at RFQ closing deadline)**
- Copy of valid current SARS Pin number **(at RFQ closing deadline)**
- Complete Central Supplier Database (CSD) report printed on the day of submission **(at RFQ closing deadline)**.
- Technical requirements **(at RFQ closing deadline)**.
- Supplier Evaluation Pack Template for 01 March 2023 to 29 February 2024 **(at RFQ closing deadline)**.
- NEC3 Term Service Short Contract 2024 **(at RFQ closing deadline)**.

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4. DETAILED LIST OF ITEMS REQUIRED

The rates entered for each item includes for all work and other things necessary to complete the item.

(Tenderer to insert the rates)

Item no.	Description	Unit	Quantity	Rate	Rate (Inclusive of VAT)
1.	Theoretical Training including course materials and mock exams (per person)	Each	1		
2.	Practical Training (per person)	Each	1		
3.	RPL Theory Final Exam	Each	1		
4.	Practical evaluation	Each	1		
5.	Issuing of license	Each	1		
6.	Restricted Radio Practical + Exam	Each	1		
7.	Supply of Aviation Airband radios (SACAA approved)	Each	2		
8.	English Proficiency exam	Each	1		
9.	Aviation Security certification	Each	1		
10.	Dangerous goods certification	Each	1		
11.	THE SUCCESSFUL SERVICE PROVIDER TO PROVIDE VENUE WHERE TRAINING WILL TAKE PLACE				


NAME OF SERVICE PROVIDER _____

SIGNATURE _____ **DATE** _____
(Duly authorized to sign on behalf of the supplier)

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5.1 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.

Comment:

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5. TABLE TO BE COMPLETED BY TENDERER

Warranty period		Prices fixed?	[insert yes or no]
Eskom's General Conditions of Purchase accepted	Not applicable. NEC3 Term Service Short Contract will apply	Quotation is valid for	[insert number of days/months of validity]
Delivery offered	[insert yes or no]	Days/weeks of delivery duration	[insert number of days/weeks for delivery]
Prices include delivery	[insert yes or no]	FOB value (Ex-stock)	[insert the FOB value]
Delivery cost (if applicable)	[insert cost of delivery]	Rate of exchange (if applicable)	[insert the foreign currency]
Delivery method	[insert the delivery method]	Foreign currency	[insert the foreign exchange if applicable]
Discount	Trade [insert the trade discount value]	Settlement	[insert the settlement discount value]
Freight insurance	[insert any freight insurance]		
Are you registered on the Eskom Vendor Database [please indicate "yes" or "no" and provide a reason if not registered?	Yes	No	Reason
Is Integrity Pact Declaration signed and attached	Yes	No	
Company Registration Number	[insert Company Registration number]	B-BBEE level	[insert B-BBEE Level]

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Suppliers Must Comply with Eskom's Life Saving Rules while on Eskom site/Eskom Property.

The supplier will additionally 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.

6. **SIGNATORIES**

For Supplier:

The invitee/tenderer hereby confirms that a copy of the Integrity Declaration Pact was obtained, that it understands the provisions thereof and, undertakes to abide by the provisions thereof in any dealings it may have with Eskom and that the signed Integrity Declaration form and SBD 4- Bidders Declaration form have both been fully completed, signed, and submitted as tender returnables by the stipulated deadlines.

Name of supplier	Designation	Signature	Date
<i>[insert your full name/s]</i>	<i>[Insert your full designation]</i>	 [duly authorised to sign on behalf of the supplier]	
Telephone number		E-mail address	

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