

	Informal Tendering Request for Quotation (RFQ) For transactions up to R1M – Reverse e-Auction	Document Identifier	559-73269736	Rev	3
		Effective Date	February 2023		
		Review Date	February 2028		
		Enquiry	OLT2067761		

Dear Valued Supplier,

Eskom reserves the right to utilize the process of Reverse e-Auction.

Please note that the process of Reverse e-Auction will be utilised for this RFQ.

The Tenderers will be required to submit a complete offer at RFQ deadline excluding prices. Where a supplier includes prices in their offer; these prices will not be considered and will be disregarded.

Suppliers who are evaluated and have passed the basic compliance with respect to meeting mandatory gatekeepers (where these may be applicable), submitting all mandatory documentation by stipulated deadlines (as may be applicable) and/ or meeting functionality requirements (where these requirements may be applicable) will be invited to the live Reverse e-Auction event.

Link to Eskom e-Auction User orientation Video:

<https://www.youtube.com/watch?v=2OzleM6x-fs&t=27s>

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

- Please ensure that the email subject line only contains the OLT2067761 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 RaphasAM@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 one (1) – two (2) working days before the tender closing deadline, depending on the enquiry duration and complexity.
- Tenderer to complete sections 5, 6 & 7 and to submit it together with the tender returnables stated in section 3, to Informaltendering@eskom.co.za

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- 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/>
- 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.
- All suppliers are required to refer to www.eskom.co.za for the Supplier Integrity Pact that must be downloaded and read. 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.
- Do not specify prices in your offer as Prices will need to be submitted during the live e-Auction event.
- 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/form has not been fully completed and returned at RFQ closing deadline, your offer will be disqualified.
- **Eskom Standard Conditions of Tender applies to this Informal Tendering Request for Quotation (RFQ).**

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To(Supplier Name)		Date	04 April 2023		
Eskom Vendor Registration Number		National Treasury Central Supplier Database (CSD) Number			
SARS eFiling Pin number		B-BBEE level			
Attention		Tel No			
E-mail address					
RFQ No	<i>As per OLT number page header</i>	Closing date	25 April 2023	Closing time At (South African Standard Time)	23:00
Validity period of offers	60 days <i>Please be advised that NO late offers will be considered and all offers must be sent to informaltendering@eskom.co.za</i>				
Eskom contact person	Raphasha Anastacia	Tel No	011 800 5085		
E-mail address	RaphasAM@eskom.co.za				

ANNEXURES

- Integrity Pact Declaration(applicable for all enquiries)
- SBD 4 - Bidders Declaration (applicable for all RFQs)
- SBD-6.2- Certificate for Local Production and Content and Annexures C,D,E (applicable where there are designated sectors/materials.
- Tax Evaluation questionnaire (applicable for services type of contracts only)
- SBD 1- Invitation to Bid (applicable for all suppliers)
- CPA Requirements for Local Goods/Services (South African) or CPA (IG) for Foreign Goods / Services (where applicable)
- Technical Deviation Schedule (applicable for all enquiries)

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- SBD 6.1-Preference Claim Form(applicable for all enquiries)
- Eskom Standard Conditions of Tender(applicable for all enquiries)
- Eskom's General Conditions of Purchase(applicable for all enquiries)
- Reverse e-auction training acknowledgement form
- Reverse e-auction process

- **CONDITIONS OF PURCHASE**
Eskom General Conditions of Purchase will apply.

- **EVALUATION CRITERIA**

Functionality requirements : Service, Calibration, Repairs, Labour

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

	Criteria	Weight	Sub-factor	Score
1	SANAS Accredited: <ul style="list-style-type: none"> • Service provider must be accredited to do calibration, service and repairs to the Megger Torkel 840 battery capacity test unit. • Service provider must submit a documented certificate of accreditation by SANAS. • Service provider should be accredited in terms of ISO/IEC 17025:2017. 	34%	<3 years	50% of weighting
			>3 – 5 years	75% of weighting
			The testing and accuracy of the Torkel 840 discharge test unit (with SANAS traceability)	100% of weighting
2	Insurance: <ul style="list-style-type: none"> • The service provider must be insured against theft and damage of the Megger Torkel 840 battery capacity test unit, while the unit is in their possession/laboratory/premises. • The service provider must state in writing that they will take full responsibility of damage/ theft of the Megger Torkel 840 battery capacity test unit, while it's in their possession/laboratory/premises. 	33%	<3 years	50% of weighting
			>3 – 5 years	75% of weighting
			Proof of insurance	100% of weighting

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3	Documentation: Bidders to give undertaking in writing that they will able to provide the calibration test results, calibration certificate and put a sticker of calibration date on the unit after the repairs are done.	33%		0% of weighting
			Written undertaking to provide calibration test results, calibration certificate and put a sticker of calibration date on the unit.	100% of weighting
Total		100%		
The threshold on the technical evaluation criteria is 70% overall. Tenders would be deemed technically unacceptable if they score less and will thus not be evaluated further.				

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;

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

- (a) may only score points out of 80 for price
- (b) scores 0 points out of 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

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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 applicable

The following objective criteria apply:-

- **Designated material and thresholds not applicable**
- **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 not applicable

The following contractual requirements apply:-

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1. SHEQ requirements; and/or **not applicable**
2. Due Diligence (analysis of financial statements) and/or **not applicable**
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.

TENDER RETURNABLES

Please ensure that the tender returnables listed hereunder are submitted as per stipulated deadlines as non-compliance with mandatory tender returnables at stipulated deadline will result in disqualification.

NOTE:

*** Returnables required at Tender closing (disqualifiable) - These returnable are required to be fully completed, signed (if required on the returnable) and submitted with the tender at Tender closing date and time. If not fully completed, signed (if required on the returnable) and/or submitted by tender closing the tender must be disqualified.**

**** Returnables required at Tender closing. (Non-disqualifiable) – These returnable are also required to be fully completed, signed (if required on the returnable) and submitted with Tender at Tender closing date and time, however, if not submitted by Tender closing, the Procurement Practitioners must request in writing the outstanding returnable to be submitted within 2 working days. If the requested returnable are not fully completed, signed (if required on the returnable) and/or received by the Procurement Practitioner within 2 working days of the request; the tender must be disqualified.**

These returnables are mandatory for evaluation and therefore required at tender closing time and date. These will not be requested by the Procurement Practitioner, however the tenderer will not be disqualified but score zero.

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- ****Integrity Declaration Form**
- ****SBD 4 - Bidders Declaration**
- SBD 6.2- Certificate for Local Production and Content and Annexures C, D, E (**prior to order/contract award**). Applicable only where there are designated sectors/materials. = **N/A**
- Tax Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE (**prior to order/contract award**) Applicable for services contracts only.
- SBD 1- Invitation to Bid (**prior to order/contract award**)
- *CPA Requirements for Local Goods/Services (South African) or CPA (IG) for Foreign Goods/Services =**N/A**
- *Technical Deviation schedule. This must be fully completed and submitted **only** where there are deviations.
- # SBD 6.1- Preference Points Claim Form
- Copy of valid current SARS certificate (**prior to order/contract award**) Applicable for Foreign suppliers who are required to be tax compliant but have not submitted a CSD/eFiling Pin number.
- # Valid supporting documents/proof of compliance to Specific Goals (valid B-BBEE certificate issued by a SANAS accredited verification agency /sworn affidavit / CIPC affidavit)
- Letter of Good Standing (COIDA) (**prior to order/contract award**)
- ****CIDB certificate =N/A**
- Reverse e-Auction training acknowledgement form (**prior to order/contract award**)
- Audited financial statements (**prior to order/contract award**) where applicable. =**N/A**
- Valid B-BBEE certificate issued by a B-BBEE verification professional/sworn affidavit (**prior to order/contract award**)

DELIVERY DETAILS

Delivery address	Panel Shop Corner Power and Lake Road Germiston ,1401	Delivery date	22 May 2023
Attention	Charmaine Brits/Rudolph Jonker	Tel no	011 417 9049

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• **DETAILED LIST OF ITEMS REQUIRED**

Item no.	Description	Quantity	Measurement
Service, Calibration, Repairs, Labour			
1.	REPR EQP TEST:TORKEL 840 REPAIR, EQUIPMENT, TEST: TYPE: TORKEL 840; REPAIR TYPE: CPU BOARD AND BATTERY; REPLACE BATTERY, REPLACE FKA-02300 PRE PROGRAMMED CPU BOARD. EQUIPMENT TORKEL 840. Repairs - Megger Torkel 840 Serial No: 9502034) Serial No:1303133) (Voltage/Current readings disappear on the screen and the screen becomes blank during battery capacity test	2	EA
2.	CAL EQP:PORTABLE INSTRUMENTS;YEARLY CALIBRATE, EQUIPMENT: TYPE: PORTABLE INSTRUMENTS; FREQUENCY: YEARLY Calibration Megger Torkel 840 Serial No: 9502034) Serial No:1303133) Serial No:1303134	3	H
3.	PAY FEE:MISCELLANEOUS EXPENSES Equipment Megger Torkel 840 Serial No: 1303134 needs accessories (two cables from discharge test unit positive and negative terminal to the battery)	1	EA
4.	PAY FEE:STANDARD LABOUR RATE;NT;PER DAY	8	H

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.

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Comment:

TABLE TO BE COMPLETED BY TENDERER

Warranty period		Prices fixed?	
Eskom's General Conditions of Purchase accepted		Quotation is valid for	
Delivery offered		Days/weeks of delivery duration	
Prices include delivery		FOB value (Ex-stock)	
Delivery cost (if applicable)		Rate of exchange (if applicable)	
Delivery method		Foreign currency	
Discount	Trade		Settlement
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		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.

• **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
		_____ [duly authorised to sign on behalf of the supplier]	
Telephone number		Fax and e-mail address	

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