

	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

ESKOM HOLDINGS SOC LTD

INVITATION TO TENDER

FOR

SUPPLY AND DELIVERY STATIONERY AT MATLA POWER STATION ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (03) YEARS.

Tender number	E1035GXMTL
Issue date	17 March 2025
Revised Issue Date	N/A
Closing date and time	03 April 2025 at 10H00
Revised Closing date and time	N/A
Tender validity period	180 days from the closing date and time
Clarification meeting – Not Compulsory	<u>CLARIFICATION MEETING</u> Date: 27 March 2025 Time: 10:00am Venue: Microsoft Teams Link : <u>Requested via email before 26 March 2025</u> Note: Bring your Identity document or Driver's license for access at the gate. Site visits can be organized by a formal appointment only send to: <u>NchaupML@eskom.co.za</u>
Tenders are to be submitted electronically via Eskom E-tendering site by the stipulated closing date and time. Please note that it is the responsibility of the supplier to ensure that the tender submission is submitted before the closing time.	03 April 2027 at 10h00 AM (South African Standard time)

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		Effective Date	07 June 2024		
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Invitation to Tender

Eskom Holdings SOC Ltd (hereinafter "Eskom") invites you to submit a tender for the Supply and Delivery of Stationery at Matla Power Station on an as and when required basis for a period of three (03) years

The tender documents are supplied to you on the following basis

1. 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 tender by you in response to this *Invitation* will be deemed as your acceptance of the Eskom Standard Conditions of Tender (to be accessed via www.eskom.co.za)

All queries and clarifications relating to the Invitation to Tender documents must be addressed in writing to the Eskom Representative. No query or clarification may be addressed to any Eskom official other than the Eskom Representative

Yours faithfully



STANLEY NGWENYA
PROCUREMENT MANAGER
MATLA POWER STATION

Date. 11/03/2025

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

1.1 Annexures to the tender

The following documents listed hereunder are attached to this invitation to tender.

Number	Description	Annexure	Attached (Y / N / N/A)
1 1 1	*Authorisation Form	Annexure A	Y
1.1.2	*Acknowledgement form	Annexure B	Y
1 1 3	*Tenderer's particulars	Annexure C	Y
1 1 4	*Integrity Declaration Form (refer to www.eskom.co.za for the Supplier Integrity Pact that suppliers are required to download and read)	Annexure D	Y
1 1 5	*CPA Requirements for Local Goods/Services	Annexure E	Y
1.1.6	*CPA(IG) for Foreign Goods/Services (if applicable)	Annexure F	Y
1.1.7	SBD 6 2 Declaration Certificate for Local Production and Local Content (only applicable if designated materials are included and then Tenderers will be required to complete and submit Annexures F1 to F4 as evidence of compliance with this requirement).	Annexure G1	N
	Annexure C Local Content Declaration- Summary Schedule	Annexure G2	N
	Annexure D Imported Content Declaration – Supporting Schedule to Annexure C	Annexure G3	N
	Annexure E Local Content Declaration- Supporting Schedule to Annexure C	Annexure G4	N
1 1 8	*SBD 1 Invitation to Bid must be filled out by all tenderers and submitted with the tender at tender submission deadline	Annexure H	Y
1.1 9	*SBD 6 1 Preference Points Claim Form in terms of PPPFA 2022 regulations	Annexure I	Y
1.1 10	*SBD 4 – Bidders Disclosure	Annexure J	Y
1 1 11	Tax Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE		Y

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		Effective Date	07 June 2024		
		Review Date	June 2029		

	<i>[only to be attached for services type of contracts]</i>		
1.1 12	Reverse e-auction training acknowledgement form (if applicable)	N/A	N/A
1.1 13	Reverse e-auction process (if applicable)	N/A	N/A
1.1 14	E-tendering Help Manual acknowledgement form	Attached as a separate document	Y
1 1 15	E-tendering Help Manual for supplier	Attached as a separate document	Y
1 1.16	CIDB Contract Skills Development Goals (CSDG) (if applicable)	N/A	N/A
1 1 17	Contract Participation Goals (CPG) (if applicable)	N/A	N/A
1 1 18	Scope of Work	Attached as a separate document	Y
1 1 19	NEC or other Contract	Attached as a separate document	Y
1.1.20	Pricing Schedule/BOQ (if not contained in Contract)	Contained in NEC and scope of work attached	

1.2 Tender Data

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 **Invitation to Tender**; then the tenderers are required to download this from 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.

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Clause Number from Standard Conditions of Tender	Tender Data
1 1 Parties	The <i>Employer</i> is Eskom Holdings SOC Ltd The Eskom <i>Representative</i> is Name: Mogale Nchaupa Tel: 017 612 9156 E-mail: NchaupML@eskom.co.za
1.3 Enquiry documents	The Invitation to tender number is: E1035GXMTL See the content list above for the enquiry documents
1 4 Type of enquiry	This Invitation to Tender 1. An open Invitation to Tender
1.6 Eskom's rights to accept or reject any tender	The tender shall be for the whole of the contract. The tenderers must ensure that all items in the price list are tendered for
2 1 Eligibility	Tenderers (whether a single company or an incorporated or unincorporated joint venture or consortium) must meet the eligibility criteria stated in the Tender Data. The tenderer, or any of its principals, must not be under any restriction to do business with Eskom or State-Owned Companies. <u>Tenderers are ineligible to submit a tender if:</u> 1. Tenderers have the nationality of a country on any international sanctions list. A tenderer shall be found 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 2. Tenderers submit more than one [tender/proposal] either individually or as a partner in a joint venture (JV) or consortium, except on an E-Tendering system where there is a limit size

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		Effective Date	07 June 2024		
		Review Date	June 2029		

	(900MB) for submission and the tenderers may submit more than one submission with the same tender number Tenders submitted by a joint venture 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 4. A Tenderer must not have a conflict of interest All Tenderers found to have a conflict of interest shall be disqualified Prima facie evidence that a tenderer has a conflict of interest with one or more parties in this [tendering/RFP] process is. they have a controlling partner or majority shareholder in common; or 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 of another tenderer, or to influence the decisions of the Employer regarding this bidding process, 5. Tenders signed by non-authorised persons 6. Any tenderer that is restricted by National Treasury 7. Any tenderer on the Tender Defaulters list 8. A tenderer that sub-contracts 100% of the Scope of Work Eskom will disqualify tenderers that are found not to have met the eligibility criteria.
2.2 -2.5 Tender Closing	The deadline for tender submission is: Date 03 April 2025 Time 10h00 Late Tenders will not be accepted. Tenders are uploaded via Eskom Tender bulletin site on the Eskom E- tendering page
2.9 Submitting a tender – original tender and copy.	For Electronic Tender Submissions The tenderer must upload the tender via Eskom Tender bulletin site on the Eskom E- tendering page The documents need to be upload under

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

	the folder Technical, Commercial, Financial, and other All documents need to be submitted in a PDF and Excel format (The limit is 50MB per file and total submission of 900MB per submissions). The price list needs to be submitted in PDF and a copy in excel format No Zip/condense files can be uploaded No hard copy will be accepted If for some reason you resubmit your tender, then the latest version of the tender submitted will only be accepted and all previous submission/s will be null and void Please ensure that the submission status is indicated as complete. Supplier Help Manual guide and video can be found on Eskom E-Tendering page
2 12 Tender Validity Period	The tender validity period is 180 days.
2 15 Site/clarification meetings	Non-compulsory clarification meetings with Eskom representatives will take place as follows <u>CLARIFICATION MEETING</u> Date: 27 March 2025 Time: 10:00am Venue: Microsoft Teams Link : <u>Requested via email before 26 March 2025</u> Site visits can be organized by a formal appointment only send to: <u>NchaupML@eskom.co.za</u> Site visits will be organized by a formal appointment only. Tenderers must confirm their intention to attend with the Eskom <i>Representative</i> stating the name, position and contact details of each proposed attendee. Please note that if the tender stipulates that a site/clarification meeting is mandatory/compulsory; then suppliers must attend such meeting. Those suppliers who do not attend such mandatory/compulsory

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	meeting will be disqualified and will not be evaluated.
2 16 Seeking clarification	The tenderer will notify Eskom of any clarifications required before the closing time for clarification queries, which is [05] working days before the deadline for tender submission
2.22 Alternative tenders	Alternative tenders are not allowed
2.32 Cataloguing	The successful tenderer may be required to provide the cataloguing information per item after contract award, and in that instance, will need will to ensure that all materials delivered to Eskom are labelled in line with Eskom's labelling specifications as may be stipulated Where cataloguing is a requirement, the Pricing Schedule must also include a line item for cataloguing, which tenderers are required to quote for Eskom will pay for the cataloguing
2 33 Provision of security for performance	Not Applicable
3.4 Tender Opening	For E-tendering, there will be no public opening of tenders Tenders will be downloaded electronically
3 5 Prices to be read out or not	Prices will not be read out.
3 9 Basic Compliance	Basic compliance with this Invitation to Tender requires a tenderer to meet all the following requirements Basic compliance for this invitation to tender. 1 Meet the eligibility criteria for a tenderer 2 Submit a complete tender with commercial, financial and technical information 3 Submission of the mandatory commercial tender returnables as at stipulated deadlines. 4 Central Supplier Database (CSD) number (MAA) For E-Tendering, a tenderer's failure to have submitted/uploaded tender documents will render the tender non-responsive
3 10 Mandatory tender returnables	Mandatory tender returnable are applicable.

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		Effective Date	07 June 2024		
		Review Date	June 2029		

	A tenderer that does not submit mandatory documents/information required in mandatory documents by the required deadlines as stipulated in the Tender Returnable section of the respective Invitation to Tender, will be deemed non-responsive <i>NB: Kindly check the detailed Mandatory technical evaluation below.</i>
--	--

No.	Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable
	Proof of Company inhouse capability OR Letter of intent from a reputable company where stationery will be sourced from with the following proof attached	Returnable Warehouse, asset List, proof of valid Vehicles registration. Their warehouse details, asset list, proof of valid Vehicles registration.

3.12 Functionality requirements	Functionality requirements are applicable. The following criteria will be applicable for this transaction under functionality criteria: <i>NB: Kindly check the detailed technical evaluation below.</i> Tenders need to have a weighted score of 75% or more to technically qualify for further evaluation
---------------------------------	--

	Qualitative Technical Criteria Description		Reference to Technical Sp Tender Returnab
	Service Provider to achieve 75% score to pass the technical Evaluation		
1.	The supplier must submit proof of company experience in supply and delivery contracts		
	1 1	Proof of 1year and above Experience in supply and delivery contracts	Current or Previous cl reference letter with C

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

			number or Order number and contactable details	
	1 2	Proof of 6 months and above Experience in supply and delivery contracts	Current or Previous client reference letter with Contract number or Order number and contactable details	
2.	Company's Planned Methodology to supply and deliver stationery (As per the points below)			
	2 1	Company Planned Methodology (Each point equals 5%) 2 1 1 Methodology 2.1 2 Process for returning incorrect products 2 1 3 Safety process when delivering Stationery 2 1.5 Process to ensure delivery timelines are met	Company's Operational plan	
3	Companies Risk Management Plan			
	3 1	Bidder to provide Policies and contingency plan based on service interruptions on the following: 3.1 2 Replacement plan of faulty delivery vehicles 3.1 3 Absenteeism of critical employees from work due to industrial and communities protest action	Comprehensive Company contingency plan	
4.	Resource Capability (Vehicle)			
4 1	Tenderers must provide valid proof of ownership in the name of the bidding company or the director/owner of the company OR		NaTIS/ Log book / Certificate of Registration Document	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

	Lease or rental agreements or purchase agreement in the name of the bidding company of director/owner of the company		
Minimum Threshold Required is 75% Tenderers who do not meet the threshold for functionality scoring will be disqualified Note:			
3.14 Evaluation of Price	Prices will be evaluated as follows 1 Inclusive of VAT 2 Making the specified correction for arithmetical errors 3 Excluding contingencies in any bill of quantities or activity schedule. 4. Making an appropriate adjustment for any other acceptable variations, deviations, or alternative tenders submitted 5. Making a comparison of the Net Present Value of each adjusted tender based on the tendered programme (if provided) and prices, on the estimated effect of Price Adjustment Factors and rate of exchange fluctuations (if applicable) and on other evaluation parameters relating to uncertainty and risk, where applicable. 6. Unconditional discounts must be taken into account for evaluation purposes; 7. Conditional discounts must not be taken into account for evaluation purposes but should be implemented when payment is effected Prices will be scored out of 80 points		
3.16 Evaluation of Specific Goals	Specific goals will be scored out of 20 points in accordance with PPPFA If a tenderer fails to meet Specific goals and submit proof, the tenderer will not be disqualified. However, be awarded 80 points for price and will score 0 points for that Specific Goal NB: The following documents are required to claim preference points,		

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

	- Valid B-BBEE certificate issued by a SANAS accredited verification agency / sworn affidavit / CIPS affidavit - Proof of ownership / shareholding (preferably CIPC documentation) inclusive of shareholding breakdown - Certified ID copies of shareholder(s) - Proof of Disability (where applicable) - In a case of a trust, consortium, or joint venture (including incorporated consortia and joint ventures) a consolidated B-BBEE status level verification certificate - In a case of a trust, consortium or joint venture (including incorporated consortia and joint ventures) a consolidated B-BBEE status level verification certificate. 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.
3.17 Ranking of tenders	Tenderers will be ranked by applying the preferential point scoring for the 80/20 system. Eskom will add the score from Pricing and Specific Goals together and rank the suppliers from the highest to the lowest
3.18 Objective Criteria (if applicable) The inclusion of objective criteria is not mandatory but a condition for contract award. If the tenderer does not meet objective criteria; it may lead to the second-ranked tenderer being recommended for award.	
Section 3: SDL&I Penalty and Performance Security Eskom will apply a penalty of 2.5% of the invoice amount for failure to meet SDL&I obligations. N/A	

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		Effective Date	07 June 2024		
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Section 4: Reporting and Monitoring

N/A

Section 5: Market Research

The following information demonstrates market analysis and assisted in arriving at the targets above.	
Current Suppliers Providing the Services	Potential Suppliers
None	Open market

Section 6: General Information on Validity of Sworn Affidavits

The following must be considered when it comes to validity of Affidavits;
Tenderers submitting B-BBEE Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity: - Name/s of deponent as they appear in the identity document and the identity number - Designation of the deponent as the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit. (Mark the applicable option). - Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address - Percentage of black ownership, black female ownership and designated group In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected (No blank spaces to be left) - Indicate total revenue for the year under review and whether it is based on audited financial statements or management account (Mark the applicable option). - Financial year end as per the enterprise's registration documents, which was used to determine the total revenue (Financial year end to be stipulated by day/month/year). - B-BBEE Status level An enterprise can only have one status level (Tick applicable level) - Empowering supplier status must be indicated For QSEs, the deponent must select the basis for the empowering supplier status - Date deponent signed and date of Commissioner of Oath must be the same (The sworn affidavit must be signed in the presence of the Commissioner of Oath. Furthermore the Commissioner must also sign and stamp) - Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest

3 19 Reverse e-auction (if applicable)	Reverse e-auction not applicable
Contractual Requirements (if applicable)	Contractual Requirements may include the following Proof of CSD registration

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		Effective Date	07 June 2024		
		Review Date	June 2029		

	• SHEQ requirements, and/or • SDI&L requirements, and/or • 2% CSI – Corporate Social Investment Please 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 for award (on the basis of objective criteria) is able to meet the contractual requirements, must be submitted prior to contract award. Failure to meet “Contractual Requirements “by the stipulated deadlines; may result in the tenderer being regarded as non-responsive and ineligible for contract award.
3.22 Sign form of Agreement / Contractual Condition	a) The conditions of contract will be the Applying NEC3, SC (Supply Contract) with the following options Main option. A. Option A. Priced contract with price list W1 – Dispute Resolution Procedure for South Africa Secondary options: X1 – Price Adjustment for inflation X2 – Changes in the Law X7 – Delay damages X17 – Low Performance Z – Additional conditions of contract The recommended supplier shall submit all the documentation (Annexure A-Targeted Enterprise Declaration Affidavit, Project Interim Report, Project Completion Report and Declaration) that may be required as returnables after contract award and as stipulated by Clause 3.3 of the Standard for Indirect Targeting for Enterprise Development through Construction Works Contract (published in GGN 36190 of 25 February 2013) In the event that there are further documents/ actions that are required during execution of the contract, these must be made contractual

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	conditions and compliance thereto must be managed in terms of the contract.
3 28 CIDB Requirements (where applicable for Engineering and Construction Works Contracts)	CIDB Requirements is not applicable .

Please note:

Tenderers are requested to bear in mind Eskom's standard payment terms as stipulated hereunder when submitting tenders and concluding contracts with Eskom:

For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying Suppliers within 30 days of receipt of undisputed invoices.

For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying suppliers within 60 days of receipt of undisputed invoices.

Eskom reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations should the tendered prices not be 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 its tender documents.

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

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

- (a) the B-BBEE status level certificate issued by an authorised 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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		Review Date	June 2029		

1.2 TENDER RETURNABLES

The tenderer must submit the returnable set out hereunder as part of its tender at the stipulated deadline.

NOTE THE FOLLOWING: -

* Returnables required at Tender closing (disqualifiable): -

These returnables 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 tenderer will be disqualified.

** Returnable required at Tender closing (non-disqualifiable): -

These returnables are 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, or submitted with incomplete information or without a required signature, the Procurement Practitioner will, in writing, request the tenderer to submit the returnable within 5 working days. If the returnable is not fully completed, signed if required and/or received by the Procurement Practitioner within 5 working days of the request, the tenderer will be disqualified.

The 5 working days period does not apply to CIDB proof of grading. Refer to the returnable table the prescribed period for CIDB proof of grading.

Returnables required at Tender Closing date and time for evaluation: -

These returnables are required to be submitted at tender closing date and time. These returnables will not be requested by the Procurement Practitioner. A tenderer that does not submit the required returnable at stipulated deadline or submits an incomplete returnable; will not be disqualified but will score zero.

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Reference	Returnable From Suppliers	Returnable required at Tender closing (disqualifiable)*	Returnable required at Tender closing (Non-disqualifiable) **	Returnable required prior to Contract Award
Basic Compliance	Electronic copy of the tender in a PDF format. The price list needs to be submitted in PDF and a copy in excel format (The limit is 50MB per file and total submission of 900MB per submission)	✓		
Annexure A	Authorisation Form		✓	
Annexure B	Acknowledgement Form		✓	
Annexure C	Tenderers Particulars		✓	
Annexure D	Integrity Pact Declaration form		✓	
Annexure E	CPA for local goods/services (if applicable)	✓		
Annexure F	CPA(IG) for imported goods/services (if applicable)	✓		
Annexure G1-G4	SBD 6 2 -Declaration certificate for local production and content and Annexures C, D, E <i>[only applicable where designated materials are included]</i>			✓
Annexure H (applicable for all suppliers including foreign suppliers)	SBD 1- to be completed and submitted by all tenderers			✓
# Annexure I	SBD 6.1- Preference Points Claim Form in terms of PPPFA 2022 regulations		✓	
Annexure J	SBD 4 – Bidders Disclosure		✓	
Reverse e-auction training acknowledgement form (if applicable)	N/A	N/A		N/A
E-tendering Help Manual acknowledgement form (If applicable)	E-Tendering Training Acknowledgement Form		✓	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Additional Documents required in the event of JV: -	Letter of intent to form a JV/consortium or Valid joint venture agreement confirming the rights and obligations of each of the joint venture partners and their profit-sharing ratios.		✓	
-	Separate written confirmation that the joint venture will operate as a single business entity (incorporated) for the duration of the contract, or this may be included as an obligation within the JV agreement.		✓	
	# proof of compliance to the stipulated Specific goals.		✓	
	Details and confirmation of a single designated bank account in the name of the JV and independent of the individual JV partners, as set out in the joint venture agreement			✓
# Specific Goals	Failure on the part of the supplier to submit “ proof of specific goals for purposes of evaluation and scoring by the tender 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			✓
Tax Clearance Certificates	A certified copy of a tax clearance certificate is still required by Foreign suppliers (with a footprint in South Africa- but who are not on CSD and have not provided a SARS pin number) and Local suppliers (who have not provided their SARS e-filing PIN number for verification by Eskom and/or their CSD profile / CSD number) Foreign suppliers with no footprint in South Africa, must still complete the SBD1 document, however no proof of tax compliance is required.			✓

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Tax Questionnaire (if services contract and was included as annexure)	Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE]			✓
Compliance with Employment Equity Act	To the extent that the tenderer falls within the definition of a “designated Employer” as contemplated in the Employment Equity Act 55 of 1998, the tenderer is required to furnish the Employer with proof of compliance with the Employment Equity Act, including proof of submission of the Employment Equity report to the Department of Labour (South African tenderers only)			✓
CIDB (where applicable)	Valid proof of the required cidb grading designation for the main contractor JV and /or sub-contractor as may be required in the tender data at tender closing deadline or within 21 working days from the closing date of submission of tenders if this is agreed with the Employer			N/A
NEC/FIDIC Documentation	Completed NEC/FIDIC pricing schedule and contract data.	✓		
Pricing schedule	Completed pricing schedule (if not already submitted in the NEC or other Contract).			
Additional documents required (ECSA/ SACPCMP/CVs/ permits/licenses/ specific registration documents (if applicable to scope of work)				N/A
	MANDATORY CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE			
Mandatory Contractual Requirement	Proof of valid and current CSD Registration (CSD number/CSD Report)		✓	
	ADDITIONAL CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE			

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Safety	COIDA - Original certificate of good standing or proof of application issued by the Compensation Fund (Coid) or a licensed compensation insurer (South African tenderers only)			✓
Quality	Documents that may be required per scope of work			✓
Other safety/quality documents as required per scope of works	- Letter of Good standing - SHE Plan - Baseline Risk assessment - Safe working procedures - SHEQ policy - Annexure B Acknowledgement form			✓
Environmental	Documents that may be required as per scope of work			✓
Due Diligence	N/A			N/A
	DOCUMENTS REQUIRED UNDER FUNCTIONALITY/TECHNICAL CRITERIA			
Technical (required for functionality scoring)	See attached technical requirements	✓		

Mandatory Requirements

No	Mandatory Technical Criteria Description	Reference to Technical Specification / Tender Returnable	Motivation for use of Criteria
1	The supplier shall submit the following proof Supplier proof of capability to supply stationery	Proof of Company inhouse capability as follows. - Warehouse, asset List, Vehicles lists etc OR Letter of intent from a company where stationery will be sourced from with the following proof attached -Their warehouse Ownership details	To demonstrate company capability or ability to source stationery

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Failure to attain the mandatory requirements will result in the Tenderers being disqualified. Only Tenderers that pass the mandatory will be eligible for further evaluation.

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

FUNCTIONAL TECHNICAL EVALUATION

Functionality will be evaluated on a total weight of 100% with a minimum threshold of **75%**. Tenderers need to achieve at least the minimum of the weighted score as per the table below for each function to qualify for further evaluation.

Table 1: Qualitative Technical Evaluation Criteria

	Qualitative Technical Criteria Description Service Provider to achieve 75% score to pass the technical Evaluation		Reference to Technical Specification / Tender Returnable	Criteria Weighting (%)	Criteria Sub Weighting (%)
1.	The supplier must submit proof of company experience in supply and delivery contracts			35%	
	1.1	Proof of 1 year and above Experience in supply and delivery contracts	Current or Previous client reference letter with Contract number or Order number and contactable details		35%
	1.2	Proof of 6 months and above Experience in supply and delivery contracts	Current or Previous client reference letter with Contract number or Order number and contactable details		20%

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

2.	Company's Planned Methodology to supply and deliver stationery (As per the points below)			30%	
	2 1	Company Planned Methodology (Each point equals 5%) 2 1 1 Methodology 2.1 2 Process for returning incorrect products 2 1 3 Safety process when delivering Stationery 2 1 5 Process to ensure delivery timelines are met	Company's Operational plan		5% 10% 5% 10%
3	Companies Risk Management Plan			10%	
	3.1	Bidder to provide Policies and contingency plan based on service interruptions on the following: 3 1 2 Replacement plan of faulty delivery vehicles 3.1.3 Absenteeism of critical employees from work due to industrial and communities protest action	Comprehensive Company contingency plan		5% 5%

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

4.	Resource Capability (Vehicle)			25%
4 1	Tenderers must provide valid proof of ownership in the name of the bidding company or the director/owner of the company OR Lease or rental agreements or purchase agreement in the name of the bidding company of director/owner of the company	NaTIS/ Log book / Certificate of Registration Document		25%
TOTAL: 100				

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

ANNEXURE A

AUTHORISATION FORM

Indicate the status of the *tenderer* by ticking the appropriate box below

A COMPANY	B CLOSE CORPORATION	C PARTNERSHIP	D JOINT VENTURE	E SOLE PROPRIETOR

The *tenderer* must complete the appropriate certificate set out below for its category of organisation. If the *tenderer* is a company, close corporation or joint venture, the *tenderer* must attach a certified copy the document that is proof of the contents of the certificate (resolution of the board of directors of a company, members' resolution of a close corporation, or power of attorney in the case of a joint venture).

Note further that the authorised representative of the *tenderer* will in addition be required to sign the form at the end in addition to the relevant certificate for category of organisation.

A. Certificate for company

I, _____, in my capacity as _____ of the board of directors of _____, hereby confirm that by resolution of the board taken on _____ (date), Mr/Ms _____, acting in his/her capacity of _____, is authorised to submit this tender on behalf of the company, and to sign all documents in connection with this tender and any contract that may result from it on behalf of the company. The resolution of the board is annexed to this Form

Signed:	Date:
Name:	Position:

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

B. Certificate for close corporation

I, _____, in my capacity as member of _____, hereby confirm that by majority vote of the members taken on _____ (date), Mr/Ms _____, acting in his/her capacity of _____, is authorised to submit this tender on behalf of the close corporation, and to sign all documents in connection with this tender and any contract that may result from it on behalf of the close corporation. The members' resolution is annexed to this Form.

Signed:	Date:
Name:	Position: (Member)

C. Certificate for partnership

We, the undersigned, being the **key partners** in the business trading as _____ hereby authorise Mr/Ms _____, acting in his/her capacity of _____, to submit this tender on our behalf, and to sign all documents in connection with the tender and any contract that may result from it on our behalf.

Name	Address	Signature	Date

NOTE: This certificate is required to be completed and signed by the full number of Partners necessary to commit the Partnership. Attach additional pages if more space is required.

D. Certificate for Joint Venture

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms _____, an authorised signatory of the company _____, being the lead member in the Joint Venture, to sign all documents in connection with the tender and any contract that may result from it on behalf of all the members in the Joint Venture

This authorisation is evidenced by the attached power of attorney signed by the legally authorised signatories of all the members in the Joint Venture

Furthermore we attach to this Form a copy of the Joint Venture Agreement which incorporates a statement that all members in the Joint Venture are liable jointly and severally for the execution of the contract, a term that indicates the member that will be the lead member, and terms that indicate the ratios according to which work and payment will be divided amongst the members

Name of JV member	Address	Authorised signature, name and capacity
Lead partner		

E. Certificate for sole proprietor

I, _____, hereby confirm that I am the sole proprietor of the business trading as _____

Signed:	Date:
Name:	Position: (Sole Proprietor)

NOTE: The table hereunder to also be fully completed by all *tenderers* irrespective of the category of organisation selected and completed above.

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Name of tenderer:	
Full names of authorised signatory:	
Designation and capacity:	
Signature of authorised signatory	
Date of signature:	

ANNEXURE B

ACKNOWLEDGEMENT FORM

We are in receipt of the Invitation to Tender/Proposal from Eskom Holdings SOC Ltd and the following addenda issued by Eskom:

We confirm that the documentation received by us is. ***(Indicate by ticking the box)***

Correct as stated in the Invitation to Tender / RFP Content List, and that each document is complete ☐

Or: Incorrect or incomplete for the following reasons. ☐

Cataloguing Acknowledgement:

Please select the relevant statement by ticking the appropriate box below:

1. We agree to provide the cataloguing information as described in the enquiry ☐
2. We have already supplied Eskom with the cataloguing information pertaining to this enquiry in a previous contract/order ***[insert previous contract/order number]*** ☐
3. We do not intend to provide the required cataloguing information for the reasons stated hereunder. ☐

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

- 4 We are a Distributor/Importer/Agent and our Principal, being the Original Equipment Manufacturer (OEM), is or is not [***delete whichever is not applicable***] in the position to supply cataloguing information for items We attach the letter from the OEM confirming its position. ☐

Invitation to Tender/Request for Proposal No _____

Name of Tenderer _____

Country of registration _____

Full names of contact person _____

Contact details:

Tel (landline)
Cell phone
e-mail address

Name of tenderer:	
Full names of authorised signatory:	
Signature:	
Designation and capacity:	
Date:	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

ANNEXURE C

TENDERER'S PARTICULARS

The tenderer must furnish the following particulars where applicable:

Indicate the type of tendering structure by marking with an 'X' (where applicable provide registration number):	
Individual tenderer	
Unincorporated Joint venture (registration number for each member of the JV)	
Incorporated JV	
Other	

Please complete the following:

Name of lead partner/member in case of JV	
CIPC Registration Number or CIPC disclosure certificate (for individual companies and each JV member)	
VAT registration number (for individual companies and each JV member)	
CIDB registration number (for individual companies and each JV member), contractor grading designation (for individual companies and each JV member) and combined cidb contractor grading designation (for JVs)	
Contact person	
Telephone number	
E-mail address	
Postal address (also of each member in the case of a JV)	
Physical address (also of each member in the case of a JV)	

If subcontractors are to be used, indicate the following for the main sub-contractor(s) Add to the list of applicable.

Name of contractor	
CIPC Registration number or CIPC disclosure certificate	
VAT registration number	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

CIDB Registration number (if applicable) and CIDB grade specified for the sub-contractor as may be stipulated in the Tender Data	
Proposed Scope of work to be done by sub-contractor	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

- 1 If you are currently registered as a vendor with Eskom, please provide your Vendor registration number with Eskom _____
2. If you are currently registered as a vendor on the National Treasury's Central Supplier Database (CSD), please provide your supplier registration number with Treasury _____
3. Please note that it is not mandatory for you to be registered on National Treasury's CSD at the time of responding to this tender. It is, however, a mandatory requirement that you be registered on CSD prior to award
- 4 You may register online at National Treasury website on www.treasury.gov.za
- 5 If you are registered on SARS E-filing system, please provide your PIN number in order to verify your tax compliance status _____
6. If you are required to be tax compliant as per SBD 1 but are not registered on CSD (foreign suppliers) or have not provided your SARS E-filing PIN, please confirm that you have attached or will furnish a copy of a current valid tax compliance certificate as a tender returnable by contract award stage.

YES		NO	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

7. If sub-contracting is prescribed in the enquiry, tenderers must complete 7.1 to 7.9.

7.1 Confirm if you intend sub-contracting

YES		NO	
-----	--	----	--

7.2 What percentage will you be sub-contracting? _____%

7.3 To whom do you intend sub-contracting? _____

7.4 Is the said sub-contractor registered on CSD?

YES		NO	
-----	--	----	--

7.5 If yes to 8.4, please provide CSD number _____

7.6 Please confirm B-BBEE level of said sub-contractor _____

7.7 Which designated group does the sub-contractor belong to:-

- a) An EME or QSE,
- b) An EME or QSE which is at least 51% owned by black people,
- c) An EME or QSE which is at least 51% owned by black people who are youth,
- d) An EME or QSE which is at least 51% owned by black people who are women,
- e) An EME or QSE which is at least 51% owned by black people with disabilities;
- f) An EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- g) A cooperative which is at least 51% owned by black people,
- h) An EME or QSE which is at least 51% owned by black people who are military veterans, or
- i) More than one of the categories referred to in paragraphs (a) to (h).

7.8 Please confirm that you have attached your signed intention to sub-contract document.

YES		NO	
-----	--	----	--

7.9 Have you attached proof of sub-contractor's belonging to designated group?

YES		NO	
-----	--	----	--

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Name of tenderer:	
Full names of authorised signatory:	
Signature:	
Designation and capacity:	
Date:	

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

ANNEXURE D

INTEGRITY DECLARATION FORM

Note: This returnable is required to be fully completed, signed and submitted by tenderers at the stipulated deadlines.

1 DECLARATION OF INTEREST

I/We understand that an employee of the State as defined in the Public Service Act of 1994 is prohibited from conducting business with any organ of state and from being a director of a public or private company that conducts business with an organ of state.

I/We understand that any natural/legal person, including any natural legal person related to an Eskom employee/director as per the definition of "related" set out hereunder, may submit a tender to Eskom. However, in order to establish whether a conflict of interest exists tenderers are required to declare such interest/relationships where -

- 1 the *tenderer/s* employees/directors are also employees/contractors/consultants/ directors of Eskom
- 2 the *tenderer/s* employees/directors are also employees/contractors/consultants or directors in another entity together with Eskom employees/consultants/contractors/ directors.
- 3 the *legal entity including its employees/contractors/ directors / shareholders /members /partners / owners* on whose behalf the tender documents are signed, is/are in some other way related to an Eskom employee/contractor/consultant/director involved in the tender specification/ tender evaluation/tender adjudication/negotiation
4. the tenderer/s and one or more other tenderers in this tendering/RFP process have a controlling partner in common, or 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 over the tender/proposal of another tenderer, or influence over the decisions of Eskom regarding the bidding process

Related:

(1) When used in respect of two persons, means persons who are connected to one another in any manner contemplated below

- (a) an individual is related to another individual if they-
 - (i) are married, or live together in a relationship similar to a marriage, or
 - (ii) are separated by no more than two degrees of natural or adopted consanguinity or affinity

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

- (b) 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 set out in subsection (2) below, and
- (c) a juristic person is related to another juristic person if-
 - (i) either of them directly or indirectly controls the other, or the business of the other, as determined in accordance with subsection (2) below
 - (ii) either is a subsidiary of the other, or
 - (iii) a person directly or indirectly controls each of them, or the business of each of them, as determined in accordance with subsection (2) below

“Related person”, when used in reference to a directors/shareholders/members/partners/owner, has the meaning set out in 3.3 16, but also includes a second company of which the directors/shareholders/members/partners/owners or a related person is also a director directors/shareholders/members/partners/owners, or a close corporation of which the director or a related person is a member

Control:

- (2) For the purpose of subsection (1) above, a person controls a juristic person, or its business, if-
 - (a) in the case of a juristic person that is a company-
 - (i) that juristic person is a subsidiary of that first person, as determined in accordance with the Companies Act¹, or
 - (ii) that first person together with any related or inter-related person, is-
 - (aa) directly or indirectly able to exercise or control the exercise of a majority of the voting rights associated with securities of that company, whether pursuant to a shareholder agreement or otherwise, or
 - (bb) has the right to appoint or elect, or control the appointment or election of, directors of that company who control a majority of the votes at a meeting of the board,
 - (b) in the case of a juristic person that is a close corporation, that first person owns the majority of the members' interest, or controls directly, or has the right to control, the majority of members' votes in the close corporation

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

- (c) in the case of a juristic person that is a trust, that first person has the ability to control the majority of the votes of the trustees or to appoint the majority of the trustees, or to appoint or change the majority of the beneficiaries of the trust, or
- (d) that first person has the ability to materially influence the policy of the juristic person in a manner comparable to a person who, in ordinary commercial practice, would be able to exercise an element of control referred to in paragraph (a), (b) or (c) of subsection (2)

“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 an employee/consultant/ contractor and/or director of a State/State owned entity.	Full Names & Capacity/Position of Eskom employee/ consultant/contractor and/or director details of the relationship or interest (marital/ familial/personal/ financial etc.)	To your knowledge is this person involved in the specification/ evaluation/ adjudication/ negotiation of tenders?

If any employee/director/member/shareholder/owner of the tenderer/s is also currently employed by Eskom, state whether this has been declared and whether there is authorisation to undertake remunerative work outside public sector employment and attach proof to this declaration. _____
[Yes/No]

Do the tenderer/s and any other tenderer/s in this tendering/RFP process share a controlling partner or have any relationship with each other, directly or through common third parties? _____(
[Yes/No]

If yes, attach proof

2 DECLARATION OF FAIR TENDERING PRACTICES

The tenderer declares that it has taken all reasonable steps to address and prevent the exploitation of the procurement process and the use of any unfair tendering practices

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

1. abused Eskom's procurement process (e.g. bid rigging/collusion); or
2. committed fraud or any other improper conduct in relation to such procurement process

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

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

Item	Question	Yes	No
1.1	Is the tenderer/s or any of its shareholders/directors/members/partners/owners listed on National Treasury's Database of Restricted Suppliers as companies/persons prohibited from doing business with the public sector. The Database of Restricted Suppliers can be accessed on the National Treasury's website (www.treasury.gov.za)		
1.2	Is the tenderer/s or any of its shareholders/directors/members/partners/owners 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 Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za).		
1.3	Was the tenderer/s or any of its shareholders/directors/members/partners/owners convicted by a court of law (including a court outside South Africa) of fraud and/or corruption in respect of any procurement/tendering processes/procedures during the past five years?		
1.3.1	If "Yes", provide details including a case number and a copy of the judgement		
1.4	Was the tenderer/s or any of its shareholders/directors/members/partners/owners prohibited from doing business with any International Financial/Lending Institution or Development/Funding Agency?		
1.5	Is there any history/record of the tenderer/s or any of its shareholders/directors/members/partners/owners failing to meet their contractual obligation with the State or any State-owned entity?		
1.5.1	If "Yes", provide details		

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

3. DECLARATION OF SHAREHOLDING INFORMATION

I, the undersigned _____ [Full names and Position] _____
hereby declare that I am the duly authorized representative of _____ [Name of Tenderer]

I further declare that the following individuals and/or entities listed hereunder are Shareholders in
_____ [Name of Tenderer]

Note that the information in the table below must be completed in full for each tenderer including incorporated JVs. If the tenderer is an unincorporated JV, the tables must be completed for each JV member. Please add additional rows if required.

Individuals:

Full Name	Identity Number	Shareholding Percentage

Other Entities*:

Full Legal / Trading Name	Entity Registration Number/Trust Number	Shareholding Percentage	Full name and surname of the /shareholders/ directors/ trustees/ beneficiaries of the shareholding entity	Identification Numbers of the shareholders/directors/ trustees/beneficiaries of the shareholding entity

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

I declare that I have read and understood the provisions of the Supplier Integrity Pact, that all information furnished herein is true and 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 declaration prove to be false, and

I give my consent for this information to be used for the purpose as described in this Integrity Declaration Form and/or in relation to the Supplier Integrity Pact, and

I further consent that information provided in terms of this Integrity Declaration Form may be processed for verification of conflicts of interest and other ancillary purposes by Eskom. Such processing may include the sharing of the information with third parties.

Name of Tenderer:	
Full names of authorised signatory:	
Signature:	
Designation and capacity:	
Date:	

Joint Ventures

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

I give my consent for this information to be used for the purposes described in this Integrity Declaration Form and/or in relation to the Supplier Integrity Pact, and

I further consent that information provided in terms of this Integrity Declaration Form may be processed for verification of conflicts of interest and other ancillary purposes by Eskom. Such processing may include the sharing of the information with third parties.

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Name of Tenderer:	
Full names of authorised signatory:	
Signature:	
Designation and capacity:	
Date:	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

ANNEXURE E

CONTRACT PRICE ADJUSTMENT (CPA) REQUIREMENTS FOR LOCAL GOODS AND SERVICES.

The application of contract price adjustment (CPA) to tender submissions

Note: This Section will not be applicable to Professional services contracts (See relevant section hereunder for guidelines on this).

1. Application of CPA

- CPA conditions may apply if the contractual duration is to be longer than 12 months
- If the contractual duration will be less than or equal to 12 months, a fixed priced offer must be submitted
- For contracts with a duration more than twelve (12) months, CPA will not be applicable for the first year. CPA will then only be applied from year two (2) onwards
- Failure to propose contract price adjustment, or submit a CPA formula with the tender submission, will result in the pricing being considered fixed.
- Eskom will not accept Rate of Exchange adjustment to be included in any CPA formula
- Local indices may not be used for CPA purposes for any imported component.
- There must be separate CPA formulae for local and foreign CPA. Local and foreign escalation may not be combined into one formula

2. Tender Submissions

Eskom Proposed CPA breakdown for Local Goods and Service

Formula A						
Index Reference	Proposed portions/Weightings of each index	Description of Index	Full Title of Index published	Source Publisher of Index	Base Month	Base Price/Base Index Figure
A1	77%	Labour	TBC	SEIFSA	TBC	TBC
A2	8%	Road Freight	TBC	SEIFSA	TBC	TBC
	15%	Fixed portion not subject to CPA				
Total	100%					

Note: Tenderers to take note that, if the Eskom proposed CPA breakdown is not populated, they are required to refer to the Pricing Schedule in the NEC or other Contract or standalone Pricing Schedule for Eskom's proposed CPA breakdown.

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Eskom CPA Conditions/Requirements

- Tenderers are required to submit CPA that is aligned to Eskom's proposed CPA breakdown in this Tender; or Tenderers may submit an alternative CPA proposal from Eskom's CPA proposal, and this will be considered if deemed acceptable to Eskom
- Note that for contracts exceeding a duration of 12 months if there is no CPA catered for by the tenderer; then prices will be deemed to be fixed and firm
- A minimum of 15% of the total agreement value is to be fixed when a CPA formula is applied,
- Each CPA formula must add up to a final total of 100
- Only official published CPA indices that are in the public domain must be used
- No in-house indices may be used for CPA
- There may be more than 1 CPA formula (Formula A, B, C etc) or a combination of all the cost components into 1 Formula (depending on how the pricing is to be submitted)
- If there are specific line items for Labour and Transport, individual Formulae might be used.

Note: Eskom reserves the right to negotiate CPA terms and conditions during negotiations held with tenderers.

3. BASE DATE AND BASE PRICE

- In instances of indices or other references published monthly, the Base Date is to be the month before the month in which the Enquiry closes.
- In instances where the reference figures, e g , market prices, are published daily or at intervals more than once a month; then the average for the month before the month in which the Enquiry closes should be used as the Base Price.

4. CPA FOR PROFESSIONAL SERVICES

- The preferred index to be used for adjusting these agreements is the country specific CPI Headline index
- The price adjustment factor will be effective from each contractual anniversary of the contract date This must be the average of the country specific CPI Headline index figures published for the last twelve-month period (cycle) ending before the contract anniversary date

Closing date of tender:	
Name of tenderer:	
Full names of authorised signatory:	
Signature:	
Date of signature:	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

ANNEXURE F

CPA (CPA) REQUIREMENTS FOR FOREIGN GOODS AND SERVICES

The application of contract price adjustment (CPA) to tender submissions

Note: This Section will not be applicable to Professional services contracts (See relevant section hereunder for guidelines on this).

1. Application of CPA

- CPA conditions may apply if the contractual duration is to be longer than 12 months
- If the contractual duration will be less than or equal to 12 months, a fixed priced offer must be submitted.
- For contracts with a duration more than twelve (12) months, CPA will not be applicable for the first year CPA will then only be applied from year two (2) onwards.
- Failure to propose contract price adjustment, or submit a CPA formula with the tender submission, will result in the pricing being considered fixed.
- Eskom will not accept Rate of Exchange adjustment to be included in any CPA formula.
- Local indices may not be used for CPA purposes for any imported component.
- There must be separate CPA formulae for local and foreign CPA. Local and foreign escalation may not be combined into one formula

2. Tender Submissions

Eskom Proposed CPA breakdown for Local Goods and Service

Formula A						
<i>Index Reference</i>	<i>Proposed portions/Weightings of each index</i>	<i>Description of Index</i>	<i>Full Title of Index published</i>	<i>Source Publisher of Index</i>	<i>Base Month</i>	<i>Base Price/Base Index Figure</i>
A1						
A2						
A3						
	15%	<i>Fixed portion not subject to CPA</i>				
Total	100%					

Note: Tenderers to take note that, if the Eskom proposed CPA breakdown is not populated, they are required to refer to the Pricing Schedule in the NEC or other Contract or standalone Pricing Schedule for Eskom's proposed CPA breakdown.

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Eskom CPA Conditions/Requirements

- Tenderers are required to submit CPA that is aligned to Eskom's proposed CPA breakdown in this Tender; or Tenderers may submit an alternative CPA proposal from Eskom's CPA proposal and this will be considered if deemed acceptable to Eskom;
- Note that for contracts exceeding a duration of 12 months if there is no CPA catered for by the tenderer; then prices will be deemed to be fixed and firm
- A minimum of 15% of the total agreement value is to be fixed when a CPA formula is applied,
- Each CPA formula must add up to a final total of 100
- Only official published CPA indices that are in the public domain must be used.
- No in-house indices may be used for CPA
- There may be more than 1 CPA formula (Formula A, B, C etc) or a combination of all the cost components into 1 Formula (depending on how the pricing is to be submitted
- If there are specific line items for Labour and Transport, individual Formulae might be used.

Note: Eskom reserves the right to negotiate CPA terms and conditions during negotiations held with tenderers.

3. BASE DATE AND BASE PRICE

- In instances of indices or other references published monthly, the Base Date is to be the month before the month in which the Enquiry closes
- In instances where the reference figures, e.g. market prices, are published daily or at intervals more than once a month; then the average for the month before the month in which the Enquiry closes should be used as the Base Price.

4. CPA FOR PROFESSIONAL SERVICES

- The preferred index to be used for adjusting these agreements is the country specific CPI Headline index.
- The price adjustment factor will be effective from each contractual anniversary of the contract date. This must be the average of the country specific CPI Headline index figures published for the last twelve-month period (cycle) ending before the contract anniversary date

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

PAYMENT OF FOREIGN COMMITMENTS

PART 1: The application of importation payment requirements to tender submissions.

Where foreign exchange is involved, Eskom will take measures to mitigate any exposure to foreign currency exposure or exchange rate risk

Tenderers. -

- Who wish to submit tenders with pricing in foreign currency for imported goods/services must establish **prior** to tender close (via the Procurement Practitioner), that the foreign currency that is being priced in the submission, is an acceptable foreign currency to Eskom
- Who are pricing for imported goods/services in a foreign currency or linking their pricing of goods to a foreign currency exchange rate, **must be the direct importers** of the goods/services. For payment purposes, Eskom will require proof of importation
- Who import goods into stock, for delivery to various customers, including Eskom, the price quoted must be in South African Rand. In such cases, Eskom will not undertake any foreign exchange commitment or arrange forward cover.
- Who have submissions where pricing for imported goods/services in a foreign currency or linked to a foreign currency exchange rate, must ensure that their pricing indicates the foreign currency and the foreign currency values.

Tenderers should note that all domestic value-added process, i.e., costs incurred in the Republic of South Africa, for example, transport costs will only be paid in Rands

Tenderers who have submitted tenders, which have goods/services priced, are linked to a foreign currency or exchange rate, are required to select one of the payment methods indicated below for the payment relating to those imported goods/services:

Payment of Eskom's foreign commitment in foreign currency will be made either:

Payment Method 1A:

To a nominated bank account in a foreign country in a foreign currency
(Payment will be made to the party and account nominated by the supplier
In the contract, and not to any other party)

Please note that the contracting party OR Eskom SOC Limited must be the direct importer of the goods.

Documentation to be submitted with payment

- Commercial invoice (from the foreign supplier)

Import payments.

- SAD 500
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise
- Customs release notification
- Transport documents from the freight company
- Marine/ ocean bill of lading

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Any one of the following documents as per the mode of transportation: -

- Airway bill / air transport document
- Road or rail consignment note
- Postal receipt "goods despatched".
- Certificate of posting
- Courier dispatch note or air waybill

NB: Evidencing transport of the relative goods to the Republic of South Africa

Service- related payments

Documents to submit with payment:

- Commercial invoice (invoice from the overseas supplier)

Delete which is not applicable (Yes/No)

OR

Payment Method 1B:

To a valid SARB approved CFC account in South Africa, in a foreign currency (payment will be made to the contracting party)

Please note:

- The contracting party must be the direct importer
- For payment purposes, Eskom will require both the foreign (commercial) invoice and the local tax invoice.
- The foreign currency values on both the commercial and local invoice must match Eskom will not pay any profit in foreign currency (Please note that the commercial invoice used in the clearance of the imported goods must be from the country of origin)
- If Payment Method 1B is the option selected for the payment for any imported goods/services, then the following documentation is to be submitted with your submission
 - Copy of tenderers bankers' initial application to the Reserve Bank requesting approval to invoice a local entity or Eskom, and for Eskom to pay the invoiced currency into the contracting party's CFC account
 - Copy of the response from the Reserve Bank regarding the initial application, on the Reserve Bank's letterhead
 - Copy of the latest application to the Reserve Bank to renew the approval.
 - Copy of the response from the Reserve Bank to the application to renew the approval to invoice Eskom in foreign currency

Documents to submit with payment:

- Commercial invoice (from the foreign supplier, country of origin and used to clear the goods)
- Local invoice or Tax invoice
- Both the commercial invoice and local invoices must match

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Import payments.

- SAD 500
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise
- Customs release notification
- Transport documents from the freight company

Any of the following documents as per the mode of transportation: -

- Marine/ ocean bill of lading
- Airway bill / air transport document
- Road or rail consignment note
- Postal receipt
- Certificate of posting
- Courier dispatch note or air waybill

NB: Evidencing transport of the relative goods to the Republic of South Africa

All documents submitted to Eskom should not have any alterations.

The information on the documents should be as originally issued from the authorities, freight companies and overseas suppliers.

Service-related payments

- Should a supplier select this option, they are required to provide proof that the South African Reserve Bank has given them approval to invoice Eskom in foreign currency for services related payments and to receive foreign currency proceeds into that CFC account. The proof would consist of: -
 - A copy of a letter from the supplier's bankers to the Reserve Bank requesting authority to receive services related payments to be made into a CFC account.
 - A copy of the official response from the Reserve Bank authorising payments to be made into the supplier's CFC account. The supplier's documents to the Reserve Bank must make specific reference to Eskom
 - This approval is only valid for a period of 1 year or as per SARB approval period

Documents to submit with payment:

- Commercial invoice (invoice from the overseas supplier to proof that we have foreign currency exposure)
- Local Tax invoice (from the local supplier)
- Both the commercial invoice and local invoices must match

NB: If a supplier is unable to produce or provide Eskom with a commercial invoice, the contract will be concluded in rands. The contract cannot be linked to any Exchange Rate.

[Delete which is not applicable (Yes/No)

OR

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Payment Method 2:

In South African Rand at the selling spot rate of exchange obtained by Eskom's Treasury on the date that the forward cover is cancelled Eskom will notify the supplier of the date that the forward cover is cancelled as well as the intended payment date, which will be as per the agreed payment terms

Any exchange rate adjustment after Eskom has notified the supplier of the date and the rate which the forward cover is cancelled, will be for the account of the supplier

Please note:

- The contracting party must be the direct importer of the goods
- This payment option is not applicable for the payment of services
- Tenderers are required to indicate and request approval from Eskom to use Payment Method 2 **prior to tender close** Where a tenderer has failed to obtain the required approval prior to tender close, the tenderer will have to select one of the other Payment Methods indicated in this document
- Together with their submission, Tenderers will be required to provide Eskom with a written indemnity confirming that they will not buy and forward cover ,

Documents to submit with payment:

- Commercial invoice (from the foreign supplier)
- SAD 500
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise
- Customs release notification
- Transport documents from the freight company

Any of the following documents as per the mode of transportation: -

- Marine/ ocean bill of lading
- Airway bill / air transport document
- Road or rail consignment note.
- Postal receipt
- Certificate of posting
- Courier dispatch note or air waybill

NB: Evidencing transport of the relative goods to the Republic

- Local invoice or Tax invoice

NB: If a supplier is unable to produce or provide Eskom with a commercial invoice, the contract will be concluded in rands. The contract cannot be linked to any Exchange Rate.

[Delete which is not applicable (Yes/No)

OR

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Fixed ZAR Option (Payment Method 3)

This option is available to those tenderers who are the direct importers of the goods/services for which they have tendered, but do not find Payment Methods 1A, 1B or 2 and allows tenderers to be responsible for the foreign currency and exchange rate risk. If a tenderer selects this payment method, the process is as follows:

- Eskom and the successful tender will engage, on a simultaneous basis, with their respective bankers and compare the exchange rate/s obtained. This is done to ensure that any exchange rate/s used is/are market related.
- Tenderers will be required to match or better the exchange rate/s obtained by Eskom. If the tenderer's exchange rate/s is/are more expensive than the exchange rate/s indicated by Eskom, the exchange rate/s to convert the foreign values into ZAR will be the Eskom exchange rate/s.
- Once the exchange rate/s has/have been agreed by both parties, Eskom will not be liable for any further exchange rate adjustments.

From a Commercial perspective, please take note of the following:

- The foreign currency and foreign currency amount/s that Eskom is/are at risk to, need/s to be indicated in the pricing schedule submitted as part of the tender. If the pricing schedule does not allow for it, the foreign currency and foreign currency amount/s must be indicated in a covering letter.
- The exchange rate to be used in the tender submission is the exchange rate sourced from the South African Reserve Bank on the date the tender is advertised/published.
- Due to the payments being made in ZAR, but based on an agreed exchange rate, the tenderer will be required to submit proof of importation at time of payment.

Delete which is not applicable (Yes/No)

Documents to submit with payment:

- Commercial invoice (from the foreign supplier)
- Local invoice or Tax invoice

Import payments

- SAD 500
- Bill of Entry as evidence that goods have been cleared by the Department of Customs and Excise
- Customs release notification
- Transport documents from the freight company

Any of the following documents as per the mode of transportation: -

- Marine/ ocean bill of lading
- Airway bill / air transport document
- Road or rail consignment note.

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

- Postal receipt
- Certificate of posting
- Courier dispatch note or air waybill

NB: Evidencing transport of the goods to the Republic of South Africa

Documents to submit with payment:

- Commercial invoice (invoice from the overseas supplier to proof that we have foreign currency exposure)
- Local Tax invoice (from the local supplier)

NB: If a supplier is unable to produce or provide Eskom with a commercial invoice, the contract will be concluded in RAND's Not in Currency

[Delete which is not applicable (Yes/No)

Please note: Eskom will require substantiating proof of importation at the time of invoicing.

Where the supplier, previously imported goods into stock for delivery to various customers, including Eskom, the price quoted must be in South African Rand. In such cases, Eskom will not undertake any foreign exchange commitment or arrange forward cover.

Take note of the following:

Service-related payment:

When specialist skills are required in South Africa, the local supplier will source the appropriate talent from their network of specialist companies overseas. The specialist is then brought into the country (South Africa) on one of two possible methodologies

1) **Secondment**

In this approach, the foreign specialist retains their employment contract with their home unit (Employer overseas) but are seconded to the local company that has a contract with Eskom to work under the direction and control of the local management. Their salaries are paid to the foreign specialist by their home country and that foreign entity then invoices the local supplier (South Africa) in foreign currency for the cost relating to such employees. The invoices would typically be in Euro or GBP, this methodology is usually for short to medium term engagements.

Documents to be attached for payment:

- Commercial invoice from the specialist company
- Local invoice (South African company making use of the specialist services)
- Passport of the specialist and valid work permit
- Activity schedule signed by the contract manager

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

2) Payroll Transfer

In this approach, the employee's contract with the overseas employer will be suspended and the specialist takes up a local contract with the local company. The remuneration is then **ZAR** based, the overseas employer is unable to provide the foreign invoice because the employment with the specialist is suspended this methodology is usually favoured for long term engagement. There is no foreign commitment, and the contract will be in ZAR.

PART 2: EXCHANGE RATES

The tenderer shall use the exchange rate as at 12H00 on the date of the advertisement of the tender. The source of the exchange rates shall be the South African Reserve Bank (www.resbank.co.za). Please note that the tenderer is required to submit proof of the SARB rate/s used.

Date of advertisement of tender:	
Closing date of tender:	
Name of tenderer:	
Full names of authorised signatory:	
Signature:	
Date of signature:	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

ANNEXURE G1

SBD 6 2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed by the dtic, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration Summary Schedule), D (Imported Content Declaration Supporting Schedule to Annex C) and E (Local Content Declaration Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Dtic makes provision for the promotion of local production and content.
- 1.2. Dtic prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.4. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows.

$$LC = [1 - x / y] * 100$$

Where:

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

1.5 A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration. Summary Schedule) are not submitted at the stipulated deadlines

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3 Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011).

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB Bidders must submit proof of the SARB rate (s) of exchange used

4 Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION **(REFER TO ANNEX B OF SATS 1286:2011)**

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

IN RESPECT OF BID NO.

ISSUED BY (Procurement Authority / Name of Institution)

.

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder
- 2 Guidance on the Calculation of Local Content is accessible on [http //www thdti gov za/industrial development/ip.jsp](http://www.thdti.gov.za/industrialdevelopment/ip.jsp)
- 3 Local Content Declaration Templates (Annex C, D and E) is attached to this enquiry and must be submitted at the stipulated deadline
- 4 Bidders should first complete Declaration D After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C **Declaration C should be submitted at the stipulated deadline of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder entity), the
following.

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286.2011, the rates of exchange indicated in paragraph 4 1 above and the information contained in Declaration D and E which has been consolidated in Declaration C

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.2011
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286 2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 9.1 of the Preferential Procurement Regulations, 2022 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annexure G2- Local content Declaration-Summary Schedule (annex C)



Adobe Acrobat Document

Annexure G3 - Imports Declaration-Supporting schedule to Annex C (annex D)



Adobe Acrobat Document

Annexure G4 - Local Content Declaration-Supporting Schedule to Annex C (annex E)



Adobe Acrobat Document

ANNEXURE H

SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:		CLOSING DATE:		CLOSING TIME:
DESCRIPTION				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID				

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

BOX SITUATED AT (STREET ADDRESS)

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN.		OR	CSD No.	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes	
	☐ No			☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR			
	☐	NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No	
	[IF YES ENCLOSE PROOF]			[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:			
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON			
CONTACT PERSON		TELEPHONE NUMBER			

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:
1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR ONLINE
3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION (NAMELY, BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION (NAMELY, BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS) MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2.	TAX COMPLIANCE REQUIREMENTS
1.	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
3.	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
4.	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
5.	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER
6.	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
7.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

ANNEXURE I

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for

- (a) Price; and
- (b) Specific Goals

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
--	---------------

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4 1 In terms of Regulation 4(2), 5(2), 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender
- 4 2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

4.4. Company registration number

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied, and

- (e) forward the matter for criminal prosecution, if deemed necessary

SIGNATURE(S) OF TENDERER(S) SURNAME AND NAME DATE: ADDRESS

ANNEXURE J

SBD 4

TENDERER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to tender / request for proposal. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, Eskom requires the tenderer to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the tender process.

2. TENDERER'S DECLARATION

- 2.1 Is the tenderer or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

[YES/NO]

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 Eskom	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below

Full Name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the tenderer, have a relationship with any person who is employed by the procuring institution?

[YES/NO]

If so, furnish particulars:

.....

.....

2.3 Does the tenderer or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract?

[YES/NO]

If so, furnish particulars:

.....

.....

3. DECLARATION

Controlled Disclosure

Anonymously report fraud, corruption at 0800 11 2722/ forensic@eskom.co.za

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	Invitation to Tender	Document Identifier	240-114238630	Rev	18
		Effective Date	07 June 2024		
		Review Date	June 2029		

I, the undersigned, (name)..... in submitting the accompanying tender, do hereby make the following statements that I certify to be true and complete in every respect:-

- 3.1 I have read and I understand the contents of this disclosure
- 3.2 I understand that the accompanying tender will be disqualified if this disclosure is found not to be true and complete in every respect
- 3.3 The tenderer has arrived at the accompanying tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding
- 3.4 There have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the tender, tendering with the intention not to win the tender and conditions or delivery particulars of the products or services to which this tender invitation relates.
- 3.5 The terms of the accompanying tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract
- 3.6 There have been no consultations, communications, agreements or arrangements made by the tenderer with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the tender submitted where so required by the institution, and the tenderer was not involved in the drafting of the specifications or terms of reference for this tender
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or the tenderer may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

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		Effective Date	07 June 2024		
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I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT

I ACCEPT THAT THE STATE MAY REJECT THE TENDER OR ACT AGAINST THE TENDERER IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE

..... Signature	 Date
..... Position	 Name of bidder

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