

## **COMMERCIAL – CLARIFICATION PRESENTATION: KZN131**

**The Provision of Catering Services for  
Mersey Training Centre, Pietermaritzburg  
and Durban Areas in the KwaZulu Natal  
Operating Unit for the training interventions  
and business meetings on an as and when  
required basis for a period of thirty-six (36)  
months.**

**DATE : 17 MAY 2024**

**VENUE: MERSEY TRAINING CENTER  
COMPULSORY CLARIFICATION MEETING**



Welcome	Yvonne Hadden	5 Mins
Safety Talk		5 Mins
Commercial	Yvonne Hadden	45 Mins
SD&L	Derna Edmund	20 Mins
Technical		30 Mins
Financial		15 Mins
Safety	Khanyisile Zwane	20 Mins
Environmental		20 Mins
Quality	Denise Govindan	20 Mins
Closure	Yvonne Hadden	5 mins

- To assist the Tenderers on the requirements pertaining to this tender
- Is to explain the implications of the evaluation process and the evaluation phases which the tender will be subjected to
- To assist the Tenderers with how to compile the tender documents
- All clarifications and questions with answers will be published on the portal.
- To Inform all tenderers that queries must **ONLY** be addressed in writing to the buyer – Nombuso Xulu - Email Address – **XuluNSo@eskom.co.za**
- Clarification Questions and Answers will be published on the Eskom Tender Bulletin and National Treasury Website
- Tenderers who do not attend the **Compulsory Clarification Meeting** but submit tenders, will be disqualified and their tenders will not be evaluated.

- Enquiry Number: KZN131
- Closing Date: **01 July 2024 – 10:00am**
- Contract duration will be 36 Months
- There will be no reading out of rates at tender closing.
- Tender Document Envelopes are to be clearly marked with company name and Tender Enquiry No. **KZN31**
- **NO LATE TENDERS WILL BE ACCEPTED.** Only tenders submitted at the correct closing location will be accepted. Refer to tender invitation
- Tenderers must submitted **1 original and 1 identical copy** of the tender document

## Basic Compliance and Mandatory Evaluation

- Basic Compliance (As per page 7 of the invitation to tender)
- Mandatory Tender Returnable (As per page 7 & 8 of the invitation to tender):

## Functionality:

- Technical Folder – Folder 2 on the Eskom Tender Portal. Functionality will be evaluated as 100% Technical Requirements
- Suppliers who meet the threshold of 82.5% will proceed to the next stage of the Evaluation Process

## Proposal of Rates

- Rates will be Evaluated only for suppliers that passed Technical.

## PPFA

- Preference Points Scoring System (ranking of tenderers)
- As per Item 3.18 on page 18 of the invitation:

## Contractual Requirements

- Quality
- Safety
- Environmental
- Financial

## **STEP 1: BASIC COMPLIANCE AND MANDATORY EVALUATION**

- **These returnables are required to be submitted with the tender at Tender closing date and time. If not submitted by tender closing the tender must be disqualified**
- Meet the eligibility criteria for a tenderer.
- Submit one (1) original plus one (1) complete hard copy of the original tender to Eskom.
- Acceptance of the terms and conditions of the NEC3 Term Service Contract and a fully priced BOQ.

- Commercial Mandatory Returnable (Non - Disqualifiable) These returnable are also required to be fully completed, signed and submitted with Tender at Tender closing date and time, however, if not submitted by Tender closing, the Procurement Practitioners will request in writing the outstanding returnable to be submitted within 5 working days. If the requested returnable (s) are not fully completed, signed and/or received by the Procurement Practitioner within 5 working days of the request; the tender will be disqualified.
- Fully complete and sign the SBD1 Invitation to bid form in the invitation to tender.
- Fully complete and sign the SBD 6.1 preference claim form in the invitation to tender.
- Fully complete and sign the SBD 4 Bidders Disclosure form in the invitation to tender.
- Acknowledgement form- Annexure A
- Tenderers Particulars- Annexure B
- Annexure C – Integrity Declaration form.
- Supplier Evaluation Pack

- **Commercial Mandatory Tender Returnable for Contract Award**
- CSD Registration (MAAA Number)
- Valid Tax Clearance Certificate /Tax Pin
- COID Registration



**ONLY COMPANIES THAT PASS**  
**ALL THE STAGE 1**  
**REQUIREMENTS WILL PROCEED**  
**TO THE NEXT STAGE**

## **STAGE 2 : FUNCTIONALITY EVALUATION**

- Requirements can be found in the Technical Folder – Folder 2 on the Eskom Tender Portal
- Technical evaluation will be conducted in two parts, Part A - Mandatory Criteria and Part B - Quantitative Criteria.

The tenderer must meet all KPI's set in Part A - Mandatory Criteria to be deemed as "PASSED" and can proceed to be evaluated for Part B - Quantitative Criteria.

If any KPI is not met, then Part A - Mandatory Criteria will be deemed as "FAILED" and the tenderer will not be evaluated further.

In order for the tenderer to be evaluated for Part B - Quantitative Criteria, the tenderer must be deemed as "PASSED" in Part A - Mandatory Criteria.

In order for the tenderer to be deemed as "PASSED" in Part B - Quantitative Criteria, the tenderer will need to achieve a minimum weighted score of 82.5.

If the tenderer scores lower than 82.5 in Part B - Quantitative Criteria the tenderer will be deemed as "FAILED".

- **There is a threshold of 82.5% required in order to be deemed compliant in terms of functionality to proceed to the next stage of the evaluation.**
- Please refer to the Technical Clarification Presentation and Evaluation Criteria

**ONLY COMPANIES THAT PASS**  
**ALL THE STAGE 2**  
**REQUIREMENTS WILL PROCEED**  
**TO THE NEXT STAGE:**

## **STAGE 3 – EVALUATION OF RATES**

- The rates offered by Technically compliant tenderers will be evaluated
- Tenderers will be ranked for price out of 80 Points
- Every item of the Price schedule must be priced.
- Rates must be fair, reasonable and market related.

## **STAGE 4: RANKING OF THE SUPPLIERS**

### **As per Item 3.18 of the Invitation to Tender:**

- Suppliers will be ranked by applying the preferential point scoring based on the relevant system as stipulated hereunder:
  - 1.80/20 for tender with rand value equal to or below R50 million
- A maximum of 80 points is allocated for price on the following basis:

- 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 Specific goals (out of 20)
- **Note: Failure on the part of the supplier to submit supporting documents/proof of specific goals for purposes of evaluation and scoring by 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.**
- Eskom will then add the score from Pricing and Specific goals together and rank the suppliers from the highest to the lowest.

**ONLY THE TOP RANKED**  
**COMPANIES WILL PROCEED TO**  
**THE NEXT STAGE:**  
**STAGE 5 EVALUATION OF**  
**SAFETY, QUALITY**  
**ENVIRONMENTAL AND**  
**FINANCIAL**

The following apply:

- Safety requirements;
- Environmental Requirements;
- Quality Requirements; and
- Financial Requirements

**NB: Tenderers are to meet the above Contractual Requirements Prior to Contract Award Recommendation**



## THIS IS VERY IMPORTANT TO NOTE:

- The top ranked Tenderer identified in terms of the 80/20 preferential point scoring will be evaluated for SHEQ.
- Should contractors not pass the initial evaluation they will be advised of their shortcomings and have 7 days in which to correct their shortcomings. Failure to correct the shortcomings within the stipulated time period will result in the contractor being deemed unacceptable in terms of their contractual requirements and will not be considered for the contract.
- **It is important to submit the SHEQ criteria at Tender Closing and try and get your SHEQ criteria 100% compliant upfront.**

- Once all evaluations are completed, the results will be finalised only the top ranked tenderer will be identified and recommendation will be submitted to the Procurement Tender Committee for approval.
- If two or more tenderers score equal total points in all respects, the award will be decided by the drawing of lots.
- **Only 1 Service Provider** will be required to execute the scope of work.

# Requirements in terms of completing the tender

- No correction fluid to be used on the enquiry document
- All pages must be initialed
- All certificates submitted must be valid at the Tender Closing Date
- Tender documents must be tamper proof and secured
- All queries to be addressed to the Buyer in writing via email. No telephone calls will be accepted for queries regarding this tender
- Closing Date for all queries is **5 days (Monday – 24 June 2024)** prior to tender Closing Date.

- Ring binders should not be used:
  - ✓ Pages may be removed
  - ✓ Pages tend to come loose from the binding during the stamping and handle process



The pages are not secure and punched

- Lever Arch Files should not be used:
  - ✓ Pages may be removed
  - ✓ Tender Document is not tamper proof
- File fasteners pose a safety risk when handling tender documents



The clip tends to bend with the size of the tender and during the handling of the tender.

## Tamper Proof Binding of Tender Documents



## Contractors must ensure:

- Tender documents are tamper proof and that no pages can be removed or added during the evaluation and handling process
- That the Tender document will be secure throughout the tender handling process
- That the Tender document is reasonably sized and secure - to enable stamping and the handling process is smooth and efficient
- Tender documents may be stapled or the use of file fasteners maybe used and then sealed with the binding tape to ensure that the document is safe to handle as well as tamper proof

- All tendering companies will be subjected to the same evaluation criteria. Do not assume that because you have worked for Eskom prior to this, the Eskom team will know your company and know whether you have the necessary requirements in order to perform the required scope. In the functionality stage of the evaluation Eskom will ONLY evaluate what documents you provide in the tender submission.
- Please note that this is an “as and when” required contract.
- **Eskom reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations, should the tendered prices not be deemed market related.**



# Vendor Management for Suppliers with no vendor numbers

- Vendors without an Eskom Vendor Number may submit a tender.
- Please note that Vendor Management (For companies with no vendor number) evaluations will still need to be done prior to the company being able to sign a contract. Only once all the required evaluations are done and passed successfully will the company be able to sign the contract and legible to receive work.

- Contractors are encouraged to ensure they double check their documents before submitting their tender
- Contractors are to ensure tender document meets all the requirements for the Tender.
- Contractors are encouraged to submit their tender documents before the closing date and not wait to submit on the day of tender closing
- What do the suppliers need to submit in the Commercial Pack? Submit documents as per the interleaves in Commercial Pack 1
- Do we complete all documents, incl Invitation to tender forms? **YES and include the completed Invitation in your Commercial Pack.**

# Thank You