

MEMORANDUM

To:	All tenderers	Reference:	N/A
From:	Pumelele Vapi Procurement Officer	Version:	N/A
Subject:	INDEX FOR TENDER FILE COMPILATION		

Tenderers are advised to prepare 5 separate files to make finding the relevant information quick and easy. There must be a separate file for each of the 5 sections, i.e., commercial, technical, safety, quality, and Environmental submissions. The evaluators of the different sections will only evaluate the file relevant to their section and not any other file. It is the responsibility of the tenderer to ensure that they submit the required information in the relevant file. The evaluators will not search for information that should be contained in one section/file in another file/section. Should the required information not be in the relevant file, it will be deemed that such information has not been submitted. For easy reference, the information to be submitted in each file and the indexing structure is given below.

The title page of each file must contain the following information:

- Name of company submitting the tender
- Enquiry number
- Description of Enquiry
- Closing date and time of Enquiry
- Section/File – e.g., Commercial File or Technical File, etc.

Points to note:

- When filling or writing out information, tenderers are encouraged to type on the PDF documents or write in block letters if handwritten, for better legibility
- Submissions must be indexed as per below and the index must be the second page after the title page of each section/file. Dividers must be used according to the index
- Label your tender files on the outside accordingly and state the number of files e.g., 1 of 4 to avoid getting misplaced.

ALL tender submissions must conform to the following file index structure.

Commercial file

1. Completed applicable Annexures to the invitation to tender
2. Additional Documents required in event of JV
3. Requirements for Specific goals – i.e., BBBEE certificate or sworn affidavit
4. Designated material and thresholds (where applicable)
5. Skills Development Proposal (where applicable)
6. Tax Evaluation Questionnaire (if services contract and was included as annexure) - (where applicable)
7. CIDB (where applicable)
8. Completed NEC pricing schedule and contract data
9. Financial Due Diligence requirements
10. Company information such as:
 - 10.1. Company registration, tax, CSD, company profile, etc

Technical File

11. Mandatory technical requirements – refer to technical evaluation criteria document

11.1. *[Individual requirements under this section can be labeled from 10.1, 10.2, etc.]*

12. Qualitative technical requirements – refer to technical evaluation criteria document

12.1. *[Individual requirements under this section can be labeled from 11.1, 11.2, etc.]*

Safety/OHS file

13. Refer to the invitation to tender and the relevant folders in the Eskom tender Bulletin

13.1. *[Individual requirements under this section can be labeled from 12.1, 12.2, etc.]*

Quality File

14. Refer to the invitation to tender and the relevant folders in the Eskom tender Bulletin

14.1. *[Individual requirements under this section can be labeled from 13.1, 13.2, etc.]*

Environmental File

15. Refer to the invitation to tender and the relevant folders in the Eskom tender Bulletin

15.1. *[Individual requirements under this section can be labeled from 14.1, 14.2, etc.]*

TENDER DOCUMENT BINDING

Tape or spiral binding is most recommended. Lever arch files are strongly discouraged because they take up too much space unnecessarily



Compiled by:

A handwritten signature in black ink, appearing to read 'Pumelele Vapi'.

Pumelele Vapi

**OFFICER PROCUREMENT - MEDUPI
POWER STATION PROJECT**

Date: 15 October 2023