in the space provided for witnesses in the contract template. A copy of the signed contract must be given to the supplier and to the Eskom Agent or Contract Manager who will manage the contract.

(c) Publishing the award and notifying unsuccessful tenderers

All awards of formal tenders, whether contracts or orders (excluding draw-downs or releases from enabling agreements) must be published on the NT e-Tender Portal within ten (10) working days of the award, and on the Eskom electronic Tender Bulletin at the same time. Unsuccessful tenderers must be notified that they were unsuccessful at the same time that the award is published. The latest template on Eskom's document management system must be used for publication of the award / notification to unsuccessful tenderers.

Award of construction contracts above R10m must, in addition, be published on the CIDB website. The PR number must be used as the reference in the 'Contract Number' field on the CIDB website. If this number changes after publishing the award, then the Procurement Practitioner must write both the old and new PR number on the manual checklist in his/her contract file.

(d) Loading contracts onto the Purchasing System (SAP)

After contract signature, the Procurement Practitioner must complete all outstanding fields on the SAP checklist and forward it to the Procurement Manager to approve the Checklist.

Once the Checklist has been approved, the Procurement Practitioner creates the contract on SAP with a 46 number. The Procurement Practitioner must ensure that all contracts / orders are correctly loaded onto SAP, as SAP facilitates the monetary and time-related control of contracts and is used to monitor and effectively manage usage / draw-downs against contracts. The Procurement Practitioner must therefore ensure that all conditions (i.e. contract value, contract terms, etc.) are loaded correctly and according to the original signed contract document.

The Procurement Manager must ensure that the SAP contract is activated via workflow only after a contract has been signed and the Document Management System folder for the works has been updated with the relevant SAP number. Orders executed on unsigned contracts will place Eskom at risk in the event of a breach of contract, a claim against the contract, or a dispute with the supplier. This should be avoided. To the extent that orders may have to be placed before the contract is signed, consent must be obtained in writing from the CPO or his/her nominated representative.

The end-user or any other authorised official may not place orders against the contract until it has been loaded onto SAP and has been activated. A drawdown from a contract cannot be made without the Contract Manager's approval.