	Expression of Interest (EOI) or Request for Information (RFI) Template	Document Identifier	240-72663051	Rev	1
		Effective Date	October 2022		
		Review Date	October 2027		
		EOI/RFI Number	MWP1893TX		

PART A REQUEST FOR INFORMATION (RFI)			
Description of the works/goods/services	Development of a tool/model to identify the optimal resourcing compliment to meet the procurement needs of the division		
Deadline for submission	11 April 2023	At (South African Standard Time)	@10h00
Tender Office address	Eskom Megawatt Park Retail Centre Megawatt Park 1 Maxwell Drive Sunninghill 2000		

Eskom Holdings SOC Ltd ("Eskom") invites you to submit an:

Request for information (RFI) to submit information for the works/goods/services as stated in the table. This RFI is a stand-alone information-gathering and market-testing exercise, intended only to inform and assist Eskom's further deliberation and development of a strategy for the Development of a tool/model to identify the optimal resourcing compliment to meet the procurement needs of the division

- Eskom may request indicative prices if so stated in this RFI.

This RFI is a stand-alone information-gathering and market-testing exercise, intended only to inform and assist Eskom's further deliberation and development of a strategy for the employment of resources or companies experienced in the supply of Development of a tool/model to identify the optimal resourcing compliment to meet the procurement needs of the division


We look forward to receipt of your response.

Yours faithfully

Name	Designation	Signature	Date
Busi Mtungwa	Procurement Manager	<i>BT Mtungwa</i>	10 March 2023
Telephone number	N/A	e-mail address	MtungwaBT@eskom.co.za

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PART B RESPONSE SHEET IN TERMS OF A REQUEST FOR AN EXPRESSION OF INTEREST/ REQUEST FOR INFORMATION To be completed by the supplier			
To	Eskom Holdings SOC Ltd	Date	10 March 2023
Attention	Nokwabelwa Khanyile		
Tel no	011 800 6232	Fax no and /or e-mail address	khanyign@eskom.co.za
From		Address	
Address			
Sender			
Description of the works/goods/services	Development of a tool/model to identify the optimal resourcing compliment to meet the procurement needs of the division		

Please find below our response to Eskom's questions:

No.	Question	Please indicate your response in this column
1.	<i>[your contact name and contact details]</i>	
2.	<i>[Company registration number]</i>	
3.	<i>[brief description of previous experience and Description of the solution that you can offer]</i>	
4.	Questionnaire for companies	Please indicate your response in this column
5.	Indicative prices (optional and only for use of RFI's)	

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Yours faithfully

Name	Designation	Signature	Date
Telephone number		e-mail address	

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SECTION C

1. INTRODUCTION

Eskom Holdings SOC Limited (“Eskom”) – Request for information on the Provision of **Development of a tool/model to identify the optimal resourcing compliment to meet the procurement needs of the division**

2. BACKGROUND

2.1. OBJECTIVE

Eskom intends to use the information provided as a means of providing the following:

- 2.1.1 To identifying appropriate suppliers who can respond to an RFP on maintenance and support of the system at hand.
- 2.1.2 To gather information on the suppliers available in the market.

3. SUBMISSION GUIDELINES

To ensure the receipt of communication with regard to this request for information process, kindly complete Appendix A – Acknowledgement Form and return it by email as indicated on the **form within 3 days** of receiving this Invitation.

4. Method of delivery

The RFI submissions must be sealed and delivered at the Tender Office Box located at the following address:


Eskom Holdings SOC Limited
Tender Office
Megawatt Park (Retail Centre)
1 Maxwell Drive
Sunninghill

All submissions responses must be clearly marked as follows:

- Offer Confidential Enquiry Reference no: MWP1893TX
- closing date: 11 April 2023
- Closing time: 10h00 AM South African Standard Time.

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5. HANDLING OF CORRESPONDENCE AND DOCUMENTS

The submission may not be addressed to any Eskom Holdings employee, nor may any Eskom employee deposit a tender in the tender box on behalf of a respondent, except one lodged by courier.

Eskom Holdings does not take responsibility for tenders delivered to any other site than the Tender Office as specified in the above. Any tender which is not delivered as above will be deemed a late tender.

Your RFI submission should have a thorough index and reference all documentation submitted. RFI documentation should be neatly filed / bound.

6. QUERIES AND QUESTIONS

No questions, during the RFI period will be answered telephonically. Questions must be submitted in writing, either via e-mail to:

Attention: Nokwabelwa Khanyile
E-mail: khanyign@eskom.co.za

SUBJECT LINE: REQUEST FOR INFORMATION ON THE PROVISION OF DEVELOPMENT OF A TOOL/MODEL TO IDENTIFY THE OPTIMAL RESOURCING COMPLIMENT TO MEET THE PROCUREMENT NEEDS OF THE DIVISION

The closing time for clarification of questions and queries is 5 working days before the deadline of the submission


7. REQUIREMENTS OF YOUR SUBMISSION

This submission will not be considered unless it is -

- Received on or before the time and date as indicated;
- Sealed and signed by person(s) duly authorised to act on behalf of your company;
- Received in full;
- Eskom Enterprises reserves the right to cancel this enquiry process at any time prior to entering into any contract that may result from this process and will not accept or incur any liability for such cancellation;
- Eskom Enterprises is not bound to accept any of the submissions, nor give reasons for any decisions in this respect;
- The Information provided below may be used when going out on enquiry for a request for proposal or a quotation.

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8. FORMAT OF SUBMISSION

EACH RFI SHALL BE SUPPLIED IN PRINTED AND IN ELECTRONIC FORMAT. ALL PRINTED AND ELECTRONIC COPIES OF EACH SUBMISSION SHALL BE IDENTICAL TO THE ORIGINAL SUBMISSION IDENTIFIED AS FOLLOWS:


- **1 x ORIGINAL RFI**
- **1 x COPY RFI AND**
- **1 x COPY RFI – ELECTRONIC MEMORY STICK**

9. IMPORTANT NOTES

- 9.1 Please note that this enquiry is not a Request for Quotation/Proposal but a Request for information only and therefore non-committal and does not constitute a guarantee of business, or an agreement to negotiate a binding agreement.
- 9.2 This RFI is a stand-alone information-gathering and market-testing exercise, intended only to inform and assist Eskom's further decisions. No respondent, through submission of information will gain any right to participate in any future process, and participates herein on the basis that it is providing information voluntarily to strengthen a potentially beneficial process for all stakeholders. In addition, no participant shall be prevented or excluded from participation in the bidding process due to submission of information in response to this RFI.
- 9.3 Any information provided pursuant to this RFI process and any subsequent processes and/or engagement is not confidential but Eskom will use the information only in the course of its process Eskom for the Provision to Supply and Install an online Plant condition Monitoring system/equipment to Eskom Holdings SOC Limited.
- 9.4 Through making a submission, a respondent accepts the terms and conditions which govern this process.
- 9.5 All participants responding to this RFI process need to ensure that they have received all information and remain solely responsible for satisfying themselves as to the information required in responding hereto and are fully responsible for all costs incurred in relation hereto and under no circumstances will any resultant cost be borne by Eskom.
- 9.6 Eskom reserves the right not to proceed with any further engagements on the requirements presented.
- 9.7 Eskom reserves the right not to proceed with any further engagements on the requirements presented.
- 9.8 Please complete the attached Acknowledgement Form and return it by email as indicated on the form within 3 days of receiving this Invitation.

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APPENDIX A: RETURNABLE ACKNOWLEDGEMENT FORM

TO:	ESKOM HOLDINGS SOC LIMITED's <i>Representative</i>	FROM:	
Attention:	Nokwabelwa Khanyile	Sender:	
Contact No:	011 800 6232	Contact No:	
e-mail:	khanyign@eskom.co.za	E-mail address:	

RFI reference number: MWP1893TX

Confirmation of respondents to participate in a request for information on the provision of request for information on the **Development of a tool/model to identify the optimal resourcing compliment to meet the procurement needs of the division**

We are in receipt of Eskom Holdings SOC Limited request for information dated 10 March 2023

We confirm the following (please mark the appropriate response):

No	Statement	Yes	No	Comments
1.	We are interested in submitting a response in terms of Eskom's RFI process requirements			
2.	We have noted the deadline for the RFI submission			
3.	We intend to submit the information in the name of the organisation stated above			
4.	We would like to receive all further information and correspondence at our e-mail address as above			
5.	We have read and understood all the "important notes" under point 9 above.			

Yours faithfully

For the respondent

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