

	Invitation to Tender (ITT) Returnables Checklist				Document Identifier	240-000000000	Rev	1
					Effective Date	February 2023		
					Review Date	February 2026		
Reference	Returnable From Suppliers	Returnable required at Tender closing (disqualifiable)*	Returnable required at Tender closing. (Non-disqualifiable) **	Returnable required prior to Contract Award.				

Reference	Returnable From Suppliers	Returnable required at Tender closing (disqualifiable)*	Returnable required at Tender closing. (Non-disqualifiable) **	Returnable required prior to Contract Award.
1. Basic Compliance	Original tender plus one copy, both in paper form Please refer to clause 3.9 of the invitation to tender for other Basic Compliance returnable	√		
2. Annexure A	Authorisation Form – See from page 26 of the invitation to tender		√	
3. Annexure B	Acknowledgement Form - See from page 30 of the invitation to tender		√	
4. Annexure C	Tenderers Particulars – See from page 32 of the invitation to tender		√	
5. Annexure D	Integrity Pact Declaration form - See from page 36 of the invitation to tender		√	
6. Annexure E	CPA for local goods/services (if applicable) - See from page 43 of the invitation to tender	√		
7. Annexure F	CPA(IG) for imported goods/services (if applicable) -	√		

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	See from page 47 of the invitation to tender			
8. Annexure G1-G4	SBD 6.2 -Declaration certificate for local production and content and Annexures G2,G3,G4 [only applicable where designated materials are included]. See from page 58 of the invitation to tender			√
9. Annexure H (applicable for all suppliers including Foreign suppliers)	SBD 1- to be completed and submitted by all tenderers - See from page 62 of the invitation to tender			√
10.# Annexure I	SBD 6.1- Preference Points Claim Form in terms of PPPFA 2022 regulations - See from page 65 of the invitation to tender			
11. Annexure J	SBD 4 – Bidders Disclosure - See from page 70 of the invitation to tender		√	
Reverse e-auction training acknowledgement form (if applicable)	None	Not applicable		
12. Additional Documents required in 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		√	

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	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.		√	
	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.			√
13.# Specific Goals	A tenderer's failure to submit proof that it meets the specific goals will not result in its disqualification. The tenderer will, however, be scored zero for Specific Goals for purposes of PPPFA scoring and ranking. A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender. The points scored for the specific goal must be added to			

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	the points scored for price and the total must be rounded off to the nearest two decimal places. Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, the contract must be awarded to the tenderer scoring the highest points. NB: The following documents are required to claim preference points, • 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)						

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	Tenderer failing to provide documentation for the allocation of preference points will not be disqualified, but' • May only score point out of 80 for price • Scores 0 points out of 20 for specific goals				
14.Tax Certificates	Clearance A certified copy of a tax clearance certificate is required from foreign tenderers (with a footprint in South Africa but that are not registered on CSD and have not provided a SARS pin number) and local tenderers (that 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 complete the SBD1 document; however, no proof of tax compliance is required.				v

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15.Tax Evaluation Questionnaire (Is included separate as annexure K)	Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE			√			
16.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	Not applicable					
17.NEC Contract	NEC Contract, completed in full.	√					

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17.Pricing schedule	Completed pricing schedule (if not already submitted in the NEC Contract).	√		
Additional documents required (ECSA/ SACPCMP/CVs/ permits/licenses/ specific registration documents (if applicable to scope of work))	See functionality/technical evaluation criteria for required documents for this tender.	√		
	MANDATORY CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE			
18.Mandatory Contractual Requirement	Proof of valid and current CSD Registration (CSD number/CSD Report)			√
	ADDITIONAL CONTRACTUAL REQUIREMENTS SUPPORTING EVIDENCE			
19.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)			√
20.Quality	The tenderer shall submit the following Category 3 requirements:			√

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	SECTION A: Quality Management System Requirements ISO 9001 Objective evidence of documented QMS that is not certified but complies with ISO 9001 A.1 QMS Manual or a document that defines and describes the QMS and its scope A.2 Quality Policy Approved by top management. A.3 Quality Objectives Approved by top management. "A.4 Control of documented information (i.e., document and record control) Clause 7.5 of ISO 9001:2015" "A.5 Documented information for Control of nonconforming outputs Clause 8.7 of ISO 9001:2015"			

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	"A.6 Documented information for Nonconformity and Corrective action Clause 10.2 of ISO 9001:2015" "A.7 Documented information for Internal audit Clause 9.2 of ISO 9001:2015" SECTION B : Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105658000) "B.1 Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015) " B.2 Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection,						

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	monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015) SECTION C: Contract Quality Plan Requirements (Ref 240-105658000 and 240-109253698). Draft Contract Quality Plan specific to the scope of work as described in the tender documents (Ref ISO 10005) NB! Draft Contract/Project Quality Plan has important QA deliverables. SECTION D: Quality Control Plan Requirements (Ref 240-105658000 or 240-109253302) QCP /Checklist/ ITP (Quality Control Plans) as per Scope of Works (Ref ISO 10005)			

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	NB! Draft/ Example of an Inspection and Test Plan (ITP) or Quality Control Plan (QCP) on similar and/ or previous work done. SECTION E: User defined additional Requirements & miscellaneous (Ref 240-105658000) Customer specific requirements & other standards and required can be listed and evaluated here. E.1 Form A is completed and signed. E.2 Add other requirements (if applicable) as per the scope of work and/ or specification Note: All listed tender returnable must be submitted			
21.Other safety documents as required per scope of works	<u>OHS requirements to be submitted as a tender returnable.</u>			√

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	• Annexure B: All procedures applicable to this project must be listed and send to the contractors, then the contractors must acknowledge them by signing the Annexure B attached separate. • Health and Safety Plan/ OHS Manual: Site, activities or project documented plan in accordance with the clients requirements, the plan must be scope or project specific • Health and Safety costing: OHS costing must reflect the amount of fund that will be allocated for OHS when the project commences, and it should be based on the scope of work and the associated risks.			
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	Fund for PPE, OHS training, First aider equipment, Ablution facilities, safety signs, safety campaigns or interventions. • Baseline OHS risk assessment: Basically, means OHS hazards and risks that are identified and assesses before the inception of a new project and commencement of operations • Signed OHS policy: The statement of intention by the employer which provide a framework for setting OHS objectives to improve OHS performance and also emphasises the management commitment to employees wellbeing			

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	and duty of care to the environment Proof of OHS competency: Person who in respect to the work that has to be done, has the required training, knowledge and experience and where applicable, qualifications relevant to that work or task. Note: All listed tender returnable must be submitted				
22.Environmental	Environmental tender returnable: Environmental management plans - describe of how works might impact on the natural environment, set out clear commitments on how impacts will be avoided, minimised and managed so that they are environmentally acceptable. Outline roles and responsibilities.			v	

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	- Waste Management Plan – describe all the waste streams, management of waste from cradle to grave - Aspect and Impact register – associated risks with impact and mitigation Note: All listed tender returnable must be submitted				
23.Due Diligence/financial analysis	Audited Financial Statements of the tenderer for the previous 18 months, or to the extent that such statements are not available, for the last year. In the case of a joint venture or special purpose vehicle (SPV) specially formed for this tender, audited financial statements for each participant in the JV / SPV must be submitted. Start-up enterprises formed within the last 12 months are not required to submit audited financial statements, but if successful in this enquiry; will be			v	

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	required to furnish statements for the first year once available. Submission of Public Interest Score and ITA34C (Tax return) for the same accounting period as the annual financial statements (Public Interest Score only applicable to South African Organizations that are not required to be audited by Companies Act 71 of 2008)			
24.Commercial	Initial each page of Eskom Holdings SOC Limited standard condition of tender - Eskom standard condition of tender is attached separate			√
25.Commercial	Completed Supplier Declaration of Interest - Form is attached separate			√
26.Commercial	Completed Non-Disclosure Agreement (NDA) vendors - Form is attached separate			√

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27.Commercial	Completed declaration of fair bidding practice - Form is attached separate			√	
28.SDL and I undertaking (Annexure L)	SDL and I undertaking tender returnables - See from page 73 of the invitation to tender			√	
	DOCUMENTS REQUIRED UNDER FUNCTIONALITY/TECHNICAL CRITERIA				
29.Functionality/Technical [required for evaluation /scoring]	See attached separate invitation to tender for documents required under functionality/technical criteria	√			

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