

	Invitation to Tender KZN159	Document Identifier	240-114238630	Rev	19
		Effective Date	01 August 2024		
		Review Date	August 2029		

ESKOM HOLDINGS SOC LTD

INVITATION TO TENDER (ITT)

FOR

A PREQUALIFICATION PROCESS FOR THE ESTABLISHMENT OF A NEW LEASE FOR NEWCASTLE AREA OFFICE IN KWAZULU NATAL OPERATING UNIT, CENTRAL EAST CLUSTER FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Tender number	KZN159
Issue date	30 September 2024
Closing date and time	22 October 2024 at 10h00 AM
Tender validity period	Six (6) months from the closing date and time
Clarification meeting	A non-compulsory "Online MS Teams Meeting will take place as follows: Date: 07 October 2024 Time: 09h00 AM Microsoft Teams Need help? Join the meeting now Meeting ID: 388 429 608 408 Passcode: uhAkdn Dial in by phone +27 21 834 0825,,809044016# South Africa, Cape Town Find a local number Phone conference ID: 809 044 016# For organizers: Meeting options Reset dial-in PIN
Tenders are to be delivered to the following address by the stipulated closing date and time	The Tender Office Commercial Building 25 Valley View Road New Germany 3620

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Invitation to Tender

Eskom Holdings SOC Ltd (hereinafter “Eskom”) invites you to submit a tender for **a prequalification process for the establishment of a new lease for Newcastle Area Office in KwaZulu Natal Operating Unit, Central East Cluster for a period of thirty-six (36) months.**

The enquiry documents are supplied to you on the following basis:

1. Free of charge

Eskom has delegated the management of this enquiry to the Eskom Representative whose name and contact details are set out in the Tender Data. The submission of a tender by you in response to this enquiry will be deemed as your acceptance of the Eskom Standard Conditions of Tender, uploaded as part of the enquiry documents.

All queries and clarifications relating to the enquiry documents must be addressed in writing to the Eskom Representative. No query or clarification may be addressed to any Eskom official other than the Eskom Representative.

Yours faithfully



Procurement Manager - KZN Operating Unit

Thandi Xaba

Date: 30 September 2024

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1.1 Annexures to the Tender

The documents listed in this paragraph are attached to this enquiry.

Number	Description	Annexure	Attached
1	Scope	Annexure 1	Y
2	Pre-Qualification Questionnaire (Desktop) and On-site Evaluation Criteria	Annexure 2	Y

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1.2. Tender Data

The Tender Data makes several references to the Eskom Standard Conditions of Tender and in those instances, the clause numbers are referenced hereunder. The “*Tender Data*” as detailed herein shall take precedence over the Standard Conditions of Tender in the event of any ambiguity or inconsistency between the two documents.

Clause Number from Standard Conditions of Tender	Tender Data									
1.1 Parties	The <i>Employer</i> is Eskom Holdings SOC Ltd The Eskom <i>Representative</i> is: Name: Nonto Mthembu Tel: 031 710 5009 E-mail: Mthembne@eskom.co.za and The Eskom <i>Representative</i> is: Name: Malungi Sibiya Tel: 033 395 7002 E-mail: GumedeLC@eskom.co.za									
1.3 Enquiry documents	The Invitation to tender is: KZN159 All relevant documentation for this tender will be published on: 1. Eskom’s tender bulletin 2. National treasury’s e-Tender portal <table><tr><th>SECTION</th><th>ORIGINAL</th><th>COPY</th></tr><tr><td>SECTION 1 – Commercial</td><td>✓</td><td>✓</td></tr><tr><td>SECTION2 - Technical</td><td>✓</td><td>✓</td></tr></table>	SECTION	ORIGINAL	COPY	SECTION 1 – Commercial	✓	✓	SECTION2 - Technical	✓	✓
SECTION	ORIGINAL	COPY								
SECTION 1 – Commercial	✓	✓								
SECTION2 - Technical	✓	✓								
1.4 Type of enquiry	This enquiry is an open invitation to tender.									
1.6 Eskom's rights to accept or reject any tender	The tender shall be for the whole of the contract.									
2.1 Eligibility	Tenderers (whether a single company or an incorporated or unincorporated joint venture or consortium) must meet the eligibility criteria stated in the Tender Data. The tenderer, or any of its principals, must not be under any restriction to do business with Eskom or State-Owned Companies. <u>Tenderers are ineligible to submit a tender if:</u> 1. Tenderers have the nationality of a country on any international sanctions list. A tenderer shall be found to have the nationality of a country if the tenderer is a national or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply									

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	to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including related services. 2. Tenderers submit more than one tender either individually or as a partner in a joint venture or consortium. 3. Tenders submitted by a joint venture or consortium where the JV/consortium agreement does not explicitly state that the parties of the JV or consortium shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. 4. A Tenderer must not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Prima facie evidence that a tenderer has a conflict of interest with one or more parties in this [tendering/RFP] process is: (a) they have a controlling partner or majority shareholder in common; or (b) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the tender of another tenderer, or to influence the decisions of the Employer regarding this bidding process. 5. Tenders signed by non- authorized persons. 6. Any tenderer that is restricted by National Treasury. 7. Any tenderer on the Tender Defaulters list. 8. A tenderer that sub-contracts 100% of the Scope of Work. Eskom will disqualify tenderers that are found not to have met the eligibility criteria.
2.2 -2.5 Tender Closing	The deadline for tender submission is: Date: 22 October 2024 Time: 10h00 AM Late Tenders will not be accepted. Tenders are to be submitted to the Eskom <i>tender box</i> at the following physical address: THE TENDER OFFICE Commercial Building Eskom New Germany Complex, 25 Valley View Road, New Germany, 3620 If your document is too big to fit into the tender box, the documents can be submitted to an Eskom Tender Office Official at the Eskom Tender Office, during the following times: Monday – Friday: 07H30 – 16H00 prior to tender closing. No tender documents will be accepted after the stipulated tender closing date and time.

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	NB: The onus is upon the tenderer to ensure that their tender reaches the Tender Office on or prior to the due date and time when making use of the post or courier services. Eskom employees are not permitted to deposit a tender into the Eskom tender box on behalf of a tenderer.
2.9 Submitting a tender - Original tender and copy	The tenderer must submit a complete original tender in paper form, plus one (1) complete copy of the original tender, also in paper form, at tender submission deadline. If an original tender is not submitted at all, and a copy of the original tender is not submitted at all, the tenderer will be disqualified.
2.12 Tender Validity Period	The tender validity period is six (6) months from the closing date and time.
2.15 Online clarification meeting	A non-compulsory online clarification meeting with representatives of Eskom will take place as follows: Date: 07 October 2024 Time: 09h00 AM Venue: Microsoft Teams (Online) Microsoft Teams Need help? Join the meeting now Meeting ID: 388 429 608 408 Passcode: uhAkdn Dial in by phone +27 21 834 0825, 809044016# South Africa, Cape Town Find a local number Phone conference ID: 809 044 016# For organizers: Meeting options Reset dial-in PIN It is to be noted that this is a non-compulsory clarification meeting and suppliers who do not attend the meeting will not be disqualified and may submit a tender.
2.16 Seeking clarification	The tenderer will notify Eskom of any clarifications required before the closing time for clarification queries, which is five (5) working days before the deadline for tender submission. All clarification and additional information sought during the tendering process must be submitted in writing to the Eskom Representative via the following email address: GumedeLC@eskom.co.za All Clarification queries and responses will be published on Eskom's Tender Bulletin and the National Treasury e-Tender Portal.

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	Tenderers are encouraged to continuously check the bulletins for the latest updates or addendums during the tender process.
2.22 Alternative tenders	Alternative tenders are not allowed .
2.33 Provision of Security for Performance	Not applicable
3.4 Tender Opening	There will be no public opening for this tender enquiry.
3.5 Prices to be read out or not	Prices will not be read out.
3.9 Basic Compliance	Basic compliance with this enquiry requires a tenderer to meet all the following requirements: <u>MANDATORY REQUIREMENTS:</u> <u>Commercial Mandatory Returnable (Disqualifiable) – Prequalification Process</u> 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. • Submission of a fully completed pre-qualification questionnaire. Tenderers who pass the prequalification process will be invited to a closed tender process where the relevant mandatory returnables will be requested.

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3.10 Mandatory tender returnables	A tenderer that does not submit mandatory documents or the complete information required in mandatory documents by the deadlines stipulated in the Tender Returnable section will be deemed non-responsive. <u>MANDATORY REQUIREMENTS:</u> <u>Commercial Mandatory Returnable (Disqualifiable) – Prequalification Process</u> 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. • Submission of a fully completed pre-qualification questionnaire. Tenderers who pass the prequalification process will be invited to a closed tender process where the relevant mandatory returnables will be requested. <u>FUNCTIONALITY</u> The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 70%. The following factors will be considered when evaluating the tender submissions. A two-part weighted score-card approach will be used to qualify the technical compliance of the tenderers. • FUNCTIONALITY PRE-QUALIFICATION EVALUATION (PART 1) The supplier will be requested to complete an evaluation questionnaire. Based on the information supplied on the questionnaire, Part 1 of the technical evaluation (Desktop) will be conducted. Scoring will be done in line with the criteria specified below. The physical condition of the site evaluation will only be conducted for those tenderers that achieve a 100% threshold on Part 1 of the technical evaluation based on the tender submission.
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• **ON-SITE EVALUATION (PART 2)**

This will entail an on-site assessment of the property by the Eskom team. The supplier must achieve a score of 100% on Part 1 and 70% Part 2 to pass the technical evaluation.

PRE-QUALIFICATION (DESKTOP) EVALUATION CRITERIA (PART 1):

a) DESKTOP EVALUATION QUESTIONNAIRE

Property Owners Name	
Physical address of the property. Include GPS location if possible	
Contact details	
E-mail Address	

Please tick YES/NO

CRITERIA	YES	NO
Do you have between (1125m ² -1410m ²) of total fixed building space to be used as an office?		
Option 1: Do you have a minimum of 80 (open/covered) parking bays?		
Option 2: If you don't have the minimum 80 (open/covered) required parking bays, are you willing to subcontract the service as part of your lease agreement?		
Do you have a class C or higher building for rental?		
Is the property located within 1.5 km radius from 34 Voortrekker Street Newcastle.		

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b) DESKTOP TECHNICAL EVALUATION CRITERIA	
Technical Evaluation Criteria - Part 1 - Desk Top	Weight
1. Net rentable area of fixed building office space of (1 125 m²-1 410m²). Score 100% if sufficient fixed building space supplied (Building layout to be provided) Score 0% if insufficient fixed building space supplied	25%
2.1 Do you have a minimum of 80 (open/covered) parking bays? Score 100% if sufficient parking bays supplied (Building layout to be provided). Score 0% if insufficient parking bays supplied OR 2.2. If you don't have the minimum 80 (open/covered) required parking bays, are you willing to subcontract the service as part of your lease agreement? Score 100% if willing to subcontract the minimum 80 (open/covered) required parking bays (Building layout to be provided). Score 0% if not willing to subcontract the minimum 80 (open/covered) required parking bays.	25%
3. Building to be graded as a Class C or higher Score 100% if building is a class C or higher (Please provide a confirmation certificate of the building grade by an appointed property expert.) Score 0% if building below class C.	25%
4. Property to be located within a 1.5 km radius from 34 Voortrekker Street. Score 100% if property is within required radius (With GPS co-ordinates provided) Score 0% if property is not within required radius Score 100 %if registered/ willing to register	25%
Total Score	100%

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ON-SITE TECHNICAL EVALUATION CRITERIA (PART 2):													
<table border="1"> <thead> <tr> <th>Technical Evaluation Criteria - Part 2 - On Site</th><th>Weight</th></tr> </thead> <tbody> <tr> <td> 1. Location suitability assessment (does the location support service delivery objectives, ease of accessibility to end-users such as environmental elements and accessible for the physically challenged) Score 100% if property is fully compliant for physical challenged. Score 0% if property is not compliant for physical challenged. </td><td>20%</td></tr> <tr> <td> 2. Condition of the property assessment, evaluation of systems, occupational certificate, electrical certificate of compliance, grade of the building and availability of services Score 100% property must be in the condition that Eskom can move into it without major repairs to be done (Air conditioner, flooring, Bathrooms, kitchen facilities, Parking etc). Score 0% if property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface finishes. Risk Index: Possible major inconvenience to operations </td><td>20%</td></tr> <tr> <td> 3. Existing layout and fit for use assessment (e.g., office space, storage space, disability access, warehouse space, parking space, ablutions, kitchens, and drawings) Score 100% for fully adaptable layout, compliant emergency exits, ground floor premises. Score 0% un-adaptable layout, non-compliant emergency exits, upper floor premises </td><td>20%</td></tr> <tr> <td> 4. IT Assessment, IT infrastructure footprint (fibre and Ethernet). Score 100% if property meets all IT requirements. Score 0% if property meets some or no IT requirements. </td><td>20%</td></tr> <tr> <td> 5. Security Assessment including access control, parameter fence (electric fence, stop nonsense and bob wire), security gates and burglar bars to windows and doors, safety to end-users (crime rate of the area will be </td><td>20%</td></tr> </tbody> </table>		Technical Evaluation Criteria - Part 2 - On Site	Weight	1. Location suitability assessment (does the location support service delivery objectives, ease of accessibility to end-users such as environmental elements and accessible for the physically challenged) Score 100% if property is fully compliant for physical challenged. Score 0% if property is not compliant for physical challenged.	20%	2. Condition of the property assessment, evaluation of systems, occupational certificate, electrical certificate of compliance, grade of the building and availability of services Score 100% property must be in the condition that Eskom can move into it without major repairs to be done (Air conditioner, flooring, Bathrooms, kitchen facilities, Parking etc). Score 0% if property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface finishes. Risk Index: Possible major inconvenience to operations	20%	3. Existing layout and fit for use assessment (e.g., office space, storage space, disability access, warehouse space, parking space, ablutions, kitchens, and drawings) Score 100% for fully adaptable layout, compliant emergency exits, ground floor premises. Score 0% un-adaptable layout, non-compliant emergency exits, upper floor premises	20%	4. IT Assessment, IT infrastructure footprint (fibre and Ethernet). Score 100% if property meets all IT requirements. Score 0% if property meets some or no IT requirements.	20%	5. Security Assessment including access control, parameter fence (electric fence, stop nonsense and bob wire), security gates and burglar bars to windows and doors, safety to end-users (crime rate of the area will be	20%
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	looked at by Eskom team). Score 100% if property fully secured.	
	Score 0% if property not fully secured.	
	Total Score	100%
	Tenderers who do not meet the 100% desktop evaluation threshold, and a minimum 70% on-site evaluation threshold for functionality scoring will be disqualified and not be evaluated further.	
3.12 Pre-qualification requirements	Pre-qualification (Functionality) requirements are applicable. The following criteria will be applicable for this transaction under functionality criteria: <u>FUNCTIONALITY</u> The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 70%. The following factors will be considered when evaluating the tender submissions. A two-part weighted score-card approach will be used to qualify the technical compliance of the tenderers. FUNCTIONALITY PRE-QUALIFICATION EVALUATION (PART 1) The supplier will be requested to complete an evaluation questionnaire. Based on the information supplied on the questionnaire, Part 1 of the technical evaluation (Desktop) will be conducted. Scoring will be done in line with the criteria specified below. The physical condition of the site evaluation will only be conducted for those tenderers that achieve a 100% threshold on Part 1 of the technical evaluation based on the tender submission. ON-SITE EVALUATION (PART 2) This will entail an on-site assessment of the property by the Eskom team. The supplier must achieve a score of 100% on Part 1 and 70% Part 2 to pass the technical evaluation.	

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a) DESKTOP EVALUATION QUESTIONNAIRE

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Contact details	
E-mail Address	

Please tick YES/NO

CRITERIA	YES	NO
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4. IT Assessment, IT infrastructure footprint (fibre and Ethernet). Score 100% if property meets all IT requirements. Score 0% if property meets some or no IT requirements.	20%
5. Security Assessment including access control, parameter fence (electric fence, stop nonsense and bob wire), security gates and burglar bars to windows and doors, safety to end-users (crime rate of the area will be	20%

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	looked at by Eskom team). Score 100% if property fully secured.	
	Score 0% if property not fully secured.	
	Total Score	100%
	Tenderers who do not meet the 100% desktop evaluation threshold, and a minimum 70% on-site evaluation threshold for functionality scoring will be disqualified and not be evaluated further. All technically compliant tenderers will be invited to a closed tender process where they will be evaluated for mandatory functionality requirements.	
3.14 Evaluation of Price	Pricing is not applicable at this stage as this is a pre-qualification enquiry. Prices will be requested during the closed tender process. The 80/20 principle will be applicable in the event that there is more than 1 compliant tenderer. This will be applied in stage 2 (closed tender process). There will be a need for post tender negotiations, and it will be applied as follows: Pre-qualification process: If only one commercially and technically compliant offer is received then a mandate will be requested to negotiate. Closed tender process: If more than one commercially and technically compliant offer is received negotiations will be entered into with the highest ranked acceptable tenderer, to negotiate the offered rates per square metre.	
3.16 Evaluation of Specific Goals	Evaluation of specific goals will be applied during the closed tender process if more than one tenderer is commercially and technically compliant per location. Specific goals will be allocated out of 20 points in accordance with the PPPFA.	
3.17 Ranking of tenders	For this tender enquiry process tenderers will not be ranked as no prices will be submitted.	

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Contractual Requirements	The following contractual requirements documents will be requested from tenderers who would be invited to a closed tender process: The recommended tenderer still in the running for this contract will be evaluated in terms of their contractual requirements. Should they 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 will result in the tenderer being deemed unacceptable in terms of their contractual requirements and will not be considered for the contract. <u>Commercial Mandatory Tender Returnable for Contract Award</u> The requested returnable (s) are required to be received by the Procurement Practitioner by contract award; failure to provide the document will deem the tender non-responsive. • CSD Registration (MAAA Number) • Valid Tax Clearance Status / Tax Pin <u>Additional Contractual Requirements</u> • Financial Analysis The financial assessment that will be done on successful tenderers will focus on lease costs, fair cost on the square meter of the building, decommissioning, transportation, and other operational costs. Contractual Requirements are not evaluation criteria. They will be assessed after the evaluation and ranking of the tenders. Proof that the tenderer recommended for award has met the stipulated contractual requirements must be submitted prior to contract award. Failure to meet stipulated Contractual Requirements by the stipulated deadlines may result in the tenderer being regarded as non-responsive and ineligible for contract award.
3.22 Contractual Conditions/Form of Agreement	Lease agreements will be vetted by Eskom's Legal Department prior to signing with the recommended tenderers.

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Please note:

Tenderers are requested to bear in mind Eskom's standard payment terms as stipulated hereunder when submitting tenders and concluding contracts with Eskom:

For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying Suppliers within 30 days of receipt of undisputed invoices.

For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying suppliers within 60 days of receipt of undisputed invoices.

Eskom reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations should the tendered prices not be market-related.

Main contractors/ suppliers are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a main contractor subcontracts with a subsidiary, this must be declared in its tender documents.

A report containing a list of potential sub-contractors may be drawn by accessing the following link: www.csd.gov.za

“proof of B-BBEE status level of contributor” means-

- (a) the B-BBEE status level certificate issued by an authorised body or person; or
- (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act

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1.2 TENDER RETURNABLES

The tenderer must submit the returnable set out hereunder as part of its tender at the stipulated deadline.

NOTE THE FOLLOWING: -

* Returnables required at Tender closing (disqualifiable): -

These returnables are required to be fully completed, signed and submitted with the tender at Tender closing date and time. If not fully completed, signed and/or submitted by tender closing, the tenderer will be disqualified.

** Returnable required at Tender closing (non-disqualifiable): -

These returnables are required to be fully completed, signed and submitted with Tender at Tender closing date and time; however, if not submitted by Tender closing, or submitted with incomplete information or without a required signature, the Procurement Practitioner will, in writing, request the tenderer to submit the returnable within five (5) working days. If the returnable is not fully completed, signed if required and/or received by the Procurement Practitioner within five (5) working days of the request, the tenderer will be disqualified.

Returnables required at Tender Closing date and time for evaluation: -

These returnables are required to be submitted at tender closing date and time. These returnables will not be requested by the Procurement Practitioner. A tenderer that does not submit the required returnable at stipulated deadline or submits an incomplete returnable; will not be disqualified but will score zero.

Reference	Returnable From Suppliers	Returnable required at Tender closing (disqualifiable)*	Returnable required at Tender closing. (Non-disqualifiable) **	Returnable required prior to Contract Award.
Basic Compliance	One original tender plus one copy, both in paper form	√		

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	DOCUMENTS REQUIRED UNDER PREQUALIFICATION (FUNCTIONALITY) CRITERIA			
Pre-qualification Questionnaire (Desktop) and On-site Evaluation Criteria	Tender returnables to be submitted as per annexure 2	√		

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