Eskom

COMMERCIAL – CLARIFICATION PRESENTATION: KZN161

The Provision of fleet card facility for petrol, diesel, oil and toll fees to Eskom Distribution Division and a system to accurately record and report all expenditure incurred and statistical analysis of information on an “as and when required” basis for a period of two (02) years.

DATE : 28 October 2024

Non- Compulsory MS Teams Meeting

Agenda

Welcome	Yvonne Hadden	5 Mins
Safety Talk		5 Mins
Commercial	Yvonne Hadden	45 Mins
SD&L	Derna Edmund / Gwen	20 Mins
Technical	Pricilla Moaba	30 Mins
Contracts Management	Yvonne Hadden	5 Mins
Financial	Kholofelo	15 Mins
Safety	Phumla Siswana	20 Mins
Quality	Denise Govindhan	20 Mins
Closure	Yvonne Hadden	5 mins

Purpose of this Clarification Meeting

- To assist the Tenderers on the requirements pertaining to this tender
- Is to explain the implications of the evaluation process and the evaluation phases which the tender will be subjected to
- To assist the Tenderers with how to compile the tender documents
- All Presentations from today's meeting will serve as Minutes to the Meeting.
- To Inform all tenderers that queries must **ONLY** be addressed in writing to the buyer – Yvonne Hadden - Email Address – **haddeny@eskom.co.za**
- Clarification Questions and Answers will be published on the Eskom Tender Bulletin and National Treasury Website
- Tenderers who do not attend the **Non- Compulsory Clarification Meeting** but submit tenders, will be not be disqualified and their tenders will be evaluated.

Tender Information

- Enquiry Number: KZN161
- Closing Date**: 05 November 2024 – 10:00am**
- Contract duration will be 24 Months
- There will be no reading out of rates at tender closing.
- Tender Document Envelopes are to be clearly marked with company name and Tender Enquiry No. **KZN161**
- **NO LATE TENDERS WILL BE ACCEPTED**. Only tenders submitted at the correct closing location will be accepted. Refer to tender invitation
- Tenderers must submitted **1 original and 1 identical copy** of the tender document

Tender Evaluation

Basic Compliance and Mandatory Evaluation

- Basic Compliance (As per page 7 of the invitation to tender)
- Mandatory Tender Returnables (As per page 8 of the invitation to tender):

Functionality:

- Technical Folder – Folder 2 on the Eskom Tender Portal. Functionality will be evaluated as 100% Technical Requirements
- Service Providers who meet the threshold of 80% will proceed to the next stage of the Evaluation Process

Rates Evaluations

- Rates will be Evaluated only for Service Providers that passed Technical.

PPPFA

- Preference Points Scoring System (ranking of tenderers)
- As per Item 3.17 on page 11 of the Invitation to Tender.

Contractual Requirements

- Quality
- Safety
- Financial

How the Tender Evaluation will Proceed

STEP 1: BASIC COMPLIANCE AND MANDATORY EVALUATION

• **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. - 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, or a copy of the original tender is not submitted at all, the tenderer will be disqualified.

- Fully completed price Schedule

How the Tender Evaluation will Proceed

- **<u>Commercial Mandatory Returnable (Non - Disqualifiable)</u> These returnable are also required to be fully completed, signed and submitted with Tender at Tender closing date and time, however, if not submitted by Tender closing, the Procurement Practitioners will request in writing the outstanding returnable to be submitted within 5 working days. If the requested returnable (s) are not fully completed, signed and/or received by the Procurement Practitioner within 5 working days of the request; the tender will be disqualified.**

- Annexure A - Authorization Form
- Annexure B - Acknowledgement Form
- Annexure C - Tenderers Particulars
- Annexure D - Integrity Pact Declaration form
- Annexure E - CPA for local goods/services
- Annexure H - SBD 1- to be completed and submitted by all tenderers.
- Annexure I - SBD 6.1- Preference Points Claim Form in terms of PPPFA 2022 regulations.

How the Tender Evaluation will Proceed

- Annexure J - SBD 4 – Bidders Disclosure
- Letter of intent to form a JV/consortium or Valid joint venture agreement confirming the rights and obligations of each of the joint venture partners and their profit-sharing ratios (if applicable)
- 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 (if applicable)
- Contractual Customer Agreements from the service provider.

How the Tender Evaluation will Proceed

- **<u>Commercial Mandatory Tender Returnable for Contract Award</u>**
- CSD Registration (MAAA Number)
- Valid Tax Clearance Certificate /Tax Pin
- COID Registration - Valid Letter of Good Standing.
- Tax Evaluation Questionnaire (Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE.
- 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)

How the Tender Evaluation will Proceed

ONLY COMPANIES THAT PASS ALL THE STAGE 1 REQUIREMENTS WILL PROCEED TO THE NEXT STAGE

How the Tender Evaluation will Proceed

STAGE 2 : FUNCTIONALITY EVALUATION

- **The Tender Evaluation Criteria can be found in the Technical Folder – Section 2 on the Eskom Tender Portal**
- **There is a threshold of 80% required in order to be deemed compliant in terms of functionality to proceed to the next stage of the evaluation.**
- **Please refer to the Technical Clarification Presentation and Evaluation Criteria**
- **It must be Noted an onsite Verification will be conducted prior to Recommendation to the Approval Authority.**

How the Tender Evaluation will Proceed

ONLY COMPANIES THAT PASS ALL THE STAGE 2 REQUIREMENTS WILL PROCEED TO THE NEXT STAGE:

STAGE 3 – EVAUATION OF RATES

- The rates offered by Technically compliant tenderers will be evaluated
- Tenderers will be ranked for price out of 80 /90 Points
- Every item of the Price schedule must be priced.
- Rates must be fair, reasonable and market related.

How the Tender Evaluation will Proceed

<u>STAGE 4: RANKING OF THE SUPPLIERS</u>

<u>As per Item 3.18 of the Invitation to Tender:</u>

•Service Providers will be ranked by applying the preferential point scoring based on the relevant system as stipulated hereunder:

- Prices will be scored out of [***80 or 90***] points

NB: The prices will be fixed and firm for the first 12 month thereafter CPA will be applicable.

How the Tender Evaluation will Proceed

- **Evaluation of Specific Goals**

- **Specific goals will be scored out of 10/ 20 points in accordance with PPPFA.**
- **If a tenderer fails to meet Specific goals and submit proof, the tenderer will not be disqualified. However, be awarded 80/90 points for price and will score 0 points for Specific goals (out of 10/20)**

- **Note: Failure on the part of the supplier to submit supporting documents/proof of specific goals for purposes of evaluation and scoring by tender closing will not result in disqualification (if tenderer is otherwise deemed to be responsive/acceptable in all other aspects). The tenderer will, however, be scored zero for Specific goals for purposes of PPPFA scoring and ranking.**
- Eskom will then add the score from Pricing and Specific goals together and rank the suppliers from the highest to the lowest.

How the Tender Evaluation will Proceed

ONLY THE TOP RANKED COMPANY WILL PROCEED TO THE NEXT STAGE:

STAGE 5 EVALUATION OF SAFETY ,QUALITY AND FINANCIAL

How the Tender Evaluation will Proceed

The following apply:

- Safety requirements;
- Quality Requirements; and
- Financial Requirements

NB: Tenderers are to meet the above Contractual Requirements Prior to Contract Award Recommendation

How the Tender Evaluation will Proceed

THIS IS VERY IMPORTANT TO NOTE:

- The top ranked Tenderer identified in terms of the 80/20 preferential point scoring will be evaluated for SAFETY, QUALITY AND FINANCIAL

- Should contractors 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 period will result in the contractor being deemed unacceptable in terms of their contractual requirements and will not be considered for the contract.

- **It is important to submit the SAFETY AND QUALITY criteria at Tender Closing and try and get your submission 100% compliant upfront.**

Final Stage

- The evaluation results will be finalised and only the top ranked tenderer will be identified and recommendation will be submitted to the Procurement Tender Committee for approval.

- If two or more tenderers score equal total points in all respects, the award will be decided by the drawing of lots.

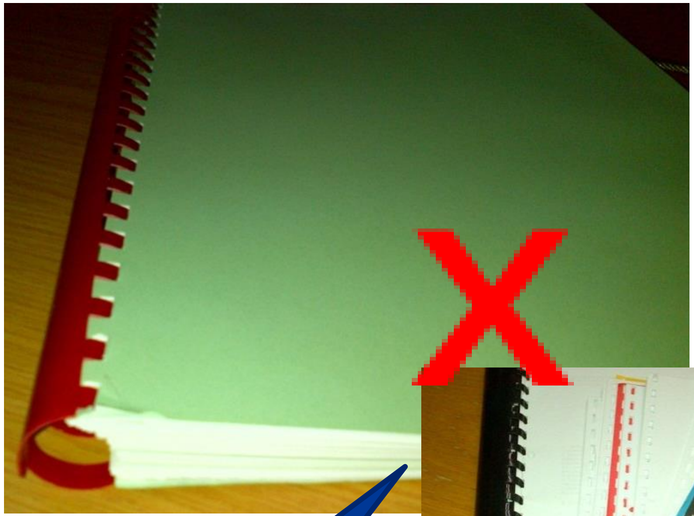
- Only 1 Service Provider will be required to execute the scope of work for this enquiry.

Requirements in terms of completeing the tender

- No correction fluid to be used on the enquiry document
- All pages must be initialed
- All certificates submitted must be valid at the Tender Closing Date
- Tender documents must be tamper proof and secured
- All queries to be addressed to the Buyer in writing via email. No telephone calls will be accepted for queries regarding this tender
- Closing Date for all queries is **5 days**
  (Wednesday – 30 October 2024) prior to tender Closing Date.

Binding of Tender Documents

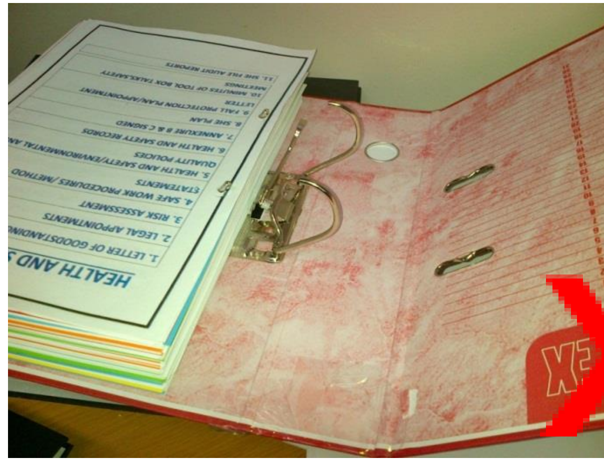
- Ring binders should not be used:
  - ✓ Pages may be removed
  - ✓ Pages tend to come loose from the binding during the stamping and handle process



The pages are not secure and punched

Binding of Tender Documents…cont

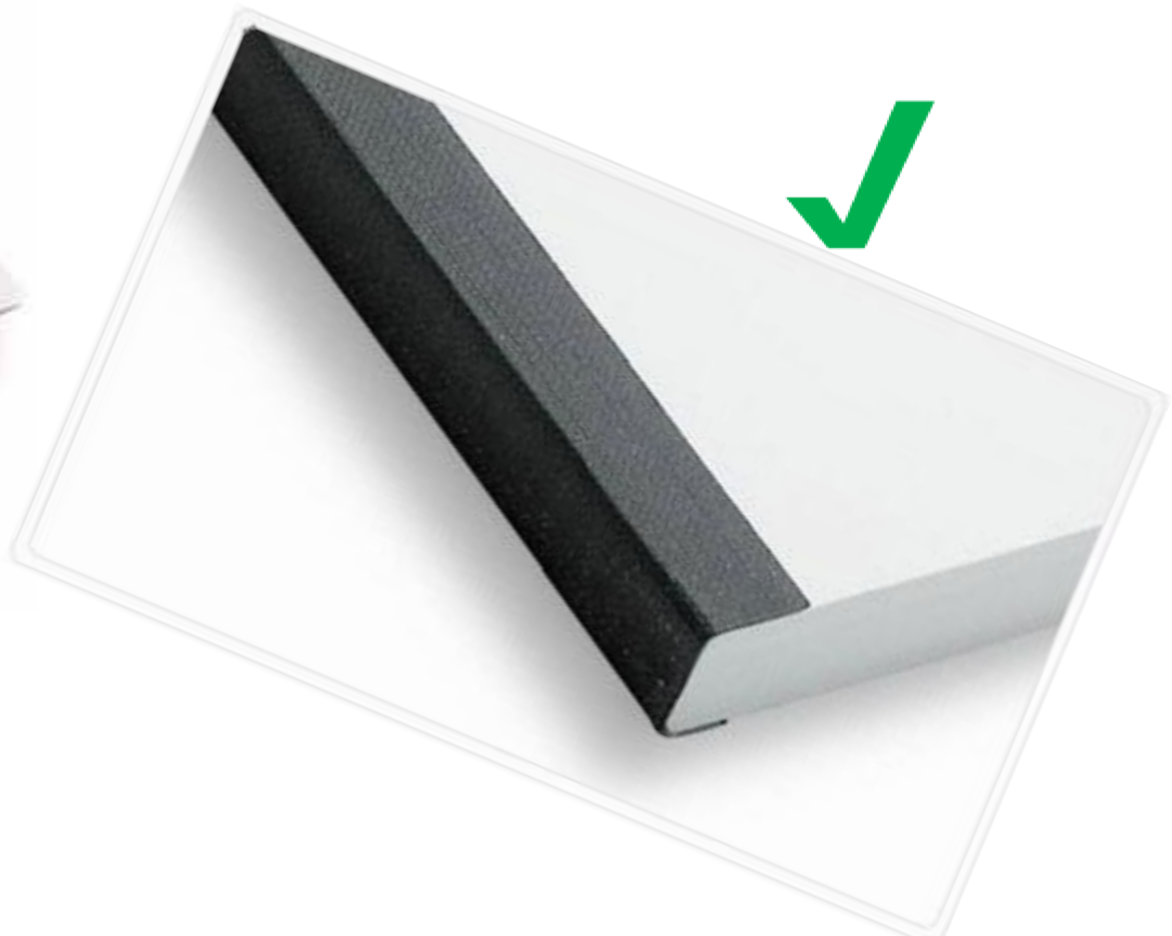
- Lever Arch Files should not be used:
  - ✓ Pages may be removed
  - ✓ Tender Document is not tamper proof
- File fasters pose a safety risk when handling tender documents



The clip tends to bend with the size of the tender and during the handling of the tender.

Binding of Tender Documents …. cont

Tamper Proof Binding of Tender Documents



Binding of Tender Documents …. cont

Tenderers must ensure:

- Tender documents are tamper proof and that no pages can be removed or added during the evaluation and handling process
- That the Tender document will be secure throughout the tender handling process
- That the Tender document is reasonably sized and secure - to enable stamping and the handling process is smooth and efficient
- Tender documents may be stapled or the use of file fasteners maybe used and then sealed with the binding tape to ensure that the document is safe to handle as well as tamper proof

Notes on the Evaluation

- All tendering companies will be subjected to the same evaluation criteria. Do not assume that because you have worked for Eskom prior to this, the Eskom team will know your company and know whether you have the necessary requirements in order to perform the required scope. In the functionality stage of the evaluation Eskom will ONLY evaluate what documents you provide in the tender submission.

- **Please note** that this is an "as and when" required contract.

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

Vendor Management for Suppliers with no vendor numbers

- Vendors without an Eskom Vendor Number may submit a tender.
- Please note that Vendor Management (For companies with no vendor number) evaluations will still need to be done prior to the company being able to sign a contract. Only once all the required evaluations are done and passed successfully will the company be able to sign the contract and legible to receive work.

General Questions

- Tenderers are encouraged to ensure they double check their documents before submitting their tender
- Tenderers are to ensure tender document meets all the requirements for the Tender.
- Tenderers are encouraged to submit their tender documents before the closing date and not wait to submit on the day of tender closing
- What do the suppliers need to submit in the Commercial Pack? Submit documents as per the interleaves in Commercial Pack 1
- Do we complete all documents, incl Invitation to tender forms? **YES and include the completed Invitation in your Commercial Pack.**

Thank You