INVITATION TO TENDER No.MPGX004402

FOR

THE PROVISION OF VACUUM AND HIGH PRESSURE CLEANING SERVICES FOR UNITS 1-10

Deadline for tender submission: 26 January 2017 hours on 10:00

TENDERER’S NAME: ____________________________

PRICE (IF APPLICABLE): ____________________________
The Tenderer

Date: 29 November 2016

Ref: MPGXC004402

Enquiries: Sebotsa L Maepa
013 296 3613

INVITATION TO TENDER

THE PROVISION OF VACUUM AND HIGH PRESSURE CLEANING SERVICES FOR UNITS 1-10

We invite you to submit a tender to provide the goods identified above. The list of documents provided for the purpose of the tender is attached to this Letter of Invitation.

The scope of work is given in the Goods Information. The terms and conditions of the proposed contract are identified in Agreements and Contract Data.

Eskom Holdings SOC Limited's Standard Conditions of Tender specifies the actions to be taken during the process of tendering. The section entitled 'Tender Data' provides the details which make the standardised Conditions of Tender specific to this tender, including the criteria you are required to comply with in order to be able to submit a tender in response to this Invitation.

The tender documents are supplied to you on the following basis: (complete/delete/add as applicable).

- Free of charge

We have delegated the responsibility for this tender to Eskom Holdings SOC Limited's Representative whose name and contact details are given in the Tender Data. We deem that a submission of a tender by you in response to this invitation constitutes your acceptance of the Conditions of Tender.
Please complete the attached Acknowledgement Form and return by Fax as indicated on the form within 5 days of receiving this Invitation. If you do not intend submitting a tender kindly return all the enclosed documentation together with the Acknowledgement Form, giving your reason for not wishing to participate.

We look forward to receiving and evaluating your tender.

Yours faithfully,

Thabitha Mejekeng  
Procurement Manager
FAX-BACK FORM

TO: ESKOM HOLDINGS SOC LIMITED’s Representative
    HENDRINA POWER STATION
    PULLENSHOPE
    1096
    Attention SEBOTSO L MAEPA
    Fax No. 013 296 3507

FROM

INVITATION TO TENDER NO. MPGXC004402

ACKNOWLEDGEMENT: THE PROVISION OF VACUUM AND HIGH PRESSURE CLEANING SERVICES FOR UNITS 1-10

We are in receipt of Eskom Holdings SOC Limited’s letter dated __________. We confirm that the documentation received by us is: (delete / complete as applicable)

Either: Correct as stated in the attached list of Contents, and that each document is complete. (tick box if documentation complete)

Or: Incorrect or incomplete for the following reasons:

________________________________________________________________________

Please select either statement 1 or 2 below and delete the other:

1  We have noted the deadline for tender submission (given in the Tender Data) and will be submitting our tender before then and as instructed. We propose to submit a tender in the name of the organisation stated above. (delete if the following is not applicable)
   The organisation stated above is a joint venture between:

   ________________________________________________________________

   ________________________________________________________________

2  We do not intend to submit a tender for this service, and return all of the attached documentation herewith. Our reason for not wishing to submit a tender is as follows:

   ________________________________________________________________

   ________________________________________________________________

Yours faithfully

for the tenderer

240-55149815

CONTROLLED DISCLOSURE

TE – Group Commercial,
Effective 01 August 2012

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CONTENTS

1. INVITATION TO TENDER

   1.1. Tender Data
   1.2. Eskom Holdings SOC Limited's Standard Conditions of Tender (Available at www.eskom.co.za under "Tender Bulletin" and from Eskom Holdings SOC Limited's Representative).

2. TENDER RETURNABLES

   The tenderer must complete and return with the following returnable documents:

   THE FOLLOWING DOCUMENTS ARE REQUIRED FOR EVALUATION AND CONTRACT AWARD PURPOSES

   **COMMERCIAL REQUIREMENTS**

   **COMMERCIAL**
   - Original and Valid SARS Tax Clearance Certificate
   - Cover sheet
   - Form of offer and acceptance
   - Contract data part 2: data provided by the contractor
   - Price list
   - Supplier declaration of interest
   - Authority to submit a tender/offer
   - Declaration of fair bidding practices
   - Signed Attendance certificate
   - CPA(IG) forms

   **SD & L**
   - B-BBEE Verification Certificate or Letter from Registered Accountant or Auditor stating the vendor's annual turnover or Proof of application that a SANAS approved BB BEE verification agency is in the process of verifying the suppliers' status.
   - Sworn Affidavit – B-BBEE Exempted Micro Enterprise
   - Sworn Affidavit – B-BBEE Qualifying Small Enterprise (Eskom will no longer accept BBEE certificate from all entities with less than 10m turnover).
   - Proof of the registration address of the business
   - ID copies of the company members
   - CK documents and CSD registration number

   **FINANCE**
   - updated financial statements for two years

   **SAFETY, QUALITY & ENVIRONMENTAL REQUIREMENTS**

   **SAFETY**
   - Annexure B acknowledgement form of Eskom SHE rules and other requirements
   - SHE plan
• Baseline Risk Assessment
• Safe working procedures
• Valid letter of good standing/letter of intent/COID
• Statutory appointments & qualifications
• Signed company organogram
• Emergency plan
• Health & Safety costing
• SHE policy
• Fall Protection plan
• Total injury records for the last 36 months (first aid, medical, lost time injury & total)

ENVIRONMENTAL
• Environmental questionnaire

QUALITY
• Quality requirements and annexure A & B

TECHNICAL REQUIREMENTS
• As per the technical criteria, refer to appendix A

3. AGREEMENTS AND CONTRACT DATA

3.1. Form of Agreement and Purchaser's Acceptance (Contract award stage only,)
3.2. Contract Data Part 1: Data provided by the Purchaser
3.3. The Eskom Holdings SOC Limited Supply Contract. January 2000

4. CONTRACT PRICES

The prices will be fixed and firm for the first 12 months and will escalate in the second and third year (complete the CPA(IG) forms and submit as a returnable).

5. PURCHASER'S GOODS INFORMATION

5.1. See list of contents within the document itself.

6. SUPPLIER'S GOODS INFORMATION

6.1. (See list of contents within the document itself).

7. EVALUATION PROCESS

Eskom reserves the right not to accept the lowest quote, as information outlined in the scope of work as well as elements listed in the evaluation matrix will play a major role when evaluating the requested proposals. Similarly, Eskom is not bound to select any of the suppliers or individuals submitting tenders.
All tenders will be evaluated on the criteria provided in the table below. The tenders of all suppliers will be rated as follows:

Evaluation process comprises the following stages:

**STAGE 1: GATEKEEPERS**

**NB:**

The invitation to tender will call for entities that are **Black Women Owned BWO/Black Youth Owned BYO within the boundaries of Nkangala District**

Tenderers which do not have **registered business address** in the Nkangala District will not qualify for further evaluation.

**STAGE 2: FUNCTIONALITY EVALUATION**

Tenders will be evaluated strictly according to the bid evaluation criteria refer to Appendix A. During this stage tenderer’s responses will be evaluated for functionality based on achieving a minimum score of per functional area to proceed to the next step.

<table>
<thead>
<tr>
<th>Technical</th>
<th>Functionality Criteria</th>
<th>Maximum number of points %</th>
<th>Minimum number of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td></td>
<td>100%</td>
<td>75</td>
</tr>
</tbody>
</table>

**STEP 3 FINANCIAL ANALYSIS**

- An analysis of the tenderers financial statements will be conducted for the purposes of establishing the tenderers financial viability and ability to meet all of its contractual obligations for the duration of the contract, should the tenderer be awarded the contract.
- Where applicable a financial evaluation will be conducted by Eskom to further evaluate the financial viability of the tenderer. (formal treasury evaluation)
- Financial analysis must be conducted on all responsive and compliant tenders prior to the price and preference scoring
- Eliminate tenders that do not meet Eskom’s financial requirements

**STEP 4 PRICE AND PREFERENCE ANALYSIS**

- Calculate price points out of 80 or 90
- Maximum 10/20 points may be allocated to specific goals
- Apply preference points according to B-BBEE level contribution
- Add price points and preference points
- Select tender with highest points (Price Points + Preference Points)

In terms of regulation 5 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act. 2000 (Act 5 of 2000) responsive tenders will be adjudicated by
the State on the 90/10 preference point for Broad-Based Black economic empowerment in terms of which points are awarded to tenderers on the basis of:

The tendered price (maximum 90 points)

Broad-Based black Economic Empowerment as well as specific goals (maximum 10 points)

The following formula will be used to calculate the points for price in respect of tenders with a Rand value above R1 000 000.

\[ P_s = 90 \left( 1 - \frac{P_t - P_{\text{min}}}{P_{\text{min}}} \right) \]

Where:

- \( P_s \) = Points scored for price of Bid under consideration
- \( P_t \) = Rand value of Bid under consideration
- \( P_{\text{min}} \) = Rand value of lowest acceptable Bid

A maximum of 10 points may be awarded to a tenderer for being a Broad-Based Black Economic Empowerment and or subcontracting with a Broad-Based Black Economic Empowerment stipulated in the Preferential Procurement regulations. For this tender the maximum number of Broad-Based Black Economic Empowerment status that could be allocated to a tenderer is indicated hereunder.

Eskom reserves the right to arrange orders with more than one supplier.

It is the Government's intention to promote the following Broad-Based Black Economic Empowerment with this tender, and the points to be allocated against each level of contributor:

Points

The Preferential Procurement Policy Framework Act 2000 (PPPFA) Regulations were gazetted on 8 June 2011 (No 34350) and effective from 7 December 2011.

These regulations require tenderers to submit valid original or certified copies of their B-BBEE Status Level Certificates from a SANAS accredited verification agency and accredited Auditing firm, the 90/10 preference points systems will be applied in accordance with the formula and applicable points provided for in the respective status level contributor tables in the Regulations.
Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers.

**NOTE:** The tender shall be submitted as 1 original documents and 1 copy. **Note: Failure to make copies as requested will disqualify your Tender.**

The points scored by a tenderer in respect of the points indicated above will be added to the points scored for price.
Tender Data

The Tender Conditions clause for which the italicised term is principally required is given in square brackets like these [ ] at the beginning of each of the following data statements. However, many other clauses make use of the italicised term.

1 General

[1.1] Eskom Holdings SOC Limited's Representative is

- Name: SEBOTSO L MAEPA
- Address: HENDRINA POWER STATION
- Tel No.: 013 296 3613/3609
- Fax No.: 013 296 3507
- E mail: MaepaSL@eskom.co.za

[1.1] A tenderer is a person, partnership, firm or company eligible to submit a tender in response to this invitation only if it is (complete / delete / add as applicable):

- Registered (country) ..................................................
- Included on (tender list) ...........................................
- Pre-qualified by (state details) .................................

2 Tenderer's obligations

[2.3] The tender documents are

- listed in the Invitation to Tender, and
- Addenda [2.7; 3.2] issued by Eskom Holdings SOC Limited

[2.8] A site visit and / or clarification meeting has been arranged for tenderers as follows:

- Commence at: 09:00
- On: 09 December 2016 (Friday)
- The venue is: Hendrina Power Station Auditorium (Gigawatt building)
- The meeting arrangements are clarification meeting (kindly be on time in order to attend the induction because the meeting starts at 09:00)
- Tenderers shall confirm their intention to attend by Fax to 013 296 3507.
- stating the name, position, car registration and contact details of each proposed attendee.

[2.9] The closing time for clarification of queries is 5 days before the deadline for tender submission.

[2.16] Alternative tender(s) may be based only on the following criteria and subject to acceptance by Eskom Holdings SOC Limited.

- A different completion date.
- Alternative terms of delivery selected from the latest applicable INCOTERMS.
- Other combinations of secondary option clauses, acceptable to the Purchaser, selected from the Eskom Holdings SOC Limited Supply Contract.
- Provision of a financing package where none has been requested by this tender.
- Different technical methods and specifications.

[2.18] The tender is for the whole part of the services.

[2.19] tender returnables are generally in the document called Tender Returnables, but may also be in other tender documents where the tenderer is requested to return something as part of his tender.

[2.20] The tender shall be submitted as an original and a copy (very important), if not the tender will be declared non-responsive and be disqualified (will not be evaluated).

[2.22] The invitation to tender number is MPGXC004402.

[2.23] The tender shall be addressed to Eskom Holdings SOC Limited as follows:

**HENDRINA POWER STATION**
**IMPALA STREET, PULLENSHPOE**
**PRIVATE BAG X1003**
**1096**

[2.25] The place for delivery of the tender is Eskom Holdings SOC Limited’s Tender Box located at:

**TENDER CENTRE**
**NO.10 SMUTS AVENUE**
**WITBANK / EMALAHLENi**
**MPUMALANGA**

GPRS Coordinates for Tender Box, 10 Smuts Avenue, Witbank
Latitude: 25.877235
Longitude: 29.216297

Map Link for Tender Box, 10 Smuts Avenue, Witbank
APPENDIX A TECHNICAL CRITERIA

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Tender number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Score</td>
<td>%</td>
</tr>
<tr>
<td>Ability to execute:</td>
<td>40</td>
<td></td>
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<tr>
<td>Capacity - provide a list of similar projects executed successfully in</td>
<td></td>
<td></td>
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<tr>
<td>the past for Eskom Power Stations (or similar industries with</td>
<td>20</td>
<td></td>
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<tr>
<td>comparable operating conditions). 3 contactable references</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project management tools, i.e. barchart, adequate quotations and</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>invoices, QMS, SAMTRAK and, Cash flow management, Spares Management,</td>
<td></td>
<td></td>
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<tr>
<td>Manpower Deployment.</td>
<td></td>
<td></td>
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<tr>
<td>Detailed QIP/ITP with proposed witness and holding points</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Accreditation and Technical Knowledge:</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>The site manager provided to oversee the execution of these services</td>
<td></td>
<td></td>
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<tr>
<td>has provided proof of proficiency in supervision, safety awareness and</td>
<td>10</td>
<td></td>
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<tr>
<td>technical ability (CV and certificates to be provided)</td>
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<td></td>
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<tr>
<td>The supervisor must have a minimum of 5 years' experience in</td>
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<td></td>
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<tr>
<td>industrial vacuuming and HP cleaning and the team members must</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>provide proof of competency in doing similar activities. (CVs to be</td>
<td></td>
<td></td>
</tr>
<tr>
<td>submitted with the tender)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment and services:</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>The contractor has provided proof of machinery, registration certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and service history of equipment, Procedures and manuals.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Site Visits:</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Machinery and equipment verification</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Minimum qualifying weighted average score</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Total scores for tenders</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Technically Acceptable  Yes/No