



**Invitation to Tender (ITT)  
Returnables Checklist**

<b>Document Identifier</b>	240-000000000	<b>Rev</b>	1
<b>Effective Date</b>	February 2023		
<b>Review Date</b>	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.
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<b>1.Basic Compliance</b>	Tenderers to submit an original tender (bid) in hard copy plus one complete copy of the original and basic compliance returnables <b>Please refer to clause 3.9 of the invitation to tender for other Basic Compliance returnable</b>	✓		
<b>2.Authority to submit offer/tender</b>	Completed and <b>signed declaration of authority to submit offer/tender form as attached with this tender</b> (Confirms the authority of the Supplier's representative to act as an authorized agent on behalf of the Supplier) / <b>submit the signed resolution by the board</b> confirming that the signatory is duly authorized to sign all documents in connection with this tender  <b>Note: Annexure L is attached separate</b>		✓	
<b>3.Annexure A</b>	Acknowledgement Form -See page <b>24</b> of the invitation to tender		✓	
<b>4.Annexure B</b>	Tenderers Particulars- See page <b>26</b> of the invitation to tender		✓	
<b>5.Annexure C</b>	Integrity Pact Declaration form- See page <b>30</b> of the invitation to tender		✓	
<b>6.Annexure D</b>	CPA for local goods/services (if applicable)	Not applicable		
<b>7.Annexure E</b>	CPA(IG) for imported goods/services (if applicable)	Not applicable		
<b>8.Annexure F1-F4</b>	SBD 6.2 -Declaration certificate for local production and content and Annexures C, D, E [ <b>only applicable where designated materials are included</b> ]	Not applicable		
<b>9.Annexure G</b> (applicable for all suppliers including foreign suppliers)	SBD 1- to be completed and submitted by all tenderers - See page <b>36</b> of the invitation to tender			✓
<b>10.# Annexure H</b>	SBD 6.1- Preference Points Claim Form in terms of PPPFA 2022 regulations - See page <b>39</b> of the invitation to tender			

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11. Annexure I	SBD 4 – Bidders Disclosure - See page 45 of the invitation to tender		✓			
12. Reverse e-auction training acknowledgement form (if applicable)		Not applicable				
13. 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 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.		✓			
	# Proof of compliance to the stipulated Specific goals.					
	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.			✓		
14.# Specific Goals	Failure on the part of the supplier to submit “ <b>proof of specific goals</b> ” for purposes of evaluation and scoring by the 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.					

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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 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.

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8

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6	6
7	4
8	2
Non-compliant contributor	0

**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)

**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


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<b>15.Tax Clearance Certificates</b>	A certified copy of a tax clearance certificate is still required by Foreign suppliers (with a footprint in South Africa- but who are not on CSD and have not provided a SARS pin number) and Local suppliers (who 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 still complete the SBD1 document, however no proof of tax compliance is required.			✓		
<b>16.Tax Evaluation Questionnaire (if services contract and was included as annexure J)</b>	Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE]			✓		
<b>17.Compliance with Employment Equity Act</b>	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)			✓		
<b>18.CIDB (where applicable)</b>	None	Not Applicable				
<b>19.NEC Documentation</b>	Completed NEC pricing schedule and contract data.	✓				

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<b>Additional documents required (ECSA/ SACPCMP/CVs/ permits/licenses/ specific registration documents (if applicable to scope of work))</b>	See below technical evaluation criteria for required specific registration documents for this tender			
	<b>DOCUMENTS REQUIRED UNDER CONTRACTUAL REQUIREMENTS (WHERE CONTRACTUAL REQUIREMENTS ARE STIPULATED)</b>			
<b>20.Safety</b>	<b>Health and Safety Returnables</b>  <b>1. Annexure B</b> Make sure that all applicable rules and requirements are referenced in the form. The completed form is included in the enquiry procurement package and the form must be sign and submitted by the tenderer. <b>2. Baseline SHE Risk Assessment:</b> Refer to the SHE hazard/aspect and risks that are identified and assesses before the inception of a new project and commencement of operations. Baseline risk assessment shall include both routine and non-routine tasks. <b>3. Competency:</b> Training, knowledge, and experience and where applicable, qualification relevant to that work, e.g. First aider, SHE Professionals, Incident investigator Safety, health, and environmental plan:			✓

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	<p>Means a site, activity or project documented plan in accordance with clients SHE requirements., it must be a scope or project base.</p> <p><b>4. Valid letter of good standing:</b> Registration with the compensation Commissioner or a licenced mutual company or an equivalent of it. If the company has only one employee, the supplier shall submit an insurance letter that covers accidental death and disability to the value of R500 000</p> <p><b>5. SHE Policy:</b> A statement of intention by the employer which provide a framework for setting SHE objectives to improve SHE performance and emphasises management commitment to employee's wellbeing and duty of care to the environment.</p> <p><b>6. Costing for Safety, Health, and Environment.</b> SHE is costing must reflect the amount of funds that will be allocated for SHE when the project commences, and it should be based on the scope of work and the associated risk</p> <p><b>Note: All listed tender returnables must be submitted</b></p>			
<b>21.Quality</b>	<p>The tenderer shall submit the following Category 3 requirements:</p> <p><b>SECTION A: Quality Management System Requirements ISO 9001 Objective evidence of documented QMS that is not certified but complies with ISO 9001</b></p> <p>A.1 QMS Manual or a document that defines and describes the QMS and its scope</p>			✓

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	<p>A.2 Quality Policy Approved by top management.</p> <p>A.3 Quality Objectives Approved by top management.</p> <p>"A.4 Control of documented information (i.e., document and record control) Clause 7.5 of ISO 9001:2015"</p> <p>"A.5 Documented information for Control of nonconforming outputs Clause 8.7 of ISO 9001:2015"</p> <p>"A.6 Documented information for Nonconformity and Corrective action Clause 10.2 of ISO 9001:2015"</p> <p>"A.7 Documented information for Internal audit Clause 9.2 of ISO 9001:2015".</p> <p><b>SECTION B : Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105658000)</b></p> <p>"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) "</p>			
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	<p>B.2 Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015)</p> <p><b>SECTION C: Contract Quality Plan Requirements (Ref 240-105658000 and 240-109253698).</b></p> <p><b>Draft Contract Quality Plan specific to the scope of work as described in the tender documents (Ref ISO 10005)</b></p> <p>NB! Draft Contract/Project Quality Plan has important QA deliverables.</p> <p><b>SECTION D: Quality Control Plan Requirements (Ref 240-105658000 or 240-109253302)</b></p> <p><b>QCP /Checklist/ ITP (Quality Control Plans) as per Scope of Works (Ref ISO 10005)</b></p> <p>NB! Draft/ Example of an Inspection and Test Plan (ITP) or Quality Control Plan (QCP) on similar and/ or previous work done.</p> <p><b>SECTION E: User defined additional Requirements &amp; miscellaneous (Ref 240-105658000)</b></p>			
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	<p><b>Customer specific requirements &amp; other standards and required can be listed and evaluated here.</b></p> <p>E.1 Form A is completed and signed.</p> <p>E.2 Add other requirements (if applicable) as per the scope of work and/ or specification</p> <p><b>Note: All listed tender returnables must be submitted</b></p>			
<b>22.Environmental</b>	None	Not applicable		
<b>23.Due Diligence</b>	<p>Audited Financial Statements of the <i>tenderer</i> for the previous 18 months, or to the extent that such statements are not available, for the last year. Tenderers must note that in the case of a joint venture or special purpose vehicle (SPV) especially formed for this tender, audited financial statements for each participant in the JV / SPV is required. Start-up enterprises formed within the last 12 months are not required to send in statements, but if successful with their tender will be required to send statements for the first year when once available.</p> <ul style="list-style-type: none"> <li>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)</li> </ul>			✓


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	<b>Note: All listed tender returnables must be submitted (if applicable)</b>			
24.Commercial	Initial each page of Eskom Holdings SOC Limited standard condition of tender- <b>Eskom standard condition is attached separate</b>			✓
25.Commercial	Completed Supplier Declaration of Interest- <b>Form is attached separate</b>			✓
26.Commercial	Completed Non-Disclosure Agreement (NDA) vendors- <b>Form is attached separate</b>			✓
27.Commercial	Completed declaration of fair bidding practice- <b>Form is attached separate</b>			✓
28.SDL and I undertaking- Annexure K	<b>SDL and I undertaking tender returnables. See page 48 of the invitation to tender</b>			✓
	<b>DOCUMENTS REQUIRED UNDER FUNCTIONALITY/TECHINICAL CRITERIA</b>			
29.Technical (required for functionality scoring)	<b>See below table for functionality/technical criteria</b>	✓		

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### Functionality/Technical criteria

Criteria	Weight
Method statement of the project, from investigation phase, design and optimization of the project. <b>NB: Score will be based on all or nothing</b>	5%
Principal Engineers or Technicians over 5 years of control philosophy design ( air flow, drum level control , combustion control , boiler temperature control), implementation, commissioning in coal fired power generation, the contractor must have experience on the following system which is the control system (Supplier to provide Curriculum Vitae and traceable reference).Drive outputs of MW (Mega Watt) load improvements, reducing the station RVC (Rane Vane Control) partial load loss and process improvement by proper optimization. <b>NB: Score will be based on all or nothing</b>	40%
All Engineers or Technicians to have over 3 years background in process control (contractor to provide CV and traceable reference), Engineers/technicians have either or the following disciplines Electrical, Process Engineers mechanical, industrial and or Chemical (must at least have one year in power generation environment), able to work with critical unit controls as mentioned above. <b>All Engineers or Technicians with process Experience :5%</b> <b>Process and Power Generation Background :10%</b>	10%
Principal Engineer combustion background and unit control process optimization 5 years in Coal fired power generation (Supplier to provide CV and traceable reference) ,all units optimized as indicated expected outcome and improve process and control of the systems. <b>Principal Engineer with 5 years' experience :10%</b> <b>Principal Engineer with 3 years' experience -5%</b>	10%
Principal Engineer shall have exposure of Eskom power plant experience of at least 5 years and Should be able to make changes on the Distributed Control System. Provided traceable Refences that he/she has Executed similar scope on the Distributed Control System and Previously.	35%

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<b>NB: Score will be based on all or nothing</b>	
<b>Threshold</b>	<b>75%</b>

Tenderers who do not meet the threshold for functionality scoring will be disqualified and not be evaluated further.

**TENDER RETURNABLES**

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


**NOTE:**

**\* Returnable required at Tender closing (disqualifiable) -** These returnable are required to be fully completed, signed (if required on the returnable) and submitted with the tender at Tender closing date and time. If not fully completed, signed (if required on the returnable) and/or submitted by tender closing the tender must be disqualified.

**\*\* Returnable required at Tender closing. (Non-disqualifiable) –** These returnable are also required to be fully completed, signed (if required on the returnable) and submitted with Tender at Tender closing date and time, however, if not submitted by Tender closing, the Procurement Practitioners must request in writing the outstanding returnable to be submitted within 5 working days. If the requested returnable are not fully completed, signed (if required on the returnable) and/or received by the Procurement Practitioner within 5

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**working days of the request; the tender must be disqualified.** The 5 working days requirement does not apply to CIDB proof of grading. (Refer to the returnable table under CIDB reference for prescribed period)

**#** These returnable are mandatory for evaluation and therefore required at tender closing time and date. These will not be requested by the Procurement Practitioner; however the tenderer will not be disqualified but score zero.

**TENDER SUBMISSION FORMAT:**

Tender to be submitted according to this invitation to tender numbering, sequence and headings.

Tender shall be well organised, straightforward, clear and concise, and be responsive to the requirements of the Scope of Work.

**NB: Completion of tender submission documents in full is vital to avoid being disqualified.**

The onus is on the tenderers to check the Eskom Tender bulletin and National Treasury e-tender portal on a regular basis for any amendments prior closing date for clarification of queries.

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