



Meeting minutes

Template Identifier**240-54076329****Rev****7****Effective Date****November 2019****Next review date****October 2022****Generation Division**

Clarification Meeting: Maintenance and Calibration of Weighbridge Scales at Kriel Power Station for a period of five (5) years on an "as and when" required basis - MPKRI10279GX

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Date:	Time:	Venue:	Meeting No.:
14 June 2022	11:00	MS Teams	01/2022

Item	Subject	Decision & Action items	Responsibility	Target date
1.	Opening: Present: P Nair M Mukwevho S Masogo R Chetty 1.1 Welcome <ul style="list-style-type: none">Ms Nair welcomed all to the meeting.			
2.	Safety and Emergency Evacuation Procedure <ul style="list-style-type: none">Ms Nair said that she hopes all are safe and can evacuate safely if necessary.			

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3.	Declaration of interest N/A			
4.	Verification of minutes of previous meeting/s N/A			
5.	Action items from previous minutes N/A			
6.	Matters for approval N/A			
7.	Matters for information			
7.1	Clarification Meeting <ul style="list-style-type: none">The meeting is to explain the requirements for the tender Maintenance and Calibration of Weighbridge Scales at Kriel Power Station for a period of five (5) years on an "as and when" required basis - MPKRI10279GXThe tender was issued on 31 May 2022.The closing date is 04 July 2022.This is a non-compulsory site meeting.The documents can be obtained from the Eskom Tender Bulletin and the National Treasury website.			

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	<ul style="list-style-type: none">The enquiry number and description are to be used for any queries.All queries to be in writing.The responses to the queries will be published on the Eskom Tender Bulletin and National Treasury website.Do not communicate with any other person related to the contract in anyway.All communication to be sent to the Eskom Representative for this contract.The tender to be delivered at 10 Smuts Avenue, Witbank.The tender will be evaluated on the 80/20 principle.Annexures that must be returned are attached and some are separate documents.This is an open tender.Vendors and non-vendors can tender with a registered CSD (MAAA...) number.Tender for the whole of the works.Do not make any changes to the price list. All line items to be priced, if not priced, then the highest price received will be used for evaluation purposes.Eskom reserves the right to enter negotiations with one or more tenderers as per the approved procurement procedure.Tender to be submitted in 3 parts – SDL&I, commercial (file 1); technical (file 2); SHEQ (file 3). Company details, description,			

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	<p>Power Station, and tender number to be reflected on the front of the tender file.</p> <ul style="list-style-type: none">• Tenderers need to submit an original and a copy. If a copy is not submitted, the tenderer will be disqualified. Soft copy of the tender document - Tenderers to submit the full set of tender documents on a USB.• The same information that is in the original file must be in the copy file. Tenders to be submitted in a file or bound. Do not submit loose pages in a rubber band. If the loose pages go missing, it will not be the responsibility of KPS evaluating team.• Clarification of queries will be 5 working days before deadline of tender submission.• Do not make any alterations to the documents. Use the word document to type tenderers information.• Alternative tenders are not allowed.• Using the NEC 3 Term Service Contract for this enquiry.• Tenders will be opened on the closing date. Prices will not be read out.• Tenderers need to comply with the basic compliance requirements to be eligible to tender.• QS will execute the price evaluation. If there are arithmetic errors, we will communicate with you. Tenderers to tender excluding VAT.			

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	<ul style="list-style-type: none">Commercial tender returnables: Compulsory items for tender evaluation are in the mandatory column.Forms not compulsory for evaluation are also provided – can be submitted with the tender, however, will not be used for evaluation.All documents that require a signature to be signed. If the document is not signed the tender will be regarded as non-responsive and will not be evaluated.The form Authority to Submit a Tender form must have the same signature on the form and throughout the tender documents. If the form is not signed, a certified copy of the company board resolution is required for the copy file and the original to be in the original file.Annexure B – both JV and single entities to complete.Annexure C – important document, read and understand what is required. If the form is not completed in full – the tender will be regarded as non-responsive. If the section is not applicable to you – indicate so. Demonstrate that the form has been acknowledged by you. If you do not answer the questions under the declaration of interest – the tender will be regarded as non-responsive.Annexure D – CPA – Eskom has provided a CPA proposal, which will be negotiated, if the tenderer does not provide their own.			

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	<ul style="list-style-type: none">Annexure G – to be completed.There are no objective criteria. <p>SDL&I Requirements</p> <ul style="list-style-type: none">Mr Mukwevho explained the SDL&I requirementsIf you are tendering as a JV – a consolidated B-BBEE certificate is still required from the accredited agency. All JV requirements need to be met. State who the lead partner is.JV agreement to be signed by both parties.CSI of 1.5% to be negotiated.Example of a QSE B-BBEE certificate was displayed.Indicate if the company is a cc or a Pty.If the company has a trading name, this should be included otherwise the enterprise name and the trading name is the same. If no trading name, then N/A.Reflect the % ownership.Tick the applicable level of the company.The certificate is valid 12 months from the date of signature from the Commissioner of Oaths.If the date of the Commissioner and the deponent is not the same, this will allow for disqualification.Military veterans and people living with disabilities to provide supporting documents(certificates).			

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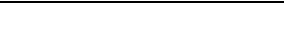
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	<ul style="list-style-type: none">No blanks on the form – complete in full.Select either management accounts or financial statements.SDL Undertaking to be completed. <p>Safety, Environmental and Quality Requirements:</p> <ul style="list-style-type: none">No representatives present to explain the requirements, however if there are questions on this section, tenderers are urged to put those in writing. <p>NEC 3 – Term Service Contract</p> <ul style="list-style-type: none">C1.1 offer & acceptance – this is a commercial mandatory document. The total from the price list to be reflected on this page and the page must be signed. If there is no total of the prices – the tender will be regarded as non-responsive. If there is no signature and only a price, the tender will be regarded as non-responsive. Satisfy both requirements, sign and include the offer price.C1.2 – mandatory commercial document. To be completed. The fee percentages are for compensation events. If the direct fee and subcontractor fee is not completed, payment will be at actual cost without any fee percentage considered.			

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	<ul style="list-style-type: none"> C1.2 price list – mandatory commercial document. All items on the price list to be priced for. Do not retype the document as some items may be left out. Do not use erasable pens, correction tape or correction fluid. Do not make changes to the price list. If all line items are not quoted, Eskom reserves the right to use the highest price tendered for evaluation purposes. Price list to be signed <p>Scope of Work & Technical Evaluation Criteria</p> <ul style="list-style-type: none"> Mr Masogo went through the scope of work. No concerns raised. 			

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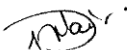
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8.	General Ms Nair said that the updated Invitation to Tender will be uploaded, the change is that the technical evaluation criteria will be included in the document. In the meantime, tenderers can refer to the Technical Evaluation Criteria document.			
9.	Closure Meeting closed. Next meeting N/A.			

P Nair On behalf of the Employer		15 June 2022
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