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		Effective Date	1 October 2016		
		Next review date	October 2019		
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MEETING NAME: THE REPAIR AND MAINTENANCE OF BOILER AUXILIARIES, ASH-HOPPER SYSTEM, COOLING WATER PIPE, DUCTING AND DAMPERS AT GROOTVLEI POWER STATION ON “AS AND WHEN REQUIRED” BASIS FOR A PERIOD OF 60 MONTHS

Date:	Time:	Venue:	Meeting No.:
10 June 2022	09:00 AM – 11:00 AM	Microsoft Teams	1

Item	Subject	Decision & Action items	Responsibility	Target date
1.	Opening: 1.1 Welcome and introduction 1.2 Apologies No apologies were specified		Chairperson	
2.	Safety and Emergency Evacuation Procedure Was observed.		Chair	

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3.	Adoption of agenda & Declaration of interest No interest to declare from CFT members present			
4.	Verification of minutes of previous meeting/s None			
5.	Action items from previous minutes None			
5.1	Minutes <ul style="list-style-type: none">The buyer indicated that the clarification meeting was not a presentation of the RFQ issued but rather an opportunity afforded to the suppliers to ask questions regarding any issues they are not clear with on the invitation to tender.The buyer from commercial proceeded to go through the Invitation to Tender with the suppliers for tender number MPGRO10281GX for the REPAIR AND MAINTENANCE OF BOILER AUXILIARIES, ASH-HOPPER SYSTEM, COOLING WATER PIPE, DUCTING AND DAMPERS AT			

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	<p>GROOTVLEI POWER STATION ON “AS AND WHEN REQUIRED” BASIS FOR A PERIOD OF 60 MONTHS.</p> <ul style="list-style-type: none">• The main issues were highlighted for the tenderer to be aware of before submitting their responses.• The address where the submission is to be delivered was clearly highlighted including the closing date. Commercial advised that the tenderers should submit the day before closing date to avoid complications and late submission. It was clearly stated that late tenders will not be accepted.• All the documents that are to be submitted by the tenderer was clearly highlighted and the buyer indicated where all the submission documents are to be found.• The buyer mentioned that all mandatory documents are to be submitted as stipulated in the Invitation to Tender or else the submission will be deemed as non-responsive resulting in automatic disqualification.• The suppliers were requested to insure they submit one original tender plus one copy of the original tender at tender			

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	<p>submission deadline. It was further mentioned that each division (Commercial, Technical, Quality, SHE, Environment and SD&L) must have its own submission envelope or file for ease of evaluation. Original plus one copy of each. The buyer mentioned that failure to submit original plus one copy of the tender will result to the supplier being disqualified.</p> <ul style="list-style-type: none"> It was stated that the clarification meeting was non-compulsory therefore no supplier will be disqualified for not attending. It was communicated to the suppliers that the last day for clarification questions was 5 working days before tender closing date. The suppliers were made aware that the contract duration will be for 60 months and that the NEC3 Term Service Contract (TSC3) will be applicable. It was further emphasized that the tenderer must respond to the tender with a company that is registered on the Central Supplier Database as it is a government requirement. Therefore the MAAA....number is required. Failure to submit 			

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	<p>CSD number will result in disqualification.</p> <ul style="list-style-type: none">• The suppliers were informed that the price list will be found in the NEC contract uploaded on the tender bulletin. The price list must be completed in full and submitted at tender closing date as it will be used to evaluate price. Failure to submit the price list (quotation) will result in immediate disqualification. Please see updated price list.• Quality, SHE and Environmental requirements were presented by the relevant representative. The suppliers were advised to send clarification questions to the buyer via email if uncertainty regarding the requirements emerged. It was stated that clarification question will only be addressed via email. Telephonic clarifications will not be accepted.• Tenderers are advised to submit all requirements at closing date even though some requirements are due before contract award. The buyer stated that all documents that are due at closing date and are not submitted by the suppliers will result in disqualification.• The buyer mentioned that technical criteria was mandatory at			

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	<p>closing date and tenderers who did not submit the technical information will automatically be disqualified. Please see updated technical criteria.</p> <ul style="list-style-type: none">Suppliers were directed on the invitation to tender where they can view which requirements are mandatory and required on closing date and which documents are required before contract award. Suppliers were advised to submit all documents at tender closing.The buyer indicated that the suppliers must submit a valid Tax certificate and the CSD report must also indicate a Tax Compliant Status.The buyer indicated that financials statements are required which will be evaluated to ensure the company is financially capable of delivering the contract for 5 years.The buyer further indicated that all annexures can be found in the invitation to tender from page 22.The buyer indicated that the Type of Invitation to Tender was an open Invitation to tender and that all suppliers are			

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	<p>welcome to tender.</p> <ul style="list-style-type: none">It was mentioned that CIDB is applicable for this tender. CIDB certificate Grade Level 6ME contractors or higher for mechanical engineering work is required. <p><u>Supplier Development and Localization</u></p> <ul style="list-style-type: none">Prequalification Criteria is not applicable. All suppliers are welcome to tender and mandatory subcontracting requirements will not be applicable.Local content is still applicable. All local content declaration must be submitted and completed, including annexure SBD 6.2, SBD 1 and SBD 6.1.Suppliers must complete, sign and submit Annexure J which has been loaded on the tender bulletin. <p><u>Technical Requirements</u></p> <ul style="list-style-type: none">The end user outlined technical requirements.			

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	<ul style="list-style-type: none"> WPS is a gatekeeper, the suppliers company logo must be embedded within the WPS, suppliers' company must have its own WPS. Failure to comply to this requirement will result in disqualification of the supplier. Suppliers are to note that the design codes used by Grootvlei Power Station is BS EN12952. Grootvlei PS uses a British standard boiler. ASMI WPS will not be accepted. Please note revision - Welder qualification with respect to the provided WPS Plate 3mm to 20mm, Pipe OD 25mm to 600mm, WT: 3 to 12mm. refer to revised technical criterial uploaded on the tender portal. QCP must be submitted. Method statement must be submitted as per scope of work. References for mechanical work is required. Suppliers must tender for the whole scope; partial scope will not be accepted, and suppliers will be disqualified if they do not tender for the entire scope. 			

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	<ul style="list-style-type: none"> Its is to be noted that drawings are not available from Eskom side and that carbon steel is the material that contractor will be welding on. In order to safeguard intellectual property, WPS may be submitted at tender closing, only those suppliers who proceed to the further stages of the evaluations may then submit the PQR upon request from the evaluation team. <p><u>The end user further mentioned the following:</u></p> <p>Threshold% The threshold on the technical evaluation criteria is 80%. Suppliers / Service providers would be deemed technically unacceptable if they score less than the threshold score and will thus not be evaluated further.</p> <p>Gate Keeper The contractor to submit valid (up to date) WPS, related to the work, Yes – acceptable base on technical evaluation score No – Disqualify, not acceptable</p>			

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	<p>Abbreviations: PQR – Procedure Qualification Record WPS – Welding Procedure Specification QCP – Quality Control Plan</p> <p><u>Scope of Work</u></p> <ul style="list-style-type: none">Kindly refer to attached SOW for more details. <p><u>Pricing Data</u></p> <ul style="list-style-type: none">Kindly find attached revised NEC Pricing Schedule uploaded on the tender portalsSupplier must quote for tools and equipment on the basis of an Outage of 95 days maximum (GO).It was stated that the suppliers must train and use one of the assistances as a Fire Watcher. This is to avoid increasing heads on the contract.Site establishment area will be provided ready for use by the contractor.			

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	<ul style="list-style-type: none"> Accommodation rates should be factored into the employee rates. There should be no cost for accommodation. <p><u>Safety requirements</u></p> <ul style="list-style-type: none"> The safety rep outlined all the safety returnables. It was mentioned that the COIDA certificate should be valid when submitted as most certificates expired 31 April 2022. Acknowledgement of Eskom's SHE rules, and requirements form (Annexure B) must be signed and submitted by the tenderer OHS plan with all the stipulated requirements must be submitted by the suppliers. Costing for Safety Health and Environmental Management – Supplier were requested to ensure they breakdown the cost and not submit one amount. Baseline Risk Assessment (BRA) – suppliers must submit BRA derived from the risk assessment issued by the contract 			

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	<p>manager. Suppliers must identify and outline all the hazards in totality, the processes and risk of the hazards and outline the controls to deal with any hazards identified.</p> <ul style="list-style-type: none">Competency of SHE Officer must be submitted.Responsible Person (RP) – must be supplied by the contractor and not Eskom. Suppliers must ensure they train and pay their own RP. Eskom will not pay the additional cost of the RP.The buyer indicated that SHEQ documents are required before contract award and that suppliers who do not submit SHEQ returnables at closing date will not be disqualified. However, suppliers were encouraged to submit all documents at tender closing for ease of evaluations. <p><u>Quality requirements</u></p> <ul style="list-style-type: none">The quality rep outlined all the quality returnables.Category 2 Quality requirements are applicable. The category 2 requirements loaded on the tender bulletin initially			

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	<p>are incorrect.</p> <ul style="list-style-type: none"> Please see revised quality requirements (Category 2) that have been reloaded on the Eskom tender bulletin and National Treasury E Portal. For Section A, supplier can either submit option 1 or option 2. All the requirements for Section B must be submitted. Section C – draft Contract Quality Plan must be submitted and should be specific to the scope of work. Section D - Quality Control Plan is required and must be submitted. QCP /Checklist/ ITP (Quality Control Plans) as per Scope of Works (Ref ISO 10005 & 240-105658000) Section E - Form A must be completed and signed (uploaded on tender portals). <p><u>Environment requirements</u></p>			

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	<ul style="list-style-type: none">The environmental rep outlined the environmental returnables.The appointment of environmental officer, Proof of environmental training and awareness is required.It was mentioned that a letter guaranteeing the protection of workers refusing to do environmentally hazardous work in terms of section 29 of NEMA is required.Presentation of sound Environmental Management Strategy is required, for example waste management strategy, indicate how you will take care of the environment.Statement committing resources to environmental management (Environmental Policy) was outlined and required.It was mentioned that proof of the appointment of a qualified Safety or Environmental Officer is required.			
6.	Matters for approval			

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6.1	None			
7.	Matters for information None			
8.	General None			
9.	Closure The meeting was adjourned at 11:00 AM on Microsoft teams Next meeting N/A			

Signed as a correct record: thato choabi 20 June 2022
Chairman Date

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