	Meeting Minutes	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Kriel Power Station Procurement			


MPKRI10346GX

Meeting Name: TENDER CLARIFICATION MEETING: MPKRI10346GX FOR PROVISION OF OFFICE CLEANING SERVICES AND ABLUTIONS AT KRIEL POWER STATION FOR A PERIOD OF FIVE (05) YEARS			
Date:	Time:	Venue:	Meeting No.:
02 August 2022	10h00	Microsoft Teams	MPKRI10346GX

Item	Subject	Decision & Action items	Responsibility	Target date
1.	Opening: All were welcomed. Attendance of the clarification meeting is not compulsory and those not attending may also submit tenders.			
2.	Attendance: Attendance Register was downloaded from MS Teams			
	It to be noted that the contents of the minutes are an overview of what was discussed and highlighted and not the only information, however additional to the set of invitation documents.			
3.	INVITATION TO TENDER SET OF DOCUMENTS Tenderers to familiarize themselves with the contents of the documents that were published for this tender. The Communication platform is the e-tender portals (www.eskom.co.za and www.etenders.gov.za) and the responsibility of the tenderer to visit regularly for possible updates. Any revised documents after the tender clarification meeting, clarification information and minutes will be uploaded as such. Information as per the latest communication will apply.			
	GENERAL ➤ Tender Closing deadline : 15 August 2022 at 10h00 Eskom Tender Box, Ground Floor, No. 10 Smuts Avenue, Witbank / Emalahleni, Mpumalanga			

Disclosure classification: **Public**

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Meeting Minutes	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Kriel Power Station Procurement			

MPKRI10346GX

Item	Subject	Decision & Action items	Responsibility	Target date
	<p>➤ Tender documents To be obtained from the Eskom Tender Bulletin www.eskom.co.za and National Treasury e-tender bulletin www.etenders.gov.za. No documents will be issued per hand or individually.</p> <p>➤ Basic requirements to submit a tender:</p> <ul style="list-style-type: none"> ○ Meet the eligibility criteria for a tenderer ○ Submit one (1) hard copy of the original tender to Eskom with commercial, financial and technical information (duplication of the original) ○ Authorisation to Submit a Tender / Board Resolution Letter ○ Submit a complete original tender with commercial, financial and technical information ○ Submission of the mandatory commercial tender returnables as at stipulated deadlines. ○ Central Supplier Database (CSD) number/registration (MAA.....) <p>➤ Tender validity of 120 days is requested and if more time is required to complete the process the tenderers will be consulted with for an extension of time on the validity.</p> <p>➤ All communication to be done in writing per e-mail or fax to the Eskom Representative for this tender, Abram Rakgetse (Rakgetan@eskom.co.za), with reference to the tender number MPKRI10346GX. Not allowed to communicate directly to other Kriel team members on this tender. Also refer to Eskom Standard Conditions of Tender 240-62044728 Rev 8 and Code of Ethics 32-527.</p> <p>Responses on clarification questions will be published in the same manner the enquiry documents were issued and it is the tenderers responsibility to check the Eskom Tender Bulletin regularly for updated documents and information sharing.</p> <p>➤ Validity of documents: Documents with expiry dates to be valid on the day of tender closing. When expiring during evaluation period, a new valid document will be requested.</p>			

Disclosure classification: Public

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Meeting Minutes	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Kriel Power Station Procurement			

MPKRI10346GX

Item	Subject	Decision & Action items	Responsibility	Target date
	Also note that forms issued as part of this invitation to be completed in full and signed where asked for. If not, it is not a complete document and mandatory documents for evaluation will result in a non-responsive tender.			
	<p>➤ Other</p> <ul style="list-style-type: none"> Information in the Invitation to Tender document was highlighted. It is important that tenderers familiarize themselves with the contents and share with those involved compiling the tender for submission. Submit 2 sets of printed tender documents : one original and one copy. The copy will be used for evaluation purposes – ensure that it is bind properly without loose pages. Do not bind or submit both sets in one file. Mark clearly ORIGINAL and COPY. The evaluation criteria, weightings and thresholds were discussed. Do not make changes to the issued documentation. Clarifications will be addressed up to 5 (five) working days before the deadline for tender submission. All commitments at time of contract award will become contractual requirements (Safety Health and Quality, due diligence (financial Statement etc). 			
4.	<p>EVALUATION CRITERIA</p> <p>The listed items of the different sections were highlighted and the opportunity for all to discuss. The Invitation to Tender Document contains all the information and not only what is reflected in the minutes.</p> <p>For SDL&I and Commercial mandatory documents are clearly ticked in the “mandatory for tender closing” column and to submitted with the tender at closing time. Those in the mandatory for contract award may be submitted at a later stage however a complete tender with all requirements is preferred.</p>			
4.1	<p>Commercial</p> <ul style="list-style-type: none"> Tenderers to be CSD Registered at time of tender submission on tender closing date. 			

Disclosure classification: **Public**

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Meeting Minutes	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Kriel Power Station Procurement			

MPKRI10346GX

Item	Subject	Decision & Action items	Responsibility	Target date													
	<ul style="list-style-type: none">- Mandatory documents not completed in full and signed where signature is required at time of tender closing will result in the disqualification of the tender.- Compulsory items for evaluation and submission with tender closing are marked as such in the Mandatory Column.- Authorisation to submit a tender on behalf of the tendering company to be included in the tender. Make use of the Authorisation Form included in the Invitation; <u>or</u> Provide a <u>certified</u> Authorisation Letter from the tendering company (Board Resolution).- The annual Contract Price Adjustment to be submitted (proportion, description, index = 1.00). A proposal from Eskom is reflected on the form provided and should you not submit, this will be accepted as part of your offer.- Due Diligence: Financial Statements of tenderer will be requested later in the evaluation process which will be viewed by Eskom Finance to see if the tenderer is financially sound to provide the service.- The Annexures referred to under this section are part of the Invitation document - read and complete accordingly.- The acceptance of Corporate Social Investment of 2% per invoice (mandatory for contract award) value is requested for initiatives around the Kriel Power Station area.																
4.2	<div><div>Supplier Development Localisation & Industrialisation (SDL&I)</div><div><div><div>1.1 Minimum BBBEE status level of contributor?</div><div>If Yes, what is the BBBEE status and/or level required</div></div><div><div>1.2 Is there BBBEE category targeted for this enquiry?</div><div>If Yes, BBBEE category</div></div></div><div><div>Tender Returnable if the above elements are requirements;</div><div><ul style="list-style-type: none">Valid original or certified copy of sworn affidavit in the case of EME's must be submitted (affidavit must be completed fully), orValid Copy B-BBEE Certificate issued by CIPC for EME's. ORValid original or certified copy of the B-BBEE certificate / sworn affidavit in the case of QSE's must be submitted, or</div></div></div>	<table><tr><td>YES</td><td>NO</td></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td colspan="2">Level 1</td></tr></table> <table><tr><td>YES</td><td>NO</td></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td colspan="2">EME & QSE</td></tr></table>	YES	NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Level 1		YES	NO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EME & QSE				
YES	NO																
<input checked="" type="checkbox"/>	<input type="checkbox"/>																
Level 1																	
YES	NO																
<input checked="" type="checkbox"/>	<input type="checkbox"/>																
EME & QSE																	

Disclosure classification: Public

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Meeting Minutes	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Kriel Power Station Procurement			

MPKRI10346GX

Item	Subject	Decision & Action items	Responsibility	Target date
	<ul style="list-style-type: none"> Valid original or certified copy of the B-BBEE certificate issued by SANAS Accredited Verification Agency for Generic Entities must be submitted, or For JV's only valid original or certified copy B-BBEE Certificate issued by a SANAS Accredited Verification Agency will be accepted and the certificate should be in the name of the JV. <div> <div>YES</div> <div>NO</div> </div> <p>1.3 Minimum subcontracting requirement for this?</p> <p>If Yes, what is the minimum percentage?</p> <div> <div>PPE ,Chemicals and Transport 10%</div> </div> <p>Tender Returnable if the above element is a requirement;</p> <ul style="list-style-type: none"> Letter of intent or any other <u>requested document</u> indicating commitment and the percentage required must be submitted as a tender returnable. Sub-contracting can only be concluded with the following entities: <ul style="list-style-type: none"> an EME or QSE which is at least 51% owned by black people; an EME or QSE which is at least 51% owned by black people who are youth; an EME or QSE which is at least 51% owned by black people who are women; an EME or QSE which is at least 51% owned by black people with disabilities; an EME or QSE which is 51% owned by black people living in rural or underdeveloped area or townships; a cooperative which is at least 51% owned by black people; a EME or QSE which is at least 51% owned by black people who are military veterans <p>2.1 Local Content Designation</p> <div> <div>YES</div> <div>NO</div> </div> <p>a) Is this Commodity or part of it a Designated Sector?</p> <div> <div></div> <div></div> </div> <p>❖ Skills Development</p> <p>It is expected that successful tenderers participate in Skills Development with the proposal from Eskom for this tender as follows. (will become contractual requirements). Refer to SDL&I Undertaking page for details.</p> <p>Eskom's Target</p>			

Disclosure classification: Public

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Meeting Minutes	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Kriel Power Station Procurement			

MPKRI10346GX

Item	Subject	Decision & Action items	Responsibility	Target date												
	<table><tr><td>Category</td><td>Number</td><td>Entry Level</td><td>Output</td></tr><tr><td>Supervisor</td><td>1</td><td>N3/ Matric</td><td>Job Training</td></tr><tr><td>Safety officer</td><td>1</td><td>N3/ Matric</td><td>Job Training</td></tr></table>	Category	Number	Entry Level	Output	Supervisor	1	N3/ Matric	Job Training	Safety officer	1	N3/ Matric	Job Training			
Category	Number	Entry Level	Output													
Supervisor	1	N3/ Matric	Job Training													
Safety officer	1	N3/ Matric	Job Training													
4.3	<div>Functionality</div> <p>The functionality consists of 2 sections:</p> <ul style="list-style-type: none">➤ Section 1 Registration with the relevant regulatory body for industrial cleaning services, a certified copy to be submitted (NCCA/BEECA).➤ Letter of intent for cleaning services from a reputable industrial services equipment supplier or lease agreement letter with a company Logo, letter head, stamp and contact details of that reputable company. <p>Proof of compliance with the BCEA Sectorial Determination 1 for Industrial cleaning.) to be submitted to qualify for further evaluation if NOT submitted tenderer will be disqualify for further evaluation</p> <p>Section 2: Scoring Criteria : A minimum threshold of 80% to be achieved to qualify for further evaluation of the tender.</p> <p>The information requested was understood and clear with discussion of the following items:</p> <p>Suppliers are expected to comply with the scope of work and technical requirements as set out in the invitation to tender for further evaluation</p> <p>PLEASE NOTE THAT IT IS TENDERERS RESPONSIBILITY TO CHECK THE ESKOM TENDER BULLETIN REGULARLY FOR UPDATED DOCUMENTS AND INFORMATION SHARING, AND LATEST INFORMATION PUBLISHED WILL APPLY.</p>															

Disclosure classification: **Public**

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Meeting Minutes	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Kriel Power Station Procurement			

MPKRI10346GX

Item	Subject	Decision & Action items	Responsibility	Target date
4.4	Safety, Quality, Environmental The SHEQ criteria's are not mandatory at tender submission. The tenderer to make provision for SHEQ in the planning of the tender and it was requested that as many as possible to be included to not delay the evaluation when omitted documents are requested at a later stage.			
5.	NEC3 SUPPLY CONTRACT - C2.2 The Price List: (Rev 1) The Price List is Compulsory for completion at tender submission. - Do not retype and submit your own price list – complete the page provided in the NEC and sign. - Contractor to ensure that all cost for the relevant item is included in the rate			
	-			
6.	Closure The minutes of the meeting will be published on the e-tender bulletin The meeting adjourned at 11:00			

Signed as correctly recorded		2022.08.02
	Signature: A Rakgetse Eskom Representative Tender MPKRI10346GX	Date

Disclosure classification: **Public**

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.