



Meeting Minutes Template

Template Identifier**240-54076329****Rev****7****Effective Date****November 2019****Next review date****October 2022****Tactical Sourcing****Meeting Name: Non-compulsory clarification meeting: Cleaning Services and labour for Western Grid (Northern Cape)**

Date:	Time:	Venue:	Meeting No.:
25 August 2022	10:00	MS Teams	01/2022

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: 1.1 Welcome 1.2 Apologies and quorum	Sandi welcomed everyone and advised that the meeting was being recorded for purposes of taking minutes. The Clarification Meeting is not compulsory and any other contractor who did not attend the meeting is allowed to tender.	Sandi Bokveldt-Lize	25/08/2022
2.	Safety and Emergency Evacuation Procedure	The meeting was held via MS Teams. All attendees confirmed that they are familiar with the Emergency Evacuation for their venues.	All	25/08/2022
3.	Declaration of interest	No interests were declared during the meeting.	All	25/8/2022
4.	Verification of minutes of previous meeting/s	Not applicable		

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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

Template Identifier

240-54076329

Rev

7

Effective Date

November 2019

Next review date

October 2022

Tactical Sourcing

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
5.	Action items from previous minutes	Not applicable		
6.	Matters for approval	Not applicable		
7.	Matters for information			
7.1	Commercial Requirements	All discuss in the meeting: Commercial, Technical, SDL&I, SHEQ and invitation to tender. The signed minutes and presentation will be uploaded on Eskom tender bulletin and NT website.	Sandi Bokveldt-Lize	29/08/2022
7.2	Supplier Development Localisation & Industrialisation Requirements	Pre-qualification criteria are applicable The following mandatory pre-qualification criteria are applicable herein:- Mandatory SDL&I - Pre-qualification Criteria for Preferential Procurement: BBBEE status and/or level required: EME and QSE Level 1 and 2 only will apply to this tender.	Zwelethu Xulu	25/08/2022

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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

Template Identifier

240-54076329

Rev

7

Effective Date

November 2019

Next review date

October 2022

Tactical Sourcing

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date			
		<div>Tender Returnable if the above elements are requirements;</div> <div><ul style="list-style-type: none">Copy of sworn affidavit in the case of EME’s must be submitted (affidavit must be completed fully), orCopy B-BBEE Certificate issued by CIPC for EME’s. ORCopy of the B-BBEE certificate / sworn affidavit in the case of QSE’s must be submitted, orCopy of the B-BBEE certificate issued by SANAS Accredited Verification Agency for Generic Entities must be submitted, orCopy 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>Tenders that do not meet the above commercial mandatory requirements will be disqualified from further evaluations.</div>					
7.3	Technical / Functionality Requirements	<div>Functionality requirements are applicable</div> <div>Functionality the review will be done by the cross-function team consisting of technical team:</div> <table><tr><td>Functionality Criteria</td><td>Maximum number of points</td><td>Tenderers will be expected to score at least the minimum threshold per functional area to proceed to the next phase</td></tr></table>	Functionality Criteria	Maximum number of points	Tenderers will be expected to score at least the minimum threshold per functional area to proceed to the next phase	Puleng Sereme, Daan Liebenberg, Ronnie Snyman, Rose Baloyi	25/08/2022
Functionality Criteria	Maximum number of points	Tenderers will be expected to score at least the minimum threshold per functional area to proceed to the next phase					

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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

Template Identifier

240-54076329

Rev

7

Effective Date

November 2019

Next review date

October 2022

Tactical Sourcing

Item	Subject & salient points	Decisions & Action items			Responsibility	Target date
		Technical	100	80		
		Overall Minimum Threshold for Qualification	80			
		The following criteria will be applicable for this transaction under functionality criteria:				
		Criteria	Weight			
		1 Company Organogram (at regional – local – level) a) Every block on the organogram must have a job title and name assigned. b) The organogram must be dated [we must see that the organogram was reviewed and updated within the last 12 months from date of approximate tender closing]. c) The organogram must be signed off at the highest level [CEO, if national organogram; at least regional manager (if not CEO) if local organogram]. <input type="checkbox"/> if all three requirements above are met - 100% <input type="checkbox"/> if two requirements above are met – 50% <input type="checkbox"/> if one requirement above are met – 25% If no requirements above are met 0%	10%			
		2. Detailed Work Procedures / Method statement Detailed (not generic) method statement / work procedure specifically aligned to the scope of work The contractor must state, per site, what innovative, current cleaning methodology they will employ to	10%			

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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

Template Identifier

240-54076329

Rev

7

Effective Date

November 2019

Next review date

October 2022

Tactical Sourcing

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<p>execute the work, e.g. How to clean a desk, how to clean restrooms, etc.</p> <p>3. Customer Profile relevant to the scope of work /Company's experience Provide a list of all customers, number of years rendering the service, value of contracts, contract contact person and contact number for current contracts and previous contracts for at least 5 years.</p> <p>Detailed spreadsheet submitted: All requirements submitted – 10% Contract duration: a) <12 months - 20% b) >1 - 4 years - 40% c) >4 years - 65% Large contract value: previous large contract value per contract <input type="checkbox"/>if >R15 000 000 per contract - 25% <input type="checkbox"/>if >R10 000 000 per contract - 15% <input type="checkbox"/>if <R10 000 000 per contract - 5%</p> <p>4. Equipment / Cleaning materials a) List all cleaning materials to be used, state if SANS approved or not, with SDS - 30%</p> <ul style="list-style-type: none"> SANS approved or not environmentally friendly or not - 30% 	20%	
			10%	

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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

Template Identifier

240-54076329

Rev

7

Effective Date

November 2019

Next review date

October 2022

Tactical Sourcing

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<p>b) List all equipment to be used, per site, with asset numbers (for asset numbers give a previous example) - 30%</p> <p>c) Provide an example of a Portable Electric Equipment planned maintenance schedule currently in use on an existing contract (must be signed off by both contractor and client and will be checked for authenticity) - 40%</p>		
		<p>5. Relevant Certification / Industry-specific professional registration (that ensures best practice)</p> <p><input type="checkbox"/> Certificate submitted – 100%</p> <p><input type="checkbox"/> Expired less than 6 months certificate submitted with proof of renewal application – 60%</p> <p><input type="checkbox"/> Expired less than 12 months certificate submitted – 30%</p> <p><input type="checkbox"/> No Certificate submitted – 0%</p>	15%	
		<p>6. Proof of staff's training (excl. SHE training) See appendix A in NEC for example</p> <p>a) Company training matrix completed for all staff - 20%</p> <p>b) Proof of relevant training completed – 80%</p> <p>a. External training should have a certificate of attendance</p> <p>b. Internal training should have signed attendance registers, and such registers should be completed in full by the course presenter</p> <ul style="list-style-type: none"> All staff on the organogram with related training – 100% At least 50% of staff on organogram with training – 50% Less than 50% of staff on organogram with training – 0% 	15%	
		<p>General Worker Returnables</p> <p>a. Training Certificates (50%)</p>	20%	

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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

Template Identifier

240-54076329

Rev

7

Effective Date

November 2019

Next review date

October 2022

Tactical Sourcing

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<ul style="list-style-type: none">a. Other certificates specific to the Scope of Work - should have a certificate of attendance. External training should have a certificate of attendance. Internal training should have signed attendance registers, and such registers should be completed in full by the course presenterb. Detailed (not generic) method statement / work procedure specifically aligned to the following scope of work (SOW)<ul style="list-style-type: none">a. Moving of furniture / office partitions / office equipment when cleaning and arranging boardroom lay-outsb. Pre- and post-occupation office cleaningc. Disposing large refuse bags to the waste skipsd. assistance with general cleaninge. Weeding (under supervision for HV Yard)f. Cutting grass and gardeningg. Cleaning workshops and moving of heavy equipmenth. Assist with packing and unpackingi. Maintenance activities using of tools (Hand and power tools)j. Digging of trenches for cabling.k. Apply herbicide under supervision		

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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.



7

November 2019

October 2022

Tactical Sourcing

Page 8 of 12

	Meeting Minutes Template	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Tactical Sourcing			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<p>Pulane Sereme ask the contractors/ suppliers to make a provision / organize transport for their employees to the areas as Eskom not allowed to transport workers according to Eskom fleet policy.</p> <p>Masakhane Industries (Guest) The areas where people reside, in other words, smaller towns or settlements are so remote and distant to most of these substations that it is a real issue in respect of transport requirements</p> <p>Philani Shozi</p> <p>What is stopping you from? From liaise with the local taxi association to organize special transport just for those days for your employees to be transported to the site when they're needed in in instead of having a dedicated driver and vehicle.</p>		
7.4	Contractual Requirements	<p>Contractual Requirements may include the following:</p> <p>Contractual requirements are not evaluation criteria. They are required to be met and assessed after the evaluation and ranking of the tenders. Proof that the highest ranked tenderer is able to meet the contractual requirements, must be submitted prior to order award. Tenderers will be afforded an opportunity to correct and resubmit their corrections within 5 working days.</p> <p>Failure to meet "Contractual Requirements "by the stipulated deadlines, may result in the tenderer being regarded as non-responsive and ineligible for contract award.</p>	Sandi Bokveldt-Lize	25/08/2022

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Tactical Sourcing			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
7.4.1	Health & Safety Requirements	1. HEALTH AND SAFETY TENDER RETURNABLES: <ul style="list-style-type: none"> Annexure A - Supplier Risk Category. Annexure B - Acknowledgement Form (Identifier 240-43921804) Annexure C3 - OHS Tender Evaluation Low Risk Work Annexure D- Post Contract Review She Specification (Identifier 240-73418055. 32-726 Contractor and Contractor OHS Management Baseline Risk Assessment. Code of Practise Managing Exposure to SARS-COV-2 in the workplace 2022 	Brando Cupido	25/08/2022
7.4.2	Environmental Requirements	ENVIRONMENTAL TENDER RETURNABLES <ul style="list-style-type: none"> Cleaning Service contract EMP Tender evaluation report 	Keketso Mbete	25/08/2022
7.4.3	Quality Requirements	QUALITY TENDER RETURNABLES: Category 4 requirements will apply: <ul style="list-style-type: none"> Category 4 Quality Requirement Form A - to be completed and signed by the supplier Quality Management Specification – to be read and understood 	Gold Mametja	25/08/2022

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Tactical Sourcing			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
7.4.4	Financial Evaluation	<p>Audited financial statement for financial analysis to be conducted by Financial Representative for the purposes of establishing the tenderers financial viability and ability to meet all of its contractual obligations for the duration of the order, should the tenderer be awarded an order.</p> <p>Latest audited financial statements must be provided for this evaluation.</p>	Sandi Bokveldt-Lize	25/08/2022
8.	General	<ul style="list-style-type: none"> The deadline for submission of queries is 5 working days before the deadline for tender submission. All queries are to be forwarded to the Eskom Buyer as indicated on the Invitation to Tender. 	All	25/08/2022
9.	Closure <i>The meeting was adjourned.</i> Next meeting There will not be a next meeting.		All	25/08/2022

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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

Template Identifier

240-54076329

Rev

7

Effective Date

November 2019

Next review date

October 2022

Tactical Sourcing

Minutes compiled by:


Sandi Bokveldt-Lize
Officer Procurement

Date: 26/08/2022

Minutes support by:


Puleng Sereme
Middle Manager Planning & Plant

Date: 26/08/2022

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, 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.