	Minutes of the Site Clarification Meeting 29 September 2022 @ 10:00 via MS Teams	Unique Identifier	
		Revision	Rev. 0
		Revision Date	Aug-2015
		Group Technology and Commercial Division	

**Approved Inspection Authority for Occupational Hygiene Stressors Services
for Peaking Power Stations for 5 Years
WCPK1058LH**

Minutes

This meeting was non-compulsory, so those that did not attend the meeting are welcome to submit tenders.

Attendees:

merie@cseconsultants.co.za; Mhleli Mkhize <MkhizeMH@eskom.co.za>; Nathi Ndlovu <NdlovuEN@eskom.co.za>; Frikkie Van Loggerenberg <vLoggeFJ@eskom.co.za>; Mantoa Tshabalala <mantoa.tshabalala@mstocchygiene.com>; Dee French <dee@apexenviro.co.za>; Brandon <brandon@apexenviro.co.za>; Michell Chamberlain <michell@apexenviro.co.za>; Fiona <fiona@apexenviro.co.za>; ettiene@cseconsultants.co.za; Justin Hobday <justin.hobday@safetycloud.co.za>; Andrea Marshall <andrea.marshall@assurecloud.co.za>; Doreth le Roux <doreth.leroux@safetycloud.co.za>; pretesh@mapheceka.co.za; charel@acu-chron.co.za; herbert@annaherbert.co.za

Scope of Work and Overview

Mr Frikkie van Loggerenberg is the Services Manager for this Contract:

The scope covers the following as discussed in the NEC3 term Services Contract

Occupational Hygiene Stressors including asbestos has been found to be present at Peaking Plants. These occupational hygiene stressors have been listed in the Peaking health risk assessment and poses a risk of employees contracting occupational diseases. To eliminate this risk, Peaking is required to have a contract with the Approved Inspection Authority (AIA) to assist in conducting occupational hygiene surveys in all Peaking stations and during the removal of asbestos as required by the Health Regulation of the Occupational Health and Safety Act No 85 of 1993.

Eskom requires the services of an Approved Inspection Authority (AIA) to assist in conducting occupational hygiene surveys in all Peaking stations and during the removal of asbestos as required by the Health Regulation of the Occupational Health and Safety Act No 85 of 1993.

The AIA must be registered in accordance with the provision of the Occupational Health and Safety Act, 1993 (Act No.83 of 1993).

The AIA must produce proof of registration with the department of Employment and Labour.

The affected plants are Acacia Power Station; Ankerlig Power Station; Drakensberg Pumped Storage; Gariep Power Station; Gourikwa Power Station; Ingula Pumped Storage; Palmiet Pumped Storage; Port Rex Power Station; Vanderkloof Power Station; Sere Wind Farm; Renewables

Tenders to be addressed as follows: Enquiry Number **WCPK1058LH**

Attention: Lorna Hendricks and the address below only:

Tender number	WCPK1058LH
Issue date	12 September 2022
Closing date and time	18 October 2022 at 10h00
Tender validity period	150 days from the closing date and time
Tenders are to be delivered to the following address on the stipulated closing date and time:	The Tender Office Eskom Holdings SOC Limited Eskom Road Eskom Brackenfell Main Store Building Ground Floor, Western Cape, 7535

The tenderer must submit the tender as a complete original tender, plus one (1) hard copy of the original tender at tender submission deadline (2 separate envelopes, as only the duplicate copy is sent to Procurement for Evaluations. If possible, please submit an additional complete soft copy of the original tender in electronic format (memory stick) in the duplicate/copy file or have an electronic copy available when requested by the procurement practitioner for evaluations, as the evaluation team members are at remote sites and locations.

1. All Commercial Requirements and Returnables is at Point 1.3 Tender Returnables (Page 11,12 and 13) of the Invitation to tender) were discussed and to be returned by Tender Closing Date. The Tender Closing date is 18 October 2022 @ 10:00. Please ensure BBBEE Certificate or Affidavit in the copy file is stamped a true duplicate of the original document. The Annexures referred to are attached to the Invitation to Tender. Please ensure it is completed and signed in full.
2. The default CPA is as follows: but CPA forms are attached if an alternative CPA formula is required.
Rates are fixed for the first year of contract then subject to CPA as per the formula below from the second year of contract.

X1.1	The <i>base date</i> for indices is	Three months before the contract date		
	The proportions used to calculate the Price Adjustment Factor are:	proportion	linked to index for	Index prepared by

3. Please ensure at Tenderers Particulars that a landline is also submitted if possible

3.13 Functionality requirements	Functionality requirements <i>are applicable</i> The following criteria will be applicable for this transaction under functionality criteria: Tenderers who do not meet the threshold of 70% for functionality scoring will be disqualified and not be evaluated further		
Functional Requirement/Technical Evaluation Criterion in Detail			
Technical	Evaluation Criteria	Weighting	Gate Keeper
Mandatory			
Approved Inspection Authority (AIA) Certificate from the Department of Employment and Labour.	Provide valid AIA certification. (Proof of validity). SAIOH certification for practitioner allocated to this contract for Occupational Surveys.		Yes
Qualitative			
Company Work Experience	a) Proof of relevant experience in monitoring of air quality for asbestos work. b) Proof of relevant experience in Hygiene surveys. < 1 Year experience - 5% 1-3 Years' Experience - 10% > 3 Years' Experience - 20%	20.00%	
Company Profile	Company organogram with Name, Department, Designation & contact numbers from CEO to employees allocated to this project. Detailed Organogram provided - 10% Organogram provided missing information - 5% Information of company history and what the company actually does with references. Safety and occupational hygiene is Primary business - 10% Safety and occupational hygiene is NOT company's Primary business - 5%	20.00%	

Staff qualifications and, experience that will be allocated to this project. Where staff are not appointed yet, provide the requirements of the position that will be advertised. Where staff is not appointed yet a 25% deduction will be made.	Occupational Hygienist: (20%) SAIOH Certified - 10% < 2 Year experience - 5% > 2 Years' Experience - 10% AIA (Asbestos work monitor) (20%) Competent in terms of latest asbestos regulations - 10% No Certificate - 0% Experience: < 2 Year experience - 5% > 2 Years' Experience - 10%	30.00%	
Method Statement	Use SANAS accredited Laboratory for analysis - 10% Provide proof of Lab accreditation. Method statements to Monitoring asbestos work Method statements to perform asbestos sampling and testing Provide examples of previous documentation. Fully Provided: 10% Not Fully Provided: 0% Method statements to perform occupational hygiene surveys Provide examples of previous documentation. Fully Provided: 10% Not Fully Provided: 0%	30.00%	
Total Score		100%	

4. Mr Nathi Ndlovu, Senior Advisor – Safety, Health and Environment discussed Tender Returnables and requested Suppliers to provide SHE Requirements below

Annexure C1 – the SHE Specs are attached and will guide the Supplier's SHE plan and other Returnables on Annexure C
Appendix B to be completed by the CEO/Director etc. as well as witnesses.


Tender Returnables are summarised on Annexure C 1: OHS Tender Evaluation Template and the SHE specs will also guide you in completing the evaluations.

As soon as awarded, and additional list of documents will be sent to the successful Supplier to Finalise the Safety File.

5. Questions raised during the meeting

- a) With regards to the History of the Business, is references required or additional documentation – The company profile and the output of your company and what you are registered for as well as references will assist in evaluation technically.
- b) The returnables listed to be submitted with the Tender and a detailed list will be forward to the Successful Supplier upon award.
- c) In terms of SHE Competence what are we looking at, for instance a Hygienist, with the relevant Degree of Qualification.
- d) In the NEC where the total of the prices are requested, just insert rates as this contract is rate based and the contract value for the 5 years will be estimated internally.
- e) Include pertinent details in the NEC3 Terms Services Contract, i.e key persons, price list etc.
- f) The PPE is the responsibility of the contractor for the duration of the contract.
- g) Supplier to ensure that all person deployed to site undergo police clearance and are certified for not having criminal records.
- h) Is this only for the monitoring of the Asbestos work or is an inventory / risk assessment also required. Eskom has an Asbestos Inventory and risk assessment.
- i) There will be an Adhoc need for these services, to close of possible audit findings at the stations.
- j) Induction: Inductions to be done in the various sites which will be more of a visitor's induction as Eskom Employees will accompany Suppliers, so a full day Induction will not be required.
- k) With regards to hazardous chemical agents, are they specific? there are different chemicals at the different stations, so supplier will be made aware of what chemicals is prevalent at a certain station when the task order is issued
- l) When quoting for accommodation and travel related costs, a unit price will suffice, rate for one each, so if there are 2 or more persons coming to site, the rate will be multiplied by the persons sent to site.
- m) With regards to the actual surveys, a daily rate is required, as illumination could take place over a number of days depending on the size. A standard rate will be required. At the site meeting a daily or hourly rate was considered acceptable, but subsequent to this, the service manager advised that a daily rate will be preferable and the suppliers to quote as such.
- n) With regards to the questions of the hazardous chemical agents, the sampling rates to be excluded, and just a daily rate to be inserted.
- o) With regards to radiation will a risk assessment suffice or should the ultraviolet radiation be measured. The radiations referred it not the one for Xray, but only refers to microwave (in the kitchen) radiation, from the result of some audits, it does not refer to ionizing, it will be on the non-ionizing whenever it occurs.

- p) It is currently not listed as one of the surveys done 2-yearly like the indoor noise, illumination and ergonomics etc.
 - q) On items 11 and 12 of the price lists, only a hygienist and technologist is required, so will assistants not be required? This is correct a hygienist or a technologist to be sent to site.
 - r) In terms of illumination, will there be night lighting as well? at the moment, only daylight illumination surveys are done as most of the stations are underground. If night illumination is required, this will be specified on the task order, but for now, it will just be daylight illumination.
6. The closing time for clarification of queries is five (5) working days before the deadline for tender submission.
7. All communication, prior to contract award, to be done via - :
hendrial@eskom.co.za;

Signature  Date 2022/10/05

Lorna Hendricks
Procurement Practitioner.