	Meeting Minutes Template	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Group Procurement and Supply Chain Management Division			

Meeting Name: The provision of language services - Language editing, translation, interpreting and transcription services.)			
Date:	Time:	Venue:	Meeting No.:
26 October 2022	10:30am	MS Teams	01/2022

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: Welcome	Opening of the meeting done by Azwihangwisi.	Azwihangwisi Makhuba	
2.	Safety and Emergency Evacuation Procedure	Observed.	Azwihangwisi Makhuba	
3.	Declaration of interest	No conflict of interest declared.	All	
4.	Scope Discussion/ Briefing Mafu Ramotshela explained what is expected from the successful supplier as per the advertised scope of work and also technical requirements.	N/A		

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Meeting Minutes **Template**

Template Identifier	240-54076329	Rev	7
Effective Date	November 2019		
Next review date	October 2022		
Group Procurement and Supply Chain Management Division			

Suppliers are advised to complete the shortlisting questionnaire in full.

Technical threshold is 70%.

Questions:

Question 1

Do you require top 5 CV's for all languages?

Answer:

We want top 5 CV's for editing/ editors in English. Editing is mainly done in English.

Question 2

Do we need to quote for transport costs for interpreters when they come to Eskom offices?

Answer

Suppliers do not need to quote for transport as there is a standard km rate that Eskom pays for transport which will form part of contract negotiation.

Question 3

Do you cover the data for conference interpreting?

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Template Identifier

240-54076329

Rev

7

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Next review date

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Management Division

Answer

That should be included on your quoted amount, Eskom will not pay for data separately.

Question 4

Is 15 years the standard years required for editing as indicated in the questionnaire.

Answer

No, it is a typo. Suppliers need to indicate how many years of experience they have on each field.

5.

SD&L Requirements

Pre-qualification criteria are applicable.

The following mandatory pre-qualification criteria are applicable

herein:-

1. stipulated minimum B-BBEE status level 1-4, that includes QSE, EME's and generic companies.

BBBEE certificate or valid Sworn affidavit should be submitted on the tender closing date.

Willem Burger

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Meeting Minutes **Template**

Template Identifier	240-54076329	Rev	7
Effective Date	November 2019		
Next review date	October 2022		
Group Procurement and Supply Chain Management Division			

	<p>Affidavits should be completed in full. Financial year should have a specific day, month and year. It must be signed and the dates for the deponent and commissioner must be the same. The commissioner of oath must be independent.</p> <p>There's also requirements for the successful suppliers to train at least 8 students during the duration of the contract.</p> <p>Should the company know that they'll procure some services outside SA, they should indicate on their proposal.</p> <p><u>Question 1</u></p> <p>Is the affidavit template to be used part of the bundle downloaded by suppliers on the tender bulletin or we'll get it from you?</p> <p><u>Answer</u></p> <p>No, affidavit template can also be found on DTI website for EME's or BEE commissioners.</p>			
6.	<p>Quality Requirements</p> <p>Quality requirements for this tender is for category 4</p>		Feziwe	

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Effective Date	November 2019		
Next review date	October 2022		
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Eskom sets out the requirements for each tender because is ISO 9001 certified.

There is also template provided which is A1 and E1.

Section A

1. Quality Method statement based on scope
Template has been provided for supplier to complete.
Response should be aligned with the scope of work.
Suppliers may use the Eskom's template and customize it to their company's logo etc.
2. Quality Policy approved by top management
3. Quality objectives approved by top management.

Section B

Is about the evidence of quality management specified.

1. Documented information for defined roles, responsibilities and authorities
This can be in the form of organogram or responsibility matrix.
2. B.2 Documented information for Control of Externally Provided Processes, Products and Services. This may include your suppliers, sub-contractors as well as outsourced services.

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Template Identifier	240-54076329	Rev	7
Effective Date	November 2019		
Next review date	October 2022		
Group Procurement and Supply Chain Management Division			

	<p>Final requirement is form A which is an acknowledgement to comply with the quality requirement, ISO9001 as well as specification QM58 issued with the tender.</p> <p>Supplier should only complete sections indicated “tenderer”, section A and E.</p>			
7.	<p>SHE Requirements</p> <p>Item 4, which is Covid Plan will be substituted with risk assessment or baseline risk assessment. Covid 19 plan is no longer a requirement.</p> <p>Suppliers must go through the Eskom SHE rules sent out with the tender, initial all pages of the document and sign on the last page and submit with the tender.</p> <p>Another requirement is COIDA.</p> <p>Supplier should also send Eskom their SHE policy, it must be signed by the CEO or MD or anyone with delegated authority.</p> <p>Lastly, is the baseline risk assessment. Read through, initial and sign to indicate that you’ve read through and understand Eskom’s risk resilient.</p>		Mandla Mkhwanazi	
8.	Tender returnables		Azwihangwisi Makhuba	

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Meeting Minutes **Template**

Template Identifier	240-54076329	Rev	7
Effective Date	November 2019		
Next review date	October 2022		
Group Procurement and Supply Chain Management Division			

Tender closing date is 14 November 2022 at 10am, no late tenders will be accepted.

Suppliers were advised to submit an original tender document and a copy of the original document as the tender office retains the original and give the copy to the procurement officer for evaluation failure to do their tender will be disqualified. Tenderers were also advised to mark their documents properly for ease of reference to the evaluators.

Tenderers were advised to familiarize themselves with the NEC3 Professional Services Contract as published with tender as Eskom doesn't want to receive deviations after the tender has closed. Tenderers are welcomed to send any question relating to the NEC document.

Tenderers were also advised to include CSD documents and number as part of their returnable.

Supplier to check for the mandatory tender returnables which are to be submitted on the tender closing date, all annexures are attached. It is also advisable for the supplier to submit the documents that are mandatory for contract award with the tender on the tender closing date to avoid delays in evaluation.

Pricing will be done via e-auction. Suppliers must complete the e-auction acknowledgement form and submit it on the tender closing date. There's also a YouTube link provided for the

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Meeting Minutes **Template**

Template Identifier	240-54076329	Rev	7
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Next review date	October 2022		
Group Procurement and Supply Chain Management Division			

suppliers to familiarize/ train themselves on the functionality of e-auction.

Question 1

Must technical and financial documents be in separate envelopes?

Answer

No, suppliers can make use of file dividers to separate commercial and technical documents in the file, index it. We are not requesting the supplier to submit the pricing information at this stage, pricing will be done via e-auction platform.

Question 2

What does it mean when you say we must submit original and copy documents?

Answer

It means that the supplier must submit 2 documents to the tender office apart from the soft copy. Those 2 documents must be an original and a copy of the original. Documents must contain the same information. Tender office keeps the original and hand over the copy of the original to the buyer for evaluation.

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Effective Date	November 2019		
Next review date	October 2022		
Group Procurement and Supply Chain Management Division			

Question 3

Will all correspondence be on a digital platform or will the suppliers be required to collect it from Eskom?

Answer

All requests come through email. Only once in a while where they'll have actual hard copy material that need to be transcribed and Eskom can arrange how to get the document to the supplier.

Question 4

Is Eskom going to appoint more than 1 supplier?

Answer

Eskom will only appoint 1 supplier for this tender.

Question 5

Must you tender for all categories or can you tender for 1 or 2.

Answer


Supplier must tender for the whole tender.

Question 6

Why is there e-auction?

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	<u>Answer</u> E-auction will be for suppliers who met technical threshold for price evaluation purposes and thereafter PPPFA will be applied taking into consideration technical score, BBBEE and the pricing. <u>Question 8</u> Does Eskom have style sheet/terminology listed that will be given to the supplier. <u>Answer</u> Eskom does have a style guide but not a terminology list that do hand to the agency that works with them to follow.			
9.	Closure Closing date for question submission is 07 November 2022.			

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