



Meeting Minutes **Template**
Clarification Meeting Minutes

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Cape Coastal Cluster Western Cape			

Meeting Name: Clarification Meeting for Provision of Physical Security Guarding and Patrol Services at Eskom Holdings SOC Ltd, Dx Division, in the Cape Coastal Cluster (Western Cape)

Date: 13 June 2025	Time: 14H00	Venue: MS Team Meeting	Meeting No.: 2
Eskom Holdings SOC Ltd			

Eskom Holdings SOC Ltd

Clarification Meeting Minutes

Meeting Title: Clarification Meeting – Provision of Physical Security Guarding and Patrol Services

Project: Security Services for Eskom Distribution, Cape Coastal Cluster (Western Cape)

Enquiry Number: E1371DXWC

Date: 13 June 2025

Time: 14:00 – 17:30

Platform: Microsoft Teams

Chairperson: Thembi Peter

Minute Taker: Thembi Peter

1. Attendance Register

Attendance was recorded via MS Teams.



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2. Opening and Welcome

Thembi Peter opened the meeting and welcomed all attendees.

She clarified that the session is a **non-compulsory clarification meeting** held to address supplier questions and provide scope insight.

She emphasized:

- It is the supplier's responsibility to check the Clarification Folder for any additional responses.
- All queries post-meeting must be submitted in writing to:
Name: Thembi Peter
Tel: 021 980 7509
Email: petertp@eskom.co.za

Thembi Presentation Overview

Tender validity is 12 months from the closing date and time.

On page 3- 5 of the **Invitation to Tender (ITT)** 1.1 Annexures to the Tender that identified with * an asterisk (*) are mandatory for all tenders.

Therefore, must be submitted on the 1st of July 2025.

Evaluation of Basic Complaint (Commercial Presentation) all Annexure must be completed, Signed and Submitted

BB_BEE Certificate/ Sworn Affidavit to be submitted on both files for Commercial & SDL&I please for specific goals and for PPPFA evaluation and scoring.

COIDA must be submitted on **Commercial and Health & Safety File**.

Kindly submit the below in both files Commercial its required and Technical its required for evaluations and for FOOT PRINT


- CIPC
- CSD
- Shareholding certificate.



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Name & Surname	Company Name:	Role (Buyer / Project Manager / End User)	Responsible For	Signature
Thembi Peter	Eskom	Senior Advisor Procurement	Chairperson Commercial Representative Commercial Requirements	MS Team Meeting
Arlene Martin	Eskom	Security Manager	Technical Representative Technical Presenter & End-User	Absent
Sandisa Ntsekeni	Eskom	Officer Security Investigation	Technical Representative Technical Presenter & Supporter	MS Team Meeting
Lonwabo Sparks	Eskom	Officer Security Systems	Technical Representative Technical Presenter & Supporter	MS Team Meeting
Makaziwe Tshologwana	Eskom	Officer Security Operations	Technical Representative Technical Presenter & Supporter	MS Team Meeting
Vuyani Kwinana	Eskom	Officer Security Investigation	Technical Representative Technical Presenter & Supporter	MS Team Meeting
Nikiwe Shongwe	Eskom	Senior Advisor Supplier Development Localisation & Industrialisation	SDL&I Representative/ Presenter	MS Team Meeting
Carien Blatherwick	Eskom	Officer Quantity Surveyor	Quantity Surveyor Technical Supporter	MS Team Meeting
Phenyo Molambo	Eskom	Officer Safety Health & Environment	Health & safety Representative SHE Presenter & Supporter	MS Team Meeting
Lisa Stephens	Eskom	Officer Environment Management	Environmental Representative Environmental Presenter & Supporter	MS Team Meeting

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Xola Klaas	Eskom	Senior Advisor Quality Assurance	Environmental Representative Environmental Presenter & Supporter	MS Team Meeting
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3. Tender Data

The tender shall be for the whole of the contract.

Eskom's Distribution Cape Costal Cluster-Western Cape is looking at appointing a minimum of seven (7) suppliers and a maximum of nine (9) suppliers.

The tender will be issued as one enquiry and 9 NECs for various areas (each area will have its own NEC). Please note that standardised rates will be negotiated and applied in all 9 areas.

If less than 7 suppliers are received, the tender will be re-issued only once to attract additional bids and ensure adequate coverage.

Please note : **The suppliers that have already been awarded a contract on the 1st issued are not allowed to re-tender as they must give opportunities to other suppliers**

The additional suppliers will apply the existing standardised rates that would have been negotiated and agreed upon on the first issue.

If the minimum number of suppliers is still not met after re-issuance, Eskom will proceed with the available suppliers. **No further re-issuance will be considered, and 2 of the 7 suppliers will be issued with a maximum of 2 tenders**

Selection:

A total of (9) Contractors will be allocated for the contract, and tenderers will be ranked based on their scores of PPPFA scoring.

Should there be 2 or more suppliers with an equal score the following will be applied:

- **In the event that two or more tenderers have scored equal total points, the recommended tenderer is identified as the tenderer that scored the higher points for Specific Goals.**



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- In the event that two or more tenderers are equal in all respects, the award must be decided by the drawing of lots.

The tender will provide physical guarding and patrol services in the sectors indicated In the NEC, and technical presentation as well as ITT page 7-10 as per below

Overberg Sector
Helderberg Sector
Tableview Sector
Boland Sector
Garden Route Sector
Brackenfell Complex
West Coast Sector
Khayelitsha
Bellville Building

Tender Scope Summary:

- **Service Duration:** 3 years
- **Coverage:** Physical security guarding and patrol services across various sites within the Western Cape
- **Minimum of 7 and maximum of 9 suppliers** to be appointed
- Each tenderer must submit a separate **NEC per area**
- **Note:** Submission of **priced in the NEC is mandatory. Failure to do so means pricing cannot be evaluated.**
- Tender to be awarded only **1 Area out of 9 NECs**



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3. Submission Requirements

- **Tender Submission Deadline:** Tuesday, 01 July 2025 at 10:00
- **Submission Platform:** Eskom E-Tendering Portal (Eskom Tender Bulletin site)
- **Submission Format:**
 - All documents to be uploaded in **PDF and Excel** (no ZIP/compressed files)
 - File size: **Max 50MB per file, 900MB per total submission**
 - **Folders for upload:**
 - **Commercial** (ITT, Basic Compliance including all Annexures, NDA, Supplier declaration of Interest , SBD4, Integrity pack and Financial ETC)
 - **Technical (Completed and Signed NEC with Price list, Technical Evaluation ETC)**
 - **SDL&I**
 - **Environmental**
 - **Health & Safety**
 - **Quality**
 - The **price list must be submitted in PDF format**
 - **No hard copies will be accepted**
 - Status must show as **“Complete”** upon submission

Note: Suppliers can access a help manual and video on the Eskom E-Tendering site for guidance.



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No Late tenders will be Accepted.

4. Presentation and Scope Overview

Presented by **Sandisa Ntsekeni (Officer: Security Investigation)**

Tenderers are required to tender for all 9 areas, each tenderer must submit an NEC for each area this approach ensures comprehensive coverage and prevents any area from receiving no bids.

The tender will be issued as one enquiry and 9 NECs for various areas (each area will have its own NEC). **Please note that standardised rates will be negotiated and applied in all 9 areas.**

If less than 7 suppliers are received, the tender will be re-issued only once to attract additional bids and ensure adequate coverage. **The suppliers that have already been awarded a contract on the 1st issued are not allowed to re-tender as they must give opportunities to other suppliers**

The additional suppliers will apply the existing standardised rates that would have been negotiated and agreed upon on the first issue.

If the minimum number of suppliers is still not met after re-issuance, Eskom will proceed with the available suppliers. No further re-issuance will be considered, and 2 of the 7 suppliers will be issued with a maximum of 2 tenders

4. 1 Key Scope Items:

- Unarmed PSIRA Grade B & C officers (non-NKP sites and E-2 project venues)
- K9 handlers and patrol dogs
- Crime prevention patrols
- Adhoc supervisors and static guarding



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- Control room operators
- 12-hour shift cycles including weekends/holidays
- Eskom reserves rights to withdraw/redeploy services as per NEC clause 35

Contractor Operational Requirements

Contractors must:

- Maintain a fully operational 24/7 control room and office located in the Western Cape
- Provide:
 - Communication facilities (landline, mobile, email)
 - Emergency power supply (UPS/generator/solar)
 - Panic button linked to **offsite armed response**
 - Emergency contacts, torches, fire extinguishers, first aid kits, SOPs
 - Road maps and current Eskom standby duty rosters
- Offices will be **physically inspected by Eskom** before award and during contract

Distribution Security Functions

Contractor duties include:



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- Access/egress control
- Patrols (foot & vehicle)
- Control room operations
- Response to incidents
- Arrests, incident reporting, and crime scene management
- Support by electronic visitor management systems

7. Technical Evaluation Done By Sandisa

Sandisa Ntsekeni presented the **three-stage technical evaluation process**. All stages must be passed to proceed:

Stage 1: Mandatory Technical Requirements (“All or Nothing”)

- Must meet **all** gatekeeper criteria (Yes/No)
- **Non-compliance results in immediate disqualification**

Stage 2: Desktop Returnable Evaluation

- Minimum threshold: **80%**
- Below 80% = Disqualification

Stage 3: Onsite Evaluation

- Minimum threshold: **80%**



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- Includes office and control room inspections

8. Objective criteria are applicable

The following objective criteria apply to the tender:

Refer to SDL&I Objective Criteria: on the SDL&I Folder.

Please note that Eskom may award the contract to a tenderer other than the highest scoring if objective criteria justify the award.

Please note Functionality and elements of Contractual requirements must not be used as objective criteria.

9. Mandatory Contractual Requirements that must be included in all tenders is the following: -

- Proof of CSD registration

[Please Note: Unlike the Additional Contractual requirements hereunder that may be applied for a specific tender, proof of CSD registration is a mandatory requirement for all tenders].

Contractual Requirements include the following:

1. SDL&I Contractual Requirements (Please refer to SDL&I Folder)
2. Health & Safety Requirements (Please refer to the Health & Safety Folder) **(Please note that Annexure B has been Loaded)**
3. Environment Evaluation(Please refer to the Environmental Folder) **(Please note that Annexure B has been Loaded)**
4. Quality Requirements (Please refer to the Quality Folder for Quality Evaluation Criteria)
5. Financial evaluation requirements:

Contractual Requirements are not evaluation criteria. They will be assessed after the evaluation and ranking of the tenders. Proof that the tenderer recommended for award has met the stipulated contractual requirements must be submitted prior to contract award.

Failure to meet stipulated Contractual Requirements by the stipulated deadlines may result in the tenderer being regarded as non-responsive and ineligible for contract award.

10. Frequently asked questions:

1. **Question: Which Annexures must be submitted before closing date:**

Response: All annexures must be submitted on the 1st of July 2025 before 10:00 AM including the Tender Acknowledgement Annexure B. The E- tendering training acknowledgement form must be submitted etc.

2. **Question:** The contract will start on 1 June 2026 as per NEC3

- Do we tender 2025 PSIRA Rates? Or
- Do we tender 2026 PSIRA Rates (that is published in the government gazette 50065 of 2 February 2024)

Response: Kindly use the Provisional pricing guide as per the National Bargaining Council for the Private Security Sector 2026

3. **Question :**Kindly advise if it would be acceptable for the Director/Owner of a company where we had rendered the security services for them to provide and sign the reference letters?

Response: Yes, or the reference letter must be signed by the head of the security.

4. **Question:** A director resigns from **Company A** before a tender closes and opens **Company B**, which then submits a bid for the same tender.

However, **Company A's CSD and Shareholding Certificate** has been updated to reflect the **director has resigned** and those records are up to date **before the tender closes**. Does the director still required to declare?

Response: Yes the director must declare even though the situation is generally compliant, but certain declarations are still required.

In terms of procedural Yes, it is procedurally correct if:

- The resignation is officially registered and reflected on:
 - CIPC
 - CSD
 - Shareholding certificate
- The individual is **no longer associated** in any capacity (not a shareholder, director, or influential party) with the previous company (Company A).



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- The resignation was effective **before** the closing date of the tender
- **In terms of SBD 4 and Eskom's DOI (Declaration of Interest).**
- SBD 4 (as per Treasury Regulation):
- **Requires the bidder to declare all current and previous directorships and potential conflicts.**
- The director must declare their past role in **Company A**, including dates of involvement and the fact that they have **No current relationship**.
- This helps prevent a perception of fronting or collusion.

Eskom DOI Form:

- **Eskom expects full transparency, including:**
 - Disclosure of **previous directorships**, especially if recent.
 - Disclosure if **both companies are bidding** and if there was any role in preparing Company A's bid before resigning.

Why Declaration is Still Important (Even if resigned):

1. **Transparency & Ethics:**
 - Avoids any perception of hidden interests, fronting, or collusion.
2. **Protects the Bidder:**
 - Declaring a prior relationship shows openness and protects the new company/director from future investigations or audit queries.

5. **Question: Police Clearance**

In terms of police clearance as per Eskom requirements: **All or Nothing Mandatory Requirements: SAPS Police Clearance is Eskom Mandatory Requirements Valid police clearance must be provided by tenders:**

Response Tenders are required to provide valid police clearance certificate (s) of all company director(s)/owner(s). as per Technical Presentation and requirements.

It was discussed that if the tenderer is going to use/ submit MIE it must be accompanied by valid Police Clearance. **Should the tenderer provide the MIE without a valid SAPS clearance certificate, it will not be accepted, and the bidder will be disqualified**

Furthermore, the lead times for obtaining the police clearance were indicated to be a concerned with minimum of two to three weeks with the maximum of six weeks.

Eskom indicated that the suppliers could request extension of the closing date but not later than the 23rd of June 2025.

- 6. **Question:** If the tenderer doesn't agree or accept some of the T's & C's or legal clause stipulated on the NEC Must it still sign the NEC and submit even though it's going to submit addendum proposing or negotiating the NEC's T's & C's.

Response: As per the instruction, tenderers are required to sign and submit the **Binding Offer Certificate (BEC) with rates** on or before the closing date to ensure their tender is considered for evaluation.

Regarding the query on the NEC contract terms and conditions, please note the following:

If a tenderer does not agree with certain T's & C's or legal clauses in the NEC contract, they are still required to **sign and submit** the NEC document as instructed.

However, should the tenderer wish to propose any amendments or negotiate specific clauses, they may **include a clearly marked addendum** detailing the proposed changes. **(This must be clearly listed in the Index and included as the first page of the NEC document to ensure it is visible for Technical Evaluation). A copy may also be included in the Invitation to Tender (ITT) for reference.**

Please be aware that submitting an addendum **does not guarantee acceptance** of the proposed changes. The Employer reserves the right to accept or reject such proposals during the tender evaluation and negotiation process. **Kindly go through Eskom Standard Conditions of Tendering.**

Failure to submit the required documents, including the NEC contract, may result in the tender being deemed non-responsive.

- 7. **Question Site inspection:** Due to distance and other remote areas can Eskom allows Inspection via online / Zoom or MS Teams??

Response: No Eskom doesn't allow online Inspection therefore, physical inspection is required irrespective of the distance therefore

8. Question : Kindly assist once again I need clarity with regards to declaration of previous Directorship of the company which form do I use to declare? Both SBD 4 and also supplier declaration of interest does not provide declaration of previous directorship, it only talks about current director's involvement with other companies or if they have a relationship with someone from the procuring company or if they are employed by the state.

Response: You're correct in noting that both the **SBD 4** and **Eskom's Supplier Declaration of Interest (DOI)** primarily focus on **current directorships, shareholding, and relationships with the state or officials within the procuring entity**

However, to maintain **transparency** and comply with **ethical procurement practices** — especially in situations where **a previous directorship could create a perceived or potential conflict of interest** — the recommended approach is as follows:

How to Declare Previous Directorships:

1. SBD 4 Form:

While the standard format focuses on current relationships, there is a section that allows **additional disclosures**.

You may declare **previous directorships** under the section titled:

“Are you or any person connected with the bidder presently employed by the state?”

Or in the section requesting information on business relationships.

Use the **notes/comments section** or **attach a separate annexure**, referencing the previous directorship and its end date.



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2. Eskom Supplier Declaration of Interest:

- This form supports **supplementary disclosures**.
- It is advisable to include an **additional page/annexure** clearly stating:
 - The name of the previous company,
 - Your role (e.g., Director),
 - Period of involvement,
 - Confirmation of resignation,
 - And confirmation that no conflict exists in the current bid.

8. Additional Key Points

- Tender validity is **12 months** from closing date
- All suppliers must tender for **all 9 areas and submit signed NEC with price list/ rates**
- Standardised rates will be negotiated and applied across all areas
- The suppliers must be willing to work in all 9 areas
- Re-issuance will only occur **once** if fewer than 7 suppliers meet criteria
- Previously awarded suppliers **may not re-tender on the re-issued**.



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9. Closing

The Chairperson thanked all participants for attending and engaging. Bidders were reminded to:

- Carefully review the tender documentation
- Ensure full compliance with submission instructions
- Direct all follow-up queries to **Thembi Peter** via email: PeterTP@eskom.co.za
- **Please be advised that Commercial Presentation, Technical, and Quality Presentation has been loaded.**
- **Meeting adjourned at: 17:30**



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Minutes Prepared by: Thembi Peter

Signed as a correct record: Thembi Peter
Chairperson

19/06/2025.
Date

Acceptance by:

Employer (Eskom):	
Name	Sandisa Ntsekeni
Designation:	Officer Security Investigation
Signature:	
Date signed:	19/06/2025



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Signed & Accepted by End User:

Employer (Eskom):	
Name	Lonwabo Sparks
Designation:	Officer Security Systems
Signature:	
Date signed:	/06/2025

Kindly assist once again I need clarity with regards to declaration of previous Directorship of the company which form do I use to declare? Both SBD 4 and also supplier declaration of interest does not provide declaration of previous directorship, it only talks about current director's involvement with other companies or if they have a relationship with someone from the procuring company or if they are employed by the state.