

	Meeting Minutes <b>Template</b>	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2022		
		Next review date	September 2025		
		[Distribution]			

**Meeting Name:** Non – Panel appointment of construction and dismantling of MV and HV distribution substations, traction stations, switching stations and bays within the Mpumalanga area, for voltages ranging from 1.1kV up to and including 132kV on an “as and when” required basis for period of 60 months.

Date:	Time:	Venue:	Meeting No.:
29 July 2025	10h00	Microsoft Teams	01/2025

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	<b>Safety and Emergency Evacuation Procedure</b>	The safety and Emergency Evacuation was shared; suppliers were encouraged to complete the attendance register as it would be used in the event of an emergency.	All	
2.	<b>Opening:</b> 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda		Maropene Leshabana All All	

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3.	Declaration of interest		All	
4.	Verification of minutes of previous meeting/s	First meeting		
5.	Matters for information/Nothing			
5.1	<b>Heading for agenda item</b>	1. Commercial 2. SDL&I 3. Technical 4. Contractual Requirements: Quality, Safety and Environmental		
6.	<b>Introduction</b>	Note: Closing date: 20 August 2025 @ 10:00 and late tenders are not accepted. Tender delivery address: <a href="https://etendering.eskom.co.za">https://etendering.eskom.co.za</a>		

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		<b>Contract criteria Basic Compliance</b> Basic compliance for this invitation to tender are: 1. Meet the eligibility criteria for a tenderer 2. Submit a complete tender with commercial, financial and technical information 3. Submission of the mandatory commercial tender returnables as at stipulated deadlines. E-Tendering, a tenderer's failure to have submitted/uploaded tender documents will render the tender non-responsive		
7.	Commercial	<b>Step 1: Commercial Requirement</b>  <b><u>Stage1: Commercial Basic Compliance</u></b>  Basic compliance with this Invitation to Tender requires a tenderer to meet all the following requirements:		

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		<p>Basic compliance for this invitation to tender are:</p> <ul style="list-style-type: none"><li>▪ Meet the eligibility criteria for a tenderer</li><li>▪ Submit a complete tender with commercial, financial and technical information</li><li>▪ Submission of the mandatory commercial tender returnable as at stipulated deadlines.</li></ul> <p><b>E-Tendering, a tenderer's failure to have submitted/uploaded tender documents will render the tender non-responsive.</b></p> <p><b>Electronic Tender Submissions</b> The tenderer must upload the tender via Eskom Tender bulletin site on the Eskom E- tendering page. The documents need to be upload under the folder Technical, Commercial, Financial, and other.</p> <p>All documents need to be submitted in a PDF and Excel format (The limit is 50MB per file and total submission of 900MB per submissions). The price list needs to be submitted in PDF and a copy in excel format.</p>		

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		<p>No Zip/condense files can be uploaded No hard copy will be accepted</p> <p>If for some reason you resubmit your tender, then the latest version of the tender submitted will only be accepted and all previous submission/s will be null and void.</p> <p>Please ensure that the submission status is indicated as complete.</p> <p><b>Supplier Help Manual guide and video can be found on Eskom E-Tendering.</b></p> <p><b>Tenderers who do not meet this requirement will not be evaluated further.</b></p>		

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		<p><b>Stage 2: Mandatory Commercial returnable requirements</b></p> <p><b>Returnable required at Tender closing (disqualifiable)</b> -These returnable are required to be fully completed, signed and submitted with the tender at Tender closing date and time. If not fully completed, signed and/or submitted by tender closing the tender will be disqualified.</p> <ul style="list-style-type: none"><li>• <b>Annexure A:</b> Completed and signed declaration of authority form / submit the signed resolution by the board confirming the duly authorised personnel to sign all documents in connection with this tender. Note – The authorisation form must be submitted to confirm the authority of the supplier's representative to act as an authorised agent on behalf of the supplier.</li><li>• <b>Annexure E:</b> CPA for local goods/services.</li><li>• Completed NEC C1.1 Form of Offer and Acceptance. and C2.2 Completed Bill of Quantity (BOQ).</li></ul>		

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		<p><b>Tenderers who fail to submit the above document will not be evaluated further.</b></p> <p><b>Returnable required at Tender closing. (Non-disqualifiable)</b> - These returnable are also required to be fully completed, signed and submitted with Tender at Tender closing date and time, however, if not submitted by Tender closing, the Procurement Practitioners must request in writing the outstanding returnable to be submitted within five (5) working days. If the requested returnable are not fully completed, signed and/or received by the Procurement Practitioner within five (5) working days of the request; the tender must be disqualified.</p> <ul style="list-style-type: none"><li>• <b>Annexure B</b> - Acknowledgement Form</li><li>• <b>Annexure C</b> - Tenderers Particulars.</li><li>• <b>Annexure D</b> A completed and signed Integrity Pact Declaration form</li><li>• <b>Annexure J</b> - SBD 4 – Bidders Disclosure.</li><li>• Annexure H - completed and signed SBD 1 as included in the invitation to tender document.</li><li>• Submit completed and signed non-disclosure agreement (NDA).</li></ul>		

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		<ul style="list-style-type: none"><li>• Submit completed and signed Supplier Bidding Document.</li><li>• Valid CIDB proof of registration with the grading of 4EP or higher.</li><li>• Tax Evaluation questioner</li></ul> <p><b>Additional Documents required in event of JV</b></p> <ul style="list-style-type: none"><li>• Letter of intent to form a JV/consortium or Valid joint venture agreement confirming the rights and obligations of each of the joint venture partners and their profit-sharing ratios.</li><li>• Separate written confirmation that the joint venture will operate as a single business entity (incorporated) for the duration of the contract, or this may be included as an obligation within the JV agreement.</li></ul> <p><b>These returnable are mandatory for evaluation and therefore required at tender closing time and date. These will not be requested by the</b></p>		

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		<p><b>Procurement Practitioner; however, the tenderer will not be disqualified but score zero.</b></p> <ul style="list-style-type: none"><li>SBD 6.1- Preference Points Claim Form in terms of PPR 2022 regulations (Annexure H).</li><li>Proof of compliance to the stipulated Specific goals.</li></ul> <p><b>Purchase Order Stage:</b></p> <ul style="list-style-type: none"><li><b>Designated Sectors</b><ul style="list-style-type: none"><li>Designation will be determined at project specific agreement stage for each project prior issue. Where designated sectors will be applicable, the contractor will be required to submit SBD 6.2 Declaration Form and Annex C (Local Content Declaration-Summary Schedule) prior to project specific agreement issue.</li></ul></li><li><b>Mandatory Subcontracting as Condition of Award (Projects &gt;R30million)</b><ul style="list-style-type: none"><li>Applicability of mandatory subcontracting of 30% will be determined at task order stage,</li></ul></li></ul>		

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		<p>this will be applicable to project specific agreements that are &gt;R30m.</p> <ul style="list-style-type: none"><li>• <b>Mandatory CIDB Skills Development</b></li><li>- Construction Skills Development Goal (CSDG) will be applicable to project specific agreements that are R60m and above.</li></ul> <p>Twelve (12) highest scoring tenderers will qualify for the panel provided they attain the necessary authorization as previously stated. Should more than Twelve contractors be tied in scoring the following will be applied to achieve the required 12:</p> <p><b>After the scoring and ranking of tender for panel establishment the following shall apply to break deadlock:</b></p> <ul style="list-style-type: none"><li>• If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.</li><li>• If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.</li></ul>		

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8.	Technical	<p><b>Mandatory Technical requirements</b></p> <p><b>Technical Mandatory Requirements</b></p> <p><b>Stage 1: <u>Mandatory Requirements for Control Plant</u></b></p> <p>These are documents not required for functionality scoring. There will be no scoring linked to these requirements, the evaluator shall indicate with a <b>Yes / No</b> whether the requirement is met or not. Once the requirements are satisfied through an evaluation conducted by the evaluator, the technical evaluation for functionality evidence will proceed otherwise the submission will be deemed non-responsive and will not proceed to the next evaluation stage.</p> <p>The mandatory documents that must be submitted by the tenderer.</p> <p>Please note that if any of the requested documentation is not submitted, the tender application shall be disqualified without requesting tenderer/s to submit outstanding documentation/s.</p> <p><b>Note: Sharing of resources amongst contractor or contractors sharing resources i.e., Tools, Vehicles and Certificates is not allowed in this contract and if a company is found to do so, it will be disqualified.</b></p>		

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					will be accepted.  If the letter has expired, then submit proof of renewal request as well as the expired letter, it will be accepted.		
		<b>Stage 2: Functional Requirements</b>  This will be a desktop evaluation of the functional requirements <b>ONLY</b> . Objective or contractual requirements submitted will not influence the results of Stage 2 evaluation.  The tenderer needs to obtain a minimum threshold score of <b>eighty (80%) percent</b> to proceed to the next stage, i.e., Site Verification. The overall scoring system for functional requirements is stipulated in the table 2 below. The final score will be rounded to the nearest whole number.					

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Ite m	Subject & salient points	Decisions & Action items	Responsibility	Target date																		
		<table><tr><th>Ite m</th><th>Description</th><th>Weight</th></tr><tr><td colspan="3">Functional Requirements</td></tr><tr><td>1.</td><td>Training Requirements &amp; Qualifications</td><td>30%</td></tr><tr><td>2</td><td>Company Work Related Experience</td><td>30%</td></tr><tr><td>3</td><td>Vehicles</td><td>20%</td></tr><tr><td>4</td><td>Tools &amp; Equipment</td><td>20%</td></tr></table> <p><b>Stage 3: Site Assessment &amp; Verification</b></p> <p>Contractors who pass the desktop evaluation stage will undergo an on- site verification/evaluation.</p> <p>If any information provided during the desktop evaluation is found to be fraudulent and/or inaccurate during the verification process, Eskom reserves the right to disqualify the company from the tender.</p> <p>The minimum weighted final score (threshold), required for a tenderer to be considered from a technical perspective after site</p>	Ite m	Description	Weight	Functional Requirements			1.	Training Requirements & Qualifications	30%	2	Company Work Related Experience	30%	3	Vehicles	20%	4	Tools & Equipment	20%		
Ite m	Description	Weight																				
Functional Requirements																						
1.	Training Requirements & Qualifications	30%																				
2	Company Work Related Experience	30%																				
3	Vehicles	20%																				
4	Tools & Equipment	20%																				

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		<p>evaluation considerations is <b>80%</b>. If no site evaluation is performed the desktop score will be used as the final tender score.</p> <p><b>Stage 1: <u>Mandatory Requirements for Power Plant</u></b></p> <p>These are documents not required for functionality scoring. There will be no scoring linked to these requirements, the evaluator shall indicate with a <b>Yes / No</b> whether the requirement is met or not. Once the requirements are satisfied through an evaluation conducted by the evaluator, the technical evaluation for functionality evidence will proceed otherwise the submission will be deemed non-responsive and will not proceed to the next evaluation stage.</p> <p>The mandatories that must be submitted by the tenderer. Please note that if any of the requested documentation is not submitted, the tender application shall be discarded / disqualified without requesting tenderer/s to submit outstanding documentation/s.</p> <p><b>Note: Sharing of resources amongst contractor or contractor sharing resources i.e., Tools, Vehicles and Certificates is not allowed in this contract and if a company is found to do so, it will be disqualified.</b></p>		

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		Item No:	Requirement/s	Evidence Required	Evidence Notes	Submitted? (Yes/No)		
		2.	Letter of Registration as Electrical Contractor (DoL) with an Installation Electrician (IE) or Master Installation Electrician (MIE).	Valid (at the time of submission) Department of Labour Certificate (Letter of Registration) in your Company Name.  Minimum - three phase installations. Single phase will NOT be accepted.	The DoL Letter must be in company name or company director's name and the registration must be valid (Not expired not forged).  The Letter does not need to be certified.			
9.	Quality Contractual criteria	The Quality presentation was shared. - Form A must be fully completed and signed. - Align submission to the latest standard fully.						
10.	Environmental Contractual	The Environmental presentation was shared.					Mbali Ntimba	
11.	Safety Contractual	The Safety presentation was not shared.					Berlina Nkgudi	

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12.	NEC Contract		Sboniso Mkhabela	
13.	Questions and Answers (answers have been restructured and corrected where necessary)	<b><u>Commercial questions</u></b> <ul style="list-style-type: none"><li>• Q1; The scope of work is divided into 2 is that possible that you can tender for 1 scope?</li><li>• Answer 1: Yes, you can tender for one scope.</li><li>• Q3: Should you submit Letter of intent to form a JV and Valid joint venture agreement</li><li>• Answer 3: No, you can submit Letter of intent to form a JV/consortium or Valid joint venture agreement</li><li>• Q4: Should B-BBEE certificate be consolidated at the time of submission</li><li>• Answer 4: Yes</li><li>• Q 5. Is the CIDB 4EP?</li><li>• A5: Yes</li><li>• Q 6. How many panels of contractors?</li><li>• A6: 12 panel of contractors</li><li>• Q7: When will the contract prices increase?</li><li>• A7: The base month is a month before tender closing.</li></ul>		

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		<ul style="list-style-type: none"><li>Q8: Can you combine SDL&amp;I with commercial?</li><li>A8: Yes, you can.</li></ul> <p><b><u>Technical questions</u></b></p> <ul style="list-style-type: none"><li>Q1: For technical do you submit 2 files for Power plant and control:</li><li>Answer 1: Yes, you must submit 2 different files for each scope.</li><li>Q2: Can you use the same certificate for Power Plant and control?</li><li>Answer 2: Resources are not allowed between control plant and Power plant.</li><li>Q3: Would you kindly send the excel BOQ?</li><li>A3: Yes will be published.</li></ul> <p><b><u>Safety questions</u></b></p> <ul style="list-style-type: none"><li>Q 1: Baseline line risk assessment is done on job how can you submit at tender stage?</li><li>Answer 1: at this stage we require to assess your technical comprehensive understanding on carrying out BRA associated with the tender scope specific, establishing a benchmark for future risk management efforts, outlying</li></ul>		

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		<p>all activities, forecasting using your current/ previous OHS technical experience for the scope of work / tender.</p> <ul style="list-style-type: none"><li>Q2: SACPCMP requires safety officer and manager. Is it allowed if the company employs the service of the OHS/Environmental firm of consultancies if the business is small</li></ul> <p>Answer 2: Requirements stipulates company SHE Officer/ Manager</p>		
14.	Closure	The meeting was adjourned at 12:30 pm.		

Signed as a correct record:

Chairman

11/08/2025

Date

### NOTES:

- 1: This template may be transferred to an excel format for ease of use, provided that the content hereof is retained unaltered.
- 2: The attendance register is to accompany the minutes of the meeting.

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