

	Clarification Meeting Minutes	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2022		
		Next review date	September 2025		
		GENERATION			

Meeting Name: SUPPLY AND DELIVERY OF CONSUMABLE MATERIALS TO CAMDEN POWER STATION FOR A PERIOD OF 60 MONTHS.			
Date:	Time:	Venue:	Meeting No.:
14 August 2025	10h00-11h30	MS Teams	01/2025

Item	Subject	Decision & Action items
1.	<b>Opening:</b>  1.1 Welcome  1.2 Apologies and quorum	The Chairperson welcomed everyone present.  No Apologies were noted.
2.	<b>Ethics and Safety discussion</b>	Everyone confirmed that they are safety where they are and can evacuate in case of emergency.
3.	<b>Declaration of interest</b>	There was no declaration of interest with the business at hand declared.

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4.	Adoption of agenda & additional items	The agenda was adopted
5.		<p><b><u>Matters for discussion</u></b></p> <p><b>The following key details, requirements, and evaluation criteria were read out during the clarification session, exactly as stated in the Invitation to Tender (ITT) document:</b></p> <ul style="list-style-type: none"> <li>• Tender number</li> <li>• Issue date</li> <li>• Closing date and time</li> <li>• Tender validity period</li> <li>• Clarification meeting</li> <li>• Annexures to the Tender</li> <li>• The Eskom Representative for any clarifications.</li> <li>• Type of Invitation to Tender/ RFP</li> <li>• Eskom's right to accept or reject any tender.</li> <li>• Eligibility</li> <li>• Electronic Tender Submissions</li> <li>• Clarifications required before the closing time for clarification queries, which is 10 working days before the deadline for tender submission.</li> <li>• Alternative tenders are not allowed.</li> <li>• For E-tendering. There will be no public opening of tenders. Tenders will be downloaded electronically.</li> <li>• Tender prices will not be read out.</li> <li>• Basic Compliance</li> <li>• Mandatory Commercial Returnables</li> </ul>

Item	Subject	Decision & Action items
		<p><b>Functionality requirements</b></p> <ul style="list-style-type: none"> <li>➤ The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 70%.</li> <li>➤ Eskom may reserve the right to reduce the functionality threshold to a predetermined lower threshold in the event that no tenderer meets the stipulated functionality threshold. If this possibility is reasonably anticipated, the reservation of right must be stated clearly in the RFQ together with the predetermined lower threshold.</li> <li>➤ If no suppliers achieve the minimum weighted final score (threshold) of 70% required for a tender to be considered from a technical perspective, a predetermined lower threshold of 60%-69% will be considered.</li> <li>• Evaluation of Price will be scored out of <b>80</b> points.</li> <li>• Specific goals will be scored out of <b>20</b> points in accordance with the PPPFA.</li> <li>➤ If a tenderer fails to submit evidence of its points claim for a Specific Goal, it will not be disqualified. However, it will be awarded 0 points for that Specific Goal.</li> </ul> <p><b><u>Contractual Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Safety Requirements</li> <li>• Quality Requirements</li> <li>• Environmental Requirements</li> <li>• SDL&amp;I</li> </ul> <p><b><u>Eskom's standard payment terms:</u></b></p> <ul style="list-style-type: none"> <li>• For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying Suppliers within 30 days of receipt of undisputed invoices.</li> <li>• For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying suppliers within 60 days of receipt of undisputed invoices.</li> </ul>

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		<p><b><u>TENDER RETURNABLES:</u></b></p> <ul style="list-style-type: none"> <li>• Returnables required at Tender closing (disqualifiable)</li> <li>• Returnables required at Tender closing (non-disqualifiable)</li> <li>• Returnables required at Tender Closing date and time for evaluation</li> </ul> <p><b>SHEQ Requirements:</b></p> <ul style="list-style-type: none"> <li>➤ Safety Requirements</li> <li>➤ Quality Requirements</li> <li>➤ Environmental Requirements</li> <li>➤ SDL&amp;I</li> </ul> <p><b><u>Scope of Work:</u></b></p> <ul style="list-style-type: none"> <li>➤ Supply and Delivery of Consumable Materials to Camden Power Station (as per the uploaded SOW)</li> </ul> <p><b><u>Technical Evaluation Clarifications:</u></b></p> <ul style="list-style-type: none"> <li>➤ Suppliers submit materials data sheet and confirmation letter from the manufacturer.</li> <li>➤ All suppliers that qualified on the mandatory evaluations will move on to the technical qualitative evaluations the second phase.</li> <li>➤ For proof of record, it is essential that suppliers submit both similar Purchase Orders and Signed Delivery notes as some suppliers get orders but do not deliver.</li> <li>➤ Lead time to deliver will also contribute to scoring of suppliers.</li> <li>➤ A letter from the manufacturer will also contribute to scoring of suppliers.</li> <li>➤ Logistics of how the Fuel Oil Meters will be delivered as these are fragile materials with screens to avoid damage.</li> </ul>

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		<p>➤ Minimum threshold of 70% for a tender to be considered from a technical perspective.</p> <p><b><u>Questions and Answers</u></b></p> <p><b>Question:</b> With regards to the Bill of Quantities, is it compulsory to quote on all the items?</p> <p><b>Answer:</b> Yes, it is compulsory for bidders to quote on all items listed in the BOQ.</p> <p><b>Question:</b> If the supplier is not ISO 9001 certified, but has its own in-house quality systems and procedures, would it still qualify?</p> <p><b>Answer:</b> Suppliers who do not hold ISO 9001 certification will still qualify provided they submit objective evidence of an in-house QMS. This evidence must demonstrate that the internal quality procedures are aligned with the principles of ISO 9001, including documentation, process control, and continuous improvement mechanisms.</p> <p><b>Question:</b> For material 16829-16839 are we quoting you per liter?</p> <p><b>Answer:</b> Yes, pricing is per liter. However, please note we require <b>300 X 5L cans</b> (not 1,500 x 5L cans).</p> <p><b>Question:</b> For material 16512 paper bond we quote you per ream?</p> <p><b>Answer:</b> Yes, pricing is per ream. The total requirement is 35,000 reams, we require <b>7,000 boxes (with 5 reams per box)</b>.</p> <p><b>Question:</b> Can you please clarify item: 159822: Absorbent type: Organic. You requested 10000 X 10kg or you need 1000 of 10kg?</p>

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		<p><b>Answer:</b> The unit of measure for this item is EA, therefore, 10 000 X 10kg bags of the organic absorbent are required.</p> <p><b>Question:</b> For material 160517: Absorbent do you need 2250 of 18kg bags or you only need 125 bags</p> <p><b>Answer:</b> The unit of measure is EA, therefore, 2 250 bags X 18kg are required.</p> <p><b>Question:</b> For material 160292: Desiccant do you need 1000 of 25kg or you need 40 bags of 25kg?</p> <p><b>Answer:</b> Material 160292 is not a desiccant. The desiccant number is 17206. 40 X 25kg bags are required.</p> <p><b>Please Note:</b> <i>Wherever the Unit Of Measure is EA, then the quantities are required exactly as they are.</i></p> <p><i>Where the Unit Of Measure is KG or Litres, then we divide the overall quantity with the size of the item on the description.</i></p> <p><i>E.g 1000 KG required, the bags come in 25kg, then divide the required quantity with the quantity on the bag, then we will get the number of bags to deliver that will make up 1000 KG.</i></p> <p><b>Important Notes</b></p> <ul style="list-style-type: none"> <li>• Please do not alter or change anything on the Bill of Quantities (BOQ).</li> <li>• If you made a mistake with a rate, you are permitted to insert the correct/new rate and adjust the extended total accordingly.</li> <li>• Ensure that any such correction is initialled. This will then be accepted as the official entry.</li> </ul>

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		<ul style="list-style-type: none"> <li>Any changes made without initials will be deemed non-responsive and will result in disqualification.</li> <li>Any item left unpriced in the BOQ will be regarded as free of charge and the supplier will still be fully responsible for supplying that item, even if no price was entered.</li> <li>If the supplier believes that an item does not apply to you (especially in the Preliminary and General sections), clearly mark it as “Not Applicable (N/A)” or draw a line through the item as this ensures clarity that you are intentionally not pricing that item, rather than it being overlooked.</li> <li>It is mandatory to submit the BOQ in <b>both PDF and Excel formats</b>.</li> <li>Please note that under Material 159662, the description has a typo. The correct description should read: “<b>Broom</b>” (not “Room”).</li> <li>All outstanding documents listed below are to be uploaded <ul style="list-style-type: none"> <li>➤ BOQ (Both PFD And Excel Format)</li> <li>➤ ITT (Rev 1)</li> <li>➤ Addendum</li> <li>➤ Safety Requirements</li> <li>➤ E-Tendering Training Acknowledgement Form</li> <li>➤ E-Tendering Help Manual for Supplier</li> </ul> </li> </ul>
6.	<b>Closure</b>	The meeting was adjourned at 11h30



Chairperson

(Lwandiswa Ncwane)