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

Meeting Name: E1208GXWCKR The Once-off Supply, Delivery and Training for the Secondary Injection Test Set.			
Date:	Time:	Venue:	Meeting No.:
21 August 2025	@11h30	via Teams	01

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: 1.1 Welcome		Laura September	
2.	Safety and Emergency Evacuation Procedure		Laura September	
3.	Introduction of Suppliers/ Eskom personnel Declaration of interest	No conflict of interest was declared by all members present.	All members present	
4.	Discussion on Software/Hardware Item and Training Requirements	Mr. Byron Martin provided clarification regarding the requirements for the secondary injection test set, emphasizing that the tender specifications outlined in the User Requirements Specification (URS) are very specific and include the following:	Mr. Byron Martin and Mr. Thelrick Meyer &	

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.



Meeting Minutes

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Generation			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<ul style="list-style-type: none">• The provision of a secondary injection testing device along with all necessary auxiliaries.• The inclusion of the software associated with the operation of the secondary injection test set. IEC 61850.• Specific hardware requirements that must be fulfilled to comply with the scope of work.• Training on the equipment functions to ensure proper use by the relevant personnel. <p>This clarification highlights the critical importance of both technical and operational compliance in software, hardware, and user training for the test equipment.</p> <p>The AB schedule, but it was not attached. Whereby we need to confirm that we do comply to the technical</p>	Supplier A	

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<p>requirements that are required, but I'm not seeing that document.</p> <p>A query was raised regarding the scope of the training requirements: Is the training limited solely to the operation of the secondary injection test set and the associated IEC 61850 software, or is there also a requirement for broader IEC 61850 standard training?</p> <p>Thelrick Meyer explained that the training is limited to the testing device for relevant personnel to know how to use the testing device and the IEC software was not specified.</p> <p>AB schedules in Excel to be up loaded and to confirm which training is required. Was uploaded to Eskom's tender bulletin and National Treasury's eTenders portal</p>	<p>Supplier B</p> <p>Thelrick Meyer</p> <p>Laura September</p>	
	Action required			

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
5.	Procurement Quality Engineering	<p>Critical information concerning the functional evaluation criteria, with a focus on mandatory quality-related returnables as part of the tender submission. She highlighted the following key requirements:</p> <p>Mandatory Submission of Two Documents:</p> <p>Tenderers must submit two mandatory documents as part of their functional evaluation returnables. Failure to submit these will result in disqualification from further evaluation on functionality.</p> <p>Quality Assurance Programme:</p> <p>Tenderers are required to provide a documented Quality Assurance Programme that outlines the methods and processes planned to execute the scope of work from start to finish.</p>	Nobulali Mpengesi	

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.



Meeting Minutes

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Generation			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<p>Quality Control Plan:</p> <p>A detailed Quality Control Plan must be submitted, illustrating the flow and steps followed during service delivery or product provision. This should be a sample plan relevant to the current scope of work or a previously authorized plan endorsed by the tenderer and a customer.</p> <p>Non-Conformance Process:</p> <p>Tenderers must provide their company's documented process for managing non-conforming products or services, including concession processes. An example of a non-conformance report, duly closed out, should also be submitted.</p> <p>Supplier Monitoring Process:</p> <p>Details of the supplier monitoring process, including source verification</p>		

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.




Meeting Minutes

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Generation			


Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<p>and receipt inspection, must be provided. This should describe how external service providers are evaluated and managed.</p> <p>These four elements form part of the quality evaluation, which constitutes 30% of the overall functional evaluation criteria.</p>		
6.	Commercial Tender Returnables	<p>Invitation To Tender is available on Eskom's tender bulletin and National Treasury's eTenders portal</p> <p>Tenderers are advised to visit the websites frequently for updated information</p> <p>Last date to submit clarifications: 09 September 2025</p> <p>Ensure clarification requests are clear and concise to enable Eskom to provide a comprehensive response</p> <p>Please indicate if the question posed is unique to your proposal (confidential)</p>	Laura September	

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		<p>Tenders close: 16 September at 10:00am (SAST)</p> <p>Tenders are to be submitted electronically via Eskom E-tendering site</p> <p>No late submissions will be accepted</p>		
7.	Matters for information/Noting	No further questions were raised		
8.	Closure	Thanked all attendees for their participation and formally closed the meeting.	Laura September	


Signed as a correct record: 
Procurement Officer

2025-09-11
Date

NOTES:

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

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

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.

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.