	Meeting Minutes	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2022		
		Next review date	September 2028		
		Corporate Division			

<b>Meeting Name:</b> Clarification minutes (Media & Monitoring Ref: E1845CXMWP)			
<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
29 September 2025	09h00	Online (Microsoft Teams Meeting)	N/A

Item	Subject & salient points
1.	<p><b><u>Welcome &amp; Objectives: Tebogo Letsoalo - Programme Director</u></b></p> <p>In attendance:</p> <p><u>Eskom representatives:</u></p> <p>Procurement -Tebogo Letsoalo</p> <p>SDL&amp;I -Ayanda Ramokolo</p> <p>Quality -Bongi Tshabalala</p> <p>Technical - Simon Mcmillan, Aubrey Sambo, Daphne Mokwena, Theresa Magubane, Nomaswazi Shongwe Shalini Premchund and Lerato Kula</p> <p><u>External:</u></p>

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Item	Subject & salient points
	Joe Fourie (Novusgroup), Chante Bester (Novusgroup), Boitumelo Manamela, Lanisha Zungu (Africanpg) and Charlotte Turya
2.	<p><b><u>Tebogo Letsoalo - Eskom Group Commercial Process</u></b></p> <ul style="list-style-type: none"> <li>✚ The objectives of the session were shared – basic compliance, mandatory returnable docs and evaluation criteria.</li> <li>✚ Contacts and submission timelines, no phone calls will be accepted and only email.</li> <li>✚ Tenderers to check Eskom tender bulletin and National Treasury website for regular updates.</li> <li>✚ Closing date for clarification is <b>07 October 2025 at 13h00 (3 days before the deadline for tender submission).</b></li> <li>✚ Deadline for tender submission is <b>10 October 2025 at 10h00. No late Tenders will be accepted.</b></li> <li>✚ Tender Submission: Tenders are to be submitted electronically via Eskom E-tendering site by the stipulated closing date and time.</li> </ul>
3.	<p><b><u>Evaluation process and criteria</u></b></p> <p>Tenderers were requested to submit the tender SEPARATED INTO THE FOLLOWING FOLDERS: Commercial (File A), Technical (File B), SDL&amp;I (C) and Quality (D)files/folders.</p> <ul style="list-style-type: none"> <li>✚ Basic Compliance <ul style="list-style-type: none"> <li>Checking completeness of commercial returnable documents including submission of all mandatory documents.</li> </ul> </li> <li>✚ Tender returnables <ul style="list-style-type: none"> <li>Some are mandatory at the Tender submission deadline, and others are mandatory prior to contract award. Tenderers are requested to check the RFP document in order to familiarise themselves with the timelines by which the tender returnables are required.</li> </ul> </li> <li>✚ Functionality</li> </ul>

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	<p>Tenderers to ensure that all the technical responses as per the questions asked on the technical evaluation score sheets form part of the File B – Technical Response File and are filed as per the sequence of questions Tenderers.</p> <p>✚ Contractual requirements</p> <p>The following contractual requirements will apply to the tender process – meaning that an agreement between Eskom and the Tenderers needs to be reached for a contract to be concluded as per the following requirements, amongst others and were presented during the meeting:</p> <ul style="list-style-type: none"> <li>• Quality requirements – This section deals with requirements for adhering to quality standards by suppliers that does business with Eskom.</li> <li>• SD&amp;L requirements – This section deals with job creation requirements, skills development, enterprise development, JVs, B-BBEE Certificates, etc.</li> </ul> <p>✚ Financial evaluation</p> <p>An analysis of the tenderers' financial statements will be conducted for the purposes of establishing the tenderers financial viability and the ability to meet all of its contractual obligations for the duration of the contract, should the tenderer be awarded the contract.</p>
4.	<b>General</b>
5.	<b>Closure</b> Meeting adjourned at 10h05.

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Signed as a correct record:

\_\_\_\_\_

**Chairman**

\_\_\_\_\_

**Date**

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