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

PROVISION OF ENGINEERING SURVEYING SERVICES ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 3 YEARS AT GEMMA CLUSTER.

|                        |                   |                 |                     |
|------------------------|-------------------|-----------------|---------------------|
| Date: 02 October '2025 | Time: 10:00–12:00 | Venue: MS Teams | Meeting No.: 1/2025 |
| Tender No: E1853DXNC   |                   |                 |                     |

| Item | Subject & salient points   | Decisions & Action items   | Responsibility<br><i>[Assign responsibility for actions]</i> | Target date<br>DD/MM/YYYY |
|------|--|--|--|---------------------------|
| 1.   | <b>Opening:</b><br>1.1 Welcome<br><br>1.2 Apologies and quorum<br><b>Attendees</b> <ul style="list-style-type: none"> <li>- Busani Khumalo</li> <li>- Lourens Jansen Van Rensburg</li> <li>- Tisetso Mokoena</li> <li>- Talita Segale</li> <li>- Victor Motlokoa</li> <li>- Resego Kemoheng</li> <li>- Koketso Mokalapa</li> <li>- Neo Khonkhobe</li> <li>- Mbazima Chabalala</li> </ul> | Chairperson welcomed everyone and briefly discuss the purpose of the meeting and requested all Eskom representation to introduce themselves and their roles. | <b>Tisetso</b>   |                           |

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|      | - Bonginkosi Sifunda  |  |  |                                  |
| 2.   | Safety and Emergency Evacuation Procedure   | All attendees were informed of the evacuation procedure.   | Tisetso  |                                  |
| 3.   | Declaration of interest   | No declaration of interest was recorded.   | Tisetso  |                                  |
| 4.   | Action items<br>- The meeting is a non-clarification meeting to explain the commercial returnable, scope of work and SHEQ requirements. | All respective department attended the meeting to clarify the requirements and returnable.   | Tisetso  |                                  |
|      | Commercial returnable:  | <ul style="list-style-type: none"> <li>Tender number E1853DXNC, suppliers to make sure that the tender number is correct</li> <li>Tender closing date: 17 October 2025 at 10h00</li> <li>Tenderers are required to submit their bids online (e-tendering system). Suppliers will be required to register their details before they can be granted access to the e-tendering system. Suppliers are encouraged to familiarize themselves with</li> </ul> | Tisetso  |                                  |

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|      |                          | <p>the system to avoid technical failure at closing date.</p> <ul style="list-style-type: none"> <li>Tender validity: 120 days</li> <li>Eskom intends to award the tender to more than one tenderer.</li> <li>GEMMA Cluster will be awarding a panel contract to a maximum of 10 suppliers.</li> <li>Tenderers are encouraged to familiarize themselves with the content of the invitation to tender (ALL ANNEXURES ON THE ITT MUST BE COMPLETED AND SUBMITTED ON CLOSING).</li> <li>Tenderers (whether a single company or an incorporated or unincorporated joint venture or consortium) must meet the eligibility criteria stated in the Tender Data. The tenderer, or any of its principals, must not be under any restriction to do business with Eskom or State-Owned Companies.</li> <li>Eskom has populated CPA index breakdown, please refer to the ITT,</li> </ul> |  |                           |

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|      |                                  | <p>suppliers are also allowed to propose if they are using another index.</p> <ul style="list-style-type: none"> <li>Service Providers are required to familiarize themselves with the NEC and note any deviation.</li> </ul>  |  |                           |
|      | <b>Technical (Scope of work)</b> | <p>Scope of work was discussed in detail as well as functionality criteria. Question and Answers</p> <ul style="list-style-type: none"> <li>Must the tenderer have both Microstation and Model Maker, or will one of the two be sufficient?</li> </ul> <p>Answer: Contractor must have both Microstation and Model Maker. They will get 5 points as stated on the functionality criteria.</p> <ul style="list-style-type: none"> <li>Surveying equipment, contractors asked if invoices will be sufficient.</li> </ul> <p>Answer: Yes, if the serial number is there.</p> <p>Deliverable: Purchase Order/s, Contract/s, Letters of reference/s, does Eskom expect contractors to submit each or all of them.</p> | <b>Lourens</b>   |                           |

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|      |   | Answer: Each deliverable will be scored points as per the functionality criteria.  |  |                                  |
|      | <b>SDL &amp; I targets</b><br><br><b>Quality Requirements</b> | <p>SDL &amp; I point are allocated as per the specific goals (please refer to SDL &amp; I strategy template). Skills development and retention were discussed, and suppliers were encouraged to propose SDL &amp; I targets as well.</p> <p>Quality requirements are as per ISO 9001 standard.</p> <p>Supplier Quality Management: Below are the list of Tender Returnables Documents to be submitted on closing:</p> <ul style="list-style-type: none"> <li>- A.1 Quality Method statement based on scope. (Method Statement Template-Ref 240-126469599)</li> <li>- A.2 Quality Policy Approved by top management.</li> <li>- A.3 Quality Objectives Approved by top management.</li> </ul> |  |                                  |

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|      | Environmental Requirements | <ul style="list-style-type: none"> <li>- B.1 Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role)</li> <li>- B.2 Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers</li> <li>- E.1 Form A is completed and signed.</li> <li>- E.2 Add other requirements (if applicable) as per the scope of work and/ or specification.</li> </ul> <p>Environmental requirements are as per the KPI listed on Annexure C 1: Attached on tender bulletin.</p> <p>Tenderers to prepare the following on closing date:</p> |  |                                  |

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|      |                          | <ul style="list-style-type: none"> <li>- Environmental Policy (including commitment to pollution prevention, continual improvement and compliance to environmental legislations), signed by the CEO/ MD</li> <li>- Company organogram – with the inclusion of an Environmental Responsible Person</li> <li>- Valid Environmental appointment letter (outlining roles and responsibilities)</li> <li>- Communication Plan/ Strategy (Environmental communication with the client and externally)</li> <li>- Environmental Incidents Register (including incident reporting template/form)</li> <li>- Environmental Aspects and Impacts Register (specific to scope of work)</li> <li>- Environmental Objectives and Planning Action to address Significant Aspects</li> </ul> |  |                           |

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|      | <b>SHE requirements</b>  | <ul style="list-style-type: none"> <li>- Environmental Emergency Plan (including emergency contact details and emergency drill form), not limited to snakes, bees, wildlife, oil spills and sinkholes)</li> <li>- Non-Conformances, Corrective and Preventative Action (including Non-conformance's form/ template)</li> <li>- Environmental Management Plan with method statements for the below mentioned elements) <ul style="list-style-type: none"> <li>- Waste Management Plan</li> </ul> </li> </ul> <p>Certified Environmental Law Certificate</p> <p>Training Schedule and training Matrix (Indicating resources trained dates and scheduled dates for planned environmental trainings)</p> <p>Tenderers to submit and complete Annexure C on closing date.</p> |  |                                  |

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|      |                          | <p>Tenderers to prepare the following on closing date:</p> <ul style="list-style-type: none"><li>- OHS plan</li><li>- Costing for Health and Safety management</li><li>- Baseline OHS Risk Assessment (BRA)<br/>note: Not Eskom baseline but your company's baseline.</li><li>- Valid Letter of Good Standing</li><li>- OHS policy signed by CEO</li><li>- OHS Competency (First aiders, Fire Fighter, Safety Officer (Part Time), Incident investigator)</li><li>- Medical Fitness Certificates</li></ul> |  |                                  |
| 6.   | General                  |  |  |                                  |

Signed as a correct record:

08/10/2025

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Chairman

Date

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