



Meeting Minutes

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

Meeting Name: Appointment of a consultant to support Eskom in conducting a feasibility study to assess the business case for mushroom and “eco-brick” production from alien vegetation at, or nearby, Komati Power Station

Date:

30 September 2025

Time:

10:00 PM – 12:00 PM

Venue:

Microsoft Teams

Meeting No:**E1852GXMPKOM**

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: 1.1 Welcome 1.2 Apologies and quorum <ul style="list-style-type: none">No apologies	Welcome all attendees.	Chairperson	
2.	Safety and Emergency Evacuation Procedure	Everyone was encouraged to be aware of their surroundings and should be aware of their emergency point.	Chairperson	

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3.	Declaration of Interest	No conflict of interest declared.	All	
5.1	Purpose of the Meeting <ul style="list-style-type: none">Clarification meeting on the invitation to tender for appointing a consultant to support Eskom in conducting a feasibility study.The study aims to assess the business case for mushroom and eco-brick production using alien vegetation near Komati Power Station.Tender issued on September 18, 2025, and closing on October 13, 2025.		Chairperson	

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	<ul style="list-style-type: none">Objective of the meeting: Ensure suppliers fully understand the scope of work and tender conditions to improve the quality of tenders received.			
7	Matters for information.	Overview of objectives shared and clarification	All	
7.1	Context and Background <ul style="list-style-type: none">Komati Power Station has been decommissioned. The project seeks repurposing initiatives in and around the Komati area to:<ul style="list-style-type: none">Create job opportunitiesRepurpose site assetsSupport the micro-economy of the surrounding communities (e.g., Blinkpan, Komati)		Presented by Dana Gampel and Sam Moswane	

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	<ul style="list-style-type: none">The project aligns with South Africa's unique approach to a just energy transition, addressing challenges beyond just cost-effective technology replacement, such as affordability and sustainability considering historical socio-economic realities.The methodology includes ground truthing, scoping, and socio-economic impact assessments to identify viable opportunities in the region, particularly focusing on mushroom production and beneficiation for various applications including export. <p>Context and Background</p> <p>Komati Power Station decommissioned; project aims to repurpose site assets and support local micro-economy.</p>			

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	<ul style="list-style-type: none">South Africa's unique just energy transition requires innovative, community- and sustainability-focused approaches.The study focuses on mushroom cultivation and eco-brick production using alien vegetation substrate.Socioeconomic impact and resource assessments were conducted to identify opportunities. <p>Scope of Work Overview</p> <ul style="list-style-type: none">Three key deliverables:<ol style="list-style-type: none">Supply-side feasibility assessment: Identify what can be grown/sourced in the Komati area (located between Witbank and Middelburg).			

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	<p>2. Demand-side market analysis: Evaluate local and international markets for mushrooms and eco-bricks.</p> <p>3. Business operational and financial model: Develop a roadmap for setting up the business, including detailed costings and methodology references.</p> <ul style="list-style-type: none">• Emphasis on job creation: Proposals will be evaluated partly on the number of jobs created.• Importance of credible and verifiable references in methodology and costing.• The project showcases how waste substrates can be converted into valuable products, demonstrating a just energy transition.			

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	<p><u>Questions & Answers</u></p> <p>Platform opened for questions on scope and tender conditions.</p> <p>1. Question: Clarification on job creation as an evaluation criterion, as it was not clearly stated in the technical evaluation documentation.</p> <p>Response: Job creation is a pivotal aspect of the Just Energy Transition (JET) initiative. Although the documentation does not specify a required number of jobs, proposals that demonstrate significant and sustainable job creation will be viewed favorably. Innovative approaches to maximizing job opportunities are encouraged.</p>			

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	<p>Question:</p> <p>2. Clarification on whether job creation is an evaluation criterion since it was not explicitly stated in the technical evaluation.</p> <p>Response:</p> <p>Job creation is not a formal bid evaluation criterion but is fundamental to the JET initiative and project rationale.</p> <p>Innovative, significant job creation proposals will differentiate bids positively.</p> <p>It is expected that job creation will be addressed clearly in proposals for competitiveness.</p>			

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	<p>NOTE: Confirmed job creation is not part of the bid evaluation criteria but is crucial for project success and economic impact.</p> <p>Proposals lacking a focus on job creation would have a notable gap.</p> <p>Question:</p> <p>3. Clarification on acceptable qualifications for Project Manager and Market/Business Analysts roles, specifically if degrees other than B.Tech at NQF Level 7 are accepted.</p> <p>Clarification on whether ownership and intellectual property rights mentioned in the scope of work affect bid evaluation.</p>			

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	<p>Response:</p> <p>Qualifications: Acceptable qualifications include B.Tech, advanced diploma, national higher diploma, or bachelor's degree at NQF Level 7.</p> <p>Intellectual Property: All data and work outputs produced during the contract will belong to Eskom as the work is commissioned by them.</p> <p>More Clarity provided by Eskom Representatives</p> <p>Clarified that standard intellectual property (IP) protocols apply.</p>			

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	<p>If a company uses proprietary technology (e.g. a specific formula for mycelium bricks), that IP remains theirs and must be properly referenced in bids.</p> <p>Any new IP developed during the project will be owned by Eskom, subject to standard agreements.</p> <p>Bidders should clearly indicate any third-party IP used in their proposals.</p> <p>The scope requires assessment of IP ownership and implications as part of the feasibility study.</p> <p>However, there is no specific legal or IP expertise requirement for evaluation scoring.</p> <p>IP considerations are part of the scope but not part of bid evaluation criteria.</p>			

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	<p>Question</p> <p>4. Concerned that the 4-month timeline for the detailed feasibility study is very tight.</p> <p>Asked if timeline negotiation is possible, especially for consortia forming partnerships.</p> <p>Response</p> <p>Timeline is strict due to tight project deadlines; no significant extension is possible but we can extend by two weeks at most</p> <p>Forming a consortium is permitted and encouraged if helpful, but the timeline remains fixed.</p> <p>Timeline Concerns</p>			

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	<p>The timeline for project completion is four months.</p> <p>Concerns raised:</p> <ol style="list-style-type: none">1. Lab testing may require at least two months.2. Ground-truthing and sample shipping over additional complexity. <p>Response:</p> <p>The four-month deadline is fixed due to tight internal timelines.</p> <p>While tight, no significant extension is currently possible. We may be able to add two weeks if needed at best.</p> <p>Bidders may form consortia to meet the requirements, and collaboration is encouraged.</p>			

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	<p>We can also make our initial Ground Truthing Study available to address time constraints.</p> <p>Site Visit Clarification</p> <p>Question:</p> <p>5. Is there a compulsory site briefing or physical site visit?</p> <p>Response:</p> <p>Site visit is not compulsory but can be arranged for interested bidders.</p>			

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	<p>Komati is a national key point – visits must be pre-arranged through the appropriate protocols and in collaboration with power station officials.</p> <p>Clarification Key Points</p> <ul style="list-style-type: none">Rationale behind the 50km radiusExistence of prior ground-truthing studiesAvailability and use of Komati facilities for sample preparationResponsibility for sample shipping logistics and costExpected project start date <p>Question: Will the respondents (bidders) be responsible for the logistics and cost of shipping samples to labs and arranging the testing?</p>			

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	<p>Answer:</p> <p>Yes, respondents must handle all logistics and costs related to:</p> <ul style="list-style-type: none">Sample collectionShipping to appropriate labs (local or national)Lab testing (which could take up to 2 months) <p>If no local labs are available, shipping externally is expected.</p> <p>Question: When is the anticipated start date for the project?</p> <p>Answer:</p>			

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	<p>The bid closing date is confirmed as 13 October 2025.</p> <p>Evaluations will begin immediately thereafter.</p> <p>The planned contract award date is December 2025.</p> <p>Dana emphasized urgency and a desire to start earlier if processes allow.</p> <p>Start date is tentative but targeted for as soon as contract is awarded.</p> <p>Additional Concern:</p>			

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	<p>Expressed concern over the December–January holiday period and potential lab unavailability.</p> <p>Dana acknowledged this risk but reiterated the tight schedule.</p> <p>Access to Private Property (Introduced)</p> <ul style="list-style-type: none">• Concern raised:<ul style="list-style-type: none">◦ Within the 50km radius, ground truthing may require access to private land. <p>. Ground Truthing on Private & Municipal Property</p> <p>Question:</p>			

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	<ul style="list-style-type: none">Ground truthing within the 50km radius will include private and municipal properties.Can Eskom facilitate access or provide support in gaining permission? <p>Response:</p> <ul style="list-style-type: none">Eskom cannot guarantee access but will support as much as possible.Noted there's strong stakeholder engagement at Komati.Believes private landowners may not resist due to shared regional development interest.			

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	<ul style="list-style-type: none"> Encouraged coordination with Eskom's local team to ease the process. <p>Question:</p> <ul style="list-style-type: none"> The link between the research specialist and the scope of work is unclear. What is the purpose of this role? <p>Response:</p> <ul style="list-style-type: none"> Role ensures that references to technologies, methods, and data used in the feasibility study are credible and well-sourced. The specialist should validate secondary information, benchmark approaches, and ensure methodological rigor. 			

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	<ul style="list-style-type: none"> Particularly critical because mushroom and eco-brick production is not yet mainstream in the region. <p>Question:</p> <ul style="list-style-type: none"> Raised potential redundancy in scoring descriptions for the Project Manager role. Observed overlap between criteria for 2-point and 3-point scores, e.g., both referencing: <ul style="list-style-type: none"> “BTech non-technical” “Completed at least one project” <p>Clarification Needed:</p> <ul style="list-style-type: none"> Is this a mistake or intentional? 			

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	<ul style="list-style-type: none">Suggested the 3-point and 4-point criteria might have meant to refer to more projects (e.g., three instead of one). <p>Response:</p> <ul style="list-style-type: none">Acknowledged the query with humor: “You’re a gift that keeps giving.”Full response not captured in this portion — likely to be addressed by the evaluation team or procurement office.			
	<p>Safety Returnable:</p> <p>1. Annexure B – Legal Compliance Acknowledgment</p>			

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	<p>2. Letter of Good Standing</p> <p>3. Occupational Health & Safety (OHS) Policy</p> <ul style="list-style-type: none">▪ Section 7 of the OHS Act, or▪ ISO 45001: Clause 5.2 <p>4. Baseline Risk Assessment</p> <p>Note: These safety documents will not disqualify a bidder if missing at submission, but must be provided before award</p>			
	Environmental Requirements			

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	<ul style="list-style-type: none">• No environmental documentation required at tender stage• Environmental compliance will be addressed at execution phase			
	<ul style="list-style-type: none">• SDLNI and Safety documents are not disqualifying, but:<ul style="list-style-type: none">○ Must be submitted before contract award○ Submitting upfront avoids time delays and follow-up requests• BBBEE Certificate must be valid at time of submission<ul style="list-style-type: none">○ Expired = 0 points			

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	<ul style="list-style-type: none">No disqualification, but no contract awarded without valid certificate			
	<p>Quality Returnable:</p> <p>Section A: If NOT ISO 9001 Certified – Provide:</p> <p>Quality Management System (QMS) Manual</p> <ul style="list-style-type: none">Describes & defines the QMS scope. <p>Policy</p> <ul style="list-style-type: none">Approved by top management.			

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	<p>Quality Objectives</p> <ul style="list-style-type: none">○ Clear, measurable, approved. <p>Document Control Procedure</p> <ul style="list-style-type: none">○ How your company controls and manages documentation. <p>Nonconforming Outputs Procedure</p> <ul style="list-style-type: none">○ How you ensure supplier-provided samples/results are valid. <p>Corrective Action Procedure</p> <ul style="list-style-type: none">○ Steps taken after identifying nonconformities. <p>Internal Audit Procedure & Evidence</p> <ul style="list-style-type: none">○ Show your audit practices and conformance.			

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	<p>Section B: Additional QMS Documentation</p> <p>Roles, Responsibilities & Organogram</p> <p>External Provider Control Procedure</p> <ul style="list-style-type: none">Criteria for evaluation, selection, performance monitoring, and re-evaluation. <p>Latest Internal Audit Report</p> <ul style="list-style-type: none">Must include objective, scope, criteria, and findings. <p>◆ Section C: Project-Specific Quality Plan</p> <ul style="list-style-type: none">Submit a draft Quality Plan tailored to the Komati Feasibility Study scope. This is a key QA deliverable.			

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	Section D: Quality Control Plan or Checklist <ul style="list-style-type: none">Provide a QCP or checklist aligned with the scope of work.			
	Section E: Form A <ul style="list-style-type: none">A form to be published with the tender – must be signed by your internal Quality Rep and submitted.			
10.	Closure:			

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	Everyone was appreciated for attending the clarification meeting. Meeting ended at 11:30			

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Signed as a correct record:

Minutes of the Meeting compiled by:

Ms. Nonhlakanipho Digoro

Date: 06.10.2025 Signatures: 

Technical Team:

Dr Dana Gampel

Date: 06/10/2025 Signature: 

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