

Minutes of Clarification Meeting

Date: October 9, 2025

Time: 14:30 PM

Platform: Online Meeting

Subject: Clarification Meeting – Supply and Delivery of Hardware & Accessories

Facilitator: Lishka Gajoo (Procurement Practitioner)

1. Welcome and Opening

Lishka Gajoo welcomed all attendees and outlined the agenda: emergency procedures, introductions and declarations of interest, scope of work overview, functional evaluation criteria, mandatory documents and commercial aspects, general discussion and Q&A.

Emergency evacuation procedures were explained for both plant-based and remote attendees.

2. Introductions and Declarations of Interest

Eskom Team:

- Lishka Gajoo – Procurement Practitioner (No interest to declare)
- Hannellie Van Jaarsveld – Contract Manager (No interest to declare)
- Naweed Esau – End User, Maintenance (No interest to declare)
- Navane De Jager – Second End User, Maintenance (No interest to declare)

Suppliers:

- Introduced themselves and had No interest to declare.

3. Scope of Work Overview

Presented by Hannellie Van Jaarsveld:

- Contract duration: 5 years
- Supply and delivery of hardware and accessories on an “as and when required” basis for five (5) years.
- The background as to why Koeberg is establishing this contract, hardware and accessories form a crucial part of Koeberg’s day-to-day maintenance activities, ensuring safety and security and of the station and prolonging the lifespan of the station due to the repetitive nature of purchases for these items.

Seven batches:

1. Miscellaneous hardware
2. Paint and accessories
3. Plumbing accessories
4. Woods and boards
5. General Bolts, screws, anchors
6. Abrasives and brushes
7. Masonry and tiling

4. Functional Evaluation Criteria

Contract will be awarded as whole or part. Evaluation per batch; suppliers may quote on all, some, or individual items.

Each batch will be evaluated according to their own criteria – we refer you to the Functional Evaluation Criteria that was attached for each of the batches.

Criteria include:

- 3 Reference letters or purchase orders - three reference letters in company letterheads as proof of previous experience successfully implementing supply of hardware and accessories for any corporation with contact.
- Defects management plan - looking for communication with manufacturers or distribution outlets for replacing low quality defective items. Tenderers' recommendation of better-quality products and thirdly, general inquiries for your support of products between customers, distributors and manufacturers.
- Proof of Company Policy on Warranties and Guarantees of 6 months and more. Shelf-life compliance should not expire within 12 months. Anything less than 12 months will be rejected. A letter of commitment from you stating that you will comply to our specifications will be required.
- Demonstrate ability to comply with Eskom Specifications – i.e. Technical Data Sheets, Material Safety Data Sheets (MSDS) or Safety Data Sheets for all Chemical items listed in Appendix P1.

Scoring: 0% (Does not meet), If you have a Partial Meet, it's a score of 50%. If you have a Partial Meet Small Gap, you will score 75% and if you Meet, you will score 100%. A minimum of 70% is required to proceed for further evaluation.

5. Mandatory Documents and Commercial Aspects

Presented by Lishka Gajoo:

Documents categorized as:

- Disqualifiable at tender closing
- Non-disqualifiable at tender closing
- Required before contract award

Key documents for suppliers to fill: Annexures A–J, SBD forms, NEC contract, pricing schedule (Excel & PDF), CSD report, COIDA, safety documents, SDL&I proposal.

Submission via eTendering system only; no physical submissions.

Suppliers to group documents into folders: Commercial, Technical, Financial when uploading via the E-Tendering system.

6. Questions and Clarifications

Question 1: Asked if purchase orders can replace reference letters.

Answer: we will accept purchase orders. However, it must still include all the information required. So, in other words, we want to see that it's similar type of products that you've supplied information, maybe the pricing and then obviously the contact details of the company on top, so that it is still a contactable reference.

Question 2: Asked about evidence of problem-solving.

Answer 2: We are requesting for is, should you be in a situation and I'm sure you've supplied to other companies before, and you have not been able to supply a certain product. We want to see any communication that you have with other companies via e-mail showing your problem-solving skills by stating that we are unable to supply this product, but are able to supply a different product but for the same purpose etc.

Question 3: Asked about CPI percentage and financial surety letters.

Answer 3: CPA is generally fixed for the first year or 12 months from contract placement. 20% of prices remain fixed whilst 80% of the price is variable.

7. Closing Remarks

Final date for clarification questions: 17 October 2025.

Tender closing date: 27 October 2025 at 10:00 AM.

Late submissions will not be accepted.