

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

Meeting Name: Installation of additional CCTV at Kusile Power Station.			
Date:	Time:	Venue:	Meeting No.:
2025/10/14	09:00	Kusile Power Station	01/2025

Item	Subject & salient points	Decisions & Action items	Responsibility <i>[Assign responsibility for actions]</i>	Target date DD/MM/YYYY
1.	Safety and Emergency Evacuation Procedure		Maredi Maile	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda		Puseletjo Mokgobu	
3.	Declaration of interest	No one in the meeting has an interest to declare		
4.	Matters for information/Noting			
4.1	Questions	Answers		

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

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	What Digital Video Management System (DVMS) are you currently using on the site? This is essential for compatibility and integration planning.	The supplier can proposed any available DVM they could offer.		
	Could you provide details on the local taxi situation regarding transporting staff to the site? Our tender requires us to supply transportation, and understanding local conditions will assist in logistics planning	The supplier should submit a letter of intent to subcontract. In terms of BOQ you need to give the quotation on the kilometer rate. No need for taxi association at this stage.		
	The tender specifies 64 & 32 port switches; should these be supplied as per the design specification, or is there flexibility in the switch types/models to be provided?	The supplier is flexible on the number port switches they could provide, however there must be an additional spec capacity on the design on the ports (30% spare capacity of ports is required)		
	10 Year warranty – must we cost for this as it is not in the BOQ?	The suppliers can charge for it (but indicate the cost separately)		
	Is there going to be a maintenance contract awarded after installation to carry the 10Year warranty?	Not applicable question at this stage, it will be up to Eskom to decide.		

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	Given the site visit has only been arranged for next week, would it be possible to request an extension to the closing date to allow adequate time for a site assessment and tender preparation?	This request was granted		
	We request some enlightenment pertaining the mandatory technical requirements (i.e ISO 9001, ISO 14001 & ISO 45001). If a bidder is not certified yet but has began the process of assessment/audits with an ISO Certification Body and can provide sufficient and verifiable evidence to that effect, will that be considered to suffice the mandatory requirements?	The supplier can provide proof they have but, If that proof of certification is not sufficient, they will be disqualified due to not meeting minimum requirements for the tender		
	Scope of Work: Please confirm if our understanding is correct that we are required to design a standalone IP surveillance system for the additional CCTV scope in its entirety.	Yes		
	Bill of Materials: If the above is the case, could you clarify the purpose of the detailed Bill of Materials included in the NEC tender document?	Kindly refer to the response below		

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	Pricing Expectation: Alternatively, should we only price the Bill of Materials as outlined in Section C2.2 – Bill of Quantities, Pages 1–15, Part C2: Pricing Data?	Yes, do price according to what has been issued.		
	Maintenance Scope: It was noted that the tender does not include a Service Level Agreement for maintaining the additional CCTV cameras, recorders, and network switches. Please confirm if this understanding is correct.	Yes, there is no maintenance contract required.		
	Warranty Implications: Please confirm whether Eskom acknowledges that all warranty obligations for the installation scope by the appointed company would be rendered null and void under the current tender terms	No, it can't be like that,		
5.	General			
6.	Closure			

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	<i>the meeting was adjourned on 03June 2025 at 11:50am</i>			

Signed as a correct record: _____
Chairman
Date

NOTES:

- 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.*

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