


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

Meeting Name: Supply and installation of maintenance ancillary services workshop tools, equipment and machines at Kusile Power Station			
Date:	Time:	Venue:	Meeting No.:
2025/12/09	10:00	Microsoft Teams	01/2025

Item	Subject & salient points	Decisions & Action items	Responsibility <i>[Assign responsibility for actions]</i>	Target date <i>DD/MM/YYYY</i>
1.	Safety and Emergency Evacuation Procedure		Chairperson	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda		Chairperson	
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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	<p>Can we (Suppliers) use our own spreadsheet to do the BOQ</p> <p>On technical, companies do not provide delivery notes when services are completed but companies provide completion note. Will completion notes be sufficient.</p>	<p>No, please use the Excel spreadsheet that is attached</p> <p>Yes, completion notes will be sufficient.</p>		
5.	General	Noted that suppliers can send their queries to the buyer 5 days before the tender closes.		
6.	Closure The meeting was adjourned on 09 December 2025 at 10:21am			

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