

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

Meeting Name: Kusile Power Station Supply, Refurbish and Delivery of Miscellaneous Spares for Balance of Plant on an as and when required bases for 5 years			
Date:	Time:	Venue:	Meeting No.:
2026/01/14	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	BOQ	QS representative went through the Bill of Quantity		

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

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4.2	Scope of work and technical criteria	Technical representatives went through the scope of work and technical criteria		
4.3	Commercial	Buyer highlighted the important parts of the invitation to tender		
4.4	NEC	Contract management went through the NEC and highlighted the important areas		
4.5	SHEQ - Environmental	Environmental representative went through environmental requirements		
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 14 January 2026 at 10:51am			

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