



## Meeting Minutes Template

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Tactical Sourcing			

**Negotiations Meeting: Non-compulsory clarification meeting for :** Substation Facilities and Building Maintenance, Transmission in Western Grid

Date:	Time:	Venue:	Meeting No.:
17/01/2023	10:00	MS Teams	01/2023

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	<b>Safety and Emergency Evacuation Procedure</b>	The meeting was held via MS Teams. All attendees confirmed that they are familiar with the Emergency Evacuation for their venues.	Unathi Fikiso	17./01/2023
2.	<b>Opening:</b> 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Sandi welcomed everyone and advised that the meeting was being recorded for the purposes of taking minutes.	Sandi Bokveldt-Lize	17/01/2023
3.	<b>Declaration of interest</b>	No interests were declared at the meeting.	All	17/01/2023
4.	<b>Verification of minutes of previous meeting/s</b>	Not applicable		
5.	<b>Action items from previous minutes</b>	Not applicable		
5.1	Meeting No. Action Item No.	Not applicable		
6.	<b>Matters for approval</b>			

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6.1			Cross Functional Team / Supplier	
7.	Matters for information / Noting / Contractual Requirements / Objective Criteria			
7.1	Technical	<p>Functionality the review will be done by the cross-function team consisting of technical team:</p> <p>Functionality Criteria Minimum threshold : 70%</p> <p>Tenderers who do not meet Eskom's minimum technical requirements of 70% will result in the tenderer not being evaluated further.</p> <p>Background:</p> <p>Dawie Naude There you will see all the stations. It's the Western Cape Grid. Is the grey area and there you can see the all the substations involved the most further up Northwest is Juno close to Clanwilliam and to the four E You will find Droerivier. It's a next to Beaufort West. And then you come down to Komsberg Kappa. That's in the Laingsburg area. And then Proteus and Harika there and the South, he's a he's in</p>	Dawie Naude / Emile Adams	17/01/2023

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		<p>Mossel Bay Area. And then the most concentrated stations is in the Western Cape. up to the West Coast of Cuba area Atlantis area and then Bacchus. they Montague area think booster.</p> <p>David Khuzwayo I'm not sure this is gonna be someone attending to the BOQ, but the question is, if I look at the drawing or at the map, the substation they are some of them, they are far away apart and then you might need to do a sleepover. But the sleepover is not heated. Bill of quantity. They don't be Q. That's 1/2 the task which you might be given some time. It might be a one day task, sometime it might be 3 months older task but they still cost for site establishment. If you have got a task which require you to be there for longer and we were you have to put the container at and what there is no such establishment cost. When the be BOQ so I you can take a look into it as well as I see other provinces also cater for travel allowance, meal allowance and the. I don't see anything on this BOQ and you only say that you only gonna start charging from 50 kilometer, but this 50 kilometer based on which car is it a the transportation of</p>		

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		<p>the employees or transportation of the material. David Khuzwayo Yeah. So it's a bit if someone can look into it and they can come back to us. Thank you.</p> <p>Answers : by Mapula the QS</p> <p>Please see my comments below regarding Boq queries:</p> <ol style="list-style-type: none"> <li>1. The BOQ remains as is and no changes will be made.</li> <li>2. The suppliers should understand that this is a service/ maintenance contract (small works) hence there is mostly labour items only.</li> <li>3. We expect local suppliers to tender for this work, therefore suppliers will be liable for accommodation.</li> <li>4. The supplier should price transportation according to what will be used on site when performing a particular task based on the scope.</li> <li>5. The site establishment is not in the Boq as this is a small works contract. Should there be any scope changes, clause 60.1 of the NEC will be applied.</li> </ol>		

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		<p>6. The supplier should build up the rate accordingly and include all related expenses under all the labour items.</p> <p>BOQ: Areas listed on NEC is incorrect the AMENDED NEC will be uploaded as the minutes.</p>		
7.2	SD&L	<p>Rudzani Tshikungulu</p> <p>I'm going to take you through my presentation. This is for the project of repair, alteration, refurbishment of substation building in West Grid for 36 months. New triple PFA at which was which was reimplemented again yesterday, so therefore the tender will be complying with the previous regulation.</p> <p>Our mandate from the SDL and I is to achieve maximum and sustainable local development impact through leveraging Eskom procurement spend in a manner that allows flexibility within the business in order to accommodate government local development initiatives and policies. We've got our key performance areas.</p> <p><b>Skill development:</b></p>	Rudzani Tshinginkulu	17/01/2023

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		<p>The first one is skills development is aimed at increasing the skill space number and skills level of South African workers in areas.</p> <p>Relevant to energy sector and where there is national scarcity of scale, the second one is local content utilization of Eskom and suppliers spent to develop South African based suppliers relevant to energy sector, focusing primarily on BBBE and black-owned suppliers.</p> <p>The third one is industrialization. Utilization of Eskom and supplier spend to foster the establishment of new competitive industry in the energy sector.</p> <p><b>Job creation:</b> The 4th one is job creation and employment, creation of new jobs by suppliers as a direct result of Eskom businesses. The last one is supplier development, providing a platform to develop emerging suppliers and further opportunities of for national and international suppliers.</p> <p><b>Pre-qualification:</b> For this tender there is a pre qualification. Since</p>		

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		<p>the tender was advertised before they the new act. Only supplier that meet the following criteria will be eligible to tender. Therefore the tender is only open to level one and two BBEE compliant entities with no category. So meaning any supplier who is level 1 and Or level 2 are eligible to tender for this tender.</p> <p>As it turned out, attainable supplier must submit a valid triple B certificate or a valid soon affidavit. Remember, if you don't submit this then we won't be able to know if you are a level one or a level 2.</p> <p><b>Designated Sectors</b> And there is also designated items on this project where which are mandatory cement is 100% locally from South Africa still is also designated at 100% locally from South Africa Cables is 90%. From South Africa, so with the cables, it means you are allowed to source the 10 anywhere else, but at least 90% sure be from South Africa as a mandatory tender, tenable suppliers must submit a completed and a duly signed and Lester see or SBD 6 point and SBD 6.2 please supply us. It is important that you complete this document because they are</p>		

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		<p>mandatory. Failure to do so you will be disqualified.</p> <p>So please take note of this. I've been emphasizing this in our clarifications meetings, but you find that's suppliers have meet the unnecessary, not completed, the SBD 6.2 not completed, which makes it difficult for us to know if you are sourcing the cement. The still 100% from South Africa and the cables 90%.</p> <p>This is saying example of SBD 6.2. Please supply as complete this document and submit it with your tender. It is mandatory that you complete this document. Failure to do so you will be disqualified. This is an extra thing. Make sure that you declare the items they still the cables and the cement here and you indicate the percentage you should also sign and put on your date and also the percentage at the end failure. To do so, you are disqualified suppliers. It is important to take note of this that you need to complete this since they are mandatory. On my next slide is the contact details of the DTI representative, whereby if suppliers are not</p>		

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		<p>going to source the items as per designated threshold, they should request exemption.</p> <p>Using this contact details at DTI and it is the responsibility of the supplier should they need extension, it's your responsibility suppliers to follow up with DTI and request extension to the buyer on time. Remember on the invitation to tender she stated that when is the last date for. For, queries and also you cannot request extension on the last day of closing.</p> <p>So it is important that you make sure that if you will need exemption, please request it on time and make sure you realize with TI and also the buyer. Remember it's your responsibility to follow up with the DTI, not the buyer. And then when you request exemption, if you've got exemption for the other tender, it doesn't mean it will be applicable for this one. Each and every tender, if you're gonna request exemption, you should attach the latest exemption letter.</p> <p>Evaluation criteria The tender will be evaluated 90 10 and it means the 90 will be the price and the 10 for BBBEE level. The BBBEE certificate must be valid at the time of tender. It is very important that you check</p>		

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		<p>if you're BBBEE is still valid when you submit your tender. We are only looking for level 1 and 2. You will find that you are at level one or two supply but your affidavit is not completed correctly, or you're BBBEE does not have a Sanas accredited stamp.</p> <p>QSE &amp; EME Sworn affidavit is acceptable.</p> <p>David Khuzwayo So I wanted to find out how do you want us to complete this particular annexures CD&amp;E is well as a SBD 6.2 cause there's no quantities, and we don't have quantities. We have got only labours.</p> <p>Rudzani Tshikungulu From our side name we it's SDL and I when I'm evaluating on your tenders I'm not interested on the price. All I want to know is for you just to declare that The cement that is going to be used is going to be 100% local, so you will do your estimate on the site and then if the cement is going to be sourced 100% locally you just indicate that cement 100%. If you are not going to source the cement locally from South Africa, you will indicate the percentage that you are</p>		

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		going to source from outside South Africa and then attach your exemption letter.		
7.3	Health & Safety	<p>Brando was on leave and Sandi if there was any question under Health and safety.</p> <p>There were no question ask on the meeting.</p>	Brando Cupido	
7.4	Quality	<p>Gold had emergency to attend and Sandi if there was any question under Health and safety.</p> <p>There was no questions were ask on the meeting</p>	Gold	
7.5	Environmental	<p>Adrian Francis</p> <p>Please provide / submit separate file for environmental, secondly, you are required to follow the structure as you see in the evaluation form. So your index should follow this, so the first document I should see is an environmental policy, then the second one you objectives and targets now.</p>	Adrian Francis	

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		<p>I won't have a problem if in your environmental file, instead of saying environmental policy, you call it your shake policy or your shift policy that I don't have a problem with. But as long as it is in the environmental file and it doesn't require me to go look for a document in another file. OK, so basically as it stands, the idea behind this document is for Eskom, at this stage, to gauge from the contractors that are interested on what is your environmental.</p> <p>Will understanding of environmental management as an organization and what are you currently doing OK so I don't want all your top secrets in terms of you know. How you manage wasted all these things? What I do want to get an understanding of is if you appointed, will you be able to manage yourself on our side independently as a contractor? OK. And this is how you must set your documentation up. I'm not looking for a masters dissertation where we got guys that have 4 degrees and they now put this file together. I'm looking for a file that is practical. And remember, whatever you put in as your tender documentation, if you are</p>		

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		successful, we will refer to your tender documentation		
7.6	Commercial	<p>Tender no. WCTX1078SL</p> <p>Tender is out on the enquiry will be closing on 31/01/2023.</p> <p>No CD will be accepted.</p> <p>No late tenders will be accepted.</p> <p>All the following will be uploaded on Eskom and NT website:</p> <ol style="list-style-type: none"><li>1. ADENDUM</li><li>2. Sign Clarification minutes</li><li>3. All presentation were shared on the meeting.</li><li>4. Amended NEC</li><li>5. Tender closing date letter of extension</li></ol>		
8.	General	The suppliers / contractors asked for extension. Sandi ask them to send them in writing. Email received the tender closing is extended until		

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		<p>07/02/2023 and all supplier attended the non-compulsory clarifications were notify via email on the 23/01/2023.</p> <p>Question 2 We are in the process of applying for our 7GB grading.</p> <p>Due to the Covid 19 pandemic, our country faced many phases of Lockdown. On 31 December 2021, the Government lifted some lockdown restrictions, but many companies (Private and Government) were and still are working remotely.</p> <p>Obtaining information from many Institutions is tremendously difficult. The absence of people from offices caused many delays within most departments.</p> <p>Will proof of our application suffice for the CIDB 7GB mandatory requirements</p> <p>Answer:</p>		

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		if the supplier provide proof with their tender that they have applied we are allowed to evaluate them and give them 21 days before award for them to submit correct grading to us.		
9.	<b>Closure</b>  <b>Next meeting: Not applicable</b>	<i>The meeting was adjourned</i>		

Signed as a correct record:

Chairman

17/01/2023

Date

Minutes support by:

Emile Adams  
Engineer HV Plant

Date: 26/01/2023

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