



Meeting Minutes

Template
Identifier

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Effective Date

September 2022

Next review date

September 2028

[Distribution](#)

Meeting Name: Clarification meeting for the Supply and delivery of radio frequency cables and connectors for distribution division on an “as and when” required basis for a period of 05 (five) years.

Date:	Time:	Venue:	Meeting No.:
09/09/2026	09:00-11:00	Microsoft Teams Meeting	1

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	All attendees confirmed that they were in a safe location and were familiar with the relevant emergency exit points.	Bridget Seroka	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	The Chairperson welcomed all attendees and thanked them for attending the meeting.	Bridget Seroka	
3.	Declaration of interest	No conflicts of interest were declared.	All	
4.	Verification of minutes of previous meeting/s	Not Applicable		

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5.	Action items from previous minutes	Not Applicable		
6.	Heading for agenda item	- Commercial - SDL&I - Technical - Quality - Safety	Bridget Seroka Ayanda Ramokolo Tshepiso Moloisane Siphon Sambo Annette Mosekwa	
	Agenda items description			
6.1	Commercial	Closing Date and Submission Requirements Tender Number: E3423DXMWP Issue date: 26 August 2026 Closing date: 22 September 2026 at 10:00 - Tender submissions must be uploaded electronically via the Eskom E-Tendering Portal. - Late submissions will not be accepted. - Tenderers were advised to upload documents well in advance of the closing date.	Bridget Seroka	

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		- Documents must be uploaded in PDF format under the applicable folders (Technical, Commercial, SDL&I, Financial, Safety and Quality). - Mandatory returnables include: - Declaration of Authority Form. - Signed NEC Supply Contract. - Failure to submit mandatory returnables will result in disqualification. - All clarification requests must be submitted in writing to the procurement representative.		
		SDL&I Key Requirements - The 80/20 preference point system applies. - B-BBEE Level 1 attracts 20 points and B-BBEE Level 2 attracts 18 points. - Designated components include steel at 100% local content, copper at 90%, and electrical and telecommunications cables at 90%. - SBD 6.2 and Annexure C, the Local Content Declaration Summary Schedule, are mandatory for contract award. - Where local-content thresholds cannot be met because of unavailable local inputs, tenderers must obtain a written	Ayanda Ramokolo	

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		exemption from the Department of Trade, Industry and Competition. - The local procurement target is 90%, subject to tenderers' proposals where foreign spend is required. - The skills-development obligation is one candidate for every R3 million of cumulative spend through purchase orders or instructions. - A 2.5% retention may be applied to invoices for failure to submit quarterly SDL&I performance reports or failure to meet SDL&I obligations. Question: Is the DTIC exemption letter required at tender closing or at contract award? Response: It may be submitted at contract award if delayed, although earlier submission is encouraged where it is already available.		
		Technical and scope of work - Tenderers must submit a fully completed Schedule A and an official authorized distributor letter from the original equipment manufacturer. - Mandatory requirements are assessed on a yes-or-no basis. A "No" result will lead to disqualification from further technical evaluation.	Tshepiso Moloiwane	

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		- Qualitative desktop evaluation is scored as follows: non-compliant = 0, partially compliant = 1, and fully compliant = 3. - The maximum score is 342 points and the stated 90% threshold is 308 points. - Tenderers must identify the exact document, page or file reference containing evidence supporting each technical response. Question: Will Eskom appoint one supplier or establish a panel? Response: The tender allows for a minimum of one and a maximum of two suppliers. Question: May Schedule A be converted to Word or Excel for completion? Response: Yes. Tenderers may use the Excel version made available with the tender pack and convert the completed document to PDF for submission. Question: Is proof of attendance at the clarification meeting required? Response: No. Attendance at the clarification meeting is not mandatory. Eskom may provide the attendance list if required.		
		Quality - The transaction is classified as Quality Category 3. - ISO 9001 certification is not mandatory. Tenderers that are not ISO 9001 certified must submit the applicable documents listed under Section A of the quality requirements.	Sipho Sambo	

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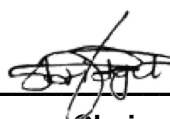
Item	Subject & salient points	Decisions & Action items	Responsibility <i>[Assign responsibility for actions]</i>	Target date DD/MM/YYYY
		- Required documents include the Quality Management System Manual, approved Quality Policy, approved Quality Objectives and the Control of Documented Information Procedure. - Section B requires evidence defining quality roles, responsibilities and authority, together with documented controls for externally provided processes, products and services. - A contract quality plan specific to the project must be developed. The quality pack includes a template that tenderers may adopt. - Form A must be completed and signed by the tenderer's quality representative. - Quality requirements are contractual requirements and must be met before a contract can be concluded. Question: Where can Form A be obtained? Response: It forms part of the tender quality pack. If it cannot be located, it may be requested from the procurement representative.		
		Safety The Safety Representative was not present. Tenderers were advised to submit safety-related questions by email to the procurement representative for referral and response.		

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6.	General All communication and enquiries must be directed to the Procurement Officer via email at Serokasb@eskom.co.za.	No general matters were discussed, and no additional comments or questions were raised by attendees.		
7.	Closure Meeting was adjourned at: 11h00	The Chairperson thanked all attendees for their participation and reminded tenderers to submit any further clarification questions in writing through the communication channel specified in the tender documents. The meeting was formally adjourned	Bridget Seroka	

Signed as a correct record:


Chairman

11 September 2026

Date

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