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|---|-----------------|---------------------|---------------|-----|---|
|  | Meeting Minutes | Template Identifier | 240-54076329  | Rev | 7 |
|   |                 | Effective Date      | November 2019 |     |   |
|   |                 | Next review date    |               |     |   |
|   |                 | Division            |               |     |   |

|  |              |                      |                |
|--|--------------|----------------------|----------------|
| Meeting Name: <b>Midrand, Waterfall Property Clarification meeting minutes</b> |              |                      |                |
| Date:  | Time:        | Venue:               | Meeting No.:   |
| <b>27 January 2026</b>   | <b>13:00</b> | <b>Teams Meeting</b> | <b>01/2026</b> |

| Item | Subject & salient points  | Responsibility |
|------|---|----------------|
| 1.   | <b>Opening:</b><br>1.1 Welcome<br>1.2 Apologies and quorum  | <b>All</b>     |
| 2.   | <b>Safety and Emergency Evacuation Procedure</b>  | <b>All</b>     |
| 3.   | <b>Matters for information</b>  | <b>All</b>     |
| 4.   | <b>General</b><br><b>Location:</b> Virtual Meeting (Microsoft Teams)<br><b>Closing Date:</b> 4 February 2026, 10:00 AM<br><br><b>1. Introduction and Meeting Protocol</b><br><br><ul style="list-style-type: none"> <li><b>Facilitator:</b> Annah Sivetshe introduced herself as the buyer for the property acquisition.</li> </ul> | <b>All</b>     |

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|      | <ul style="list-style-type: none"><li>• <b>Safety Confirmation:</b> Participants were asked to confirm their safety and awareness of emergency procedures.</li><li>• <b>Meeting Structure:</b> Annah outlined the agenda and indicated that a question-and-answer session would follow each presentation.</li></ul> <p><b>2. Project Scope and Duration</b></p> <ul style="list-style-type: none"><li>• <b>Site Area:</b> Minimum 10,000 m<sup>2</sup>; Gross Lettable Area (GLA) of 8,000 m<sup>2</sup>.</li><li>• <b>Building Grade:</b> Minimum B grade; preference for P, A, or B+ grades.</li><li>• <b>Location:</b> Must be in the Midrand Waterfall area with convenient access to major roads and public transport.</li><li>• <b>Parking:</b> Minimum parking bays (including various types) was shared as per the tender invitation stipulations.</li><li>• <b>Building Features:</b> Functional layouts, meeting rooms, adequate ventilation, universal access features, security measures, and compliance with health and safety standards.</li></ul> <p><b>3. Submission Guidelines</b></p> <ul style="list-style-type: none"><li>• All documents must be submitted in PDF format via the Eskom Tender Bulletin website.</li><li>• No hard copies or emails will be accepted.</li><li>• Mandatory documents include:<ul style="list-style-type: none"><li>I. Price list</li><li>II. Authorization form</li><li>III. SBD form (bidder's disclosure)</li></ul></li></ul> <ul style="list-style-type: none"><li>• Participants were reminded of the eight eligibility criteria necessary to avoid disqualification.</li></ul> |                |

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|      | <p><b>4. Technical and Commercial Presentation</b></p> <p><b>A. Mandatory Technical Requirements were shared:</b></p> <p><b>B. Scoring Criteria:</b></p> <ul style="list-style-type: none"><li>○ <b>Functionality and Suitability:</b> Scored based on size and layout.</li><li>○ <b>Parking Provision:</b> Minimum parking requirements and associated scoring.</li><li>○ <b>Building Grade:</b> Scoring based on the grade confirmed in the property condition report.</li><li>○ <b>Location Accessibility:</b> Proximity to major roads and public transport.</li><li>○ <b>Security Features:</b> Evaluation of security measures in place.</li></ul> <p><b>5. Contractual Requirements</b></p> <ul style="list-style-type: none"><li>• <b>Safety and Quality</b> - Safety and Quality requirements were shared.</li><li>• <b>Commercial Documents:</b></li><li>○ CSD report confirming tax compliance.</li><li>○ Valid BEE certificate or sworn affidavit.</li><li>○ E-filing PIN from SARS and a valid letter of good standing.</li></ul> |                |

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|      | <p><b>8. Q&amp;A and Extension Requests</b></p> <p><b>Question 1: Property Location Flexibility</b></p> <ul style="list-style-type: none"><li><b>Inquiry:</b> Is the property location strictly limited to Midrand Waterfall, or is there flexibility to consider surrounding areas?</li><li><b>Response:</b> The property must be situated within the Midrand Waterfall area.</li></ul> <p><b>Question 2: Submission of Multiple Options</b></p> <ul style="list-style-type: none"><li><b>Inquiry:</b> Are bidders allowed to submit multiple properties as options?</li><li><b>Response:</b> Yes, Tenderers can propose multiple properties that fit the required specification of the building <b>under one tender company name and one submission</b>. Ensure each option is supported by the required technical, safety and quality documents as per all the stipulated criteria. Refer to Eligibility criteria in the invitation to tender document.</li></ul> <p><b>Question 3: Clarification on Scope of Work</b></p> <ul style="list-style-type: none"><li><b>Inquiry:</b> What is the size of the property Eskom intends to acquire?</li><li><b>Response:</b> Details regarding the property size were outlined in the scope of work.</li></ul> |                |

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|      | <p><b>Question 4: Budget for the Tender</b></p> <ul style="list-style-type: none"><li>• <b>Inquiry:</b> Is there a specific budget or price range for the property acquisition?</li><li>• <b>Response:</b> There is no specific budget; bidders are encouraged to provide competitive offers based on the requirements.</li></ul> <p><b>Other Questions</b></p> <ul style="list-style-type: none"><li>• <b>Can I propose two blocks of office in one office park which together make up the required 8000m2 floor area</b></li><li>• Yes.</li></ul> |                |
| 6.   | <p><b>Adjournment</b></p> <ul style="list-style-type: none"><li>• The meeting concluded with a reminder for participants to check the tender bulletin regularly for updates and to submit their responses on time.</li></ul>  | All            |

Signed as a correct record:

Chairman

30/01/2026

Date

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