

	<b>Meeting Minutes</b>	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date			
		Division			

<b>Meeting Name:</b> <b>Midrand, Waterfall Property Clarification meeting minutes</b>			
<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
<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> 1.1 Welcome 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>  <b>Location:</b> Virtual Meeting (Microsoft Teams) <b>Closing Date:</b> 4 February 2026, 10:00 AM  <b>1. Introduction and Meeting Protocol</b>  • <b>Facilitator:</b> Annah Sivetshe introduced herself as the buyer for the property acquisition.	<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:<ol style="list-style-type: none"><li>Price list</li><li>Authorization form</li><li>SBD form (bidder's disclosure)</li></ol></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> <ul style="list-style-type: none"> <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> </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><b>Yes.</b></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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