

Meeting Minutes Template

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| Template Identifier | 240-180100211 | Rev | 1 |
| Effective Date | February 2024 | | |
| Next review date | February 2027 | | |
| P&SCM | | | |

Meeting: The professional IT services to be provided to NTCSA to develop a comprehensive Digital Transformation Strategy.

| Date: | Time: | Venue: | Meeting No.: |
|-------------|--------|----------|--------------|
| 14 May 2026 | 15:h00 | MS Teams | 01 |

| Item | Subject & salient points | Decisions & Action items | Responsibility | Target date |
|------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------|-------------|
| 1. | Opening: 1.1 Welcome 1.2 Apologies and quorum 1.3 Adoption of the Agenda | Chairperson welcomed everyone in attendance. Apologies: QS Quality Rep Agenda was adopted. | | |
| 2. | Safety and Emergency Evacuation Procedure | Safety confirmation was conducted; all attendees confirmed they were safe. | All | |
| 3. | Declaration of Interest | No conflict of interest was declared by all members. | All | |

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

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| Item | Subject & salient points | Matters of discussion | | |
|------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 1 | Purpose of Meeting | To provide clarification to service providers regarding Tender E2877NTCSAMWP for professional IT services to develop a digital transformation strategy for NTCSA | | |
| 2 | Commercial Clarifications | Tender issued: 06 May 2026 . Original closing date: 22 May 2026 at 10:00 and the new closing date will be communicated via bulletin. Submissions must: <ul style="list-style-type: none"> Be made electronically only Be submitted before closing time (strict cut-off) Late submissions will NOT be accepted under any circumstances. | | |
| 3 | Compliance Requirements | All returnables marked as mandatory and disqualifiable must be submitted. Missing required documents will result in automatic disqualification . Annexures must be fully completed. | | |
| 4 | Technical Clarifications | Scope: Development of a digital transformation strategy including IT and unbundling considerations . Timeline: <ul style="list-style-type: none"> NTCSA provided indicative timelines (~3 months total) Bidders must propose their own schedule based on their approach Key Points: <ul style="list-style-type: none"> Stakeholder engagement (including executives) required Consultants must provide: <ul style="list-style-type: none"> Methodology Deliverables schedule Best practice-based strategy Clarifications: <ul style="list-style-type: none"> Unbundling refers to separation from Eskom Holdings | | |

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| | | <ul style="list-style-type: none"> Combined team experience is acceptable (not all expertise must be in one individual) Existing NTCSA documentation may be available but focus must be future-state strategy. |
| 5 | Environmental Requirements | <p>Requirement is to demonstrate environmental management systems, not construction plans.</p> <p>Key Requirements:</p> <ul style="list-style-type: none"> Environmental/SH&E policy EMS procedures/manuals Organogram (indicating SH&E roles) Environmental objectives Emergency preparedness procedures <p>Notes:</p> <ul style="list-style-type: none"> ISO 14001 not mandatory Missing elements may be submitted later pre-contract |
| 6 | SDL&I (Supply Development, Localization & Industrialization) | <p>Key objectives:</p> <ul style="list-style-type: none"> Skills development Job creation and retention Local content promotion <p>Key Requirements:</p> <ul style="list-style-type: none"> Job creation proposals (mandatory) Job retention info (only if applicable) 30,000 ZAR bursary contribution per R3 million spend <p>Compliance:</p> <ul style="list-style-type: none"> B-BBEE certificate/affidavit required Incorrect or incomplete affidavit = zero points <p>Penalty:</p> <ul style="list-style-type: none"> 2.5% invoice retention for non-compliance |
| 7 | Pricing & BoQ Clarification | <p>BoQ includes 4 lead consultants/project directors</p> <p>Clarification required on whether this is fixed or indicative</p> <p>To be clarified formally via bulletin</p> |

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| 8 | Submission Requirements | <p>Submission must be:</p> <ul style="list-style-type: none"> In PDF format Submitted via tendering platform <p>Technical response template must:</p> <ul style="list-style-type: none"> Be used as provided Not be modified |
| 9 | NEC Contract | <p>Draft contract issued for review</p> <p>Bidders must:</p> <ul style="list-style-type: none"> Submit all deviations at tender stage No new deviations allowed during negotiations |
| 10 | Quality Requirements | <p>Returnables listed in tender documents must be submitted</p> <p>One clarification item (Section E2) to be responded to later via bulletin</p> |
| 11 | Closing Date Extension | <p>Extension approved: +5 days</p> <p>New closing date to be communicated via bulletin</p> <p>No further extensions expected</p> |
| 12 | Key Decisions | <p>Tender closing date extended by 5 days</p> <p>All clarifications to be communicated via official bulletin</p> <p>Compliance rules strictly enforced</p> |
| 13 | General Notes | <p>Clarification meeting was not compulsory</p> <p>All bidders must monitor the bulletin platform for updates</p> <p>No direct email communication will replace official postings</p> |
| 14 | Meeting adjourned | 16:29 |

Signed by National Transmission Company of South Africa:



18/05/2026

Date

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