
	Meeting Minutes Clarification Meeting – The manufacture and supply of conveyor belts for various coal fired power stations on “an and when” required basis for a contract period of five (5) years. Tender No. E2766GXMWP	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2022		
		Next review date	September 2030		
		Generation			

Meeting Name: Clarification Meeting			
Date:	Time:	Venue:	Meeting No.:
15-05-2026	10:00	Ms Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure		Chairperson	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda In attendance: Tshepiso Apollos		Chairperson	

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	Andrew Matlala Faneng Mashilo Mangaliso Mngomezulu Kelebogile Makwela Patrick Mdluli Lesego Garegae Mikateko Chauke Duduzile Mthethwa Cement Temwenjelo Thomas Chuene			
3.	Declaration of interest	There was no conflict of interest raised in the meeting.	All	
4.	<ul style="list-style-type: none"> Tender Overview and Submission Requirements: 			

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	<p>Tshepiso Apollos provided an overview of the tender for the manufacture and supply of conveyor belts for Eskom, emphasizing the five-year contract scope, the necessity to use the tender number in all communications, and the requirement for electronic submission via the Eskom e-tendering site by the stipulated deadline.</p> <ul style="list-style-type: none"> ○ Tender Scope and Communication: Tshepiso clarified that the tender covers the manufacture and supply (excluding delivery) of conveyor belts for various coal-fired power stations on an as-and-when-required basis for five years. All correspondence must reference the tender number E1418GXNNT to ensure proper tracking. ○ Electronic Submission Process: All tenders must be submitted electronically via the Eskom e-tendering site by the closing date and time. Physical submissions will not be accepted, and late submissions will be disqualified regardless of the reason. Tshepiso urged suppliers to submit ahead of the deadline to avoid technical issues. ○ Mandatory Use of Tender Number: Participants were instructed to always include the tender number in all communications and document submissions to facilitate tracking and avoid confusion, as Tshepiso manages multiple tenders simultaneously. ○ Read Me Changelog for Updates: A 'Read Me Changelog' spreadsheet will be maintained and updated with any addenda or changes to the tender documents. Suppliers are advised to regularly check the tender bulletin and use the changelog to stay informed of updates. <ul style="list-style-type: none"> ● Evaluation Criteria and Disqualification Rules: 			

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	<p>Tshepiso and colleagues explained the multi-step evaluation process, highlighting the importance of submitting all required documents fully completed and signed, and detailed the consequences of non-compliance, including immediate disqualification or scoring zero for certain omissions.</p> <ul style="list-style-type: none"> ○ Evaluation Steps and Compliance: The evaluation process consists of basic compliance, mandatory requirements, technical evaluation, financial evaluation, SDL&I, and contract award prerequisites. Each step has specific document and compliance requirements, and only those meeting all criteria will proceed. ○ Disqualifiable and Non-Disqualifiable Returnables: Returnable documents are categorized as disqualifiable (must be fully completed, signed, and submitted by the deadline or the tender is disqualified) and non-disqualifiable (missing or incomplete documents can be requested within five working days; failure to comply results in disqualification). ○ Scoring for Missing Documents: Certain documents, such as the B-BBEE certificate, are not disqualifiable but will result in a score of zero for the relevant evaluation category if not submitted. This affects the overall ranking but does not immediately disqualify the tender. ○ Importance of Timely and Complete Submission: Suppliers were repeatedly reminded to ensure all forms are fully completed and signed, and to submit all required documents on time. Failure to do so, especially for mandatory documents, leads to disqualification without exception. <ul style="list-style-type: none"> ● Pricing Schedule and Submission Format: 			

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	<p>Kelebogile Makwela and Tshepiso detailed the requirements for the pricing schedule, including the need to submit both PDF and Excel versions, the structure of the pricing schedule, and the consequences of not following the prescribed format.</p> <ul style="list-style-type: none"> ○ Pricing Schedule Structure: The pricing schedule consists of separate sheets for steel cord and fabric belts, with rates required for each item and power station. The Excel file is linked to summary pages for total calculations, and any discrepancies or errors must be reported to Eskom for correction. ○ Submission Format Requirements: Suppliers must submit the pricing schedule in both PDF (mandatory, fully completed and signed) and Excel (optional but recommended for evaluation efficiency) formats. Failure to submit the PDF version will render the tender non-responsive and lead to disqualification. ○ Handling Non-Applicable Fields: If any columns in the pricing schedule are not applicable, suppliers must clearly state 'not applicable' in those fields. All schedules must be dated and signed by an authorized signatory. ○ CPA Proposal Requirement: For contracts exceeding one year, suppliers must provide a CPA (Contract Price Adjustment) proposal with a fixed portion of 15% and a variable portion of 85%. Deviations from the prescribed pricing schedule format may result in disqualification. <ul style="list-style-type: none"> ● Supplier Development, Local Content, and Industrialization (SDL&I) Requirements: 			

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	<p>Thomas Chuene outlined the SDL&I requirements, including B-BBEE documentation, local content thresholds for rubber, NIPP obligations for high-value imports, and enterprise development and skills development commitments.</p> <ul style="list-style-type: none"> ○ B-BBEE Documentation: Entities must submit a SANAS-accredited B-BBEE certificate or a valid affidavit as applicable. Incorrect or incomplete certificates will not disqualify the tender but will result in a score of zero for preference points. ○ Local Content Declaration: Rubber used in conveyor belts must be 100% locally manufactured. Suppliers must complete SBD 6.2 and related annexures. If importing, an exemption letter from DTIC is required. ○ National Industrial Participation Programme (NIPP): For contracts with imported content equal to or exceeding USD 5 million, suppliers must comply with NIPP requirements, supporting local industry development as mandated by government procurement policies. ○ Enterprise and Skills Development: Suppliers must allocate at least 2% of contract value to enterprise development for EMEs or QSEs with at least 51% black ownership, and provide bursaries for learners when cumulative spend reaches R50 million, with penalties for non-compliance. <ul style="list-style-type: none"> ● Quality, Safety, Environmental, and Occupational Health Requirements: <p>Lesego, Mikateko, and Patrick presented the quality, safety, and environmental requirements, specifying the need for ISO 9001 and ISO 14001 systems or equivalent documentation, detailed OHS plans, and comprehensive environmental management and waste plans.</p>			

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	<ul style="list-style-type: none"> ○ Quality Management System: Category 2 Supplier QM Specification applies, Suppliers must provide evidence of an ISO 9001-certified quality management system or submit comprehensive documentation demonstrating compliance with ISO 9001:2015, including quality manuals, policies, objectives, and audit records. Sections B-E of the quality requirements are compulsory for both ISO 9001 certified and ISO 9001 compliant organisations. ○ Occupational Health and Safety (OHS): OHS requirements include a signed acknowledgement of Eskom's OHS requirements, a project-specific OHS plan, costing for PPE and medical surveillance, a baseline risk assessment, a valid letter of good standing, and a signed OHS policy compliant with the OHS Act. ○ Environmental Management: Suppliers must submit an environmental management system (EMS) policy or ISO 14001 certificate, an environmental management plan covering site establishment, water and waste management, and compliance with legal requirements, as well as a waste management plan detailing procedures, inventory, separation, minimization, and disposal. ○ Submission and Evaluation of SHEQ Documents: All SHEQ (Safety, Health, Environment, Quality) documents must be submitted with the tender. Missing or incomplete documents may be requested within five working days, 3rd evaluation requests is only allowed with the permission from the Senior Manager from the respective SHEQ requirement. <ul style="list-style-type: none"> ● Technical Requirements and Evaluation: Andrew Matlala explained the technical requirements, including mandatory SANS certificates for conveyor belts, qualitative evaluation criteria, and the scoring threshold for technical compliance. 			

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	<ul style="list-style-type: none"> ○ Mandatory Technical Certificates: Suppliers must submit SANS 1366 certificates for steel cord belts and SANS 1173 certificates for fabric belts, issued by SABS or another SANAS-accredited body. Failure to provide these certificates results in disqualification. ○ Qualitative Technical Evaluation: The qualitative evaluation is scored out of 100 points, with a minimum threshold of 70% required to proceed. Criteria include storage and handling, quality control processes, and general technical capabilities. ○ Clarification on Belt Replacement Schedule: In response to a supplier question, Andrew clarified that no belt replacement schedule will be provided, as orders are placed on an as-and-when-required basis due to the unpredictable nature of belt replacements. <ul style="list-style-type: none"> ● Clarifications and Outstanding Issues: Florah raised a question about conflicting lead times in the tender documents, which Tshepiso acknowledged and committed to resolving and publishing an official response after internal verification. <ul style="list-style-type: none"> ○ Lead Time Discrepancy: Florah noted a discrepancy between the lead times stated in the invitation to tender (10 weeks) and the NEC document (8 weeks). Tshepiso confirmed the issue would be verified with the team and an official clarification would be published for all suppliers. <p>Follow-up tasks:</p>			

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	<ul style="list-style-type: none"> • Lead Time Clarification: Verify and clarify the discrepancy between the 8-week and 10-week lead times stated in the Invitation to Tender and NEC documents, and publish the aligned response to all suppliers. (Tshepiso) • Pricing Schedule Correction: Diagnose and resolve the linking error in the pricing schedule Excel file, then publish the corrected version to all suppliers. (Kelebogile) • Tender Documentation Updates Tracking: Create and maintain a "read me change log" spreadsheet to track all changes, addenda, and updates to the tender documents, and ensure suppliers are notified of any new information via the tender bulletin. (Tshepiso) • Clarification Publication: Publish all supplier clarification questions and corresponding responses to ensure all suppliers have access to the same information. (Tshepiso) 			
5.	Closure Next meeting	Meeting was adjourned	Chairperson	

Signed as a correct record:  25 May 2026
Chairman **Date**

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