	Microsoft Teams site-briefing Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Meeting Name: Compulsory site-briefing meeting for design and construction of system operating control (SOC) building at Emkhiweni			
Date:	Time:	Venue:	Meeting No.:
10/06/2026	11:00am – 13:00pm	Emkhiweni site – Rietfontein 314 JS, Portion 14, Mpumalanga	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: - The meeting was opened at 11:00 1.1 Welcome 1.2 Apologies and quorum	CB welcomed all attendees Present at the meeting. Collins Baloyi – CB Kulani Maringa– KM Lehlogonolo Vuma - LV Bukelwa Masiza – BM Sherlly Mokone - SM Kabelo Lekoloane -KL Sibonelo Sibiya– SS Nosimilo Mbele - NM Tsakani Mabunda – TM Potential External Tenderers - PET Apologies and quorum	CB	

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		<p>Martin Sabelo – MS</p> <p>Although there was no representative from SDL&I, a quorum was still formed.</p>		
2.	Safety and Emergency Evacuation Procedure	CB indicated the conditions and challenges of the site to all in attendance.	CB	
3.	Declaration of interest	No interests were declared during the meeting	ALL	
4.	Matters for Discussion			
4.1	Project background and overview	CB indicated that the scope of the project entails designing and constructing of system operating control building at Emkhiweni. The consultant will be required to perform the Owners Engineer role: To Compile estimation and Execution submission pack for ERA approval. Compile EPC enquiry documents. Perform Construction oversight (manage execution & accept designs) and manage Handover from the EPC contractor.	CB	
4.2	Commercial: Invitation to tender	The Procurement Practitioner indicated the following in terms of commercial as outlined in the invitation to tender document:	TM	

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		<ul style="list-style-type: none"> • Tenderers to complete all annexures in full. • Tenderers should send clarifications to TM; escalation can only be followed if there is no response from TM. • Tenderers who did not attend the compulsory site-briefing meeting will be disqualified. • The tender doesn't have CIDB grading. However, upon contract award the recommended tenderers will be required to comply with CIDB CSDG requirements. • Tenderers are advised to visit the NTCSA Tender Bulletin or National Treasury eTender Portal on a regular basis for updated information pertaining to the ITT. • Tenderer to take note of the list of tender returnable: Returnable required at tender closing - disqualifiable, Returnable required at tender closing – Non-disqualifiable, Returnable required prior to contract award. 		

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		<ul style="list-style-type: none"> All submissions to be submitted electronically via NTCSA E-tendering site. Manuel on how to use the site has been provided. Tender validity will be 90 days from the closing date and time. If evaluations take longer, we will publish a validity extension on the portals. 		
4.3	SDL&I contract obligations	SDL&I Requirements – SDL&I Representative was not available, and all question related to SDL&I should be emailed to TM and will be directed to the correct department. Responses will be posted on NT eTender Portal and the NTCSA Tender Bulletin. Furthermore, SDL&I requirements can be found under SDL&I folder on NT eTender Portal and the NTCSA Tender Bulletin.	TM	
4.4	Technical Scope clarification and evaluation criteria	SS gave a high-level presentation of the scope of work: Design and construction of system operating control (SOC) building at Emkhiweni. He further discussed the technical evaluation criteria in detail. The technical documentation	SS	

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		can be found under the technical folder on NT eTender Portal and the NTCSA Tender Bulletin. Tenderers are required to obtain a minimum qualification score of 70%. All tenderers that fail to achieve the minimum threshold of 70% shall not be considered further for evaluation.		
4.5	Pricing date (Task schedule)	KM stated that tenderers must use the provided Task Schedule in NEC document when pricing. Tenderer must price from concept to execution phase and include anything necessary to complete the scope.	KM	
4.6	SHEQ	SHEQ returnables can be found under their respective folder on NT eTender Portal and the NTCSA Tender Bulletin.	BM & SM	
5.	General	<ul style="list-style-type: none"> It is required of the Tenderers to produce both a 2D and a 3D model of the SOC Building It is required of the Tenderers to produce a method statement detailing how they intend on preparing for the scope from Stage 1 to Stage 6 	ALL	

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		<ul style="list-style-type: none"> It is required of the Tenderers to produce a programme (schedule) detailing how they intend on preparing for the scope from Stage 1 to Stage 6 It is required of the Tenderers to produce a Project Quality Plan (PQP). It is required of the Tenderers to be ISO 9001 certified The Tenderer is required to have a representative for Quality Management, and for Health & Safety Management It is required of the successful Tenderer to produce a high-level concept design prior Stage 1 (Inception Stage) Tenderers have been advised to be aware that the landowner for the Site and another project (eMkhiweni Substation Building to commence in about 12 months) will share access. <p><u>Responses to questions posed by attendees</u> 1: Documentation can be certified by any commissioner.</p>		

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		<p>2: Tenderers are prohibited from visiting the site due to potential safety hazards.</p> <p>3: The following proof/copies of certified academic and registration qualifications are required in order to score points: Architect – SACAP; Civil Engineer – ECSA; Structural Engineer – ECSA; Electrical Engineer – ECSA; Mechanical Engineer – ECSA; Construction manager – PrCM(SACPCMP); Project manager – PrCPM(SACPCMP).</p> <p>4: The attendance register will be sent to Tenderers on the email addresses provided by the Tenderers during the Site briefing. The attendance register will not be posted on the NTCSA Tender Bulletin and NT eTenders portal for POPIA act reasons.</p> <p>5: Under technical evaluation criteria there are disciplines which require a minimum of BSC/Beng, and those that require minimum of B-Tech.</p> <p>6: The geotechnical study report of the SOC Building footprint was conducted it will be made available to the tenderers.</p>		

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		7: The environmental impact assessment will be done by NTCSA (lands and rights). The reports will be made available to the successful tenderer.		
6.	Closure	Meeting adjourned at 13:00pm	PM	

Signed as a correct record: 
NTCSA representative (Tsakani Mabunda)

23/06/2026
Date

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