	Meeting Minutes Template	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		Group Procurement and Supply Chain Management Division			

Meeting Name: The provision of collection (monitoring) of Eskom related media coverage from print, broadcast, and online media and the analysis of this coverage thereof to identify communication opportunities on behalf of Eskom Holdings SOC			
Date:	Time:	Venue:	Meeting No.:
11 January 2022	10:30am	MS Teams	01/2022

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: Welcome	Opening of the meeting done by Azwihangwisi.	Azwihangwisi Makhuba	
2.	Safety and Emergency Evacuation Procedure	Observed.	Azwihangwisi Makhuba	
3.	Declaration of interest	No conflict of interest declared.	All	
4.	Scope Discussion/ Briefing Aubrey Sambo explained what is expected from the successful supplier as per the advertised scope of work and also technical requirements.	N/A		

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The monthly fee that suppliers will quote will cover all the deliverables in the scope but the strategy workshop will be remunerated using hourly rate because it doesn't happen very often.

Suppliers are advised to complete the shortlisting questionnaire on MS word. Information provided on the shortlisting questionnaire will be for first stage evaluation.

Technical threshold is 70%. Suppliers who scores above 70% will proceed to the second stage of evaluation, which is pitch presentation. Pitch tasks/ information will only be shared with suppliers who achieved 70% on the first stage of evaluation.

5.

SD&L Requirements

Pre-qualification criteria are applicable.

The following mandatory pre-qualification criteria are applicable

herein:-

1. stipulated minimum B-BBEE status level 1-6

BBBEE certificate or valid Sworn affidavit should be submitted on the tender closing date.

There's also requirements for the successful suppliers to train at least 4 students during the duration of the contract.

**Azwihangwisi
Makhuba**

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6.	<p>Quality Requirements</p> <p>Quality requirements for this tender is for category 4</p> <p>Eskom sets out the requirements for each tender because is ISO 9001 certified.</p> <p>There are six items that are required for this tender:</p> <ol style="list-style-type: none">1. Quality Method statement based on scope Template has been provided for supplier to complete. Response should be aligned with the scope of work. Suppliers may use the Eskom's template and customize it to their company's logo etc.2. Quality Policy approved by top management3. Quality objectives approved by top management. <p>Section B</p> <p>Is about the evidence of quality management specified.</p> <ol style="list-style-type: none">1. Documented information for defined roles, responsibilities and authorities This can be in the form of organogram or responsibility matrix.2. B.2 Documented information for Control of Externally Provided Processes, Products and Services		Feziwe	

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	<p>Procedure on how procurement is done in the company or how companies manage their external service providers. It can be in the form of process flow, procedure or procurement policy.</p> <p>Final requirement is form A which is an acknowledgement to comply with the quality requirement.as specified on the tender. Supplier should only complete sections indicated "tenderer".</p>			
7.	<p>SHE Requirements</p> <p>Safety is important in Eskom which also form part of our values, Zero and we expect our partners, suppliers to have the same approach when working with Eskom.</p> <p>Tenderer need to complete and sign Annexure B acknowledgement form and send it with the tender.</p> <p>Valid letter of good standing.</p> <p>OHS plan including.</p> <p>OHS plan should address employee's safety based on the tender requirement.</p>		Diane	

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	<p>Should companies decide on a joint venture, they need to submit letter of good standing for both.</p> <p>After contract award, supplier will be expected to sign 37 (2) agreement.</p> <p>Tenderers were advised to send all SHE related question to Azwihangwisi Makhuba.</p>			
8.	<p>Tender returnables</p> <p>Suppliers were advised to submit an original tender document and a copy of the original document as the tender office retains the original and give the copy to the procurement officer for evaluation failure to do their tender will be disqualified. Tenderers were also advised to mark their documents properly for ease of reference to the evaluators.</p> <p>Tenderers were advices to familiarize themselves with the NEC3 Professional Services Contract as published with tender as Eskom doesn't want to receive deviations after the tender has closed. Tenderers are welcomed to send any question relating to the NEC document.</p> <p>Tenderers we also advised to include CSD documents and number as part of their returnable.</p> <p>Supplier to check for the mandatory tender returnables which are to be submitted on the tender closing date, all annexures</p>		Azwihangwisi	

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	<p>are attached. It is also advisable for the supplier to submit the documents that are mandatory for contract award with the tender on the tender closing date to avoid delay.</p> <p>Pricing will be done via e-auction. Suppliers must complete the e-auction acknowledgement form and submit it on the tender closing date. There's also a YouTube link provided for the suppliers to familiarize/ train themselves on the functionality of e-auction.</p>			
9.	Closure			

Questions asked after clarification Meeting


We have read through all the documents and need clarifications on the following:

6.9 Tax Evaluation Questionnaire – Where do we find Hyperwave to download the document?

6.9	Tax Evaluation questionnaire to determine whether a company, close corporation (CC) or Trust is a personal service provider for purposes of PAYE [only to be attached for services type of contracts].	Procurement Practitioner to download from Hyperwave	Y
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Answer: Tax evaluation questionnaire documents were published with the tender. Please re-visits the websites (Eskom tender bulletin and National treasury e-tender)

3.15 Evaluation of Price – We would like to establish if the price needs to be in the Bid Proposal before the E-Auction as 3.15 states that Price will be scored at 80 points.

Answer: Pricing will only be done during e-auction. The 80 points formula will only be applied after e-auction.

We need more clarity on what is required for Section 6: Market Research?

Section 6: Market Research

The following information demonstrates market analysis and assisted in arriving at the targets above.	
<u>Current Suppliers Providing the Services</u>	<u>Potential Suppliers</u>

Answer: This is part of SD&L template and does not require information from the supplier.

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