

	Meeting Minutes Template	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2022		
		Next review date	September 2025		
		Generation Delivery			

Meeting Name: Supply and delivery of BFP Mobile Oil Purifier Units at Kusile Power Station			
Date:	Time:	Venue:	Meeting No.:
2026/07/07	09:00	Microsoft Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility <i>[Assign responsibility for actions]</i>	Target date DD/MM/YYYY
1.	Safety and Emergency Evacuation Procedure		Chairperson	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda		Chairperson	
3.	Declaration of interest	No one in the meeting has an interest to declare		
4.	Matters for information/Noting			
4.1	Commercial – Invitation to tender	Went through invitation to tender and noted important areas on the ITT	Buyer	

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

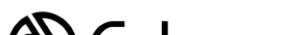
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4.2	NEC price list and BOQ			
4.3	Technical Criteria and Scope of work	Went through scope of work and technical criteria. The representative addressed the issue of qualifications from other countries, explaining that they must be equivalent to South African standards. He mentioned the need for a letter from SAQA to confirm the equivalence of non-South African qualifications.	Technical Representative	
4.4	Question 1: PLC Requirement A supplier suggested that a PLC may be excessive as display instruments could provide the required readings. Response: The technical team confirmed that PLC or equivalent monitoring capability remains a mandatory requirement as specified in the scope. Question 2: Roadworthiness of Mobile Unit A supplier asked whether the purifier trailer must be roadworthy for transportation between power stations. Response: The technical team clarified that the equipment will only be used within Kusile Power Station. A roadworthy certification is therefore not required. Question 3: Quantity Required A supplier requested confirmation of the quantity required.			

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	Response: Eskom confirmed that three (3) mobile oil purifier units are required. Question 4: PLC Brand Preference A supplier asked whether Eskom had a preferred PLC brand. Response: No specific brand is prescribed. The requirement is that the system must provide the required contamination and water-content monitoring functionality. Question 5: Validity Period and Expiring Documents A supplier raised concerns regarding the 280-day validity period and supporting documents expiring during evaluation. Response: Procurement clarified that: - Documents must be valid at the tender closing date. - Expiry of documents during the evaluation period will not disadvantage bidders. - Updated documents may be requested during evaluation where required. - The validity period mainly applies to pricing. Question 6: Training Requirements A supplier requested the number of personnel to be trained. Response: The technical team advised that: - A once-off training session will be required. - Training will include Eskom personnel and service providers who will operate the equipment.			

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	The final number of attendees will be confirmed during execution			
5.	General	Chairperson reminded suppliers to submit any further clarification requests via email at least five working days before tender closing.		
6.	Closure The meeting was adjourned at approximately 09:45am			

Signed as a correct record: _____
Chairman Date

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