

	Meeting Minutes	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2022		
		Next review date	September 2026		
		Distribution			

Meeting Name: Supply, delivery, offload, transport/carry and packing in store of stationery for 36 months.			
Date:	Time:	Venue:	Meeting No.:
24 June 2026	11:00	Microsoft Teams	1

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure	Everyone confirmed that they safe	All	
2.	Opening: 2.1 Welcome 2.2 Apologies 2.3 Adoption of the Agenda	Meeting opened by Tsepiso Moloi (Procurement) Apologies noted for absent stakeholders. Agenda adopted	Chairperson	
3.	Declaration of interest	No declarations of interest were raised.	All	
3.1	Heading for agenda item	Evaluation Criteria 80/20 preference point system applies (80 = price, 20 = specific goals). Tender Submission Requirements		

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
		-All queries to be submitted via email to Procurement. - No telephonic queries permitted. - Submissions via Eskom e-tendering system only. - No late submissions accepted. - Only final uploaded tender will be considered. Compliance Requirements - All documents must be initialed. - No correction fluid allowed. - SBD1, SBD 4, SBD 6.1 must be completed. - CSD registration encouraged. BOQ Clarification BOQ is contained in the NEC document. Suppliers to use provided pricing schedule (no Excel version).	Suppliers to comply Suppliers Suppliers to note	

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Meeting Minutes	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2022		
		Next review date	September 2026		
		Distribution			

Signed as a correct record:  29 June 2026
Chairman Date

NOTES:

- 1: This template may be transferred to an excel format for ease of use, provided that the content hereof is retained unaltered.
- 2: The attendance register is to accompany the minutes of the meetin

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.