

	Meeting Minutes (General) NON-COMPULSORY CLARIFICATION MEETING FOR THE SUPPLY AND DELIVERY OF PPE WORK WEAR ON AN “AS AND WHEN EQUIRED” BASIS TO ESKOM DISTRIBUTION NORTH-WEST OPERATING UNIT FOR A PERIOD OF 4 YEARS	Template Identifier	240-54076329	Rev	10
		Effective Date	April 2026		
		Review Date	April 2031		

DATE	TIME	VENUE	MEETING NO.
09 July 2026	10H00am	MS Teams	1

ITEM	SUBJECT & SALIENT POINTS	DECISIONS & ACTION ITEMS	RESPONSIBILITY	Target date
1.	OPENING,			
1.1.	Welcome:	TM opened the meeting and welcomed everyone as well as set ground rules	Tshifhiwa Mandavha	
1.2.	Permission to record the meeting	TM requested permission to record the meeting, there was no objection and meeting was recorded.	Tshifhiwa and all attendees	
1.3.	SAFETY AND ESKOM VALUES DISCUSSION(S)	Safety and Emergency Evacuation Procedure	Deirdre Stellenberg	
2.	MEETING OBJECTIVES			
2.1.	Objective	TM explained the purpose of the meeting which is to provide clarity and allow bidders a chance to ask questions where they need clarity It was clarified that attendance at this clarification meeting is non-compulsory and	Tshifhiwa Mandavha	

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		will not affect the eligibility or evaluation of any tender submission.		
3.	Eskom Commercial Process	TM outlined the commercial submission process for the Eskom PPE tender, emphasizing electronic submission, required formats, deadlines, and the importance of monitoring the e-tender portal for updates, with all questions and clarifications to be addressed via the provided contact details.	Tshifhiwa Mandavha	
3.1.	Tender updates	Submission Format and Deadlines: TM explained that all tender documents must be submitted electronically in PDF format, with the BOQ also submitted in Excel for convenience, and that late submissions will not be accepted under any circumstances. The closing date is 15 July 2026 at 10:00 AM South African Telkom Time, and the tender validity is 180 days. Portal Monitoring and Updates: Participants were advised to regularly check both the National Treasury and	Tshifhiwa Mandavha	

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		Eskom tender bulletins for any updates, responses to questions, or additional documents, as all clarifications and meeting minutes will be uploaded there until the tender closes. Contact and Communication: TM provided their contact details as the Eskom representative for this transaction, instructing all communication and queries to be directed to them, with the email address also available in the invitation to tender.		
3.2.	Question and Answers to date.	TM went through some of the questions received since tender was issued.	Tshifhiwa Mandavha	
3.2.1.	Addendums to date BOQ NEC	Question and Answers document uploaded on tender portals. Suppliers urged to check the portals regularly for updates and updated documents.	Tshifhiwa Mandavha	
4.	SDL&I	Jabulile Shongwe presented the SDL&I requirements, including specific goals,	Jabulile Shongwe	

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		local content thresholds, mandatory subcontracting for contracts above R30 million, and the documentation needed to claim preference points, with clarifications provided during Q&A by Tshifhiwa and Jabulile.		
4.1.	Specific Goals and Preference Points:	Jabulile explained the allocation of preference points for specific goals, such as B-BBEE status, and the required supporting documents, including valid B-BBEE certificates, sworn affidavits, proof of ownership, and disability documentation where applicable.	Jabulile Shongwe	
4.2.	Local Content and Designated Sectors:	It was emphasized that PPE is a designated sector with a 100% local content threshold, requiring the submission of SBD 6.2 and Annex C forms as mandatory returnables	Jabulile Shongwe	
4.3.	Mandatory Subcontracting and SDL&I Objectives and Penalties:	For contracts above R30 million, at least 30% of the contract value must be subcontracted to designated groups (EMEs or QSEs with at least 51% black	Jabulile Shongwe	

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		ownership, including youth, women, people with disabilities, rural/township residents, cooperatives, and military veterans), with all relevant agreements and supporting documents to be submitted. Tenderers must propose commitments for transformation, local procurement, job creation, and skills development, with Eskom applying a 2.5% penalty for failure to meet SDNL obligations and retaining 2.5% of each invoice as performance security until obligations are fulfilled.		
4.4.	Q&A Clarifications on SDL&I	Jabulile clarified that while it is advisable to submit all subcontracting agreements and SDL&I documents at tender closing, tenderers will not be disqualified for missing documents but will be given three	Jabulile Shongwe	

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		to five working days to provide them if requested before contract award.		
5.	Technical	Zanele, Vuyo and Patrick, detailed the technical evaluation process, including desktop and site evaluations, mandatory documents, BOQ requirements, and addressed multiple questions regarding item sizing, sample submissions, and category selection.	Zanele Sithole	
5.1.	Technical Evaluation Phases and Mandatory Documents:	The technical evaluation consists of a desktop phase (requiring Annexure A, technical data sheets, compliance certificates, and manufacturer support letters) and a site/sample evaluation phase for shortlisted bidders, with clear scoring criteria and thresholds.	Zanele Sithole	
5.2.	BOQ Submission and Pricing/ Category Selection and Item Sizing	Tenderers must submit a fully priced BOQ for each category they wish to tender for, in both PDF and Excel formats, ensuring all items are priced to avoid being deemed non-responsive; updated BOQs and	Tshifhiwa Mandavha Zanele Sithole	

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		addendum will address any missing quantities or sizing details. Suppliers may tender for one or more categories, and questions about item sizing were addressed with the commitment to provide standard size ranges (e.g., S to XXL) in an addendum, updated BOQ and NEC.		
5.3.	Sample and Data Sheet Requirements	Samples are only required at the site evaluation stage for suppliers who pass the desktop phase, and technical data sheets must be provided for all items tendered, with manufacturer agreements required for each item or group of items as applicable.	Zanele Sithole	
5.4.	Clarifications on Multiple Manufacturers	It was clarified that suppliers may use multiple manufacturers within a category, provided agreements are in place and all products comply with Eskom specifications.	Zanele Sithole	
6.	SHEQ	Contractual, Quality, Safety, Health, and Environmental Requirements: Victor, Deirdre, and Tshifhiwa explained the	Deirdre Stellenberg	

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		contractual requirements, including quality management system documentation, OHS requirements, and environmental and financial documentation, with guidance on what is mandatory at tender closing and what can be submitted later.		
6.1.	Safety	OHS and Safety Requirements: Deirdre described the OHS requirements, including acknowledgment of Eskom's OHS document, submission of an OHS plan, incident and vehicle management procedures, baseline risk assessment, valid letter of good standing, OHS policy signed by the CEO, and appointment letters with competence certificates for key roles ANNEXURE B HAS BEEN UPLOADED	Deirdre Stellenberg	
6.2.	Quality	Quality Management System Documentation: Victor outlined the need for a quality method statement, quality policy, organogram with defined roles, and documented procedures for supplier evaluation, selection, monitoring, and re-evaluation, all to be signed and submitted as per the provided templates.	Victor Motlokoa	

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6.3.	ENVIRONMENTAL and FINANCIAL REQUIREMENTS	Environmental and Financial Documentation: Participants were instructed to review the environmental requirements document and submit any questions, while financial documentation requirements are listed in the ITT and can be clarified via email if needed.	Tshifhiwa Mandavha	
6.4.	Submission Timing and Disqualification Risks:	It was emphasized that while contractual documents are not disqualifiable at tender closing, it is advisable to submit them early to allow time for corrections, as failure to comply before contract award will result in disqualification	Victor Motlokoa Jabulile Shongwe	
7.	Q&A Session:	Clarifications on Submission, Sizing, and Documentation: Tshifhiwa, Zanele, Jabulile, Deirdre, and others addressed participant questions on BOQ sizing, job creation commitments, sample requirements, combining returnables, and documentation for items like fire extinguishers and first aid kits, providing actionable guidance and confirming forthcoming addenda.	Tshifhiwa, Zanele, Jabulile, Deirdre	

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7.1.	BOQ Sizing and Pricing Concerns:	Participants raised concerns about how to price items with varying sizes; the team committed to providing size ranges (e.g., S to 3XL). An addendum and updated BOQ with sizes has been uploaded with the minutes.	Suppliers Zanele Tshifhiwa	
7.2.	Job Creation and Skills Development Commitments:	It was clarified that job creation and skills development figures are proposals required before contract award and can be adjusted during negotiations with SDL&I, but must be committed before contract signing.	Jabulile Shongwe	
7.3.	Returnables Submission and Portal Use	Guidance was given on how to combine and upload mandatory returnables in the e-tender portal, with instructions to place all required documents under the appropriate folders or the general returnables section if folder limitations exist.	Tshifhiwa Mandavha	
7.4.	Fire Extinguisher and First Aid Kit Documentation:	For safety evaluation, suppliers must submit photos and inspection records of fire extinguishers and first aid kits, including serial numbers, and these will be verified during site evaluation.	Deirdre Stellenberg	

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7.5.	Uploading Missing Annexure B	Upload the missing Annexure B document to the tender portal for supplier access	Tshifhiwa Mandavha	
8.	Request for extension of closing date	Suppliers requested an extension of the closing date due to the number of items clarified during the meeting. TM advised that the internal approval process would be initiated and, if approved, the tender closing date would be extended. TENDER CLOSING DATE EXTENDED TO 31 JULY 2026	Suppliers Tshifhiwa Mandavha	
8.1.		TENDER CLOSING DATE EXTENDED TO 31 JULY 2026		

SIGNED AS A TRUE RECORD OF THE PROCEEDINGS:

CHAIRMAN

DATE

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APPENDIX A – MEETING ATTENDANCE TRACKER

NAME & SURNAME	ROLE	INITIALS
Tshifhiwa Mandavha	Commercial	TM
Deirdre Stellenberg	SAFETY	DS
Zanele Sithole	Technical	ZS
Vuyo Dyasi	Technical	VD
Patrick Monyake	Technical	PM
Victor Motlokoa	Quality	VM
Jabulile Shongwe	SDL&I	JS

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