	Minutes	Template Identifier	240-180100211	Rev	1
		Effective Date	February 2024		
		Next review date	February 2027		
		P&SCM			

Meeting Name: Clarification Meeting -NTCSA Professional Services Panel on an as-and-When-Required Basis for a Period of Three (3) Years			
Tender Description: NTCSA Professional Services Panel on an as-and-When-Required Basis for a Period of Three (3) Years			
Tender Enquiry No: E2715NTCSAMWP			
Date:	Time:	Venue:	Meeting No.: 1
10 April 2026	13h00- 14h00	MS Teams	04/2026

In Attendance: NTCSA Representatives


Proscovour Ratsethana – Buyer (Commercial)
 Heavyman Kobani – End User (TDP PMO Office)
 Albert Shai – Senior Advisor SHEQ
 Mlunghisi Maluleke – Quantity Surveyor
 Hlekani Motjiyeng – SDL&I Representative

Bidders / Suppliers (partial list)

Rachel Sehume
 Nigel Wood
 Chris von Holdt
 Dr Amu Ahmann

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Thabo Nale
 Danielle Jacobs
 Rejoyce Ndlovu
 Vuyo Tuku
 Anne-Marie Pretorius
 Other interested suppliers

	Clarification Minutes	Template Identifier	240-54076329	Rev	1
		Effective Date	February 2024		
		Next review date	February 2027		

No.	Subject	Presenter	Decision & Action items
1.	Opening: Welcome, Apologies & Introduction	Chairperson	<ul style="list-style-type: none"> Chairpersons welcome all attendance. Introduction done by NTCSA attendance No Apologies recorded
2.	Safety and Emergency Evacuation Procedure	All	<ul style="list-style-type: none"> All members were safe and can evacuate in case of emergency wherever they are.
3.	Declaration of Interest	All	<ul style="list-style-type: none"> No NTCSA member had any interest for this request.
4.	Agenda items	Chairperson	
4.1	Purpose	Chairperson	<ul style="list-style-type: none"> Clarify commercial, technical, SDL&I, SHEQ, quality, and pricing requirements. Respond to bidder queries relating to the tender. Reiterate submission requirements and evaluation methodology.

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4.2	Commercial Requirement	Commercial Rep	<p>Presented by Ms Proscoviou Ratsethana</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> • Mandatory submission of all required documents; non-compliance will result in disqualification. • Two-stage evaluation: Commercial → Functionality → Price & B-BBEE (80/20 or 90/10). • All submissions to be electronic via NTCSA Tender Bulletin. • Documents to be uploaded in PDF format; pricing to be submitted in PDF and Excel. • No zipped or hard-copy submissions accepted. • Late submissions will not be accepted. • Tender closing date to be extended by one (1) week (formal update to be published). • All clarifications to be issued in writing to all bidders via an addendum.
5.	SDL & I Requirements	SDL & I Rep	<p>Presented by Ms Hlekani Motjyeng</p> <p>Key clarifications:</p> <ul style="list-style-type: none"> • SDL&I evaluation relates primarily to B-BBEE compliance (10 or 20 points). • Valid SANAS-accredited B-BBEE certificates required; affidavits must be correctly completed. • Joint ventures must submit: <ul style="list-style-type: none"> ○ A JV agreement ○ A consolidated B-BBEE certificate

			<ul style="list-style-type: none"> • Mandatory 30% subcontracting applies only for task orders exceeding R30 million (at RFQ stage). • Subcontracting restricted to EMEs/QSEs (51% black-owned). • Foreign entities may not be subcontracted. • Bid stage requirement: acknowledgement of SDL&I obligations only (no numbers required at panel stage). • Penalties for non-compliance apply at RFQ/task-order stage.
6.	Technical Requirements	Technical Rep	<p>Presented by Mr Heavyman Kobani</p> <p>High-level scope areas:</p> <ol style="list-style-type: none"> 1. Business Model Implementation 2. Digitalisation 3. Change Management 4. Advisory Support <p>Key points:</p> <ul style="list-style-type: none"> • Bidders may tender for one, more, or all scope areas. • Minimum 8 years company experience required (mandatory). • Minimum 70% functionality score required per scope area. • CVs and qualifications required for all proposed resources. • No prescribed CV template: certified qualification copies required. • Methodologies must be clearly structured and scope-specific.
6.	BOQ	QS Rep	<p>Presented by Mr Mlunglisi Maluleke</p> <p>Key clarifications:</p> <ul style="list-style-type: none"> • Rates-based pricing using provided Price Determination Tool.

			<ul style="list-style-type: none"> • CPA (Contract Price Adjustment) formula must be completed per line item. • Failure to indicate CPA will result in fixed and firm pricing for full contract term. • Fixed pricing applies for first 16 months. • Foreign currency allowed using SARB exchange rates at bid advertisement date. • Role profiles define minimum qualification and experience requirements.
6	SHEQ Requirements	Contractual	<p>SHEQ Reps</p> <p>Presented by Mr Albert Shai</p> <p>SHEQ requirements include:</p> <ul style="list-style-type: none"> • Acknowledgement of Legal & Other Requirements (signed). • Baseline Risk Assessment aligned to scope. • Valid Letter of Good Standing (COIDA / FEM / RMA). • OHS Policy signed by top management. <p>Quality requirements include:</p> <ul style="list-style-type: none"> • Completed Quality Method Statement (NTCSA template). • Quality Policy and Quality Objectives (document controlled). • Organogram and role responsibility matrix. • External provider control procedure. • Completion of Form A (Quality Representative details).

			<ul style="list-style-type: none"> • Proof of previous relevant work.
7	Questions and Responses		<ul style="list-style-type: none"> • Numerous clarification questions were raised covering: <ul style="list-style-type: none"> • Joint ventures • Subcontracting limits • B-BBEE affidavits • CV and qualification requirements • Change management scope interpretation <p>- Not all questions were addressed due to time constraints. - Outstanding questions to be answered via a formal addendum</p>
8	General	Chairperson	<ul style="list-style-type: none"> • The contract is a panel appointment for three (3) years. • Work will be allocated via mini-RFQs / task orders. • More than one supplier may be appointed to the panel. • Presentations and Q&A addendum will be uploaded to the tender bulletin
	Closure	Chairperson	<p>The Chairperson thanked all participants for their attendance and engagement.</p> <p>The meeting was adjourned at approximately 14:35</p>

COMPILER OF THE MINUTES

Eskom Representative

Name: Proscovious Ratsethana

Signature: *Lp Ratsethana*

Date: 10/04/2026

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