

	Meeting Minutes Template	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		Tactical Sourcing			

Meeting Name: Non-compulsory Clarification meeting Supply and delivery of water to refill Jojo Tanks and water dispenser bottles at Upington MTS Substation for a period of the contract is 36 months on an as and when required basis			
Date:	Time:	Venue:	Meeting No.:
18 August 2026	10h00	MS Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: 1.1 Welcome The chairperson welcomed everyone. 1.2 Apologies and quorum 1.3 Adoption of the Agenda	Chairperson welcomed everyone and requested permission to record the meeting for the purpose of taking minutes and audit purpose. No Apologies The agenda was acknowledged and accepted.	Chairperson	18/08/2026
2.	Safety and Emergency Evacuation Procedure	The meeting was held via MS Teams. All attendees confirmed they are familiar with	Chair	18/08/2026

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		their environment and know Emergency Evacuation routes of their venues.		
3.	Declaration of interest	There was no conflict of interest to declare for the rest of the team.	All	18/08/2026
4.	Verification of minutes of previous meeting/s	No previous meeting		
5.	Matters for discussion			
5.1	Commercial requirements	Please note all presentations, minutes, questions and answers will be uploaded on NTCSA Tender bulletin and NT website. The tender number: E3336NTCSAWG Please note NTCSA will be using E-tendering system. Duration is 36 months Closing date: 31/08/2026 Closing time: 10h00 am South African standard time. NB: Eskom NTCSA reserves the right to cancel this enquiry process at any time prior to entering into any contract that may result from this	All	18/08/2026

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		process and will not accept or incur any liability for such cancellation. No late tender will be accepted. 1. Supplier Responsibility Suppliers were reminded that it is their responsibility to regularly check the Tender Bulletin for any updates, amendments, or additional information related to the tender. 2. Tender Validity Period The tender validity period was confirmed as 90 days from the closing date. Suppliers were advised that they may be requested to extend the validity period beyond the initial 90 days should there be delays in the evaluation process. 3. Clarifications and Queries The deadline for submitting clarification requests and queries is five (5) working days before the tender submission closing date, namely: 24 August 2026 Queries submitted after this date may not be considered.		

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		Closing time for clarification and queries is 5 working days before the deadline for tender submission: 24/08/2026 4. Communication Channel All tender-related queries and requests for clarification must be directed to the designated Procurement Practitioner. Please separate files as follows: ➤ Commercial File ➤ Technical File ➤ Other files (Safety and health & Environmental) ALL TENDER RETURNABLES TO BE UPLOADED ON THE FOLLOWING LINK: https://eTendering.eskom.co.za		
5.2	Scope of Work (Technical) and BOQ	Technical evaluations and scope of work were discussed in the meeting. Please note that all the questions & answers are listed on the addendum.	all	Ongoing

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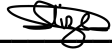
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		The presentation will be uploaded on NTCSA Tender bulletin and NT E-tendering website		
5.3	Safety and Health requirements	SHE requirements were discussed during the meeting. Please note that all questions and answers are included in the addendum. The presentation will be uploaded to the NTCSA Tender Bulletin and the NT E-Tendering website.		
5.4	Environmental Requirements	Environmental requirements were discussed during the meeting. Please note that all questions and answers are included in the addendum. The presentation will be uploaded to the NTCSA Tender Bulletin and the NT E-Tendering website.		
6.	General	Not applicable		
7.	Closure Next meeting not applicable	Closing remarks: Colleagues, thank you very much for your time and participation today. I trust that you have taken note of the critical aspects of this transaction, particularly the mandatory commercial and technical requirements.		

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		Please also take careful note of the tender closing date and time. We would like to emphasize the importance of adhering to the submission deadline. To avoid any last-minute challenges, we strongly encourage you to submit your tender documents well in advance, preferably the day before the closing date. Most importantly, please ensure that your tender is submitted before 10:00 a.m. on the closing date, as late submissions will not be considered. Thank you once again to everyone who attended and participated in this session. We appreciate your interest and look forward to receiving your tender documents on 31 August 2026. Thank you. Meeting adjourned.		

Signed as a correct record: 

Date: 18 August 2026

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Sandi Bokvedt-Lize Chair



Minutes support by: _____

Date: 18/08/2026

Zimasa Heyns

End-user

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