

	Meeting Minutes E3035NTCSASG	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		[NTCSA – Apollo]			

Meeting Name: Non-compulsory Clarification Meeting for the Supply and delivery of seal kit for bbc dc air blast circuit breakers for NTCSA Apollo & CS (once off purchase)			
Date:	Time:	Venue:	Meeting No.:
02/07/2026	11:00	MS Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date 02/07/2026
1.	Safety and Emergency Evacuation Procedure	The meeting was held via MS Teams. All attendees confirm that they are safe in their working space.		
2.	Opening: - The meeting was opened at 11:00 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Present at the meeting. Puseletso Kungoane – PK Unarine Phuriwa – UP Moses Titus - MT Mbiko Sibiya - MS Rumani Tshivhandekano - RT Sithelwa Mdlalo –SM Philisiwe Kweyama – PK Vhumbani Ralidzhivha -VR	Rumani Tshivhandekano	

Disclosure classification: (Confidential, Controlled Disclosure, Public)

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3.	Declaration of interest	No interests were declared during the meeting, NTCSA employees were asked to declare their interest while service providers were requested to declare on the MS Teams Chats.		
4.	Matters for Discussion	<i>Commercial, Technical, SHEQ</i>		
4.1	Commercial	The procurement Practitioner presented commercial as outline in the tender document. The tender returnables requirements were also discussed. No Questions for commercial	Procurement	
4.2	Technical	The End-user presented the Technical Criteria and high-level scope of work.	End-User	
	Questions and Answers	Technical Questions and Answers - Q: Is it possible for us to get the OEM drawing starter sheets and parts diagram - A: In terms of the drawings and the details of the gasket kit, NTCSA has provided in the scope and part numbers of the equipment. NTCSA does not have the exact drawings, but part numbers.		

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5.	Safety and Quality Requirements	The Safety and Quality presented the Requirements		
	Question and Answers	Safety and Quality Requirements Q&A Question: Are potential tenderers required to submit the above with the tender document on closing date or are they submitted when awarded the tender? Answer: OHS document Potential tenderers will not be disqualified for not submitting OHS tender returnable together with tenders on tender closing date. However, it is advisable that potential tenderers submit the OHS tender returnable upon tender closing date. Question: From quality perspective, what do NTCSA look for to ensure that the product is accepted without any delays or non-conformance. Answer:		

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		From quality perspective, understanding that quality is part of technical, methods statement will have all the methods that company will be using in terms of supplying and delivering these kits. Method statement should define the methods that the company will be using to ensure that the company delivers a product that meets NTCSA technical requirement.		02/07/2026
6.	Closure Next meeting - None	Meeting adjourned at 11:58		

Signed as a correct record: _____

Buyer (Rumani Tshivhandekano) **Date**

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