

	E1684NTCSAWG	Template Identifier	559-104411519	Rev	1
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		NTCSA			

Meeting Name: Tender Clarification Meeting Minutes for the provision of labour, material and supervision for re-instatement of 14 Gamka Road and 9 Traka buildings. Repairs and maintenance at 2 Gamka road, Stikland Western Cape.			
Date:	Time:	Venue:	Meeting No.:
20 August 2025	10h00	MS Teams	01-2025

Item	Subject & salient points	Decisions & Action items	Responsibility
1.	<b>Opening:</b> 1.1 Welcome 1.2 Apologies and quorum	<ul style="list-style-type: none"> <li>The chairperson welcomed all present in the meeting.</li> <li>Attendance Register was downloaded from MS Teams. The NTCSA Cross Functional Team Members for tender no. E1684NTCSAWG attended the tender clarification meeting. Multiple suppliers attended the tender clarification meeting. Apology was received from the QS and Quality rep.</li> </ul>	Chairperson
2.	<b>Safety and Emergency Evacuation Procedure</b>	<b>All to be familiar with their evacuation routes where they are attending the meeting from and should know how to evacuate safely in case of an emergency. All attendees confirmed they are safe.</b>	Chairperson
3.	<b>Verification of minutes of previous meeting/s</b>	Not Applicable	

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4.	Action items from previous minutes	Not Applicable	
4.1	Meeting No. Action Item No.	Not Applicable	
5.	Matters for information/discussion		
5.1	Invitation to Tender	<ul style="list-style-type: none"> <li>Tender Closing date and time: 08 September 2025 at 10:00 AM</li> <li>Enquiry number: E1684NTCSAWG</li> <li>Tenders are to be submitted electronically (via NTCSA Tender bulletin site on the Eskom E- tendering page) by the stipulated closing date and time. Please note it is the responsibility of the supplier to ensure that the tender submission is submitted before the closing date and time.</li> <li>The tenderer must submit the returnables at stipulated deadlines as set out in the Invitation to Tender.</li> <li>Enquiry to be obtained from the NTCSA Tender Bulletin or National Treasury e-Tender Portal.</li> <li>Tender validity period: 90 days.</li> </ul> <p>NTCSA may extend the validity period for a specified additional period. Should extension of validity be required by NTCSA, tenderers agreeing to the request will not be required or</p>	NTCSA commercial representative

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		<p>permitted to modify a tender. If a tenderer modifies a tender, such a tender will be disqualified from the evaluation process.</p> <ul style="list-style-type: none"> <li>Submitting a tender -Original tender and copy</li> </ul> <p>For Electronic Tender Submissions</p> <p>The tenderer must upload the tender via NTCSA Tender bulletin site on the Eskom E-tendering page. The documents need to be upload under the folder Technical, Commercial, Financial, and other.</p> <p>All documents need to be submitted in a PDF and Excel format (The limit is 50MB per file and total submission of 900MB per submissions). The price list needs to be submitted in PDF and a copy in excel format.</p> <p>No Zip/condense files can be uploaded.</p> <p>No hard copy will be accepted.</p> <p>If for some reason you resubmit your tender, then the latest version of the tender submitted will only be accepted and all previous submission/s will be null and void.</p> <p>Please ensure that the submission status is indicated as complete.</p>	

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		<p>Supplier Help Manual guide and video can be found on Eskom E-Tendering page.</p> <ul style="list-style-type: none"> <li>Annexures and Returnable Documents to the Tender</li> </ul> <p><b><u>NOTE THE FOLLOWING:</u></b></p> <p><b><u>* Returnables required at Tender closing (disqualifiable):</u></b> - These returnables are required to be fully completed, signed (if required on the returnable) and submitted with the tender at Tender closing date and time. If not fully completed, signed (if required on the returnable) and/or submitted by tender closing, the tenderer will be disqualified.</p> <p><b><u>** Returnable required at Tender closing (non-disqualifiable):</u></b> - These returnables are required to be fully completed, signed (if required on the returnable) and submitted with Tender at Tender closing date and time; however, if not submitted by Tender closing, or submitted with incomplete information or without a required signature, the Procurement Practitioner will, in writing, request the tenderer to submit the returnable within 5 working days. If the returnable is not fully completed, signed if required and/or received by the Procurement Practitioner within 5 working days of the request, the tenderer will be disqualified.</p> <p><b>The 5 working days period does not apply to CIDB proof of grading. Refer to the returnable table the prescribed period for CIDB proof of grading.</b></p> <p><b><u># Returnables required at Tender Closing date and time for evaluation:</u></b> - These returnables are required to be submitted at tender closing date and time. These returnables will not be</p>	

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		<p>requested by the Procurement Practitioner. A tenderer that does not submit the required returnable at stipulated deadline or submits an incomplete returnable; will not be disqualified but will score zero.</p> <ul style="list-style-type: none"> <li>Seeking clarification</li> </ul> <p>The tenderer will notify NTCSA of any clarifications required before the closing time for clarification queries, which is 10 working days before the deadline for tender submission. This includes the requests for extension for tender closing date.</p> <ul style="list-style-type: none"> <li>Payment Terms</li> </ul> <p><b>Tenderers are requested to bear in mind NTCSA's standard payment terms as stipulated hereunder when submitting tenders and concluding contracts with NTCSA:</b></p> <p><u>For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, NTCSA is committed to paying Suppliers within 30 days of receipt of undisputed invoices.</u></p> <p><u>For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, NTCSA is committed to paying suppliers within 60 days of receipt of undisputed invoices.</u></p> <ul style="list-style-type: none"> <li>Contractual conditions</li> </ul>	

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		<p>The conditions of contract will be the NEC3 Engineering and Construction Short Contract (ECSC3).</p> <p>Suppliers were requested to complete the NEC3 ECSC published in the tender advert and return it with other tender returnables.</p> <ul style="list-style-type: none"> <li>Ranking of tenders</li> </ul> <p>Tenderers will be ranked by applying the preferential point scoring for the <b>80/20</b> system. NTCSA will add the score from Pricing and Specific Goals together and rank the suppliers from the highest to the lowest. Prices will be scored out of 80 points and specific goals (B-BBEE) will be scored out of 20 points. If a tenderer fails to submit evidence of its points claim for a Specific Goal, it will not be disqualified. However, it will be awarded 0 points for that Specific Goal.</p>	
5.2	Commercial	<ul style="list-style-type: none"> <li><b>Basic Compliance:</b></li> </ul> <p>Basic compliance with this enquiry requires a tenderer to meet all the following requirements:</p> <p>Basic compliance for this invitation to tender is:</p> <ol style="list-style-type: none"> <li>Meet the eligibility criteria for a tenderer;</li> </ol>	NTCSA commercial representative

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		<p>2. Submit a complete tender with commercial, financial and technical information; and</p> <p>3. Submission of the mandatory commercial tender returnables as at stipulated deadlines.</p> <p>For E-Tendering, a tenderer’s failure to have submitted/uploaded tender documents will render the tender non-responsive.</p> <ul style="list-style-type: none"><li>• Mandatory tender returnables:</li></ul> <p>A tenderer that does not submit mandatory documents or the complete information required in mandatory documents by the deadlines stipulated in the Tender Returnable section will be deemed non-responsive.</p> <p><u>Mandatory Contractual Requirements that <b>must</b> be included in all tenders is the following:-</u></p> <ul style="list-style-type: none"><li>• Proof of Central Supplier Database (CSD) registration (MAA.....).</li></ul>							
5.3	Technical	<p>The following criteria will be applicable for this transaction under functionality criteria:</p> <table><tr><th>Criteria</th><th>Weight</th></tr><tr><td colspan="2">Refer to the technical evaluation criteria below</td></tr><tr><td>Minimum Threshold</td><td>80%</td></tr></table> <p>Tenderers who do not meet the threshold for functionality scoring will be disqualified.</p>	Criteria	Weight	Refer to the technical evaluation criteria below		Minimum Threshold	80%	NTCSA Technical representative
Criteria	Weight								
Refer to the technical evaluation criteria below									
Minimum Threshold	80%								

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		<ul style="list-style-type: none"> <li>The requirements for this section were explained in detail during the tender clarification meeting.</li> </ul> <p><b>Note:</b></p> <p><b>Tenderers to refer to the Invitation to tender/ technical evaluation criteria published for the detailed technical tender returnables.</b></p> <p>Technical returnables are mandatory at tender closing and should they not be submitted at tender closing; this will result in disqualification.</p>	

KPA 1	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR?	EVALUATED SCORE
Method Statement	Method Statement in relation to the scope of work detailed on the NEC document issued with tender documents.	Tenderer to submit how the project is going to be executed, methodology should cover hazards identifications and control measures. Project programme/plan/timelines should form part of the methodology statement.	30%	Project execution plan= 20%, Project programme/plan/timelines= 10%, No document Submitted = 0%	

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		Total for KPA 1	30%		0%	
KPA 2	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR?	WEIGHT	
Proof of similar work done	Proof of completed project and experience (specific to building maintenance).	Tenderer to submit either copy of Task Order, Purchase Order, Appointment letters on company letter head for previous work completed: maximum of three PO/TO/, appointment letters and completion certificates.	40%	Submitted appointment letters or completion certificates: Three certificates/letters = 40%, Two certificates/letters = 20%, One certificate/letter = 10%, No proof of submission = 0%		
		Total for KPA 2	40%		0%	
KPA 3	KPI	DESCRIPTION	WEIGHT	WHAT THE EVALUATOR TO LOOK FOR?	WEIGHT	
Certification of core individuals/skills for the tendered project	Proof of Certification & trade experience	Construction supervisor/foreman certificate of competency (specific supervisory certificate/ not university qualifications).	10%	Not submitted = 0 submitted certificate = 10%		
		Fully Registered electrician, wireman's certificate.	5%	Not submitted = 0 submitted certificate = 5%		
		Painter & Carpenter certificate/registration.	5%	Not submitted = 0 submitted certificate = 5%		

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		Total for KPA 3	20%		0%	
	KPA 4	KPI	DESCRIPTION		WHAT THE EVALUATOR TO LOOK FOR?	
	Project team structure	Functional project organisational Structure specific to the tendered project	Project Team members: Signed structure of the people who will be working on the tendered project.	10%	Proof of signed team structure not submitted = 0% Proof of signed structure submission = 10 %	
			Total KPA 4	10%		0%
			Total	100%		0%
5.4	Objective criteria <ul style="list-style-type: none"> <li>SDL&amp;I</li> </ul>	The following objective criteria apply to the enquiry: <b>NB: The following documents are required to claim preference points:</b>  -Valid B-BBEE certificate issued by a SANAS accredited verification agency / sworn affidavit / CIPC affidavit  -"proof of B-BBEE status level of contributor" means-  (a) the B-BBEE status level certificate issued by an authorised body or person; or				NTCSA SDL&I representative

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		<p>(b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or</p> <p>(c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.</p> <p><b>Designated sector</b></p> <table><tr><th>Commodity</th><th>Local Content Threshold</th></tr><tr><td>PPE</td><td>100%</td></tr></table> <p>Note: SBD 6.2 Declaration Form and Annexure C, D &amp; E are mandatory for contract award.</p> <p><b>CIDB</b></p> <p>2GB or higher, mandatory for contract award.</p> <p><b><u>Transformation – BBBEE Improvement or Retention Plan</u></b></p> <p>Transformation remains an area of focus, where NTCSA continuously strives to align itself with national transformation imperatives to unlock growth, drive industrialization, create employment and contribute to skills development.</p>	Commodity	Local Content Threshold	PPE	100%	
Commodity	Local Content Threshold						
PPE	100%						

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		<p>NTCSA encourages its suppliers to constantly strive to improve their B-BBEE rating. Whereas Tenderer/s will be allocated points in terms of a preference point system based on specific goals, NTCSA also requests that tenderer/s submits their B-BBEE improvement or retention plan within 30 days of signing the contract.</p> <p>Tenderer/s are therefore requested to indicate the extent to which they will maintain (only if the respondent is a Level 1) or may improve/maintain their B-BBEE status over the contract period if their B-BBEE status is level 2 or 3. Tenderer/s with a B-BBEE status level4 at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of B-BBEE Level 3 by the end of the first year of the contract and thereafter improve their B-BBEE status level or migrate by one level higher.</p> <p>Tenderer/s with a B-BBEE recognition status of Level 5 to Level 8 or non-compliant at the time of contract award, shall migrate and achieve as a non-negotiable a milestone of Level 4 by the end of the first year of the contract and thereafter improve at least one B-BBEE Level higher of each year from the second year of the contract.</p> <p>Tenderer/s are requested to submit their B-BBEE Improvement Plan as an essential document within 30 days of signing the contract.</p>	

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		<p><b>NB:</b> A valid B-BBEE certificate or Sworn Affidavit is a condition for contract award, if your company’s annual Total Revenue is R10 Million or less you qualify as an Exempted Micro Enterprise therefore you can submit Sworn Affidavit. If your annual Total Revenue is R50 Million or less, you qualify as Qualifying Small Enterprise and must comply with all of the elements of QSE score card relevant to your sector unless an entity is at least 51% Black owned you are required to obtain a Sworn affidavit. If your Annual Total Revenue is above R50m you need to submit a Valid B-BBEE certificate.</p> <p><b>Job Opportunities</b></p> <p>Tenderers are required to submit proposals for the type and number of jobs that will be created and retained as a direct result of being awarded a contract.</p> <table><tr><th>Types of Jobs to be created</th><th>Types of Jobs to be retained</th></tr><tr><td></td><td></td></tr></table> <p><b>SDL&amp;I Penalty and Performance Security</b></p> <p>NTCSA will apply a penalty of 2.5% of the Contract Value for failure to meet SDL&amp;I obligations.</p>	Types of Jobs to be created	Types of Jobs to be retained			
Types of Jobs to be created	Types of Jobs to be retained						

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		<p>For the duration of the contract, NTCSA will retain 2.5% of every invoice (excluding VAT) as security for the fulfilment of all SDL&amp;I Obligations. The retained amounts shall only be released to the Contractor upon:</p> <ul style="list-style-type: none"> <li>• NTCSA receives the SDL&amp;I progress report/s from the contractor.</li> <li>• Fulfilment of all SDL&amp;I obligations by the contractor.</li> <li>• Submission of an approved compliance report by SDL&amp;I Department.</li> </ul>	
5.5	Contractual Requirements: <ul style="list-style-type: none"> <li>• Proof of CSD registration, SHEQ and Financial Analysis</li> </ul>	<p><u>Mandatory Contractual Requirements that <b>must</b> be included in all tenders is the following:-</u></p> <ul style="list-style-type: none"> <li>• Proof of Central Supplier Database (CSD) registration (MAA.....).</li> </ul> <p><u>Additional Contractual Requirements that may be included if applicable:</u></p> <p><b>SAFETY/ OHS REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Signed Annexure B;</li> <li>• Baseline Risk assessment;</li> <li>• Methodology used for the risk assessment;</li> <li>• Health and Safety Plan (must address the project /scope of work OHS risk(s) and aligned with the health and safety specification or requirements;</li> <li>• Costing for Health and Safety management;</li> <li>• Valid Letter of Good Standing (COIDA or equivalent); and</li> </ul>	NTCSA Safety, Environmental representative and Commercial on behalf of the Quality rep

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		<ul style="list-style-type: none"> <li>OHS policy signed by CEO, OHS Competency.</li> </ul> <p><b>QUALITY REQUIREMENTS</b></p> <p>SECTION A: Quality Management System Requirements ISO 9001</p> <ul style="list-style-type: none"> <li>A.1 Quality Method statement based on scope (Method Statement Template-Ref 240-126469599);</li> <li>A.2 Quality Policy Approved by top management; and</li> <li>A.3 Quality Objectives Approved by top management.</li> </ul> <p>SECTION B: Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105658000)</p> <ul style="list-style-type: none"> <li>B.1 Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015); and</li> <li>B.2 Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).</li> </ul> <p>SECTION E: User defined additional Requirements &amp; miscellaneous (Ref 240-105658000).</p>	

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		<ul style="list-style-type: none"> <li>E.1 Form A is completed and signed; and</li> <li>E.2 Proof of previous work conducted as per the scope of work and/ or specification.</li> </ul> <p><b>ENVIRONMENTAL REQUIREMENTS</b></p> <p>SECTION A: Environmental Management System Requirements, Ref- Environmental Requirements for Contractors and/or Suppliers (240-180100134)</p> <ul style="list-style-type: none"> <li>A.2 Environmental Policy Signed and Authorized by Company Owner/CEO/MD; and</li> <li>A.8 Environmental Emergency Preparedness and Response.</li> </ul> <p>SECTION B: Environmental Management Programme and Environmental Authorisation, Ref- Tender &amp; Contract Scope of Work and Environmental Requirements for Contractors and/or Suppliers (240-180100134)</p> <ul style="list-style-type: none"> <li>B.1 Handling of Hazardous Chemical Substances (including contaminated waste or materials); and</li> <li>B.15 Environmental Compliance Obligations.</li> </ul> <p>SECTION C: Waste Management Plan, Ref-Tender &amp; Ref: National Environmental Management: Waste Act (Act No. 59 of 2008) and Transmission Industry Waste Management Plan</p>	

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		<ul style="list-style-type: none"> <li>• C.1 Possible Waste types and/or streams to be generated;</li> <li>• C.2 Applicable waste management legislation; and</li> <li>• C.4 Waste handling and disposal on site.</li> </ul> <p>SECTION D: Aspect and Impact Register, Ref-Tender Enquiry or Project Scope as per Invitation for Tender &amp; Environmental Requirements for Contractors and/or Suppliers (240-180100134)</p> <ul style="list-style-type: none"> <li>• D.1 Environmental Aspect and Impact Register (Project Specific/SOW) (including ratings of aspects and impacts).</li> </ul> <p>SECTION E: Employer defined additional requirements &amp; miscellaneous Ref-Tender &amp; Contract Scope of Work, EMP, EA and Environmental Requirements for Contractors and/or Suppliers (240-180100134)</p> <ul style="list-style-type: none"> <li>• E.1a Waste Management activities</li> </ul> <p>Signed Environmental requirements proforma.</p> <p><b>SECURITY SCREENING</b></p>	

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SOC Ltd Reg No 2021/539129/30

	E1684NTCSAWG	Template Identifier	559-104411519	Rev	1
	Tender Clarification Meeting Minutes for the provision of labour, material and supervision for re-instatement of 14 Gamka Road and 9 Traka buildings. Repairs and maintenance at 2 Gamka road, Stikland Western Cape.	Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Item	Subject & salient points	Decisions & Action items	Responsibility
		<p>It should be noted that the successful supplier will be subjected to security screening by SSA (State Security Agency) wherein the Company profile, Director's ID copies and CIPC documents will need to be submitted.</p> <p>Company screening for the recommended supplier/s will be conducted in parallel with the award process and should delays be experienced on the screening activity, the contract will be awarded with a requirement for screening and termination should the results of the screening deem it necessary to terminate.</p> <p><b>DUE DILIGENCE (FINANCIAL STATEMENTS ANALYSIS)</b></p> <p>Audited Financial Statements of the tenderer for the previous 18 months, or to the extent that such statements are not available, for the last year. In the case of a joint venture or special purpose vehicle (SPV) specially formed for this tender, audited financial statements for each participant in the JV / SPV must be submitted. Start-up enterprises formed within the last 12 months are not required to submit audited financial statements, but if successful in this enquiry; will be required to furnish statements for the first year once available.</p> <p><b>Contractual Requirements are not evaluation criteria. They will be assessed after the evaluation and ranking of the tenders. Proof that the tenderer recommended for award has met the stipulated contractual requirements must be submitted prior to contract award.</b></p>	

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Item	Subject & salient points	Decisions & Action items	Responsibility
		<b>Failure to meet stipulated Contractual Requirements by the stipulated deadlines may result in the tenderer being regarded as non-responsive and ineligible for contract award.</b>	
5.6	Pricing Schedule	<ul style="list-style-type: none"> <li>Tenderers were requested to complete the pricing schedule published and return at tender closing (Refer to the NEC3 Engineering and Construction Short Contract pricing schedule under C2.2 and excel sheet named “Gamka Road and Traka Repairs and Maintenance pricing schedule”). Note: Failure to submit the completed pricing schedule at tender closing will render the tenderer non-responsive.</li> <li>Suppliers were requested to also complete the NEC3 Engineering and Construction Short Contract (ECSC3) C1.1 Form of Offer and Acceptance, schedule of deviations (if any), Data provided by the contractor. The completed NEC3 Engineering and Construction Short Contract should also be submitted at tender closing for evaluation purposes.</li> </ul>	NTCSA Commercial rep on behalf of the QS
5.7	Questions and Answers	<ul style="list-style-type: none"> <li>Should both the pdf BOQ/pricelist (NEC contract BOQ) and Excel document, be completed? <b>Yes</b></li> <li>Which pricing option is/ will be applicable on the Contract? <b>The Engineering and Construction Short Contract (ECSC) does not incorporate MAIN OPTION Clauses within the contract framework. Instead, the ECSC utilizes a Price List approach for managing contract pricing.</b></li> </ul>	All

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