

	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 Leased premises Industrial office space with stores, workshop and parking for a period of 60 months within 3-5km from Live Line Offices, 9 Traka Street, Stikland, Western Cape			
Date:	Time:	Venue:	Meeting No.:
28 May 2025	10h00	MS Teams	01/2025

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 purposes of taking minutes and audit purpose. No Apologies The agenda was acknowledged and accepted.	Chairperson	28/05/2025

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2.	Safety and Emergency Evacuation Procedure	The meeting was held via MS Teams. All attendees confirmed they are familiar with their environment and know Emergency Evacuation routes of their venues.	Chair	28/05/2025
3.	Declaration of interest	Only one conflict was declare in the meeting: Nontombi Sechogela- Declaration that I worked with Andile Nene in Distribution There was no conflict of interest to declare for the rest of the team.	All	28/05/2025
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: E1279NTCSAWG-R Please note NTCSA will be using E-tendering system.	All	28/05/2025

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		Duration is 60 months Closing date: 19/06/2025 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 process and will not accept or incur any liability for such cancellation. No late tender will be accepted. It is the responsibility of the supplier to check the Tender Bulletin for updates and to ensure they are response to the tender, provide the information communicated also through the tender bulletin. Please note the tender validity is going to be 90 days and then we may ask you to extend beyond the 90-day period due to delay on evaluations. Closing time for clarification and queries is 5 working days before the deadline for tender submission: 12/06/2025		

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		All queries to be directed to the Procurement Practitioner. Please separate files as follows: ➤ Commercial File ➤ Technical File ➤ Environmental File ➤ SDL&I undertakings File NB: 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. BOQ – also clarified in the meeting The presentation will be uploaded on NTCSA Tender bulletin and NT E-tendering website		Ongoing
5.3	SDL&I Undertaking	SDL&I Requirements were discussed in the meeting and the presentation will be uploaded on NTCSA Tender bulletin and NT E-tendering website. No questions were asked.	All	Ongoing
5.4	Environmental Requirements	Environmental Requirements were discussed in the meeting and the presentation will be	All	Ongoing

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		uploaded on NTCSA Tender bulletin and NT E-tendering website. No questions were asked during the meeting.		
6.	General	Not applicable		
7.	Closure Next meeting not applicable	Closing remarks: Colleagues, thank you very much for your time and I do hope that you did take note of the critical things that are important for this transaction, which are the mandatory requirements both commercial as well as technical. Requested, that you do take note of the closing time. We emphasize it colleagues because it is important that you stick to the time you can submit your tender day before the closing date. But just make sure that you submit before 10:00 o'clock. Colleagues, thank you very much to everyone that is attending and for your participation. We're looking forward to getting your tender documents on the 19th of June 2025. Thank you. Meeting adjourned.		

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Signed as a correct record:  Date: 29 May 2025
Sandi Bokvedt-Lize Chair

Minutes support by:  Date: 29 May 2025
Fiona Walters
End-user

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