	Meeting Minutes Template	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		


ERIC 9956

Meeting Name: TENDER CLARIFICATION MEETING : ERIC 9956 SUPPLY, DELIVERY AND INSTALLATION OF CONTROL SYSTEM, IP CAMERAS & SURVEILLANCE SYSTEM TO TOWER TESTING STATION AT ROSHERVILLE AS A ONCE-OFF ORDER			
Date:	Time:	Venue:	Meeting No.:
18 March 2022	10h00	Eskom Tower Testing Station, Control Room, Main Building, Rosherville	ERIC 9956

Item	Subject	Decision & Action items	Responsibility	Target date
1.	Opening: All were welcomed. Attendance of the clarification meeting is not compulsory and those that did not attend may still submit their tenders.			
2.	Safety and Emergency Evacuation Procedure : Bertram Jordaan shared the emergency evacuation procedure incase of any emergency. Attendance Register was completed by those that attended the clarification meeting at the Eskom Tower Testing Station, Rosherville. The Safety and Quality Representatives attended the meeting virtually via MS Teams. The Environmental and SD&L Representatives could not attend the meeting due to other commitments.			
	It is to be noted that the contents of the minutes is an overview of what was discussed and highlighted and not the only information, however additional to the set of invitation documents. Tenderers to familiarize themselves with the contents of the documents that were published for this tender. The Communication platform is the NT e-tender portal/ Eskom Tender Bulletin and the responsibility of the tenderer to visit regularly for possible updates. Any revised documents before/after site meeting,			

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	clarification information and minutes will be uploaded as such. Information as per the latest communication will apply.			
3.	INVITATION TO TENDER DOCUMENT			
	GENERAL <ul style="list-style-type: none"> ➤ Tender Closing deadline : 31 March 2022 at 10h00 ➤ Tenders are to be delivered to the following address on the stipulated closing date and time: Eskom Research & Innovation Centre Lower Germiston road Green route 18 Rosherville A map to the above address was published on Eskom tender bulletin and National Treasury e-portal. ➤ Tender documents No documents will be issued per hand or individually. Enquiry to be obtained from the (1) Eskom Tender Bulletin www.eskom.co.za or (2) National Treasury e-Tender Portal www.etenders.gov.za. <ul style="list-style-type: none"> ➤ Enquiry is open to B-BBEE level 1-4 compliant entities across all categories. Entities that do not meet this criterion shall be disqualified. Mandatory Returnable: Valid B-BBEE Affidavit/ B-BBEE certificates with reference to the evaluation criteria section. ➤ Basic requirements to submit a tender: 2 sets (one original and one copy) of tender documents (Tender Office) and to be CSD Registered. Please do not submit loose papers, bind your documents or put them in a file. 			

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	<p>➤ Tender validity of 120 days is requested and if more time is required to complete the process the tenderers will be consulted for an extension of time on the validity.</p> <p>➤ All communication to be done in writing via e-mail to the Eskom Representative for this tender, to the following email address: MolapoRL@eskom.co.za with reference to the tender number ERIC 9956. Please note that you not allowed to communicate directly to other Eskom employees regarding this tender. Also, refer to Eskom Standard Conditions of Tender 240-62044728 Rev 8 and Code of Ethics 32-527.</p> <p>Responses on clarification questions will be published in the same manner that the enquiry documents were issued and it is the tenderers responsibility to check the Eskom Tender Bulletin and NT e-Tender Portal regularly for updated information.</p> <p>➤ Validity of documents: Documents with expiry dates to be valid on the day of tender closing. When expiring during evaluation period, a new valid document will be requested.</p> <p>Also note that forms issued as part of this invitation to be completed in full and signed where asked for. If not, it is not a complete document and mandatory documents for evaluation will result in a non-responsive tender.</p> <p>➤ JV Tenders: The tender to be submitted in the name of the JV, not an existing entity with a declaration that a JV will be formed. Also note information in general with regards to JV tenders in the Invitation and this Minutes. JV Tenders to submit a consolidated BBBEE Certificate (not an Affidavit).</p>			
	<p>➤ Other</p> <ul style="list-style-type: none"> Information in the Invitation to Tender document was highlighted. It is important that tenderers familiarize themselves with the contents and share with those involved in compiling the tender for submission. 			

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	<ul style="list-style-type: none"> Tenders to be submitted at the Research and Innovation Centre, Rosherville, a map was published on the tender bulletins. Submit 2 sets of printed tender documents: one original and one copy. Both these sets of documents must be identical. The evaluation criteria, weightings and thresholds were discussed. No Alternative tenders will be accepted. Tenders to be submitted on Main invitation only and for the whole of the works. Do not make changes to the issued documentation. Clarifications will be addressed up to five (5) working days before the deadline for tender submission. 			
4.	EVALUATION CRITERIA The listed items of the different sections were highlighted and the opportunity for all to discuss. The Invitation to Tender Document contains all the information and not only what is reflected in the minutes.			
4.1	SDL&I <ul style="list-style-type: none"> Enquiry is open to B-BBEE level 1-4 compliant entities across all categories. Entities that do not meet this criterion shall be disqualified. Mandatory Returnable: Valid B-BBEE Affidavit/ B-BBEE certificate with reference to the evaluation criteria section. An example of an Affidavit was published. B-BBEE from DTI is also allowed. A completed SBD 6.1 Preference Points Claim Form and a valid Affidavit or B-BBEE Certificate to be submitted to qualify for the B-BBEE preference points. The submission of JV tenders was highlighted (combined accredited JV B-BBEE Certificate and Letter of intent to form a JV/consortium to be submitted at tender closing date for evaluations. Original or certified B-BBEE certificates or Sworn affidavit- this is mandatory at tender closing date. Should this not be submitted at tender closing date, the tenderer will be disqualified as this forms part of a pre-qualification. <p>The above information was shared by the buyer on behalf of SD&L</p>			

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4.2	COMMERCIAL <ul style="list-style-type: none"> - Mandatory documents not submitted and completed in full at time of tender closing will result in the disqualification of the tender. - Compulsory items for evaluation are marked as such in the Mandatory Column. - CSD registration of the business to be at all times with a TAX Compliant status. When at last phase of the evaluation and the tenderer is not compliant, the tender can't be recommended for contract award. - Authorisation to submit a tender on behalf of the tendering company to be included in the tender: Make use of the Authorisation Form included in the Invitation; <u>or</u> Provide a <u>certified</u> Authorisation Letter from the tendering company. - Due Diligence: Financial Statements of tenderer will be requested later in the evaluation process. 			
4.3	FUNCTIONALITY <p>Technical Evaluation Criteria: a minimum threshold of 75% to be achieved to qualify for further evaluation of the tender. The requirements for this section were explained in detail. Tenderers to refer to the Invitation to tender for a detailed list of requirements.</p> <ul style="list-style-type: none"> - End user discussed the technical evaluation criteria - Imagery of control systems modules was shared - Quantities of control system modules was confirmed - No specific brand is required, contractor must prove it is a workable solution that can be integrated and meets minimum requirements. - The location or camera positioning were confirmed as per slide 6 of the presentation. Technical presentation also uploaded on the tender bulletins. - Site walk about was conducted - End user confirmed armed guard is on site so no need for thermal imaging function on fixed network cameras. - Current positioning of 4MP PTZ cameras on longitudinal reaction frame were showed. 			

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	<ul style="list-style-type: none"> - Quantities of power beam was increased from 1 to 3 - Sundries – Comment was added that confirm sundries include the planting of 2 x 6m galvanised steel poles for position 1 and 2 (square or round tube: minimum 100mm x 2mm x 6m) <p>Clarification number 1 also uploaded on both tender bulletins.</p> <p>Price schedule and Specification for Control System Equipment Video Recording System- Rev 1 published</p>			
4.4	<p>CONTRACTUAL REQUIREMENTS</p> <p>Not a disqualification criteria for tender closing however suppliers are encouraged to submit them at tender closing, omitted documents will be requested to be provided during the evaluation of the tenders to complete the process.</p> <ul style="list-style-type: none"> ❖ Quality: as per listed items ❖ Environmental: as per listed items ❖ Safety: as per listed items 			
5.	<p>ESKOM GENERAL CONDITIONS OF PURCHASE</p> <p>➤ Tenderers were advised to familiarise themselves with the contents of the Eskom General Conditions of Purchase as they are applicable to this enquiry and will apply to the once-off order purchase that will be created for this enquiry.</p>			
6.	<p>Closure</p> <p>The minutes of the meeting will be published.</p> <p>The meeting adjourned at 12h00</p>			

Signed as correctly recorded		24.03.2022
	Signature: R Molapo	Date

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