

	Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA Southern Grid			

Meeting Name: Clarification Meeting Supply and delivery of 1.5L bottled water to Bloemfontein, Welkom, Port Elizabeth and East London on an as and when required basis			
Date:	Time:	Venue:	Meeting No.:
23 September 2026	10h00	MS Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure The meeting was held via MS Teams. All attendees sensitized on their Emergency Evacuation for their venues.			
2.	Opening: 2.1 Welcome The chairperson welcomed everyone and advised that the meeting was being recorded for purposes of taking minutes. Participants raised no objections to recording the session 2.2 Apologies and quorum Johann Nel Onwaba Qwabi			

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	2.3 Adoption of the Agenda Agenda adopted.			
3.	Introductions and Declaration of interest NTCSA team introduced themselves There was no conflict of interest declared.			
4.	Commercial Procurement Tender Fiona Manziya opened the procurement meeting concerning the tender for the supply and delivery of 1.5 bottled water to four areas within the southern grid. Fiona clarified that prospective bidders needed to review the published invitation to tender, especially Section 3 on pages 3–4, to identify documents required at tender closing. Missing disqualifiable documents could result in basic non-compliance, while commercial and other relevant documents also needed to be submitted for evaluation The estimated requirement was approximately 8,500 bottles per year across all four areas, but Fiona emphasized that this volume was an estimate and did not constitute a contractual commitment.	Info		

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	Tender Deadlines The tender was scheduled to close on 8 October at 10:00, with no late submissions accepted. Bidders were instructed to verify that the electronic submission status showed as submitted, and questions would not be answered after 28 September, which was 10 days before the deadline Fiona stated that the tender had been issued on 11 September 2026 and that additional questions would not be accepted after 28 September 2026 No changes to the tender documents will be uploaded during the 10 days before tender closing.			
5.	Technical Compliance Fiona explained that bidders needed to achieve at least 85% in the technical evaluation to proceed to the next evaluation stage. Required documents had to be submitted at tender closing; missing documents would receive zero for the relevant scoring component, and certified documents could not be older than three months	Info		

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	The tender did not prescribe a specific water brand or provide a product image; bidders could quote for any standard commercially available 1.5-litre water that met the drinking-water standards and technical evaluation requirements Fiona directed bidders to review the tender bulletin and the questions-and-answers published on National Treasury because prior questions about water specifications, manufacturer participation, mandatory requirements, and other tender conditions had already been addressed there Moloko explained that the product technical data sheet carried 25% of the technical evaluation. Suppliers had to submit item-specific data sheets for all items in accordance with the bottled drinking-water specification; no score would be allocated if any required data sheet was missing. Only original or certified copies reflecting the company's name would be accepted where required Fiona reiterated that the technical evaluation threshold was 85%; bidders scoring below this level would be deemed technically unacceptable and disqualified. All certified documents had to be dated within the previous three months Hlanganisani asked whether the test sheets and certificates related to the bottle or the water, noting that water compliance would involve the SANS 241 water-			

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	analysis certificate. Fiona responded that bidders needed to submit compliance certificates and item-specific data sheets for the products provided in accordance with the bottled-water standard Moloko clarified that the tender requirements distinguished between the portal specification defining what constituted the bottled-water product and compliance documentation confirming that the water met the applicable standards. Hlanganisani noted that the SANS 241 certificate covered the water's mineral composition, while a separate technical data sheet for the bottle itself was difficult to obtain and might need to be requested from the manufacturer. Moloko got disconnected from the meeting and Fiona proceeded with the technical evaluation criteria. Fiona clarified that bidders should price the 1.5-litre bottled water per bottle in the bill of quantities and include the applicable transport cost based on kilometres travelled to the delivery site Fiona clarified that the BOQ required bidders to provide a rate for one litre of water and a separate transport rate, with all pricing and submission requirements to be verified against the tender documentation			

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	Fiona explained that the estimated water volume could not be increased at this stage because it was based on historical requirements for each area. She reiterated that the tender covered a three-year contract and that the stated annual volume was an estimate rather than an adjustable commitment Fiona instructed bidders to review the NEC provisions for all four areas and submit the applicable NECs together with the bill of quantities and commercial documentation at tender closing. Delivery Requirements Delivery was required within seven normal working days for packs containing either six or twelve bottles, while the contract duration and related NEC provisions were available in the tender documents. Tender Clarifications Fiona stated that the technical evaluators and quantity surveyor would consult on the documentation question and provide feedback through the uploaded tender questions-and-answers document rather than by replying directly to the email. She confirmed that the submitted	Conclusion: The feedback was updated on the Questions and Answer folder on NTCSA Tender bulletin as well as NT tender bulletin 30 September 2026.	Moloko / Fiona	28 September 2026

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	questions and their answers would remain available in that document. Fiona stated that any additional questions would be added to the tender questions and answers and published as a revision; prospective bidders were instructed to check the tender bulletins regularly for the responses published on the platform Bidders were reminded to check the tender bulletin regularly because changes to the environmental, safety, or technical evaluation requirements, as well as any other tender additions or revisions, would be posted there without separate communication. Fiona clarified that the latest revision of the tender information published on the tender bulletin would be used to evaluate submissions.			
6.	Safety Requirements Khunjulwa explained that the safety evaluation would require suppliers to complete and sign Form Extra B to acknowledge familiarity with Eskom procedures and occupational health and safety legislation; submit a company-letterhead baseline risk assessment based on	Info		

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	the issued assessment; develop and submit a company-letterhead occupational health and safety plan based on the issued specification; provide a valid letter of good standing; and submit a company health-and-safety commitment policy. Khunjulwa emphasized that suppliers needed to submit all safety documents according to the evaluation template to avoid back-and-forth during the evaluation. Khunjulwa and Onke clarified that the safety and environmental documents would be used to evaluate bidders and had to be submitted before the tender was awarded to the successful bidder, rather than only after award. Fiona warned that the successful bidder would have a stipulated deadline to provide any required information, so bidders needed to have their documentation ready in advance. No questions were posed.			
	Environmental requirements Onke explained that Southern Grid's environmental evaluation was based on the ISO 14001 environmental management system and required suppliers to submit an			

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	environmental file. Documents marked A1 in the tender requirements were applicable and would be scored, while documents marked zero were not applicable to this scope of work and did not need to be submitted. The required EMS documentation included the EMS manual and scope, a company-owner-signed environmental policy, project environmental objectives and plans, project rules, the company organogram, interested-party needs and expectations, environmental communication records, non-conformity and corrective-action records, environmental monitoring and response arrangements, performance evaluation and measurement analysis, applicable internal-audit programmes, and management-review records. Onke emphasized that any document requiring a signature would be invalid if submitted unsigned. Waste Management Suppliers were required to submit a waste management plan covering anticipated waste types or streams, applicable waste-management legislation, waste segregation and minimization, waste handling and disposal, and a waste-reporting template			

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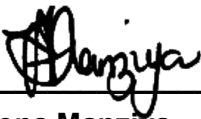
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	Environmental Evaluation Onke stated that the environmental submission document would also be used to score each contractor. A complete submission would score 100%, and bidders needed an average environmental score of at least 80% to be considered in the environmental evaluation. Tender Submission Requirements Onke instructed bidders to submit the safety and environmental documentation as separate soft-copy folders. Fiona further clarified that technical, commercial, safety, and environmental submissions should each be organized separately, because combining documents could make requirements difficult to identify and result in missed documents or zero points during evaluation. Fiona reminded bidders to submit all required documentation so the process could be finalized within the tender's 90-day validity period Bidders were asked to ensure that their names and company information had been entered correctly on the meeting register.			

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	No questions were posed.			
7.	General None			
8.	Closure 10h50			

Prepared Signed as a correct record:  01/10/2026
Fiona Manziya Date

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