



Meeting Minutes Template

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

Meeting Name: Non-Compulsory Briefing – Provision of Land Surveying Services Panels for the Transmission Division on an “as and when required” basis from the start date until 30 June 2027

Date: 13 September 2022	Time: 10h00am	Venue: MS Teams	Meeting No.: 01
			01/2022

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: 1.1 Welcome 1.2 Apologies and quorum	Done by Godfrey Radzelani		
2.	Safety and Emergency Evacuation Procedure	Done by all		
3.	Declaration of interest	Done by all		
4.	Clarification Meeting Procurement and SDL&I			

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

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	<p>Godfrey explained the basic compliance, list of mandatory returnable for evaluation and contract ward, how to complete the NEC forms, and also emphasis that no questions, during the tendering period will be answered telephonically. Questions must be submitted in writing via e-mail. If there are any clarifications before the closing date, those will be posted with responses on the tender bulletin and it is the responsibility of the contractor / supplier to check daily any posted communication relating to this invitation to tender. Tenderers were also requested to complete, sign and submit all returnable mandatory for evaluation purposes and due at tender closing. It was also mentioned during clarification meeting that the reason for issuing another enquiry is because the required number of 15 was not achieved hence there's a need to top-up to the existing number of 9 appointed service providers. Most of the tenderers were disqualified because they were unable to complete the sworn affidavit correctly. Eskom will enter into negotiations with the top 6 tenderers in line with 80/20 price and preference point system. The minimum threshold for technical is 70% and not 80% as stated on page 3 of the invitation to tender.</p> <p>Rudzani explained the SDL&I requirements. The SDL&I presentation will also be posted on the website. Rudzani also explained on how the sworn affidavit should be completed.</p>			

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	<p>Financial</p> <p>Godfrey also requested the tenderers to complete and return the NEC pricing schedule and Mlungisi did not have anything to add as the pricing schedule is not completed</p> <p>Technical</p> <p>Maipfi explained the technical requirements and also indicated that tenderers must select one category.</p> <p>SHEQ</p> <p>SHEQ representative were not available but Godfrey requested tenderers to submit all the SHEQ documentation as stated on the invitation to tender.</p> <p>Note: The link of the meeting is also indicated below:</p> <p>https://eskom-my.sharepoint.com/:v/g/person/radzelgr_eskom_co_za/EQos5m5FfDJFgOCIr4lfFg4Bzga--NjS851rRvgTZECO_w</p>			

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Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
5.	General	None		
6.	Closure The meeting was adjourned at 10H56			

Signed as a correct record:



Chairman

16 September 2022
Date

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