

Meeting Minutes Template

Template Identifier	240-180100211	Rev	1
Effective Date	February 2024		
Next review date	February 2027		
P&SCM			

Meeting: Clarification meeting - E3330NTCSAMWP

The Provision of B-BBEE Monitoring and Reporting Services for the National Transmission Company South Africa (NTCSA).

Date:	Time:	Venue:	Meeting No.:
17 August 2026	12h00	MS Teams	01

Item	Subject & salient points	Decisions & Action items		
1.	Opening: 1.1 Welcome and opening 1.2 Apologies and quorum 1.3 Members	The Chairperson welcomed all NTCSA representatives and prospective service providers. A safety check was conducted, and attendees confirmed that they were in a safe environment. No conflicts of interest were declared. Apologies: Sithelwa Mdlalo Noninzi Qina Absent Rudzani Tshikungulu		
2.	Safety and Emergency Evacuation Procedure	All members confirmed their safety.	All	
3.	Declaration of Interest	No conflict of interest was declared.	All	

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Item	Subject & salient points	Matters of discussion		
1.	Purpose of the Meeting	The purpose of the meeting was to provide clarification on the tender requirements for the Provision of B-BBEE Monitoring and Reporting Services for NTCSA and to address questions from potential bidders.		
2.	Commercial Requirements	Bidders were reminded that submissions must be made electronically via the e-tendering platform. The tender closing date and time is 28 August 2026 at 10:00. Late submissions will not be accepted. All disqualifiable returnables, including the pricing schedule/BOQ, must be submitted. Questions relating to the tender must be submitted at least five days before the closing date.		
3.	Technical Scope of Work	The technical team explained that the successful service provider will: • Monitor and report on B-BBEE and SDL&I commitments across NTCSA contracts. • Provide national coverage across NTCSA business units. • Integrate reporting outputs with SAP systems. • Produce management and executive reporting dashboards. • Manage monitoring activities for existing and future contracts over a three-year period. Evaluation Criteria The technical evaluation criteria were explained as follows: • Reference Letters – 30% • Company Profile – 30% • Execution Methodology – 40% A discrepancy between a 70% and 75% functionality threshold was raised. It was agreed that the correct qualifying threshold would be clarified and communicated through the tender bulletin.		
4.	SDL&I and B-BBEE Requirements	The SDL&I representative provided an overview of: • Skills development obligations. • Local content and supplier development requirements. • Job creation and retention commitments.		

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		• Subcontracting requirements for designated groups. • B-BBEE requirements and supporting documentation. • Implementation and monitoring obligations after contract award.					
5.	Environmental and Quality Requirements	The Chairperson highlighted: • Environmental documentation requirements. • Quality documentation and returnables. • The NTCSA proposed CPA, which bidders were requested to accept or provide alternatives to. • Failure to address the CPA would result in prices being regarded as fixed and firm.					
6.	Questions and Clarifications	Various service providers sought clarification on: • SAP product requirements. • Resource numbers and skills. • National travel requirements. • B-BBEE and specific goals scoring. • Contract duration. • Pricing assumptions and compensation for quantity variations.					
7.	Closure	The Chairperson thanked all participants for attending and encouraged prospective bidders to submit clarification questions within the stipulated timeframe and ensure that all tender submissions are uploaded before the closing date.					

Accepted by NTCSA:



17 August 2026

Date

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