



Meeting Minutes

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2030		
Distribution			

Meeting Name: Acquisition of Commercial Property (Midrand: Waterfall/Woodmead)

Date:	Time:	Venue:	Meeting No.:
13 April 2026	11:00	Microsoft Teams	01/2026

Item	Subject & salient points	Responsibility
1.	Safety and Emergency Evacuation Procedure The meeting commenced with a safety and evacuation briefing. All attendees confirmed their safety and awareness of emergency procedures in their respective locations. The ground rules for the session were established, noting that questions would be addressed after each segment and participants were required to use the "raise hand" function before unmuting.	All
2.	Opening: A high-level overview of the tender (Ref: E2441DXGOUR) was provided: <ul style="list-style-type: none">• Geographic Restriction: The property must be located strictly within the Waterfall or Woodmead areas of Midrand. Properties outside these specific zones will be immediately disqualified.• Closing Deadline: Tenders must be submitted via the e-tendering system by 10:00 AM on April 28, 2026.• Submission Advice: Proposers were strongly encouraged to upload documents at least one day prior to the deadline to avoid technical issues, as the system locks automatically at the cutoff time.	Commercial Representative

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3.	<p>Scope of Work and Technical Requirements</p> <p>The project aims to acquire a property to accommodate approximately 545 employees. Key requirements include:</p> <ul style="list-style-type: none"> • Site and Size: A site area of approximately 10,000m² with a Gross Lettable Area (GLA) of roughly 8,000m². • Building Grade: Preference is for A-grade, B-plus, or P-grade structures, ideally featuring multiple floors. • Parking: A minimum of 350 parking bays (shaded, basement, or open – indicate an are). • Compliance: Buildings must adhere to South African building regulations and possess a valid occupancy certificate, Certificate of Compliance (COC), and approved building plans. • Amenities: Requirements include universal access, functional HVAC systems, and location within a secure area with proper zoning. 	
4.	<p>Evaluation Process</p> <p>The evaluation process was shared as stipulated on the Invitation to tender document.</p> <p>The evaluation will be conducted in stages,</p> <p>STEP 1: BASIC COMPLIANCE As stated in the tender documents.</p>	

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	<p>STEP 2: MANDATORY RETURNABLE REQUIREMENTS</p> <p>Commercial Mandatory Returnable required at Tender closing (disqualifiable)</p> <ul style="list-style-type: none"> • Price List • Authorisation Form • SBD 4 – Bidders Disclosure <p>Returnable required at Tender closing. (Non-disqualifiable)</p> <p>These returnable are also required to be fully completed, signed and submitted with Tender at Tender closing date and time, however, if not submitted by Tender closing, the Procurement Practitioners must request in writing the outstanding returnable to be submitted within 5 working days. If the requested returnable are not fully completed, signed and/or received by the Procurement Practitioner within 5 working days of the request; the tender must be disqualified.</p> <p>Technical Mandatory evaluation criteria</p> <p>As stated on the tender documents.</p>	

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	<p>STEP 3: FUNCTIONALITY</p> <p>Was discussed as per the invitation to tender documents.</p> <p>Phase 1: Desktop Evaluation</p> <p>The total evaluation score is 100%. The Threshold is 70%. Tenderers who do not achieve 70% will be disqualified and not evaluated further</p> <p>Phase 2: Site Inspection</p> <p>NB: The second evaluation stage, conducted after the first phase, involves a detailed assessment of the building's aesthetics and overall appearance, considering factors that may not be apparent during the initial tendering process. Evaluators will visit properties that have successfully passed phase one to physically verify and ensure, in Eskom's best interest, that the building is suitable for its intended purpose. This stage is also designed to maintain fairness in the market by requiring evaluators to provide reasoned comments and scoring for each property, thus supporting a transparent and justifiable selection process.</p> <p>The total evaluation score is 100%. The Threshold is 70%. Tenderers who do not achieve 70% will be disqualified and not evaluated further.</p>	

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	<p>STEP 4 – PRICE AND PREFERENCE 90/10 OR 80/20</p> <p>Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest acceptable tender will be used to determine the applicable preference system.</p> <p>Eskom will add the score from Pricing and Specific Goals together and rank the suppliers from the highest to the lowest.</p> <p>STEP 5: CONTRACTUAL REQUIREMENTS</p> <p>Health, Environmental and Quality (SHEQ) is a legal or contractual requirement for the execution of the ensuing contract, all legal and contractual requirements pertaining to SHEQ must be demonstrated to be in place and legally valid.</p> <p>These requirements for the purposes of this contract are not evaluation criteria, however they are required to be assessed and fully met after the evaluation and ranking of the tenders found to be technically viable. The tenderer will be allowed a period not exceeding 7 working days only once, after the first evaluations to resubmit the requirements which were not fully met following the tender submission. If the tenderer does not meet a contractual requirement, mitigating factors, if they exist, may be agreed to and made terms and requirements of the contract. If the tenderer does not agree with the mitigating factors or if there are insufficient suitable mitigating factors or if the risk is deemed too high, the tender may be awarded to a tenderer other than the highest-ranked / preferred tenderer.</p>	

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5.	QUESTIONS AND ANSWER	
5.1	<p>Q. Can a tenderer offer Eskom more than one building</p> <p>A. Multiple buildings may be submitted under one tender submission under one company name.</p> <p>Q. Is Eskom Open to buying a building with other tenants in it?</p> <p>A. Eskom will only acquire buildings for sole occupation.</p> <p>Q. Has Eskom considered that there are limited buildings in Waterfall,</p> <p>A. Yes therefore, Woodmead was included due to limited Waterfall availability.</p> <p>The tender closing time was confirmed and corrected to 10:00 AM on Annexure H</p>	
6.	<p>Closure</p> <ul style="list-style-type: none"> The meeting was adjourned 	

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