



**Meeting Minutes**  
**SITE MEETING**

|                     |                |     |   |
|---------------------|----------------|-----|---|
| Template Identifier | 240-54076329   | Rev | 8 |
| Effective Date      | September 2022 |     |   |
| Next review date    | September 2025 |     |   |
| GENERATION          |                |     |   |

**Meeting Name: Site meeting**

**DESIGN, MANUFACTURE, SUPPLY, INSTALLATION, AND COMMISSIONING OF DUVHA POWER STATION COOLING WATER TREATMENT PLANT REFURBISHMENT (E1013GXMPDUV)**

|              |              |               |                       |
|--------------|--------------|---------------|-----------------------|
| <b>Date:</b> | <b>Time:</b> | <b>Venue:</b> | <b>Meeting No.: 1</b> |
| 14.03.2025   | 10H00-11H30  | MS Teams      | 2025                  |

| Item | Subject & salient points                                       | Decisions & Action items  | Responsibility                 | Target date |
|------|--|---|--------------------------------|-------------|
| 1.   | <b>Safety and Emergency Evacuation Procedure</b>               | <ul style="list-style-type: none"><li>Emergency procedure was done.</li></ul>   | <b>Info</b>                    |             |
| 2.   | <b>Opening:</b><br>2.1 Welcome<br><br>2.2 Apologies and quorum | <p>The chairperson opened the meeting and welcome everyone in attendance. All present introduced themselves.</p> <p>Due to other business commitments, Thabitha Magopane, could not attend the meeting.</p> | <b>Info</b><br><br><b>Info</b> |             |

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| 3.   | Action items             | <p><b>Invitation to Tender:</b></p> <p>Sibongile went through the Invitation to Tender. Tenders should be submitted on eTendering (electronic). Noddy Guides on how to submit tenders through eTendering were played and suppliers were requested to download and check how to submit tenders.</p> <p><b>NB: It was emphasized that the tender should be submitted as an electronic copy of the tender in a PDF format. The price list needs to be submitted in PDF and a copy in excel format (The limit is 50MB per file and total submission of 900MB per submission). Failure to adhere to this requirement, tenders will be rendered non-responsive</b></p> <p><b>Site Meeting is not compulsory, and all suppliers are eligible to tender.</b></p> |                |             |

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**Evaluation process is as follows:**

Step 1: Basic compliance. Basic compliance will be conducted as follows:

- Meet the eligibility criteria for a tenderer
- Submit a complete tender with commercial, financial and technical information
- Submission of the mandatory commercial tender returnables as at stipulated deadlines.
- Central Supplier Database (CSD) number (MAA.....)
- CIDB: ME6 or higher. Valid proof of the required CIDB grading designation for the main contractor; JV and /or sub-contractor as may be required in the tender data at tender closing deadline or within 21 working days from the closing date of submission of tenders if this is agreed with the Employer

Step 2: Functionality. The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 70%. Should no Contractor meet the minimum threshold of 70% Eskom reserves the right to negotiate and/or consider Contractors that obtained between 65% and 69%. Tenderers who do not meet the threshold for functionality scoring will be disqualified and not be evaluated further.

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Step 3: Proce and preference (80:20)

80: Price

20: B-BBEE Evaluation (20 Points): Tenderers are required to submit a valid B-BBEE Status Level Verification Certificates together with their tenders to substantiate the B-BBEE claims.

Tenderers who do not submit B-BBEE Status Level Verification Certificate or non-compliant contributors to B-BBEE will not qualify for preference points, however will not be disqualified from the tender process. Such tenderer will score out of 80 points for price and 0 points out of 20 for B-BBEE. A valid B-BBEE will be requested before contract award.

Step 4: Objective requirement: SDL&I and SHEQ

**SDL& I requirements**

If SDL& I are not submitted at enquiry closing date, they will be requested during evaluation or will form part of negotiations. SDL&I requirements will also form part of Contractual obligations. For more information, kindly refer to the Invitation to Tender on pages **23-28**

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### Safety requirements

Safety requirements form part of the contractual agreement. If they are not submitted at enquiry closing date, they will be requested during evaluation or will form part of negotiations. Kindly refer to page **30-32** of the Invitation to Tender

### Environmental requirements

Environmental requirements form part of the contractual agreement. If they are not submitted at enquiry closing date, they will be requested during evaluation or will form part of negotiations. **Kindly refer to page 33**

### Quality requirements

Quality requirements form part of the contractual agreement. If they are not submitted at enquiry closing date, they will be requested during evaluation or will form part of negotiations. **Kindly refer to page 34-37**

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**Contractual requirements**

- It should be noted that Safety Health Environmental, Quality (SHEQ) and SDL&I will form part of contractual requirements. Suppliers must meet SHEQ and SDL&I requirements before contract award.

**All attendees were sensitized to take note of the Eskom's standard payment terms (page 12 of the Invitation to Tender).**

**NB: Payment terms: Payment Term 60 days. Tenderers are requested to bear in mind Eskom's standard payment terms as stipulated hereunder when submitting tenders and concluding contracts with Eskom:**

**For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying Suppliers within 30 days of receipt of undisputed invoices.**

**For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying suppliers within 60 days of receipt of undisputed invoices.**

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**Eskom reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations; should the tendered prices not be deemed market-related.**

Suppliers were requested to read through the Invitation to Tender with regards to the enquiry.

Returnable are on page 17-20 (Invitation to Tender).

**NEC Document (Engineering and Construction Contract):**

- Nokwazi Base went through the NEC Engineering and Construction Contract (ECC) document. The Terms and Conditions of the contract were discussed in detail.
- The duration of the contract is 18 (Eighteen) months
- Option X1 (Price Adjustment for Inflation) was discussed in detail. The contract is fixed and firm for year one and thereafter prices will be escalated according to indices that both parties will agree upon. 15% of the contract will be fixed and 85% variable. Suppliers were requested to submit a breakdown of 85% in terms of price escalation. Relevant indices or any recognized tables should be used e.g SEIFSA or STATS SA etc. It should be noted that if suppliers do

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not submit a percentage breakdown of 85%, it will be assumed that tenders are accepting Eskom's proposal which is as follows:

SEIFSA Table C3A Labour 25%  
SEIFSA Table L 2A Transport 15%  
SEIFSA Table G2A Construction input price index (CPI): material purchases by type of service 25%  
SEIFSA Table G1 Engineering input price indices (Mechanical Engineering) 20%

**0.15 non-adjustable**  
**1.00**

- Suppliers were encouraged to visit the Eskom Tender Bulletin and National Treasury e-Portal on a regular basis for any updates.

**Scope of work**

Scope of work was discussed in detail by Jean-Pierre De Villiers

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**Technical evaluation criteria**

Jean-Pierre De Villiers went through the Technical Evaluation Strategy. Attendees were requested to read and understand the Technical Evaluation Criteria. Technical evaluation criteria (Invitation to Tender page 20) and also refer to the attached **Duvha Cooling Water Treatment Plant Refurbishment Technical Evaluation Strategy Rev 2** under revised documents

Technical Evaluation Criteria will be conducted as follows:

**A two stage Technical Evaluation Strategy is set out.**

**Stage 1: Mandatory Technical Evaluation Criteria (gatekeepers) are 'must meet' criteria. These criteria are not weighted or points scored but, are assessed on a Yes/No basis to ascertain whether or not the criteria are met. An assessment of 'No' against any mandatory criterion will disqualify the tenderer and the tenderer will not be evaluated against Qualitative Criteria.**

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**Stage 2: Qualitative Technical Evaluation Criteria** are weighted evaluation criteria used to identify the highest technically ranked tenderer. The Qualitative Evaluation Criteria are weighted to reflect the relevant importance of each criterion. The minimum weighted final score (threshold) required for a tender to be considered from a technical perspective is 70%. In order to be eligible for evaluation, the tenderer shall meet all the mandatory requirements. The evaluation of tenders will be based on the tenderer's ability to meet the requirements specified in the Duvha Cooling Water Treatment Plant Upgrade Technical Specification. A weighted score card approach will be used to evaluate the tenders against the Employer's requirements. The following scoring method will be used in general. It will be specified where other scoring methods is used.

Tenderers who do not meet the threshold for functionality scoring will be disqualified and will not be evaluated further.

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**Objective requirements:**

**Supplier Development Localisation and Industrialisation (SDL&I)**

Sibongile indicated that SDL&I forms part of objective requirements and needs to be met before contract award and will form part of the negotiation as well as contractual agreement. Kindly refer to the Invitation to Tender.

**Safety Requirements:**

Florah Somo went through safety requirements.

**Quality requirements:**

Zinhle Manzini went through quality requirements.

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|    |         |  |     |  |
|----|---------|--|-----|--|
|    |         | <p><b>Environmental requirements:</b></p> <p>Andiswa Ntanjana went through environmental requirements</p> <p><b>Contractual requirements:</b></p> <ul style="list-style-type: none"> <li>➤ Safety, Health, Environmental and Quality (SHEQ): Kindly refer to the Invitation to Tender.</li> <li>➤ Supplier Development Localisation and Industrialisation (SDL&amp; I) requirements</li> <li>➤ Suppliers were also requested to propose or offer a percentage or value for Corporate Social Investment (CSI) and will also form part of negotiations.</li> </ul> <p><b>NB: Should SDL&amp; I and SHEQ requirements not be met during the evaluation process, tenderers will be given a maximum of 14 (Fourteen) working days to submit the required documents in order to finalise the process. If tenderers do not adhere to the time frame, they will be disqualified.</b></p> |     |  |
| 4. | General | <ul style="list-style-type: none"> <li>Suppliers were requested to submit questions relating to the enquiry 10 (ten) working days before enquiry closing date to <a href="mailto:MasileSR@eskom.co.za">MasileSR@eskom.co.za</a> . All questions and answers will be posted on the Eskom</li> </ul>   | All |  |

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|  |  |  |   |  |
|--|--|--|---|--|
|  |  | <p>Tender Bulletin, CIDB Website and National Treasury e-Portal. During the tendering period suppliers to communicate in writing with Sibongile Masilela <b>ONLY</b> as per the above e-mail address.</p> <ul style="list-style-type: none"> <li>Suppliers were encouraged to check Eskom Tender Bulletin and National Treasury e-Portal on a daily basis for any update.</li> </ul> <p>An extension on the enquiry closing date was requested through e-mail and Sibongile confirmed that she received the request and will be attended to it.</p> <p>A Site Clarification Meeting / Plant Walkdown was requested and Sibongile confirmed that it will be arranged accordingly, and communication will be done through Eskom Tender Bulletin, CIDB Website and National Treasury ePortal.</p> <p>Documents were corrected and uploaded under the folder "Revised documents" or "revised folder"</p> | <p><b>All suppliers</b></p> <p><b>Info</b></p> <p><b>All suppliers</b></p> <p><b>Info</b></p> |  |
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|----|---------|--|--|--|
|    |         | <b>NB: Successful supplier to submit Criminal Clearance/Checks for Contractors Accessing Power Stations (NKP) prior to access being granted to site at the power stations. Refer to the attached Briefing Note Gx Division Contractor Criminal Check</b> |  |  |
| 5. | Closure | Meeting adjourned at 11H30   |  |  |

Signed as a correct record:    **Sibongile Masilela**  
    **Chairperson**

**2025/03/14**  
**Date**

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