

	Minutes of the Site Clarification Meeting 30 March 2022 @ 10:00 via MS Teams	Unique Identifier	
		Revision	Rev. 0
		Revision Date	Aug-2015
		Group Technology and Commercial Division	

**COURIER SERVICES AT PEAKING OPERATING UNIT FOR 5 YEARS
WCPK1022LD**

Minutes

This meeting was non-compulsory, so those that did not attend the meeting are welcome to submit tenders.

Attendees:

Mervyn Petersen <PetersMe@eskom.co.za>; Frikkie Van Loggerenberg <vLoggeFJ@eskom.co.za>; Raju Ooka <OokaR@eskom.co.za>; Tessi Mpande <MpandeNT@eskom.co.za>; Erick Mulaudzi <orders@rabelanimm.co.za>; Cynthia Ndalase <cynthia.ndalase@gmail.com>; Claude Liebenberg <tzr1925@gmail.com>; samantha@boldmovesconsulting.co.za; admin@boldmovesconsulting.co.za; Desmond Tladinyane <DesmondT@sltrading.co.za>; MikeM@sltrading.co.za; Megan Ferreira | MF Couriers <megan@mfcouriers.co.za>; Alex Binikos <alexb@courierit.co.za>; siphokazi@gogirl-logistics.com; patricia@gogirl-logistics.com; Raymond Ngubane <raymondn@yabathu.co.za>

1. Scope of Work and Overview

Mr Raju Ooka is the Services Manager for this Contract:

The scope covers the following as discussed by the Technical Representative Mr Frikkie van Loggerenberg.

Peaking Operating Unit requires a Cost-effective National Courier services for the pick-up, transport, delivery and off-loading of products, parcels, documentation, parts, materials and goods. Courier services required will be to and from any of the Peaking Power stations and offices situated throughout South Africa.

2. The various stations are:

Acacia Power Station is located in Capetown

Ankerlig power station is located in Atlantis

Palmiet Power Station in located in Grabouw

Gourikwa Power station located near Mosselbay

Small Hydro's in Zimbane Electricity House, Mthatha, Eastern Cape

Sere Windfarms -

The Sere Wind Farm is located close to the town of Koekenaap and falls within the Matzikama Municipality, in the Western Cape, South Africa. The Windfarm's precise location is in Lot 1862 Olifants River Settlement as shown in Figure 1 below. GPS Co-ordinates (31.5288513S 18.1925658E).

The nearest major town from the Windfarm is Vredendal, which is located 55km away. The distance between Sere Wind Farm and Cape Town International Airport is 356km via the N7.

In the Eastern Cape Port Rex Power station is located in East London

In the Northern Cape Vanderkloof Power Station is located near the town Vanderkloof

In the Freestate Gariep Power station is located near Gariep dam

In KwaZulu Natal Drakensberg power station is located near Bergville

Ingula Power station is located near Ladysmith (Approximately 50km)

- Documentation from Tender Office to the Various Stations are good that might be delivered as well as materials and equipment. The scope is only courier services and packaging will not be required unless in the case of certain exceptions.

The NEC has the full Scope of Work and the various stations to be service in detail.

Tenders to be addressed as follows: Enquiry Number WCPK1022LD
Attention : Lorna Hendricks and the address below only:

Tenders are to be delivered to the following address on the stipulated closing date and time:	The Tender Office Eskom Holdings SOC Limited Eskom Road Eskom Brackenfell Main Store Building Ground Floor, Western Cape, 7535
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- All Commercial Requirements and Returnables is at Point 1.3 Tender Returnables (Page 10,11 and 12 of the Invitation to tender) were discussed and to be returned by Tender Closing Date. The Tender Closing date is 14 April 2022 @ 10:00. Please ensure BBBEE Certificate or Affidavit in the copy file is stamped a true duplicate of the original document. The Annexures referred to are attached to the Invitation to Tender. Please ensure it is completed and signed in full.
- Tessi Mpande discussed Tender Returnables and requested Suppliers to provide SHE Requirements below
 - Annexure B (Attached)
Is the acknowledgement of Eskom's OHS legal and other requirements form signed and submitted by the tenderer? To be signed in full and witnessed where required.
 - OHS plan
(Must address the project /scope of work OHS risk(s) and aligned with the health and safety specification or requirements)
 - Baseline OHS Risk Assessment (BRA)

- d) Identification, assessment and management of OHS risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA
- e) Valid Letter of Good Standing (COIDA or equivalent)

OHS policy signed by CEO

The submitted policy document must comply to OHS Act Section 7

- 6. Mervyn Petersen discussed Category 4 Quality Requirements that should also be submitted by Tender Closing Date.

Category 4 : Quality Requirements	Deliverables to be evaluated indicator = 1	
SECTION A : Quality Management System Requirements ISO 9001		
Objective evidence of documented QMS that is not certified but complies with ISO 9001		
		Apply =1
A.1 Quality Method statement based on scope.(Method Statement Template-Ref 240-126469599)		1
A.2 Quality Policy Approved by top management.		1
A.3 Quality Objectives Approved by top management.		1
Section A Score Option 2		3
SECTION B : Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105058000)		
		Apply =1
B.1 Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015)		1
B.2 Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015)		1
Section B Score		2
SECTION E: User defined additional Requirements & miscellaneous (Ref 240-105058000)		
Customer specific requirements & other standards and required can be listed and evaluated here		
		Apply (Yes=1)
E.1 Form A is completed and signed.		1
Section E Score		1

- 7. Please ensure at Tenderers Particulars that a landline is also submitted if possible
- 8. Technical Evaluation Criterion and weighting were discussed on, page 7 of the invitation to tender) with a technical evaluation threshold of 70%. To be submitted by tender closing date.

Previous work experience	Record of similar work required: Supply survey results where available. Less than 1 Year: 0% , 1 - 3 Years: 10% , 3 - 5 Years: 20% > 5 Years: 30%	30%
Company Profile	Company Profile with Contact details. Give an indication of what they actually do and specialise in. Organogram with contact numbers submitted: Yes: 15% , Not comprehensive: 5%, None: 0%	20%
Technical Method Statement	Method statement. Delivery methods and timelines In line with contract requirements: 50% . Partially meet contract requirements: 10% per item (Max 50%)	50%

- 9. SHE (Safety Health Environment) and Quality returnables attached on the Tender Bulletin to be returned with the tender were discussed. If all SHE and Quality Returnables are not submitted, they can still be requested after the tender closing date.

10. Questions raised during the meeting

- a) In the case of a joint venture, if you are joint venturing with a courier company can the courier service's company details be made applicable?
 - b) In the event that a joint venture breaks up, this is a risk for Eskom, but if this is a legally drafted JV where the other part is held liable, this can be considered, so documents such as legal binding contracts to be submitted, but each case will be judged on it's own merits.
 - c) Clarity was provided on item 2 Company Profile above, where there is a total weighting of 15%. The weighting is 20% but the scoring if 15% in total it will weight 20% of the total weighting.
 - d) A Fuel Levy was brought up by an attendee to mitigate risks in terms of Fuel/Diesel. A fuel levy has been included on the revised price list. Each Supplier to indicate their respective Formulas that will be used to determine fuel levy.
 - e) An attendee also requested an indication of the outlying areas, and this is included on the updated NEC in section 3.2.1.
11. The updated NEC with the revised Price Lists Is attached. This includes the fuel levy on section 2.2 and in section 4.1. the outlying areas is included in section 3.2.1.
12. Domestic bulk Cargo and Same Day? What is the difference thereof? The revised price list is attached with Domestic Bulk Cargo separated.
- 13. Record of collection and deliveries during the last Year to give Suppliers an idea of movements, and Regions to assist Suppliers with Costing. This will be sent by tomorrow 5 April 2022 or the latest 06 April 2022 to the attendees and posted on the Tender Bulletin.**
14. Insurance (Percentage of parcel Value) is included in the revised price list in the event requirements for insured parcels. This is Optional when requested or indicated by the client and provision is made in the revised price list for Suppliers to make provision therefor. This was clarified and mentioned that this is the declared value of the parcel not the Courier Fee.
15. Set Collections and Deliveries. All Deliveries are Ad-hoc, and not set, Tender Documents might be more frequent to the Power Stations, but this is ad-hoc.
16. The closing time for clarification of queries is five (5) working days before the deadline for tender submission.
17. All communication, prior to contract award, to be done via - : hendrial@eskom.co.za
Lorna Hendricks, Procurement Practitioner.



04 April 2022

Lorna Hendricks
Procurement Practitioner