

	General Meeting Minutes	Document Identifier	240-54076329	Rev	9
		Effective Date	January 2026		
		Review Date	January 2031		

Meeting Name: Design, Manufacture, Supply and Installation of Executive office furniture at Megawatt Park (MWP), Eskom Academy of learning (EAL) and Eskom Research and Innovation Centre (ERIC) for the duration of seven (07) months.			
Date:	Time:	Venue:	Meeting No.:
08 April 2026	10:00AM	Microsoft Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure	<p>The meeting began with a safety acknowledgement by the Chairperson.</p> <p>Attendees of the meeting were advised to ensure that they are in a safe environment at their respective locations and to follow their own organisational or personal emergency procedures where applicable.</p> <p>All meeting attendees indicated that they are in a safe working area.</p>	<p>Hazel Sethole</p> <p>Hazel Sethole</p> <p>All</p>	

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2.	Opening: 2.1 Welcome	<p>The Chairperson formally welcomed all attendees to the tender clarification meeting conducted via Microsoft Teams.</p> <p>The Chairperson acknowledged the presence of the Cross-Functional Team (CFT) members and Suppliers and thanked them for attending the session.</p> <p>The purpose of the meeting was communicated as follows: to provide clarification on the tender requirements, ensure a common understanding of the scope of work and guide suppliers in preparing compliant submissions.</p> <p>The chairperson also outlined that introductions should be conducted before proceeding with the session.</p> <p>The meeting was recorded</p>	Hazel Sethole	

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	2.2 Apologies and quorum 2.3 Adoption of the Agenda	<p>An apology was received from Lungile Mloyi. A quorum was confirmed, and the meeting proceeded.</p> <p>The agenda for the meeting was presented to all participants and adopted without any amendments.</p>		
3.	Declaration of interest	All attendees of the clarification meeting declared that they have no conflict of interest in relation to this tender/transaction.	All	
3.1	Heading of agenda item	<p>Members of the Cross Functional Team introduced themselves, including representatives from Procurement, Technical, Quantity Surveyor, Supplier Development and Localisation, and Quality.</p> <p>A detailed overview of the project scope was presented.</p>	<p>Eskom's Representatives</p> <p>Amogelang Mokgoko</p>	

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		<p>Cross Functional Team members presented their Commercial, Technical, Quantity Surveyor, Supplier Development Localisation and Industrialisation, Quality and Occupational Health and Safety requirements for this tender to the suppliers.</p> <p>Clarifications were provided regarding material specifications relating to leather types (full grain vs top grain), to ensure standardisation across supplier submissions. Suppliers were advised that final specifications will be clarified to ensure consistency in tender responses.</p> <p>A query was raised by the supplier regarding the submission of product catalogues as part of the tender requirements. It was clarified that suppliers are required to provide relevant catalogues to support their submissions and</p>	<p>Eskom's representatives</p> <p>Amogelang Mokgoko</p>	

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		<p>demonstrate compliance with the specified technical requirements.</p> <p>Suppliers were given the opportunity to raise questions. Queries relating to submission of SHE documentation via the e-tendering portal were addressed, and it was confirmed that all required documents must be uploaded electronically as part of the tender submission.</p> <p>A supplier enquired whether after downloading and completing the SHE (Safety, Health and Environmental) documentation, there would be a specific tab or section on the e-tendering portal to upload these documents as part of the tender submission. The procurement practitioner clarified that suppliers are required to download the SHE specifications and returnable documents, complete them, and submit them electronically as part of the tender</p>	Hellen Lebjane	

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		<p>submission on the e-tendering platform. It was further emphasised that the SHE documentation forms part of the tender returnables and must be uploaded accordingly with the rest of the submission at tender submission.</p> <p>Suppliers acknowledged the clarifications provided and confirmed their understanding. No further queries were raised</p> <p>It was confirmed by SDL&I representative that the transaction includes local content requirements, designation at 85% local content. This means suppliers are expected to source and manufacture locally with only a small portion 15% potentially imported. It was agreed that if suppliers import components this must be properly declared.</p>	<p>Suppliers</p> <p>Willem Burger</p>	

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4.	Matters for information/Noting	Clarification was provided that submissions would be made electronically via the e-tendering portal.		
5.	General	Suppliers were advised to submit any additional clarification questions via the email address of the procurement practitioner (Hellen Lebjane) for this transaction. Responses will be issued through Eskom Tender Bulletin and National Treasury e-tendering platform, where the enquiry was originally published.	Hellen Lebjane	
6.	Closure	There being no further matters for discussion, the meeting was adjourned by the Chairperson at 12:00 PM.	Hazel Sethole	

Signed as a correct record: *H. Lebjane*

Senior Advisor Procurement

14/04/2026

Date

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