

	Clarification Meeting Minutes for: Supply and delivery of Digital Transducers and training services on “as and when” required basis, over a period of five (5) years with an option to extend up to an additional five (5) years	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Meeting Name: Clarification meeting for Digital Transducers Tender No. E1291NTCSAMWP			
Date:	Time:	Venue:	Meeting No.:
06 June 2025	09h00	Virtual via Ms Teams	01/2025

Item	Subject & salient points	Decisions & Action items
1.	Safety and Emergency Evacuation Procedure	Chair (NTCSA Representative) explained the safety evacuation procedure in case of emergency
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	- Chair (NTCSA Representative) welcomed all the parties. - All attendees were requested to introduce themselves and the company they represent. - All attendees were requested to indicate if they are working in a safe environment and if they know how to evaluate in case of emergency. - No Apologies were noted from NTCSA. - Agenda was adopted - Attendance register of all attendees has been downloaded from MS Teams.
3.	Declaration of interest	All attendees were requested to make a declaration of interest if any. No conflict of interest declared
4.	Verification of minutes of previous meeting/s	Not applicable

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5.	Action items from previous minutes	Not applicable
6.	Matters for clarification	
6.1	Heading for agenda item	Session objectives • Addressing questions on the contents of the Request for proposal E1291NTCSAMWP • Providing pro-active responses to the clarification requests submitted in advance • Providing forum for Question and answers • Prepare for Tenderers to submit responsive tenders Note that all the presentations (Commercial, Technical, Forex and SDL&I) made during the clarification meeting are to be published on NT etender portal and NTCSA tender bulletin after the meeting. Potential tenderers are encouraged to visit the NT Etender portal and NTCSA tender bulletin regularly for updates on the tender if any.

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		Submission deadlines for the various tender returnable documents to be noted. It is encouraged for the suppliers to submit all the documents during the tender closing dates.
6.2	Commercial requirements	• All questions and clarifications pertaining to this enquiry will be in writing only and addressed via email to the NTCSA Representative gidimu@ntcsa.co.za. Answers will be uploaded on the National Treasury e-tender portal and NTCSA tender bulletin only. • Potential tenderers are also encouraged to send their questions that they have raised during the clarification meeting in writing and responses will be made available in writing to all through publishing them on NTCSA tender bulletin and on NT E-tender portal without indicating the name of the supplier that asked the question. • Tenders are to be submitted electronically via Eskom E- tendering site by the stipulated closing date and time. • Tenderers are not allowed to submit physical files to NTCSA Tender Offices, any physical files submitted will be regarded as non-responsive and will not be evaluated further. • Please note it is the responsibility of the supplier to ensure that the tender submission is submitted before the closing time • The tender will be for the whole of the contract.

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		Whole denotes supply and delivery of digital transducers (item 1-10) and training services as specified in the technical evaluation criteria 240-185000396. - Duration: Five (5) years on an as and when required basis Closing date for clarification of queries is 5 working days prior to the closing date. This also include a request for extension of tender closing date. Tender conditions - For Electronic Tender Submissions - The tenderer must upload the tender via NTCSA Tender bulletin site on the Eskom E- tendering page. The documents need to be uploaded under the correct folders i.e. Technical, Commercial, Financial etc. - All documents need to be submitted in a PDF and Excel format (The limit is 50MB per file and total submission of 900MB per submissions). The price list needs to be submitted in PDF and a copy in excel format - No Zip/condense files can be uploaded - No hard copy will be accepted

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		- If for some reason you resubmit your tender, then the latest version of the tender submitted will only be accepted and all previous submission/s will be null and void. - Please ensure that the submission status is indicated as complete. - Supplier Help Manual guide and video can be found on Eskom E-Tendering page - The tender validity period is 40 weeks from tender closing date. NTCSA may extend the validity period for a specified additional period. Should extension of validity be required by NTCSA, tenderers agreeing to the request will not be required or permitted to modify a tender. If a tenderer modifies a tender, such a tender will be disqualified from the evaluation process. - Alternative tenders are not allowed Evaluations of tender Basic compliance (clause 3.9 of request for proposal) and it entails the following: - Meet the eligibility criteria for a tenderer

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		- Submit a complete tender with commercial, financial, quality, SDL&I and technical information - Submission of the mandatory commercial tender returnables as at stipulated deadlines. - For E-Tendering, a tenderer’s failure to have submitted/uploaded tender documents will render the tender non-responsive. Contract management Contract terms and conditions have been explained NEC 3 Supply Contract conditions with relevant clauses as issued with the tender shall be applicable.
6.2	Technical requirements	- A presentation was made, and questions and answers were provided. Presentation is uploaded on the tender bulletin - Technical is a functionality criteria. - Asked questions were also requested to be made in writing to M Gidi so that they can be responded to in writing Responses to the questions shall be posted on the tender bulletin on a clarification questions and answers document.
6.3	SDL&I requirements	SDL&I requirements a. SDL&I Undertaking is an objective requirement

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		b. SDL&I undertaking is to be completed with skills development, job creation, retention and subcontracting. c. NIPP is applicable if the tendered value exceeds the equivalent of USD 5M . d. Supplier need to submit a report on a quarterly basis to indicate the progress made. The BBBEE Certificate or sworn affidavit has to be valid as of the closing date of the tender.
6.4	Finance requirements Forex	The price schedule has been explained and demonstrated on how is it to be completed. The tenderers were advised to ignore option B for transportation. however urged that option A should be completed as mandatory. CPA has been explained • No in-house indices shall be accepted • Indices should be readily available and accessible by all • At least 15% of price should be fixed • ROE Variation should not be part of CPA Formula • Proof of importation documents to be submitted FOREX presentation has been made and also to be uploaded on the portal

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		The following payment terms has been discussed : Payment method 1a and 1b - Proof of importation required. Be the direct importer Payment method 2 - Proof of importation required. Tenderer must be the direct importer Payment method 3- Fixed ZAR. Payment in ZAR . Proof of importation are required The tenderer needs to indicate the applicable payment method on the tender submission.
6.5	Quality requirements	Quality is an objective criterion. Quality requirements have been explained as issued with the tender.
7.	General	None
8.	Closure Next meeting	Chair declared the meeting closed and wish all the potential tenderers to submit responsive tenders. Not applicable

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