

Business Management System

Meeting Minutes

Deep cleaning services

Document Identifier

240-94026857

Rev

3

Effective Date

28/02/2022

Review Date

28/02/2027

Page

1 of 4

Meeting Name: Deep cleaning Services

Date	14/09/2026	Venue	Ms Teams	Meeting No.	02/2026
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Attendance Register

Name	Initials	Designation and Area Represented	Name	Initials	Designation and Area Represented
1. Khanyisile Sibanyoni	KS	Procurement Officer	2.Johanna Fillies	JF	Technical Representative
3.Rofhiwa Ndou	RN	Procurement Officer	4.Marius Van Vuuren	MV	Technical Representative
5.Enhle Buthelezi	EB	Financial Representative	6.Ntokozo Ngubane	NN	Safety Representative
1. 45 Suppliers visited			2.		
3.			4.		
5.			6.		
7.			8.		
9.			10.		
11.			12.		

Apologies Register

1. Raesibe Van Neel	RV		2.		
3.			4.		
5.			6.		

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Page

2 of 4

Item	Description	Action and Progress	Responsible Person	Target Date
1	Opening, Welcome and Apologies	Chairperson opened the meeting and welcomed all	Khanyisile	01 Sept 2026
2	Safety and Emergency Evacuation Procedure	Safety was discussed	Khanyisile	
3	Approval of Agenda.	The agenda was accepted by all CFT members and Suppliers	CFT	
4	New Items	As per agenda	CFT	
4	Commercial Presentation	Khanyisile presented all the Mandatory and non-Mandatory documents to the supplier, including NEC, price listing and ITT.	Khanyisile	
4	Safety Presentation	Ntokozo presented all the Safety requirement, including BRA, COIDA, Basic plan, Annexure B	Ntokozo	
4	Financial Presentation	Enhle presented all financial requirements, including 3 years audited financials.	Enhle	
4	Technical Presentation	Marius van Vuuren presented all technical requirements including the SWO and Technical criteria.	Marius	

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4	Quality Presentation	Raesibe was not available, Khanyisile requested all question to be forwarded to her to share with the relevant party.	Khanyisile	
5	Questions			
	1. In South Africa we have various cleaning associations, E.g BEECA, BCCI,CASA and all those cleaning association mentioned above serve the same purpose. please explain why was the NCCA the only cleaning association selected on the technical and not all of them since they serve the same purpose. (As per SHEQ) 2. On the point of registration with institute waste management of south africa and registration with transport moving waste, is the same certificate that is done at environmental affairs and why would you request for same information twice. so my question is that is it okay to attach the same certificate where the similar information is required ? 2. On the point of registration with institute waste management of south africa and registration with transport moving waste, is the same certificate that is done at environmental affairs and why would you request for same information twice. so my question is that is it okay to attach the same certificate where the similar information is required ?	1.We recognise NCCA as the only board that operates national then the regulatory boards operate within certain provinces) 2. Yes, if the same document is required to submitted twice, please do so.	Rudolph Mashamba	

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Document Identifier	240-94026857	Rev	3
Effective Date	28/02/2022		
Review Date	28/02/2027		
Page	4 of 4		

	3. Lastly this is not a question but the clarification. when it come to proof of registration of facility where waste is being disposed, take note that is not every organisation that owns the waste disposal landfill and that case we get a letter of intent/SLA from the owner of the waste disposal landfill to confirm that the registered company X, is permitted to dispose the waste at their waste disposal landfill. so, i think you consider/accept the letter of intent to accommodate those that doesn't own the waste disposal landfill. 4. How do suppliers tender?	3. The letter of intent/ SLA from the registered facility will be acceptable ONLY IF you will attach a proof that his facility is registered with the relevant authority. All the suppliers need to Submit the tenders through electronic tendering system using the link.		
6	Closure	Meeting was adjourned at 11:30 All the Supplier were wished well	Khanyisile	01 Sept 2026

Minutes Submitted By

Khanyisile Sibanyoni (Procurement Officer)



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