



**Meeting Minutes**  
**Clarification Meeting MPMAT11234GX**

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Generation Matla Power Station			

**Meeting Name:** *THE PROVISION OF COMMUTER TRANSPORT SERVICES BETWEEN MATLA POWER STATION AND OGIES, PHOLA, WILGE AREA FOR NORMAL DAY WORKERS, SCHEDULED SHIFT WORKERS AND UNSCHEDULED SHIFT WORKERS, AND UNPLANNED TRIPS AS AND WHEN REQUIRED FOR A PERIOD OF 5 YEARS*

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
15 August 2024	10:00 – 11 00	MS Teams	01/2024

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure	The evacuation procedure was explained by Phasika to all present. he also stated that with this being a Teams Meeting that everyone is safe in the areas they are in during this clarification meeting.	Phasika Mpati	15 August 2024
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Meeting started at 10:00 as per the set appointment. Phasika introduced himself and stated that the meeting will be recorded for audit purposes and to do the meeting minutes, it was accepted.  Apologies made on behalf of Quality they were attending audit ISO9001 audit and Environmental.	Phasika Mpati	15 August 2024

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3.	Declaration of interest	The Buyer requested the attendees to complete the Declaration in the invitation to tender document - Annexure C as well as the NDA published on the tender Bulletin and submit with tender returnable.	Phasika	15 August 2024
4.	Verification of minutes of previous meeting/s <i>[Record significant changes to the minutes]</i>	Stated in the site meeting that the minutes will be published They must sign the minutes and sent them back with the tender returnable in agreement of the information that was captured after the site meeting held on 15 August 2024	Phasika	15 August 2024
5.	Action items from previous minutes			
5.1	Meeting No 01/2024 Action Item No			
6.	Matters for approval – Fixed Agenda Items			
6.1	<b>COMMERCIAL MATTERS / DOCUMENTS</b> <ul style="list-style-type: none"><li>❖ Invitation to tender was explained to all present</li><li>❖ Closing date <b>27 August 2024 Time: 10:00</b></li><li>❖ Tender procedure explained Suppliers to ensure that all info is correct on tender before lodging it in the tender box</li></ul>	All attending the meeting was told that they will be recorded for audit purposes and for the keeping of minutes, not one had a problem with being recorded	Phasika Mpati	15 August 2024

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	<p>❖ <u>Tenders to be lodged in the tender box:</u></p> <p>TENDER BOX GROUND FLOOR 10 SMUTS AVENUE WITBANK EMALAHLENI MPUMALANGA <b>Marked: CONFIDENTIAL TENDER NO. MPMAT10601GX</b></p> <p><b>GPS Coordinates for Tender Box, 10 Smuts Avenue, Witbank</b> Latitude 25 87723S  Longitude 29 21629E</p> <p><b>Map Link for Tender Box, 10 Smuts Avenue, Witbank</b></p> <p><a href="http://maps.BlackBerry.com?lat=-25.87367&amp;scr_z=0&amp;lon=29.21745&amp;label=10+Smuts+Avenue%2C+Witbank%2C+South+Africa&amp;address=10+Smuts+Avenue&amp;city=Witbank&amp;region=Mpumalanga&amp;country=South+Africa&amp;z=0">http://maps.BlackBerry.com?lat=-25.87367&amp;scr_z=0&amp;lon=29.21745&amp;label=10+Smuts+Avenue%2C+Witbank%2C+South+Africa&amp;address=10+Smuts+Avenue&amp;city=Witbank&amp;region=Mpumalanga&amp;country=South+Africa&amp;z=0</a></p> <p>❖ No late tenders will be allowed ❖ One (1) Original and One (1) full copy of the original to be handed in If not your tenders will not be evaluated No copies will be made for any incomplete documents submitted</p>	Phasika explained to all again that during the tendering period all emails or communications has to go through the buyer	Phasika Mpati	15 August 2024
			Phasika Mpati	15 August 2024
			M van der Merwe	15 August 2024

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	<ul style="list-style-type: none"> <li>❖ All communications in writing with regards to queries must be sent to <b>Phasika Mpati 5 days</b> before tender closing.</li> <li>❖ Suppliers are not to use tip-ex, any correction fluid or correction tape on any part of the documents, if it is used, the tender will not be evaluated No faxed or emailed tenders will be allowed.</li> <li>❖ All tender returnable explained and all suppliers know what is expected of them</li> <li>❖ CPA on the NEC is applicable as this is for a 3 year period</li> <li>❖ SDL&amp;I in the Invitation to Tender document to be submitted by the supplier.</li> <li>❖ Eskom reserves the right to accept or reject all or part of the tender. Refer to the disclaimer in the Invitation to Tender Document</li> <li>❖ Corrections on tender documentation should be done only with a single line drawn through cancelled info and initialled next to it. Correct info to be written in Both to be visible after correction</li> <li>❖ Alternatives tenders are not allowed</li> <li>❖ Mark original tender and copy of tender and the copy should be a 100% duplicate of the original tender Original tenders are kept in Witbank and copy will be sent to Matla Power Station If not a full and complete copy of original, copies will not be made and tender will not be evaluated.</li> <li>❖ Only Telkom time will be recognised for tender closing time.</li> <li>❖ Eskom takes no responsibility for late or lost tenders. Only the tender box to be used E-Mailed and Faxed tenders will be cancelled and will not be evaluated</li> </ul>		Phasika Mpati	15 August 2024

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	<ul style="list-style-type: none"> <li>❖ Person signing tender documentation must be an authorised person as Eskom will hold company responsible even if an unauthorised person signed</li> <li>❖ Ensure that calculations are correct as prices will not be changed after tender closing. If tenderer cannot honour tender if successful, at the tender price tendered, the second in line will be considered</li> <li>❖ Date and time for tender closing is <b>27 August 2024 at 10:00, Witbank Tender Box.</b></li> <li>❖</li> </ul> <p>Make very sure that all tender returnable is done and attached</p>			
<b>7.</b>	<b>Matters for information/Noting – Fixed Agenda Items</b>			
<b>7.1</b>	<p><b>TENDER RETURNABLE DOCUMENTS</b></p> <p>Safety and Quality and Environmental and SDL&amp;I will be objective requirements to be submitted for evaluation, it will however not be a base for disqualifying if not submitted at tender closing stage.</p> <p>Audited financial statements are also objective criteria and the supplier will not be disqualified if not submitted with tender returnable. These can be requested afterwards if required</p>	<p>Phasika requested all attendees to submit all required SHEQ and SDL&amp;I information at tender closing whether it is mandatory or not, in order to make the evaluation process go quicker and to be finalized much sooner when all documentation is available at tender closing.</p>	Phasika Mpati	15 August 2024
<b>7.2</b>	<p><b>INVITATION TO TENDER DOCUMENT</b></p> <p>Monique took the attending suppliers through the Complete Invitation to tender document as a whole.</p>	<p>Corrections to attached price list schedule named as Price list Phola - Ogies - MPMAT11234GX to be attached on bulletin and e-portal after</p>	Phasika Mpati	15 August 2024

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	<p>The suppliers were also taken through the Annexures, it was emphasized that Annexure C was very important and also the fact that suppliers should not lie when they are completing the declaration as it will come back to them and it is also one of the first things asked when an Audit is done on a contract, they normally ask for the Supplier declaration</p> <p>The suppliers were requested to complete the whole of the Invitation to tender and to submit all the required documentation under Technical, Safety, Quality, Environment and SDL&amp;I with the tender and not leave anything out. The normal Commercial Tender Returnable documents is also to be submitted with the tender pack</p> <p><b>Mandatory Document is applicable for the CIDB grading requirement of 6SI</b> It was stated that this document so be submitted and be valid, because if it is not submitted the tender will not be evaluated further</p> <p>Monique also mentioned the 2% CSI amongst other requirements to be met on the Invitation to Tender document and needs to be completed .</p> <p>It was stated that the Completed NEC documents is disqualifiable if not completed in full and returned with the tender. NB!!!!</p>	<p><b>Site Clarification meeting on 15 August 2024.</b></p> <p><b>Zodwa Gumbi also emphasized the fact that the suppliers must use the updated Price list schedule named Phola - Ogies - MPMAT11234GX</b></p>		15 August 2024

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7.3	<p><b>SAFETY RETURNABLE DOCUMENTS</b></p> <p><i>Signed Annexure B Acknowledgement Form</i></p> <ul style="list-style-type: none"> <li>❖ OHS Policy signed by the Tenderer's CEO or MD</li> <li>❖ OHS Budget Breakdown covering the scope of works</li> <li>❖ Health and safety plan</li> <li>❖ Baseline Risk Assessment</li> <li>❖ Past 3 years OHS Statistics (fatalities, LTI's and Legally Reportable Incidents) suffered by the tenderer (if none signed letterhead to this effect must be forwarded)</li> <li>❖ Past 3 years OHS Legal notices issued against the tenderer e.g. Department of labour (if none signed letterhead to this effect must be forwarded)</li> <li>❖ Tenderer's valid letter of good standing with compensation fund or licensed insurer</li> <li>❖ Medical fitness certificate x 1 or Medical surveillance program for non-operational suppliers or supplier with no employees – <b>Lynton explained that the medical fitness certificate can be for 1 person but has to be from a Registered Occupational Health Centre not a GP.</b></li> <li>❖ Covid 19 Response Plan</li> <li>❖ <b>Applicable Safe Work Procedure</b></li> </ul>	<p><b>Objective Criteria</b> –</p> <p><i>Phasika explained that the suppliers should submit the Safety requirements with the tender returnable at the time of closing in order to make the evaluation process faster</i></p> <p><i>Although it is objective criteria it is still to be submitted. If not submitted at the time of tender closing and the supplier is the recommended supplier, they will be given a period of 7 days in which the required Safety Returnable documents are to be submitted to the buyer as Eskom will not be printing the returnable for the supplier</i></p> <p><b>Lynton Mudau explained all the requirements from Safety side.</b></p>	Phasika Mpati	15 August 2024
7.4	<p><b>QUALITY REQUIREMENTS</b></p> <p><b>Complete and sign Form A in the Invitation to tender Document and submit under Quality Returnable.</b></p>	<p><b>Phasika also took the attending suppliers through the Quality requirements as the Quality Rep were attending ISO9001 audit.</b></p>	Phasika Mpati	15 August 2024

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	<p><b>Quality Requirements, Category 2 – Refer QM58 for guideline to complete the Quality returnable</b></p> <p>Please refer to the Quality Category 2 Requirements in the Invitation to Tender</p> <p>Monique read through all the returnables of Category 2 required for this contract</p> <ul style="list-style-type: none"> <li>❖ Eskom wants to see how quality is performed and managed from the tendering supplier's business point. This is to verify if there is a proper Quality management system in place at the company tendering to Eskom</li> </ul> <p>The buyer made all the tendering suppliers aware that if there was anything not clear they can email and the requests will be addressed</p>	<p>Phasika explained again that if there any questions regarding <b>Safety, Quality or Enviro they should be forwarded to him and he will get the required information from the respective areas for the suppliers.</b></p> <p><b>Quality Form A is part of the Invitation to Tender, ensure to complete the complete Invitation to Tender Document and submit all Pages with other tender returnable.</b></p>		<b>15 August 2024</b>
	<p><b>ENVIRONMENTAL</b></p> <p><b>Category A: Contractors</b></p> <p>All contractors working for and on behalf of Matla Power Station on a once off (supply and delivery) or outage programs and with their activities which might not cause potential harm to the environment as per scope of work by environmental practitioner professional</p>	<p><b>Objective Criteria</b></p> <p>Phasika explained that the suppliers should submit the Environmental requirements with the tender returnable at the time of closing in order to make the evaluation process faster.</p>	<b>Phasika Mpati</b>	<b>15 August 2024</b>

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	<p>discretion Assessment for these contractors shall be done by completing the Environmental Contractor Assessment form, If there is any yes to the questionnaire then the Environmental Officer must be notified to conduct a proper assessment on the contract. These suppliers or contractors must adhere or adopt the Contract Manager' Environmental Aspect and Impact register and the management thereof</p> <ul style="list-style-type: none"> <li>❖ Completion of Environmental Contractors Assessment Form</li> <li>❖ Sign Contractors commitment and indemnity letter</li> <li>❖ OR ISO14001 certified with valid certificate</li> </ul> <p>The buyer made all the tendering suppliers aware that if there was anything not clear they can email and the requests will be addressed</p>	<p>Although it is objective criteria it is still to be submitted If not submitted at the time of tender closing and the supplier is the recommended supplier they will be given a period of 7 days in which the required Safety Returnable documents are to be submitted to the buyer as Eskom will not be printing the returnable for the supplier</p>	<p><b>Phasika Mpati</b></p>	<p><b>15 August 2024</b></p>
8.	<p><b>(Supplier Development, Localization and Industrialization) SDL&amp;I</b></p> <p>From SDL&amp;I side the suppliers will be evaluated on the 80/20 preference points system. 80 will be on price and the 20 points will be on the BEE level. You are required to submit your BEE certificate or a signed affidavit If your entity is and EME or QSE, if your entity is an LME or QSE you will be required to submit a SANAS accredited certificate Any other BEE certificate including from a registered accountant will not be accepted. If the incorrect certificate is submitted you will not be disqualified you will just score 0 out of 20 points.</p> <p>Those who are EME or QSE you can submit a sworn affidavit from CIPC or DTIC. The reason why only these two are mentioned is that they contain all the information we need as an organization. For those</p>	<p><b>Presented by Thomas Chuene from SDL&amp;I</b></p>	<p><b>15 August 2024</b></p>	<p><b>15 August 2024</b></p>

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	<p>downloading the affidavit from DTIC, please ensure you populate all the information required like your Name, ID number and with circling the info you will indicate to us whether you are a member or director. It will further ask you about your company registration, the trading name, the registration number, the address where you are operating from and the services that you are offering, please ensure you populate all that information.</p> <p>Then by ticking you will indicate to us what level your company is, level one, two, three or four, depending on your annual income it will also depend on your shareholding whether it is 100% black owned, or 51% black ownership. Or no black ownership which means your company will be a level 4. You will be required to break down your shareholding, like perhaps people living in rural areas, people living with disabilities, please indicate that.</p> <p>Ensure the day that you sign as the Deponent is the very same day that you have it signed by a Commissioner of Oaths. Some Commissioners of Oaths do not have a date on their stamps and they should date the document on the same date you have signed as the Deponent.</p> <p>A Stamp by the SAPS is also acceptable, they are acceptable if they have a date as some Advocates also has stamps without dates at times. They should ensure that any Commissioner of Oath stamp has a date on.</p> <p>Thomas then stated that this contract has no designated items and that it should be 100% local to South Africa. Then as part of giving back to the community and SDL&amp;I, suppliers are required to train 2 Lift</p>			<b>15 August 2024</b>

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	<p>Mechanics and 3 Riggers The suppliers were taken through the proposal to state they need to propose to us the number of people they will train. The suppliers must remember that the number of people they proposed to train over the 3 year period will become a contractual obligation Follow ups will be done by SDL&amp;I to see if you are meeting your proposal / commitment on the contract</p> <p>In the case of a joint venture, the joint venture will be required to submit a Joint venture SANAS accredited BBBEE Certificate, they do not submit a Sworn affidavit Candidates shall be recruited within the vicinity of the Station</p> <p><b>That concluded the SDL&amp;I requirements from Thomas.</b></p> <p><b>Thomas also explained the 2% CSI required on all the contracts to benefit the surrounding areas. Suppliers to propose the % they can offer.</b></p>			<b>15 August 2024</b>
9.	<p><b>Technical Requirements – 80% to be scored for further evaluation.</b></p> <p><b>GATEKEEPER:</b> <b>Note: These criteria are the gatekeepers and failure to submit a copy of the required documents means no further technical evaluation shall be conducted.</b></p>	<p><i>Bheki Shabalala took the suppliers through the Technical Criteria.</i></p>		

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	<p>The provider shall submit a Letter of proof that they belong to the acknowledged local Taxi Association for the area in which they will be operating</p> <p><b>Technical Criteria:</b></p> <p>A weighted score-card approach is used to evaluate the technical compliance of the tenders against the specifications. Tenders need to have a weighted score of 80% or more to technically qualify for further evaluation</p> <p><b>Technical Functionality Criteria</b></p> <p>Bheki Shabalala explained all the returnable documents and the importance of the Mandatory returnable documents mentioned above highlighted in yellow and the scoring to the attending suppliers. There was a question from a supplier regarding the Taxi Association letter for the permitted areas. Bheki Shabalala explained that the letter should specify the area or routes that a taxi is permitted to use</p>	<p><i>Bheki Shabalala explained the Technical Evaluation Criteria to all.</i></p>		

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10.	<b>SCOPE OF WORK</b>  Bheki Shabalala explained the scope of work. If there are any questions, they can forward them to the buyer who will assist in getting a response to them.  The suppliers had no questions on the Scope of work as it is on the tender bulletin and they should read through the scope of work.		Phasika Mpati  Bheki Shabalala	15 August 2024
11.	General	Phasika will indicate on the minutes of the Forms were uploaded on the Tender Bulletin.	Phasika Mpati	15 August 2024
12.	<b>Closure</b>  Meeting adjourned at 10:50  Next meeting – N/A The next meeting will be at N/A on N/A in N/A		Phasika Mpati	15 August 2024

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Signed as a correct record:  15/08/2024  
Chairman/ Buyer Date

Signed as a correct record: \_\_\_\_\_  
Supplier Date

Minutes to be forwarded to the SHEQ and SDL&I attending Representatives to confirm the minutes is a true reflection of what was discussed.

Emails will be kept as Proof of acceptance by CFT (Cross Functional Team)

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