

	Clarification Meeting Minutes (General) The Provision of Environmental Waste Management in the NTCSA Northern Grid tender	Template Identifier	240-54076329	Rev	10
		Effective Date	April 2026		
		Review Date	April 2031		

DATE	TIME	VENUE	MEETING NO.
07 September 2026	10h00-12h00	Microsoft teams	01

ITEM	SUBJECT & SALIENT POINTS	DECISIONS & ACTION ITEMS	RESPONSIBILITY	Target date
1.	OPENING			
1.1.	Welcome: Thandiwe Gxabuza welcomed all attendees to the briefing session for the tender issued on the 24 August 2026. The tender is for the provision of hazardous location assessment, inspection, and testing services for the NTCSA Northern Grid on an as-needed basis over a 36-month period. (Substation Battery Rooms) Assessment, Inspection and Testing for Northern Grid. Purpose The meeting was a clarification session for the tender relating to the provision of hazardous location assessment, inspection, and testing services for the NTCSA Northern Grid on an as-needed basis over a 36-month period. The intent was to provide suppliers an opportunity to seek clarification on the tender requirements.			

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	Attended the meeting were the following: NTCSA Team • Technical Representative • Contract Management • Environmental Representative • Health and Safety Representative • Quality Representative • SDL&I Representative • QS(Price) Representative • Commercial Representative Tenderers Open tender- link to join the meeting was shared in the Invitation to tender. (only 1 tenderer representative had joined the meeting).			
1.2.	Apologies and quorum: No apologies received			
1.3.	Adoption of the Agenda:			
2.	SAFETY AND ESKOM VALUES DISCUSSION(S)			
2.1.	Emergency Evacuation Procedure-			

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	The chairperson advised everyone present to know their exit route in case of emergency. It was also emphasized that NTCSA and Eskom take safety very serious as 1 of the Eskom values is ZERO HARM.			
3.	DECLARATION OF INTEREST			
3.1.	NTCSA representative advised the tenderers that her cross functional team has confirmed that they have no conflict in this tender. For tenderers there is a declaration of interest issued out with the tender, and they should complete the DOI when they submit their tender If any tenderer has a need to declaration a conflict during the meeting, they were requested to feel free and do declare such conflict.			
4.	MATTERS FOR INFORMATION / NOTING			
4.1.	4.1.1. Scope of Work Overview The technical team explained that the high-level scope and advised the tenderer to read the scope in detail. She highlighted that the need for this contract was required because several substations do not have valid Certificates of			

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	Compliance (CoCs) and supporting test reports, creating compliance concerns. The appointed service provider will be expected to: • Conduct hazardous location assessments and classifications. • Inspect and test battery rooms and related installations. • Issue Certificates of Compliance. • Verify protective device ratings, conductor ratings, and voltage-drop requirements. • Assess ventilation requirements. • Provide guidance on component life expectancy and spare requirements. • Perform required testing, identify compliance and non-compliance findings, and provide supporting documentation. • Ensure equipment used is appropriately calibrated. • Review classifications and documentation for new installations and hand over all required records at project completion. • The scope includes assessment activities across 29 substations within the Northern Grid.			

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	Technical Evaluation Criteria i) Mandatory Requirements Tenderers must provide: • Proof of valid registration as a Master Installation Electrician. • Active authorization to inspect, test, and issue Certificates of Compliance. • Valid registration of the company as an electrical contractor. Failure to satisfy these mandatory requirements will result in disqualification before qualitative evaluation. ii) Qualitative Evaluation A minimum score of 70% is required to proceed. Evaluation areas include: 1. Technical Competence			

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	- Evidence of comparable completed projects. - Reference letters or completion certificates containing project information, dates, scope details, values, and client contact information. 2. Relevant Experience - Detailed CV of the Master Installation Electrician. - Relevant registration and experience associated with similar services. 3. Tools and Test Equipment - List of EX-rated testing instruments and equipment. - Calibration certificates and applicable certification documents for equipment. - Evaluation based on the extent and adequacy of submitted equipment and supporting documentation. The technical team emphasized that suppliers should carefully review all evaluation requirements to avoid disqualification. 4.1.2. Environmental Presentation			

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	The environmental representative outlined the following requirements: • Submission of an environmental or SHEQ policy aligned with environmental management system requirements and signed by company leadership. • Submission of an emergency preparedness and response plan covering potential environmental incidents such as chemical spills. • Submission of an environmental management plan, programme, or method statement aligned with the scope of work. • Details on environmental mitigation measures, including handling and disposal of hazardous materials and contaminated waste. • Evidence of resources, competencies, training, and skills of personnel performing environmentally significant activities.	Presentation will be uploaded on both websites.		

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5.	GENERAL The only tenderer present requested to leave after obtaining clarity on the technical requirements.			
6.	CLOSURE The meeting concluded at 10:35 Thandiwe Gxabuza – thanked everyone for attending and participating in the meeting.			

SIGNED AS A TRUE RECORD OF THE PROCEEDINGS:



08/09/2026

**NTCSA – REPRESENTATIVE
THANDIWE GXABUZA**

DATE

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