

	General Meeting Minutes Template	Template Identifier	240-54076329	Rev	9
		Effective Date	January 2026		
		Next review date	January 2031		
		Commercial			

Meeting Name: Non-Compulsory briefing session for Supply and delivery of lubricants for Kendal Power Station on an “as and when” required basis for a period of 5 years			
Date:	Time:	Venue:	Meeting No.:
18 August 2026	10h05 – 10h37	Horticulture Boardroom, Kendal Power Station	01

Item	
1.	Safety and Emergency Evacuation Procedure Caxwell Mkhabele, presented this Section citing that all Eskom employees and prospective bidders should move to assemble point which is at the soccer field when there is an alarm or alert of emergency or accident.
2.	Opening: 2.1 Welcome The chairperson, Mr. C Mkhabele, welcomed everyone at the meeting and introduced the purpose. 2.2 Attendee(s) Eskom: Caxwell Mkhabele and Nolutho Mgijima 2.3 Apologies All SHEQ colleagues were not available 2.4 Adoption of the Agenda

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

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Item	
	Agenda adopted.
3.	Declaration of interest No conflict of interest declared or recorded
4.	Verification of minutes of previous meeting/s No previous minutes. This was first meeting
5.	items of the day
5.1	<u>Commercial presentation</u> - C Mkhabele presented Invitation to tender <u>One bidder sought clarity on requirements for financial analysis</u> - All the bidders are required to submit financial statements and ITA43C. In addition, the financial statement should be within 18 months. <u>There was a concern regarding confidentiality of bidder's financial information</u> - Eskom guarantees all the bidders that financial information will only be used for the purpose of determining the financial status of the bidders. All Eskom officials who will access the tender submission will complete non-disclosure agreement. <u>There was a question that sought clarity on CPA</u> - Do we include deviation if we have a different formular? Answer: Bidders were advised to propose their CPA should their CPA differ from the formally proposed by Eskom and it is not mandatory to add the CPA on deviations.

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Item	
	<u>There was a question that sought clarity on Payment period</u> - For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying Suppliers within 30 days of receipt of undisputed invoices. - For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying suppliers within 60 days of receipt of undisputed invoices. 5.2 Technical Bidders sought clarity on packaging - No deviation will be accepted on packaging due reasons such as cataloguing. Bidders sought clarity if they should alternative lubricants - Bidders are encouraged to quote as per scope of work provided by Eskom.
6.	Matters for information/Noting - Tenders are to be submitted electronically via Eskom E- tendering site by the stipulated closing date and time. Eskom will not be liable for supplier failure to submit. - Eskom reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations should the tendered prices not be market-related - All deviations to be submitted at the tender closing date and time, and no deviation will be introduced at post tendering stage.
7.	General - Companies who did not attend non-compulsory briefing will not be disqualified. - No tender extension will be granted due to items urgently required and all bidders are encouraged to prepare in time.

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Item	
	Eskom will communicate and publish minutes of non-compulsory briefing meeting on National Treasury e-tender portal and Eskom Tender Bulletin. Therefore, all prospective bidders are encouraged to visit aforementioned website from time to time.
8.	Closure <i>Meeting adjourned at 10h30 (Friday: 18 August 2026)</i>

Signed as a correct record:



Eskom Procurement representative

24 August 2026

Date

NOTES:

- 1: This template may be transferred to an excel format for ease of use, provided that the content hereof is retained unaltered.
- 2: The attendance register is to accompany the minutes of the meeting.

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