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|  | Meeting Minutes | Template Identifier | 240-54076329 | Rev | 7 |
| | | Effective Date | November 2019 | | |
| | | Next review date | October 2022 | | |
| | | Kriel Power Station Procurement | | | |

MPKI10309GX

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|---|--------------|-----------------|---------------------|
| Meeting Name: TENDER CLARIFICATION MEETING: MPKRI10309GX SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) ACCESSORIES ON AN 'AS AND WHEN REQUIRED' BASIS FOR A PERIOD OF THREE YEARS TO KRIEL POWER STATION MAIN STORES. | | | |
| Date: | Time: | Venue: | Meeting No.: |
| 04 July 2022 | 10h00 | Microsoft Teams | MPKRI10309GX |

| Item | Subject | Decision & Action items | Responsibility | Target date |
|------|---|-------------------------|----------------|-------------|
| 1. | Opening: All were welcomed. Attendance of the clarification meeting is not compulsory and those not attending may also submit tenders. | | | |
| 2. | Attendance: Attendance Register was downloaded from MS Teams | | | |
| | It to be noted that the contents of the minutes are an overview of what was discussed and highlighted and not the only information, however additional to the set of invitation documents should there be differences. | | | |
| 3. | INVITATION TO TENDER SET OF DOCUMENTS Tenderers to familiarize themselves with the contents of the documents that were published for this tender. The Communication platform is the Eskom e-tender portal and the responsibility of the tenderer to visit regularly for possible updates. Any revised documents after site meeting, clarification information and minutes will be uploaded as such. Information as per the latest communication will apply. | | | |
| | GENERAL ➤ Original Tender Closing deadline: 13 July 2022 at 10h00, refer to Notification 1 for revised tender closing date Eskom Tender Box, Ground Floor, No. 10 Smuts Avenue, Witbank / | | | |

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| | <p>Emalahleni, Mpumalanga</p> <p>➤ Tender documents To be obtained from the Eskom Tender Bulletin www.eskom.co.za and National Treasury e-tender bulletin www.etenders.gov.za. No documents will be issued per hand or individually.</p> <p>➤ Basic requirements to submit a tender:</p> <ul style="list-style-type: none"> ○ Meet the eligibility criteria for a tenderer ○ Submit a complete original tender with commercial, financial and technical information ○ Submit one (1) hard copy of the original tender to Eskom with commercial, financial and technical information (duplication of the original) ○ Authorisation to Submit a Tender / Board Resolution Letter ○ Submission of the mandatory commercial tender returnables as at stipulated deadlines. ○ Central Supplier Database (CSD) number/registration (MAA.....) <p>➤ Tender validity of 120 days is requested and if more time is required to complete the process the tenderers will be consulted with for an extension of time on the validity.</p> <p>➤ All communication to be done in writing per e-mail or fax to the Eskom Representative for this tender, Phumi Mncwango email: Mncwanpj@eskom.co.za, with reference to the tender number MPKRI10309GX. Not allowed to communicate directly to other Kriel team members on this tender. Also refer to Eskom Standard Conditions of Tender 240-62044728 Rev 8 and Code of Ethics 32-527.</p> <p>Responses on clarification questions will be published in the same manner the enquiry documents were issued and it is the tenderers responsibility to check the Eskom Tender Bulletin regularly for updated documents and information sharing.</p> | | | |

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| | <p>Also note that forms issued as part of this invitation to be completed in full and signed where asked for. If not, it is not a complete document and mandatory documents for evaluation will result in a non-responsive tender.</p> <ul style="list-style-type: none"> ➤ JV Tenders: JV Tenders to submit a consolidated BBBEE Certificate (not an Affidavit) and a Letter of Intent to form a JV/Consortium. ➤ Tenders were taken through the completion of the certificate – refer to attachment for details ➤ In the affidavit financial year end based on financial statements ensure it corresponds with CIPC certificate | | | |
| | <p>Other</p> <ul style="list-style-type: none"> • Information in the Invitation to Tender document was highlighted. It is important that tenderers familiarize themselves with the contents and share with those involved compiling the tender for submission. • Submit 2 sets of printed tender documents: one original and one copy. The copy will be used for evaluation purposes – ensure that it is bind properly without loose pages. Do not bind or submit both sets in one file. Mark clearly ORIGINAL and COPY. • The evaluation criteria, weightings and thresholds were discussed. • Do not make changes to the issued documentation. • Clarifications will be addressed up to 5 (five) working days before the deadline for tender submission. • All commitments at time of contract award will become contractual requirements (Safety Health and Quality, SDL&I, etc). • Tender will be reverse e-auction, tenderers strongly advised to submit market related pricing when bidding opens • Annexure on e-auctioning to be submitted by the shortlisted tenderers only, if shortlisted you will receive an email inviting you to the reverse auction platform. Once you receive the link you are kindly requested to register and go through the training video, thereafter confirm your training attendance by signing the annexure and returning it. • SD&L – local content forms, do not insert rand value but % | | | |

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| | <p>contribution and confirm that you will procure locally - to note the following have been uploaded on the 2 portals:</p> <ul style="list-style-type: none"> - Attachment C (Local Content Declaration) – please do not include prices in this sheet but indicate the % contribution - Attachment D – Imported Content Declaration - Attachment E – Local Content Declaration – Supporting Schedule to Annexure C <ul style="list-style-type: none"> • As documented in the enquiry, at this stage of the enquiry please do not provide pricing. Only shortlisted Suppliers after the initial screening will need to provide pricing via reverse e-auction. If you are have made the shortlist, you will receive a reverse auction invitation/link and will be given sufficient time to register before bidding is officially open. For this reason, in the Acceptance/Offer section of the NEC document please do not provide pricing/total value. • NB: Tenders are advised to be on the lookout for revised evaluation criteria to be uploaded on both portals due to tender changing into a consolidated tender | | | |
| 4. | EVALUATION CRITERIA | | | |
| | <p>The listed items of the different sections were highlighted and the opportunity for all to discuss. The Invitation to Tender Document contains all the information and not only what is reflected in the minutes.</p> <p>For SDL&I and Commercial mandatory documents are clearly ticked in the “mandatory for tender closing” column and to submitted with the tender at closing time.</p> | | | |

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| 4.1 | <p>Supplier Development Localisation & Industrialisation (SDL&I)</p> <p>❖ Local Content (DTI): Mandatory Designated material threshold of 100% local content for PPE</p> <p>A tender that fails to meet the minimum stipulated threshold for local production and content will be disqualified.</p> <ul style="list-style-type: none"> - The submission of the provided Annexure F1 and F2 forms for this purpose is mandatory at tender submission. The contribution of the local content only to be reflected, not the full tender value. <p>❖ BBBEE Affidavit and PPPFA Preference Points Claim Form No BBBEE level was identified for this tender however for the BBBEE level points to be applied to your tender, the tender submission to include the following documents:</p> <ul style="list-style-type: none"> - SBD 6.1- Preference Points Claim Form in terms of PPPFA 2017 regulations (completed and signed). - An example of a Sworn Affidavit was discussed (published on e-tender portal). It to be noted that a QSE example was used for demonstration purposes. Use the correct Affidavit for the relevant status of your business (EME or QSE). <p>*Youth qualifies for ages between 18-35 – ID copy required. *Financial Year End date as per Financial Statements and to be in full with <u>day/month/year</u>. *Deponent and Commissioner date to be the same and ensure both signatures are reflected. See that Commissioner stamp is done.</p> | | | |

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| 4.2 | <p>Commercial</p> <ul style="list-style-type: none"> - Tenderers to be CSD Registered at time of tender submission on tender closing date. - Mandatory documents not completed in full and signed where signature is required at time of tender closing will result in the disqualification of the tender. - Compulsory items for evaluation and submission with tender closing are marked as such in the Mandatory Column. - Authorisation to submit a tender on behalf of the tendering company to be included in the tender. Make use of the Authorisation Form included in the Invitation; <u>or</u> Provide a <u>certified</u> Authorisation Letter from the tendering company (Board Resolution). - The annual Contract Price Adjustment to be submitted (proportion, description, index = 1.00). A proposal from Eskom is reflected on the form provided and should you not submit, this will be accepted as part of your offer. Prices on reverse e auction will be fixed for a year thereafter the adjustment table will be applied. - Due Diligence: Financial Statements of tenderer will be requested later in the evaluation process which will be viewed by Eskom Finance to see if the tenderer is financially sound to provide the service. - The Annexures referred to under this section was viewed and the compulsory were highlighted. Read and complete accordingly. | | | |
| 4.3 | <p>Functionality</p> <p>The functionality consists of 2 sections:</p> <p>Section 1 : Mandatory requirements : Item to be submitted to qualify for further evaluation.</p> <p>Section 2 : Scoring Criteria : A minimum threshold of 80% to be achieved to qualify for further evaluation of the tender.</p> | | | |

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| | <p>The information requested was understood and clear with discussion of the following items:</p> <ul style="list-style-type: none"> • Evaluation - The following change has been made - contract will be awarded as a consolidated tender as a result the classification Category A and Category B no longer applies • Samples will be issued to suppliers only in special cases where specifications are not understood • Tenderers are advised to go through the Criteria and note the different phases and their returnable <ul style="list-style-type: none"> - Phase 1 – to be submitted with tender - Phase 2 – will kick off after the tender has closed • Phase 2 evaluation is twofold: - <ul style="list-style-type: none"> - Samples from the suppliers will be required - On-site visits • Material(technical) data sheets need to be submitted for all the materials in the first phase. | | | |

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| 4.4 | Safety, Quality, Environmental | | | |
| | <p>The tenderer to make provision for SHEQ in the planning of the tender and it was requested that as many as possible to be included to not delay the evaluation when omitted documents are requested at a later stage.</p> <ul style="list-style-type: none"> ❖ Safety : as per listed items ❖ Quality : as per listed items – please submit all requirements, procedures, organograms, plans etc ***QCP section D - to submit just a template. Section E – Form A to complete and sign and insert scope of the tender and enquiry number etc. ❖ Environmental : as per listed items <ul style="list-style-type: none"> - Company to have an Environment Policy and were covered in the overall SHEQ Policy it will be acceptable. - Aspects/Inspects register should be risks to the activities for this scope, don't refer to information not related. - Environmental Representative to be an Appointment Letter signed off by Management. The purpose is to ensure that environmental information be shared between parties. | | | |

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| | This will become contractual requirements in the NEC Supply contract upon contractaward. | | | |
| 5. | NEC3 TERM SERVICE CONTRACT <ul style="list-style-type: none"> ➤ Tenderers to familiarise themselves with the contents and clauses of the NEC Supply Contract document which includes all sections (sections were not published separately). The contents in general will be contractual requirements. ➤ Form and Acceptance of NEC – do not include values as this is reverse auction however you are advised to sign off where you are required to sign | | | |

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| Signed as correctly recorded |  | 2022.07.08 |
| | P Mncwango Eskom Representative Tender MPKRI10309GX | Date |

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