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**Meeting Name: 0-32 Ton cross-functional team Interim Minutes**

<b>Date</b>	<b>9 November 2022</b>	<b>Venue</b>	<b>Microsoft teams meeting</b>	<b>Meeting No.</b>	<b>1</b>
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**Attendance Register**

Name	Initials	Designation and Area Represented	Name	Initials	Designation and Area Represented
Phakela Tlhako	P	Procurement Buyer	Justice Mphokane	J	Operations HoD
Rethabile Kojwane	N	Contracts officer	Thabisile Nzimande	T	SHE Officer
Zanele Mokoena	Z	Operations representative	Nthabiseng Tlatsi	N	SHEQ regional manager
Pertunia Gabeni	P	Procurement BP	Nelisiwe Kubheka	V	Operations Manager
Sanele Magubane	S	Environmental Officer	Ntombifuthi Vilakazi	N	Quality Officer
Nandipha Mdletshe	N	Logistics Support HoD	Thendo Silimela	T	Procurement Buyer
Bongani Madlala	B	SD& L representative	Ernest van Rensburg	E	Finance representative
Sphiwe Myeni	S	Finance representative	Mishi Nadioo	M	Aqua Bulk
Bruno	B	Put straight civil and logistics	Kgomotso Mosupye	K	Zammane Projects
Zimasa Songca	Z	MDZ Fleet solutions PTY Ltd	Wilson	W	Semilson group

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Sombu Julia Madela	SM	Dambudzo Zvarimwa	Amos Chazika	A	MASTECH GENERAL TRADINGS CC
NATHIE	N	Section 3 RIDGEPROP PTY LTD	Dambudzo Zvarimwa	D	Phinduvuke PTY LTD
Lauren Coetzee	L	CF Transport	Ziyanda Buthelezi	Z	Goldrod Trading CC
Mpumie Phike	M	Zisacare (PTY)	Charles Ngwena		Jobe Trans
Benny Pophiwa	B	Ferro Electrical	Thabang Laka	T	Zammane Projects
Anza mphephu	A	Nell holdings	Palesa	P	Tupapele Solutions
PHOLOSO MOKUBEDI	P	TIRO AFRICA GROUP	Edwin Komana	E	Ntjiko Business Enterprise
Louann	L	Bradons Group	Praviska Naidoo	P	Inkokheli Trading
Bogolo Ntombela	B	Alujende Business Solutions	Sam Azafe		Piet-Sellah Group
Sindile Maluleka	S	Pat Wa Khalanga Holdings (PTY) Ltd	Selby	S	Mmalesedi Investments Pty Ltd
Magdeline Jobe	M	Jobe Trans	Keri Mabija	K	Alijende Business Solutions
Abgail Kazembe -	A	LOMISAMA TRADING ENTERPRISE	Thulani Sibusiso	T	Maliwa TSM SA
Jaya Naidoo	J	Freeway flyer carriers	Leo John -	L	JTB GROUP

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Motlatsi Tsiane	M	Motlatsi From Ndauwe	Doodge Ambrose -	D	African Shipping Training (Pty) Ltd
P.J Phike	P	zisacare.africa	Sunil maharaj	S	Tillys Transport
Kenneth Seema	K	Semilson Group	Siphesihle Renene -	S	ZISACAR
Mathews Twala	M	PTWALA CON & TRANS	Mandisa Sobantwana	M	Mtsila International Company
Khuliso Tshishonga	K	SHEQ representatives	Trevor Churu	T	African Forwarding and Shipping (Pty) Ltd
Katleho Rantoa	K	RANTOA Service Providers cc	Shaylen	S	Hilton1
Sindile Maluleka	S	Pat Wa Khalanga Holdings (PTY) Ltd	Anza mphephu	A	Nell holdings
MELISSA PHOENIX	M	MELISSA OLIVIER	Pfungwa Sandengu,	P	Crestad Pty
Puisano Rammusa	P	AtlehangBadiri Projects	Lefa Mohale	L	Gebza's Transport and Projects
Jacob R Ntsie	J	Tisen Investments Pty Ltd	Katleho Rantoa	K	
THULANI SIBUSISO MALIWA	T	TSM SA	Mike Masondo	M	Technical HOD
Kgomotso Mosupye	K	MOSHAPE PTY/LTD	Mandisa Sanele	M	SA Servicemall PTY LTD.Nothing to

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					declare
Kenneth Maduna	K	Moshake Projects	Moipone Maupa Malefu	M	Tamia Transport.
Mandisa Sobantwana	M		Thulani Sibusiso	T	TSM SA
Mishi Naidoo	M	Aqua Bulk Pty Ltd -	Simon Mathebuka	S	Timbasiso Projects (Pty) Ltd
Mihlali Dandala	M	Quantity Surveyor	Thandekile Mahlangu -	T	Nqobisizwe Project
Musa Mchavi	M	KYA Guards PTY LTD	Abednego sibiya	A	Elvinego construction and project
BOWENI SIDWEL	B		Charity molefe,	C	Cruz Agency
Bogolo Ntombela,	B	Alijende Business Solutions	Thabo Majadibodu	T	Ngaka Emang Business Enterprise
Nomhle Ndlovu	N	Rivoningo Steel Designs	Artur Da Cruz	A	Cruz agency
Charity	C	Cruz agency	Floyd Angumthu	F	Sector 6 (PTY) LTD
Lefa Mohale	L	Gebza's Transport and Projects	Araliya Aaron	A	Dovetail Business Solutions
Sidwell Bowenii	S	Baremelo Pty Ltd	Vuyiswa Nhlabathi:	V	Vukani Ma-Africa
Enock Nhlabathi	E	Vukani Ma-Africa	Bheki Sibiya	B	Big Heart Trading Enterprise

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Edwin	E	Nkabinde And Sons transport	Khethiwe Hlungwana -	K	Ngalava Solutions
Lindiwe Radebe	L	Boss & L General Trading	Mimi Dlamini	M	Ovas Service Provider
Raki Dhanpath	R	Aqua Bulk ( Pty ) Ltd Raki Dhanpath	Lebone Mashego	L	Izanathi Contractors
Jabulile Mtsweni	J		Khethiwe Hlophe	K	Lotus Torch Trading (PTY) Ltd
Lydia Mokoena		Mamello Katleho Trading	K Hlaole	K	Add Value Transportation
Joseph Masinga	J		Lehlohonolo mokoena -		Thsino investment pty ltd
lynette chetty -	I	Calvin Chetty Construction and Project Management	Selina Mokoena	S	Seli M Group
Felicity Landman	F	Tholwana Entle Holdings	Lebekoa Ngwenya -		Timbasiso Projects Pty
Lebekoa Ngwenya -	L	Timbasiso Projects Pty	Dorcas Maponya	D	KIDOO GENERAL ENTERPRISE SERVICES Pty Ltd
Joseph Masinga	J	Entokozweni Services	Jabulile	J	Maphanga Logistics
K Hlaole-Nancy	K	Add Value Transportation			Dee'k Logistics
Makiba Amon Mothapo	M		Scm Masinga	S	Kongwa services

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Huey Maepa	H	Ndawuwe Business Enterprise CC	Makiba Amon Mothapo	M	Engymak Distributor
Sizwe Msibi	S	Kendisa Trading	Daya Naiker	D	Dayta Trucking
Leigh-Anne Lawrence.	L	SJT Multiloads	Esther Letlape	E	Centre 4 excellence
Nelson Naidoo	N	Ya Mampela Marketing CC	Khathu Ramushweu	K	Mutshelo Trading and Projects
Panewell Nkosi	P	Alijende Business Solutions	Dhanendran Naiker	D	Tau Logistics
Varuna Maharaj -	V	Tillys Transpo	Diana Coetzee	D	. CF Transport
		TSM SA	Vivian Jood	V	TJ Transport
Mpho Ramuthivheli	M	M Rams Enterprise	DELWETH	D	DELWETH MASTECH GENERAL TRADING CC
Melissa Francis-	M	SMF Management Consulting(Pty)Ltd	Tshepo Mkhwanazi -	T	Phoenix Logistics
Simon Mathebula -	S	Timbasiso Projects	Mr Thabo Madisa	T	One Trillion
Nomfundo		Steadycreations	Kgomotso Mosupye-		Moshake PTY/LTD
Seboka Maphiri	S	Cambridge - energy	DKB KUBHEKA		GENERAL TRADING PROJECTS
Nozuko	N	Nkomombini.Noxyleta PTY LTD	Mr Rajen Pillay		SRN Trading & Fuel Trader PTY Ltd

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# Business Management System

## Meeting Minutes

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Derick Kubheka	D	DKB projects,			
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Item	Description	Action and Progress	Responsible Person	Target Date
1	Opening, Welcome and Apologies	The chairperson opened the meeting and welcomed all present and apologies were shared for those who did not attend.	P. Tlhako	
2	Safety and Emergency Evacuation Procedure	Attendees confirm their safety evacuation	P. Tlhako	
3	Declaration of Conflict of Interest	Declarations of interest were announced	Team	
4	Approval of Agenda.	N/A		
5	Acceptance of Previous Minutes and Review of Action Items	N/A		
6	<b>Agenda items</b>	N/A		
6.1	Introduction	P. Tlhako welcomed all the attendees and requested permission to record the meeting for the purpose of capturing minutes of the meeting. With no objections the meeting was recorded, and the meeting proceeded. She asked attendees to state their names and company they are representing in the chat box	P. Tlhako	

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6.2	Basic compliance	<p>P. Tlhako went through the basic compliance of the tender. She highlighted the important aspects and gave detailed information on them; these included the submission of the tender files that tenderers needed to make sure that when submitting the file an original and copy should be submitted. Should the tenderers submit more than one file then each file should have an accompanying copy with the exact same information as the original, in addition the tenders should be aware that there is a pre-qualification and that failure to submit or sign all documentation may lead to disqualification, She further highlighted the importance of labelling the files correctly and that for tenderers who will be doing a joint venture to include the letter of intent as well as a letter of confirmation to confirm that the businesses will be operating as a single business entity. Should there be additional clarity needed regarding the joint venture then the SD&amp;L representative will provide further clarity later in the presentation. P. Tlhako in addition urged all suppliers who would be bidding for the tender to make sure that all documents that needed signing are to be signed.</p> <p>T. Churu from African forwarding asked if the affidavits excluded the BBBEE</p> <p>P. Tlhako responded by stating that BBBEE and affidavits are both accepted, however tenderers should make sure that the forms are correctly signed and that the Commissioner of Oath and the despondent are signed on the same date.</p>	P. Tlhako	
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		<p>Z. Songca queried whether it will be acceptable for the tenderers to submit one file and not submit separate files. P. Tlhako advised that that it is acceptable but keeping in mind that a copy needs to be submitted as well.</p> <p>P. Tlhako opened the floor for further questions. With no questions the meeting moved to the next agenda item</p>		
6.2	SD&L	<p>B. Madlala introduced himself to the attendees and then went through the contents of the SD&amp; L section of the presentation. He explained that the SD&amp;L section of the tender can be found under Annexure K and that its Annexure K comprised of two sections namely the prequalification information and the objective criteria. B. Madlala went through the presentation highlighting the following returnables. The BBBEE recognition status which will be either level one or level two He explained that Joint ventures should submit a consolidated BBBEE certificate which stipulate the level and should also include whether it is a EME or QSE, he also explained that in this regard no sworn affidavits will be accepted. The EME and QSE should also be stipulated, and tenders should bear in mind that the tender will be evaluated on a 90/10 basis. He explained that start-ups can only tender using a generic certificate which falls outside of the pre-qualification criteria. As such it automatically disqualifies the start-up entity. He advised that with regards to objective criteria, the section will be discussed in detail with tenderers who make it to the contract negotiations stage.</p>	Bongani Madlala	

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P. Tlhako emphasised the importance of submitting correct information when it comes to SD&L failure to do so may result in disqualification as that section is the “gate keeper”

M. Rams from Rams enterprise asked if the company is generating above 50 million which “one” should be used. He gave examples of micro etc and further explained that choosing the incorrect one can led to a disqualification. So, which one must be used?

B. Madlala responded by stating that EME’s means is period of merger and the turnover. Above 10 million will be deemed as invalid.

QSE’S are deemed to be above the 10 million, the turnover should be between 10 million and 50 million and period of merger will also be investigated. B. Madlala again emphasised the importance of stipulating the period of merger and the financial period which will be relied on.

T. Mkhwanazi from Timbasiso projects asked if they should submit the whole years financials or should it be a specific month?

P. Tlhako advised that the submission is twenty-four (24) months financial statements. E. van Rensburg further agreed with P. Tlhako ‘s statement regarding the audited financial statement and further explained that if a company is in existence for less than 24 months than 12 months audited financial statements will be accepted and for company’s that have been in existence for less then a year than

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		<p>financial statements will be requested from them after a year.</p> <p>Wilson from Semilson group asked when companies are bidding using joint venture which financial should be used?</p> <p>E. van Rensburg advised that both partners financial statements should be submitted. B. Madlala agreed with the advises from the financial representatives.</p> <p>P. Tlhako put it on record that the meeting would be extended for an additional 30 to 45 minutes to get all the relevant parties to present their respective sections</p> <p>No further questions were raised for SD&amp;L</p>		
6.3	SHEQ	<p>N. Tlatsi introduced herself to the attendees and went through the SHEQ returnables for the tender. She explained that annexure B entails the SHEQ aspect of the tender. She highlighted to the attendees to submit the: Health and safety plan</p> <p>Health and safety costing and the cost of PPE, cost of first aid kit etc.</p> <p>Valid letter of good standing</p> <p>Baseline risk assessment</p> <p>SHE policy</p> <p>In addition, a full safety file will be requested from suppliers.</p>	<p>Nthabiseng Tlatsi Ntombifuthi Vilakazi Sanele Magubane</p>	

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N. Vilakazi went through the Quality portion of the presentation. She went through and detailed what is needed from the suppliers and displayed the “Supplier quality management: list of returnables documents” and emphasised that the Form A will need to be signed.

She further advised that tenderers to familiarise themselves with the returnables. Both documents should be submitted.

S. Magubane presented the environmental section of the presentation and emphasised that it is important to submit the following returnables.

- The aspect and impact register
- The environmental management plan
- And the emergency preparedness plan

Z. Songca from MDZ Fleet solutions PTY Ltd requested for the returnables to be written in the chat box. N. Tlatsi advised that all relevant SHEQ returnable documents are attached on the tender bulletin along with the tender.

V. Nkosi (company) asked if a full emergency plan or just the documents that are needed.

N. Tlatsi explained that both the safety and environment emergency plan should be submitted. She further advised that all SHEQ related questions maybe send to P. Tlhako, and she will in turn forward them to the SHEQ department.

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		<p>T. Silimela advised suppliers to submit all the required SHEQ documents when submitting the tender, if this is not done in this manner then the suppliers who are to be evaluated further will be given a time frame to submit the said documents and failure to submit them at the specified time will result in the evaluation not proceeding further.</p> <p>No other SHEQ related questions were asked</p>		
6.4	Technical	<p>J. Mphokane introduced himself to the attendees and went through the technical criteria of the tender. P. Tlhako displayed the functionality document which the suppliers will be evaluated on.</p> <p>J. Mphokane highlighted the following. The requirement that of 3 24-ton truck tractors of minimum 400hp or not more than five years and no more than 400 000kms is mandatory. Two of the three (3) 24 to 32 truck tractors must be fitted with a 15-meter crane with the 17 ton reach and with a rotating wooden pole grab. And one of the three truck tractors can be without a crane.</p> <p>He further explained that where supplier have submitted truck tractors, they do not own proof of legal agreement with the owner must be submitted with the tender documentation, accompanied by the list of truck tractors, legislation, documents. Supporting documentation submitted will be subjected to verification process to determine the authenticity, e.g., crane load test certificate service, history of the vehicles, vehicle registration, document ownership, all agreement</p>	Justice Mphokane	

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between the lessor and the lessee.

The lessor the owner and then the lessee being yourselves (suppliers). If you have an agreement with the person that is committing to give you those vehicles and the list of those registration. Then you need to agree in terms of which registrations is the lessor committing to lease out, very important to note that because with that agreement with those registrations for those specific vehicles will be required.

Any tenderer who does not meet the above-mentioned mandatory requirements will be disqualified.

J. Mphokane elaborated on the scoring on the technical functionality.

On the second point of the technical functionality J. Mphokane explained that different scoring will apply as tenderers will all not have a 17-meter crane.

2x 17ton meter cranes reach installed =35

1x 17ton meter cranes reach installed =10

1x 15ton meter cranes reach installed =10

Letter of commitment to install 2x crane =15\*\*

Truck tractors without cranes and letter of commitment will score a 0 (No further evaluation) = 0

J. Mphokane elaborated on the third point of the technical evaluation

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		<p>An authentic vehicle service history for the past 2-5 years for 24-32 Ton truck tractor must be provided (unless the vehicle is less than 2 years old – current service history to be provided including trailers) =10</p> <p>- No submission will score a Zero = 0.</p> <p>He explained that it is important that tenderers submit the service history of both the horse and trailer.</p> <p>J. Mphokane elaborated the fourth and final functional criteria</p> <p>14-meter deck space Triaxle Trailer (Super link trailers/ step deck / box trailer) fitted headboard of 1.8m high from deck with 9 x 2m upright (removable) steel poles. Clear pictures with registration number plate of the trailers must form part of the tender submission. = 25</p> <p>14-meter deck space Triaxle Trailer without headboard of 1.8m high from deck with 9 x 2m upright (removable) steel poles must be accompanied by clear pictures displaying the registration number plate for the trailer =15</p> <p>14-meter deck space Triaxle Trailer without headboard of 1.8m high from deck must be accompanied by a letter of commitment to install the headboard and rights within 8 weeks of contract award =10</p> <p>Super link trailers/ step deck / box trailer with 1.8m headboard = 15</p> <p>Pictures of the trailer with clear registration number and the upright and</p>		
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the headboard.

P. Tlhako opened the floor for questions relating to the technical functionality.

PJ. Phike posed the following questions:

How many trucks are required?

**J. Mphokane advised that three mandatory truck tractors are required and tenderers may add any other tonnage of trucks however the maximum is 15 trucks**

Why 24 months contract? how are we expected to invest on capital infrastructure with life span of 5 years?

**Interim solution long term solution to be advertised once process has been included**

How many service providers are planned to be on boarded? How do you ensure that there is no oversupply?

**J. Mphokane advised that fifty suppliers will be appointed for the contract.**

Are the service providers are expected to operate regionally?

**B. Gabela advised that operations will be conducted nationally**

What are the minimum monthly guaranteed tonnages?

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***J. Mphokane highlighted that the contract is on an as and when required basis and that there will be no guaranteed loads, he added that tenderers should be aware that allocation is also subject to truck availability which needs to be declared.***

Which commodities will the trucks be transporting?

***Mphokane advised that poles tend to be the predominant commodity, however trucks will be transporting other commodities such as drums and transformers etc.***

What are the payment terms?

***B. Gabela advised that the payment schedule based on every fourteen (14) days. Date of invoice will be taken into consideration.***

Louanne from Bradons Group asked if the pictures required are both for the truck horse and trailer?

***J. Mphokane advised that It's very important to submit the pictures so that the team can determine if the trailers have the headboard and the uprights and determine horsepower in terms of the registration on the document and the capacity.***

Praviska Naidoo Inkokheli Trading asked if their trucks are not more than 400 000kms but older than 5 years do can they attach proof of the odometer?

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***J. Mphokane in responded said that the requirements are very simple and straightforward. He explained that odometer readings, maybe subject to manipulation and to be fair and honest to the process tenderers should stick to the requirements of 400 horsepower and less than five years.***

Richard Tomlinson from Letaba Logistics in Cape Town asked if he has trucks which exceed 17tons but less then 24tons can the company bid as they will be able to close the gap with other tonnages that will be utilised can they tender?

***J. Mphokane advised that the issue around the three minimum truck tractors is non- negotiable. The trailers are more flexible however the requirements are clear and there will be no exceptions, he further advised that suppliers who are not able to meet these requirements are advised to explore or maybe consider Joint ventures as previously discussed with B. Madlala***

Thulani from TSM asked if 15-meter trailers be accepted

***J. Mphokane responded by saying that 15-meter trailers will be accepted.***

Diana from CF transport asked will there be a grace period given to tenderers to replace the trucks with the ones that do not meet the requirements. And should fifty (50) suppliers not meet the requirements will the ones who did not meet the requirements than be considered?

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***J. Mphokane advised that the specification cannot be deviated and what is stipulated***

In a follow up question Diana from CF transport enquired if bank guarantee will be accepted which would indicate that the tenderer will be purchasing new trucks

***J. Mphokane advised that Logistics services work with tangible assets and that Bank guarantees cannot be evaluated. The scope and technical functionality are clear.***

Jacob Ntsie from Tisen Investments Pty Ltd asked If in their current fleet, they do not have trucks that comply with the spec i.e. more than 5 years, or over 400k km, but want to participate. 1. Would new trucks be acceptable; 2. If so, how would submission based on new truck be evaluated?

Based on historical info, how many tons are moved per month on this contract?

***J. Mphokane advised that in terms of new vehicles then temporary registration documents are issued. Proof of temporary registration will be acceptable proof to indicate that the vehicle is new.***

Gilbert (company) asked what informs the 400 000 km? s a maximum mileage for the truck

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***J. Mphokane advised service delivery cannot be compromised Material or equipment cannot result in not being delivered because of vehicles that are old and breaking down. Logistics services is trying to be as flexible as possible to make sure that vehicles are not older than five years or at least 400 000 kilometers on the odometer reading***

Taratia Maupa (Malefu ) from Tamia transport asked regarding the issue of five years in terms truckk tractors. I believe the requirement is a bit harsh small organizations or for companies that have been working well with Eskom for years. Will this be reviewed over the next 24 months so that we can come back prepared because this is a requirement that requires one to have capital. If you come with the three vehicles that are less than five years old, you get in, but you can bring other vehicles that are older. So is it possible to say you still tender with your old fleet. However when the contract starts while we still negotiating with banks, tenderers cannot start the contract before we present the new three vehicles?.

The second question is it possible if first question is not answered or is not accepted or it's not going to be considered. Once the tender has been issued to companies with money, because this is basically what the direction of this contract. Can you advertise to tell us who it has been awarded the contract, can it be published so tenderers who were unsuccessful can ask for subcontracting?

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***J. Mphokane advised that the requirements are clear and cannot be compromised.***

***P. Tlhako advised that suppliers who have been awarded the contracts will be published on the National treasury website***

Vivian TJ transport asked what is the max reached length of 17ton meter crane required?

***M. Masondo advised that at 17 meters the crane should pick up a ton***

Derick Kubheka from DKB projects, after closing date how long or after how many days are you going to appoint.?

***P. Tlhako advised that an exact date or time frame would be difficult to mention as the full commercial process would need to be followed. Also the response from the market at this point would be difficult to determine, the number of tenderers would indicate how long the evaluation process will be and in addition the commercial process includes presentations at different committees which at this stage the presentation dates cannot be determined. Also once approvals have been received the negotiation stage would also take effect. The correct fair procedure needs to be followed.***

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		No further questions were posed regarding the technical functionality.		
6.5	Pricing	<p>P. Tlhako went through the pricing section of the presentation.</p> <p>She advised that it is mandatory to complete all fields on the pricing schedule. Partial quoting will result in the tenderer not being evaluated further.</p> <p>No questions were asked regarding this section of the presentation</p>	Phakela Tlhako	
6.6	Additional information	<p>P. Tlhako advised that all tender related questions may be sent through to her email which is provided on the tender. The cut off date for all tender related questions is the 16<sup>th</sup> of November 2022 end of business day. Any questions sent after the above-mentioned date will not be attended to. The clarification presentation and minutes will be made available on National treasury website</p> <p>Meeting adjourned</p>	Phakela Tlhako	

<b>Minutes Submitted By</b>	Rethabile Kojwane		
<b>Approved By (Chairperson)</b>	Phakela Tlhako	<b>Date</b>	14 November 2022

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