

	Meeting Minutes	Template Identifier	240-54076329	Rev	8
		Effective Date	December 2025		
		Next review date	December 2030		
		Peaking Generation			

Meeting Name: Non-Compulsory Clarification Meeting for the provision of Gardening and Vegetation Services at Gourikwa, Ankerlig, Acacia, Port Rex and Palmiet Power Stations for a Period of Five (5) Years			
Date:	Time:	Venue:	Meeting No.:
09 September 2026	10:00 am	MS Teams	1

Item	Subject & salient points	Decisions & Action items	Responsibility
1.	Safety and Emergency Evacuation Procedure	All attendees confirmed they were in a safe environment and aware of emergency evacuation procedures.	Chairperson
2.	Opening & Welcoming Introductions & Apologies Adoption of Agenda	The Chairperson, Siyabulela Kekana, welcomed all attendees and opened for introductions by the Eskom representatives participating in the clarification meeting for Tender No. E3452GXPOU. Eskom Representative: 1. Siyabulela Kekana - Procurement Officer / Chairperson 2. Jurina Le Roux - Environmental Manager / End User 3. Siphokazi Qithi - SDL&I Representative 4. Bongani Langa - Senior Advisor Safety 5. Jenelle Kumar - Contract Manager 6. Thokozile Kolweni - Quality Representative 7. All available suppliers.	Chairperson Jurina Le Roux Siphokazi Qithi Bongani Langa Jenelle Kumar Thokozile Kolweni Suppliers

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		No apologies were extended. The agenda was adopted without changes by Siphokazi Qithi and seconded by a supplier.	
3.	Declaration of interest	All attendees declared no conflicts of interest.	All
4.	Purpose of the Meeting	The purpose of the session was to provide tenderers with clarification regarding commercial, technical, quality, safety, contractual and Supplier Development, Localisation and Industrialisation (SDL&I) requirements for Tender No. E3452GXPOU .	Chairperson
5.	Overview	The Chairperson presented the commercial overview and highlighted the following: • Tender Closing Date: 02 October 2026 at 10h00 (SAST). • Submission via the Eskom E-Tendering Platform only. • Clarification questions must be submitted in writing to the Procurement Officer. • Clarification responses will be published on the tender platforms. • Tenderers may not submit more than one tender as an individual bidder and as part of a JV/Consortium simultaneously. • Alternative tenders are permitted only when accompanied by a compliant main tender. • Pricing must be submitted within the NEC pricing schedule and must form part of the signed NEC document. • Pricing submitted on company letterheads or separate formats will not be accepted. • Price will be evaluated on an 80/20 preferential procurement system. • NEC3 Term Service Contract applies. • Financial due diligence may be conducted before award.	Chairperson

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6.	Technical Presentation Summary (see attached presentation)	<u>Mandatory Technical Requirement</u> Tenderers must submit: A valid Pest Control Operator Licence for Weed Control. Failure to submit a valid weed control licence will result in disqualification from further technical evaluation. <u>Technical Evaluation Criteria</u> <table><tr><th>Criteria</th><th>Weighting</th></tr><tr><td>Equipment and Vehicles</td><td>20</td></tr><tr><td>Experience and References</td><td>30</td></tr><tr><td>Company Profile</td><td>20</td></tr><tr><td>Method Statements</td><td>10</td></tr><tr><td>Supervisor CVs</td><td>20</td></tr></table> Total = 100 Points.	Criteria	Weighting	Equipment and Vehicles	20	Experience and References	30	Company Profile	20	Method Statements	10	Supervisor CVs	20	Jurina Le Roux
Criteria	Weighting														
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7.	Quality Requirements Summary	The Quality Representative explained that the quality requirements are aligned to Eskom's ISO 9001:2015 certification requirements. Tenderers are required to submit: - Signed Form A acknowledgment. - Quality Management System documentation. - Quality Policy. - Quality Objectives. - Internal Audit Procedure. - Non-Conformance Management Procedure. - Corrective Action Procedure. - Document Control Procedure. - Supplier/Subcontractor Management Procedure (where applicable). - ITP/QCP. - Roles and Responsibilities documentation (organogram, job descriptions, etc.). All quality documents must be signed and properly controlled.	Thokozile Kolweni
8.	Safety Requirements Summary	Tenderers must submit: SHE Documentation - Annexure B acknowledgement form. - Project-specific Health and Safety Plan. - Project-specific Baseline Risk Assessment.	Bongani Langa

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		- SHE Cost Breakdown. - Valid Letter of Good Standing. - OHS Policy signed by CEO/Managing Director. Supervisor Competencies Supervisors must possess: - Supervisory Training. - Incident Investigation Training. - Risk Assessment Training. - Legal Liability Training. Safety Officer Competencies Safety Officers must possess: - Health and Safety Diploma. - Risk Assessment Training. - Introduction to ISO 45001 Training. - The Safety Officer is not required to be registered with SACPCMP because the work is not construction-related.	

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9.	Supplier Development & Localization (SDL)	BBBEE Requirements Tenderers must submit: - Valid BBBEE Verification Certificate; or - Sworn Affidavit (EME/QSE); or - CIPC Affidavit. Failure to submit will not result in disqualification but will lead to zero preferential points allocation. Contractual SDL&I Objectives Local Content - Target: 100% Local Content. Procurement from Designated Groups Ankerlig, Acacia and Palmiet Contract - Black-Owned Enterprises: 10% Target. Port Rex Contract - Black-Owned Enterprises: 4% Target. - Black Persons with Disabilities: 1% Target.	Siphokazi Qithi

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		Gourikwa Contract - Black-Owned Enterprises: 4% Target. - Black Persons with Disabilities: 1% Target. Employment Creation Tenderers must propose: - New jobs to be created. - Jobs to be retained due to contract award. - Preference should be given to local communities near the respective sites. SDL&I Performance Security 1.5% retention will be withheld from invoices. - Retention released upon achievement of SDL&I commitments. - Failure to meet commitments may result in a penalty of 1.5% of contract value.	
10.	Clarification Process, Questions and Responses	<u>Commercial</u> Question 1 Can subcontracting be used under this tender? Response: No procurement provision for subcontracting has been included in this tender. However, supplier development opportunities may be achieved through SDL&I obligations and designated group procurement commitments.	ALL Siyabulela Kekana

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		Question 2 Must pricing be submitted separately in PDF or Excel format? Response: No. Pricing must be completed within the NEC pricing schedule and submitted as part of the signed NEC in PDF format. Separate pricing schedules, quotations or spreadsheets will not be accepted. Question 3 May bidders submit for selected sites only? Response: Yes. Tender packages may be submitted separately for: 1. Gourikwa, 2. Port Rex, 3. Combined Ankerlig / Acacia / Palmiet package. Tenderers may submit for one, two or all available contract packages. Question 4 How many contracts will be awarded? Response: The intention is to award three contracts: • Gourikwa, • Port Rex, • Ankerlig/Acacia/Palmiet combined. However, Eskom reserves the right to make awards in accordance with the ITT provisions.	

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		<u>Technical</u> Question 5 Must separate technical submissions be made for each station? Response: Yes. Submissions must align with the specific scope and requirements applicable to each contract package being tendered for. A generic submission will not be sufficient. Question 6 How many vehicles are required? Response: No minimum number is specified. Tenderers must demonstrate that adequate transport is available for personnel and equipment. All personnel must be transported in enclosed vehicles fitted with seatbelts. Equipment must be transported separately where necessary. Question 7 How many lawnmowers, brush cutters and other equipment are required? Response: No prescribed quantities have been specified. Tenderers must determine and provide sufficient equipment to meet service delivery requirements and maintenance frequencies.	Jurina Le Roux

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		Question 8 Are qualifications higher than the required short courses acceptable? Response: Yes. Qualifications such as diplomas in Horticulture or Environmental Management are acceptable. However, herbicide application competency remains mandatory and must be demonstrated. Question 9 Can additional equipment be included beyond the examples listed? Response: Yes. Tenderers are encouraged to include any additional equipment relevant to successful delivery of the scope. <u>Quality</u> Question 10 What is meant by “Other Requirements” under Quality Section E2? Response: Any additional quality-related documentation specific to the scope of work may be included, such as customer surveys, supplementary procedures or other relevant quality control documents.	Thokozile Kolweni

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		<u>Safety</u> Question 11 Can one safety file be submitted for all sites? Response: Yes. At tender stage, one safety plan may be submitted. Question 12 What specific safety competency certificates are required? Response: Supervisor: • Supervisory Training. • Risk Assessment. • Incident Investigation. • Legal Liability. Safety Officer: • Health and Safety Diploma. • Risk Assessment. • Introduction to ISO 45001. Eskom confirmed that clarification on these requirements would be issued with the formal clarification responses.	Bongani Langa

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		Question 13 Is SACPCMP registration required for the Safety Officer? Response: No. SACPCMP registration is not required because the scope is not classified as construction work. <u>SDL&I</u> Question 14 Must local content schedules be completed although no designated local content threshold applies to services? Response: Yes. Tenderers should indicate: • Imported content = 0% • Local content = 100% Where certain sections are not applicable, these may be marked as "N/A", while declarations and signatures must still be completed where required.	Siphokazi Qithi

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11.	Actions & Way Forward	Action	Responsible	Chairperson
		Publish clarification questions and responses on tender platforms 5 days before tender closing.	Procurement Officer	
		Issue clarification regarding safety competencies/checklist	Health & Safety Unit	
		Respond to additional written clarification questions received before deadline	Relevant Discipline Leads	
		Tenderers to submit clarification questions in writing to the Procurement Officer	Tenderers	
12.	Closure	The Chairperson thanked all attendees for their participation and reminded tenderers that clarification questions must be submitted in writing before the stipulated deadline. The meeting was formally adjourned at approximately 09:36.		Chairperson

Signed as a correct record:

Chairman

14 September 2026

Date

Supported by:

Jurina Le Roux (End-user)

28/09/2026

Date

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