

	Meeting Minutes Template	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		Tactical Sourcing			

Meeting Name: Non-compulsory Clarification meeting

The supply and delivery of X 5 Kit: type: switch analyser SA10; application: circuit breaker tester; comprising electrical cables, the test cables, the transducers, the brackets for the transducers, the software; specification: kit 1 advanced d + 3xs120; Elcon; vendors are responsible for ensuring that they are performing against the correct drawing revision

Date:	Time:	Venue:	Meeting No.:
8 September 2026	10h00	MS Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: 1.1 Welcome The chairperson welcomed everyone. 1.2 Apologies and quorum 1.3 Adoption of the Agenda	Chairperson welcomed everyone and requested permission to record the meeting for the purpose of taking minutes and audit purpose. No Apologies The agenda was acknowledged and accepted.	Chairperson	8/09/2026
2.	Safety and Emergency Evacuation Procedure	The meeting was held via MS Teams. All attendees confirmed they are familiar with	Chair	8/09/2026

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		their environment and know Emergency Evacuation routes of their venues.		
3.	Declaration of interest	There was no conflict of interest to declare for the rest of the team.	All	8/09/2026
4.	Verification of minutes of previous meeting/s	No previous meeting		
5.	Matters for discussion			
5.1	Commercial requirements	Please note all presentations, minutes, questions and answers will be uploaded on NTCSA Tender bulletin and NT website. The tender number: E1808NTCSAWGR Please note NTCSA will be using E-tendering system. Duration once off order Closing date: 01/10/2026 Closing time: 10h00 am South African standard time. NB: Eskom NTCSA reserves the right to cancel this enquiry process at any time prior to entering into any contract that may result from this	All	09/09/2026

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		process and will not accept or incur any liability for such cancellation. No late tender will be accepted. 1. Supplier Responsibility Suppliers were reminded that it is their responsibility to regularly check the Tender Bulletin for any updates, amendments, or additional information related to the tender. 2. Tender Validity Period The tender validity period was confirmed as 90 days from the closing date. Suppliers were advised that they may be requested to extend the validity period beyond the initial 90 days should there be delays in the evaluation process. 3. Clarifications and Queries The deadline for submitting clarification requests and queries is five (5) working days before the tender submission closing date, Queries submitted after this date may not be considered.		

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		4. Communication Channel All tender-related queries and requests for clarification must be directed to the designated Procurement Practitioner . Please separate files as follows: ➤ Commercial File ➤ Technical File ➤ Financial Analysis (Audited Financial statement) ALL TENDER RETURNABLES TO BE UPLOADED ON THE FOLLOWING LINK: https://eTendering.eskom.co.za		
5.2	Scope of Work (Technical) and BOQ	Technical evaluations and scope of work were discussed in the meeting. Please note that all the questions & answers are listed on the addendum. The presentation will be uploaded on NTCSA Tender bulletin and NT E-tendering website	all	Ongoing
6.	General	Not applicable		

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7.	Closure Next meeting not applicable	Closing remarks: Colleagues, thank you very much for your time and participation today. I trust that you have taken note of the critical aspects of this transaction, particularly the mandatory commercial and technical requirements. Please also take careful note of the tender closing date and time. We would like to emphasize the importance of adhering to the submission deadline. To avoid any last-minute challenges, we strongly encourage you to submit your tender documents well in advance, preferably the day before the closing date. Most importantly, please ensure that your tender is submitted before 10:00 a.m. on the closing date, as late submissions will not be considered. Thank you once again to everyone who attended and participated in this session. We appreciate your interest and look forward to receiving your tender documents on 01 October 2026.		

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		Thank you. Meeting adjourned.		

Signed as a correct record:  _____ Date: 08 ~~09~~ September 2026

Sandi Bokveldt-Lize Chair

Minutes support by:  _____ Date: 2026/08/08

Zimasa Heyns
Contract Manager Department

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