



## Meeting Minutes

Template Identifier	240-54076329	Rev	7
Effective Date	November 2019		
Next review date			
Division			

### Meeting Name: **Bushings Tender Clarification meeting minutes**

<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
<b>21 February 2026</b>	<b>10:00</b>	<b>Teams Meeting</b>	<b>01/2026</b>

Item	Subject & salient points	Responsibility
1.	<b>Opening:</b> 1.1 Welcome 1.2 Apologies and quorum	<b>All</b>
2.	<b>Safety and Emergency Evacuation Procedure</b>	<b>All</b>
3.	<b>Matters for information</b>	<b>All</b>
4.	<b>General</b>  <b>Location:</b> Virtual Meeting (Microsoft Teams) <b>Tender Issue Date:</b> 15 December 2025 <b>Closing Date:</b> 3 February 2026, 10:00 AM	<b>All</b>

**Disclosure classification: *Controlled Disclosure***

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	<p><b>1. Meeting Opening and Safety Protocol</b> The meeting commenced with a mandatory safety briefing.</p> <ul style="list-style-type: none"> <li>• <b>Safety Declaration:</b> All attendees confirmed they were in a safe location and aware of their respective evacuation procedures and emergency exits.</li> <li>• <b>Status:</b> All participants provided a "thumbs up" or verbal confirmation of safety before the formal agenda proceeded.</li> </ul> <p><b>2. Introduction of the Eskom Cross-Functional Team (CFT)</b> Representatives from the following departments were introduced:</p> <ul style="list-style-type: none"> <li>• <b>Standards Implementation (Technical):</b> Two representatives responsible for technical specifications and tender evaluation.</li> <li>• <b>Maintenance and Asset Management (End User):</b> Representative responsible for the installation of the bushings in transformers.</li> <li>• <b>Engineering Plant (End User):</b> Representative supporting the operational technical requirements.</li> <li>• <b>Contracts Management:</b> Representative responsible for the NEC contract and commercial oversight.</li> </ul>	

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	<p><b>3. Project Scope and Duration</b></p> <ul style="list-style-type: none"> <li>• <b>Scope:</b> The supply and delivery of bushings for the Gauteng Cluster.</li> <li>• <b>Basis:</b> On an "as and when required" basis.</li> <li>• <b>Contract Period:</b> 60 months (5 years).</li> <li>• <b>Submission Strategy:</b> Bidders may indicate if they are tendering for the whole contract or only specific items listed in the NEC document.</li> </ul> <p><b>4. Submission Guidelines</b></p> <ul style="list-style-type: none"> <li>• <b>Electronic Submission Only:</b> Tenders must be uploaded via the Eskom E-Tender Portal. No physical copies will be accepted.</li> <li>• <b>Deadline:</b> 3 February 2026 at 10:00 AM. The system automatically locks at this time. Bidders are strongly encouraged to submit at least one day in advance to avoid technical difficulties.</li> <li>• <b>Formatting:</b> Bidders should upload documents according to the provided folders. Proper indexing within folders is requested to facilitate efficient evaluation.</li> <li>• <b>Validity Period:</b> Tenderer remain valid for 180 days from the closing date.</li> </ul>	

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	<p><b>5. Eligibility and Disqualification Criteria</b>                      The following critical points were highlighted to avoid disqualification:</p> <ul style="list-style-type: none"> <li>• <b>Authorized Signatories:</b> All documents must be signed by a person formally authorized by the company.</li> <li>• <b>Multiple Tenders:</b> Submission of multiple tenders by the same company or affiliated entities may lead to disqualification.</li> <li>• <b>Conflicts of Interest:</b> Any relationship between bidders that creates a conflict of interest must be disclosed; failure to do so is grounds for disqualification.</li> </ul> <p><b>6. Technical and Commercial Presentation</b></p> <ul style="list-style-type: none"> <li>• <b>Commercial Requirements:</b> The Chairperson reviewed the invitation to tender and commercial compliance.</li> <li>• <b>Technical Requirements:</b> The technical team outlined the specifications for the bushings.</li> <li>• <b>SHEQ (Safety, Health, Environment, and Quality):</b> bidders were invited to submit questions via the platform to be referred to the SHEQ department.</li> <li>• <b>Contracts (NEC):</b> The team discussed the NEC terms and the Activity Schedule (AVC).</li> <li>• <b>Line item 4 and 5 Description on NEC PRICELIST will be updated to: BUSHING,RIP/RIS:52kV;1000A,250Kv as per the description on the detailed specification on the NEC.</b></li> </ul>	

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	<p><b>7. Q&amp;A and Extension Requests</b></p> <ul style="list-style-type: none"><li>• <b>Pricing:</b> Bidders were reminded that this is a Stage 1 evaluation. Pricing should <b>not</b> be submitted at this stage. Shortlisted bidders will be contacted for pricing in Stage 2.</li><li>• <b>Extension Request:</b> A request for a one-month extension was noted. Bidders were instructed to submit a formal email request detailing their technical justifications. This will be escalated to Management for a final decision.</li><li>• <b>Minutes:</b> Formal minutes and any updates will be posted to the Tender Bulletin by Friday afternoon.</li></ul>	
5.	<p><b>Adjournment</b></p> <p>The Chairperson thanked all participants and closed the meeting. Bidders were reminded to use the official contact email provided in the tender document for all further correspondence.</p>	All

Signed as a correct record:

Chairman

23/01/2026

Date

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