

	Bus Transportation Contract Clarification Meeting	Template Identifier	240-54076329	Rev	8
		Effective Date	December 2025		
		Next review date	December 2030		
		Generation – Group Capital			

Meeting Name: Bus Transportation Contract Clarification Meeting			
Date:	Time:	Venue:	Meeting No.:
20/08/2026	09:00	Ms Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure	The Chairperson explained the evacuation procedure, and everyone who attended the meeting indicated to be safe from various areas of attendance and were familiar with safety.	Linda Hlungwane	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum			
3.	Declaration of interest	All member No conflict of interest of all members	All	
4.	Attendees	- Namudi Phasha - Linda Hlungwane - Neliseka Luwaca - Namudi Phasha - Manie Botha - Ntomboxolo Ngishe - Levious Mocheko - Pauline Malindi - Respect Sekhu	All	

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

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		- Ndivhuho Nengobela - Azwi Muthevhuli - Reinette Slabbert - Jack Modise - Maela distributors and projects - OASG Admin - Kamogelo Molatelo Mothiana - Frans Galane - Mphela Ngoepe - Aluwani Nefale - MOTJETSE RAPHASHA - Bofulatala Mozabanda Tradind JV		
5.	Apologies	None		
6.	<i>Matters for Negotiation</i>	Technical, Environmental, Safety, Contracts Management, Commercial, Supply and Development, Quality		
6.1	Technical Clarification matter	None		
7.	Matters for information/Noting	Commercial - The objective of the discussion is clarification: - Open tender justification: The tender is an open invitation tender procurement. - Required documents: Commercial, technical, and safety documents are required.	Linda Hlungwane	

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		- Environmental Management Plan. - Spill management procedures. - Waste management method statement. Quality Requirements - Compliance with ISO 9001:2015 Quality Management System requirements. - Quality Method Statement. - Quality Policy and Objectives signed by top management. - Organogram and responsibility matrix. - Supplier/subcontractor evaluation procedure. - Signed Form A confirming compliance with quality management principles. Financial Requirements: Bidders must submit: - Annual Financial Statements. - Auditor, independent review, or accounting officer reports. - ITA34 tax assessment. - Public Interest Score. - Director/member signed reports as applicable.	Respect Sekhu Azwi Muthevhuli	

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8.	Action Items	Questions and Clarifications Extension Request - A bidder requested an extension of the tender closing date. - Procurement advised that the Cross Functional Team (CFT) cannot approve or reject extensions during the meeting. - The request would be escalated to the appropriate authority for consideration. - Bidders were advised to continue preparing submissions based on the current closing date of 28 August 2026. Association Letter Validity - Clarified that transport association membership letters must not be older than 12 months. - A letter issued within the previous 3 months remains acceptable		
6.	General	None		
7.	Closure	The meeting concluded with a clear understanding of the requirements and expectations for the tender process. The supplier	Linda Hlungwane	

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	Next meeting	will submit the necessary documents. There were no further comments and Linda thanked everyone for their attendance and declared the meeting adjourned.		

Signed as a correct record: _____

Chairman **Date**

NOTES:

- 1: This template may be transferred to an excel format for ease of use, provided that the content hereof is retained unaltered.
- 2: The attendance register is to accompany the minutes of the meeting.

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