

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Generation Matla Power Station			

Meeting Name: The Co-Ordination, Control and Assurance of Quality Aspects Inclusive of Physical Inspections and Strategic/Oversight Interventions. Applicable to Routine Maintenance, Projects and Outage Related SOW at Lethabo Power Station for a Period of four (4) Years (E1964GXGPLET)

Date:	Time:	Venue:	Meeting No.:
14 October 2024	10:00 – 12:00	MS Teams Meeting	01/2025

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure	Since the meeting took place on MS Teams, everyone was advised to confirm whether they are familiar with their evacuation procedure where they are attending.	C Mashilwane	14 October 2025
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Meeting started at 10:15 Apologies made on behalf of Safety, Quality and Enviro and SDL&I.	C Mashilwane	14 October 2025
3.	Declaration of interest	The Eskom team in attendance were requested to declare their interest in relation to the enquiry out on tender and the tenders are requested to sign the supplier's declaration of interest which is in the invitation to tender.	C Mashilwane	14 October 2025

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4.	Verification of minutes of previous meeting/s N/A	It's stated in the site meeting that the minutes will be published in the form of the recording of the meeting.	C Mashilwane	14 October 2025
5.	Action items from previous minutes			
5.1	Meeting No. 01/2025 Action Item No. N/A			
6.	Matters for approval – Fixed Agenda Items			
6.1	COMMERCIAL MATTERS / DOCUMENTS Invitation to tender for (E1964GXGPLET) was explained to all present. Closing date for (E1964GXGPLET) is 29 October 2025 Time: 10:00 Tender procedure explained. Tenders are uploaded via Eskom	Tenders were also encouraged to separate their documents into Commercial, Technical, SHEQ and SDL&I. The new system allows that to ensure that there is objectivity during the evaluation	C Mashilwane	14 October 2025
	Tender bulletin site on the Eskom E- tendering page Eskom Tender Bulletin No late tenders will be allowed. No Zip/condense files can be uploaded	NB: Tenderer were requested not submit soft copies Communications and clarifications to be done in writing to. • Mashilcm@eskom.co.za	C Mashilwane	14 October 2025
	 No hard copy will be accepted Tenders need to go through the training manual, which is also part of our document and acknowledge. That you have done the training so that if for any 			

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	reason your documents do not come through or some of your documents do not come through and then you are not held liable for that because the manual training would have been read. All communications in writing with regards to queries must be sent to C Mashilwane 5 days before tender closing. Suppliers are not to use tip-ex, any correction fluid or correction tape on any part of the documents, if it is used, the tender will not be evaluated. No faxed or emailed tenders will be allowed. All tender returnable explained and all suppliers know what is expected of them. SDL&I in the Invitation to Tender document to be submitted by the supplier. Eskom reserves the right to accept or reject all or part of the tender. Refer to the disclaimer in the Invitation to Tender Document Corrections on tender documentation should be done only with a single line drawn through cancelled info and initialled next to it. Correct info to be written in. To be visible after correction. Alternatives tenders are not allowed. Eskom takes no responsibility for late or lost tenders. Only the tender box to be used. E-Mailed and Faxed tenders will be cancelled and will not be evaluated.	NOTE: The tender validity is for 120 Days, please ensure not to under quote, make sure you price on all the items. No Alternatives will be accepted apart from the scope and NEC Pricing schedule published by Eskom. Tenderers are encouraged to submit an extensive price breakdown on a separate page using the company's letterhead. However, cancelling the Eskom's NEC will render the tender none responsive. The NEC needs to be fully completed • Form of Offer and Acceptance • C1.2 Contract Data • C2 Pricing Data It means that you are also agreeing to the terms and condition of the NEC. The forwarding their pricing schedule only is not acceptable, the offer and acceptance is very important and the contract data. Eligibility - of a Tender • The tenderer, or any of its principals, must not be under any restriction to		

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	 Person signing tender documentation must be an authorised person as Eskom will hold company responsible even if an unauthorised person signed. Ensure that calculations are correct as prices will not be changed after tender closing. If tenderer cannot honour tender if successful, at the tender price tendered, the second in line will be considered. Make very sure that all tender returnable is done and attached. Evaluation of Tenders Stage1. Evaluation for Basic Compliance- Checklist/ Annexures listed on the invitation to tender must be completed and sent back with tender 	do business with Eskom or State-Owned Companies. • A tenderer shall be found to have the nationality of a country if the tenderer is a national or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country- CIPS • Tenders signed by non-authorized persons – Authorization Form • Any tenderer that is restricted by National Treasury-	
	 Stage 2. Functionality/ Technical Criteria (Mandatory and Functional) Stage 3 SDL&I Evaluation Stage 4. Price and Preference (BBBEE and Price) Stage 5. Objective Criteria (SHEQ requirements and financial variability) 	 Submit a complete tender with commercial, financial and technical information Sign form of Agreement/ Contractual Conditions- NEC Invitation to Tender Annexure A-Annexure J. 	
	The objective criteria. It's not mandatory a requirement. However, the condition will be met before contract award. Tenders are to note Provision of Security for Performance (Page 7 of 65)	Annexure L – Authority to submit a Tender to be completed and submitted with Tender. Tenders were encouraged to submit the entire invitation to tender to ensure no Annexures are missing for evaluation	

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	If the provision of security for performance in the form of a performance bond or a demand guarantee is a requirement, the tenderer must select a minimum of two (2) financial institutions that it is likely to approach from the list provided of Eskom-approved financial institutions.	NB: The following documents are required to claim preference points. • Valid B-BBEE certificate issued by a SANAS accredited verification agency / sworn affidavit / CIPS affidavit.		
	The list of financial institutions that are pre-approved by Eskom's Treasury will be shared with a prospective tenderer	Proof of ownership / shareholding (preferably CIPC documentation) inclusive of shareholding breakdown		
	The tenders were taken through the invitation to tender extensively:	Certified ID copies of shareholder(s) Proof of Disability (where applicable)		
	Joint venture: We always advise that Eskom does not restrict you from joint venturing with any company. However, when it comes to your BBBEE certificate, you need to be accredited as one company. Other Documents can be separate until you are incorporated	Eskom reserves the right to award to a tenderer who may not be the highest scoring/highest ranked tenderer, in line with Section (2) (1) (f) of the PPPFA		
	Payment terms: payment terms have changed to 60 days. We no longer use 30 days for any contracts above 50 million.			
	PAYE Questionnaire: Tenderers are to note the following document and siged			

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7.	Matters for information/Noting – Fixed Agenda Items			
7.1	SCOPE OF WORK AND TECHNICAL Mrs Tshishonga took the team extensively through the scope of work and emphasis was made that qualities about continuous improvement. A quality dashboard is going to be developed for Plan activities for the week within line with production and maintenance and, we're going to have the dashboard that is supporting reporting more especially for your projects like your outages and also projects that we have here on site. There are KPI in terms of how we're going to measure the performance with relation to the scope and there are not incentivise. A procedure that is not signed will not be acceptable. A document is approved with the signatures. It must be signed by the top management for the company.	Questions raised and responses are on the bottom of the page, further note the question and answer template and the addendum	D Tshishonga and M Mamatlepa	14 October 2025
	A valid ISO 9001 certified is required and we and the letter that confirms that the service provider has been audited for the certification			

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	The documented information we need to be in line with the scope of work			
	Emphasise was put that, all qualifications, ID certificate, they must be certified, and they must be within six-month period.			
7.2	SAFETY RETURNABLE DOCUMENTS The Safety Requirements can be found in the Invitation to tender for (E1964GXGPLET) contracts.	Objective Criteria	C Mashilwane	14 October 2025
	Safety and Quality and Environmental and SDL&I will be objective requirements to be submitted for evaluation, it will however not be a base for disqualifying if not submitted at tender closing stage.			
7.3	QUALITY REQUIREMENTS The Quality Requirements can be found in the Invitation to tender for (E1964GXGPLET) contracts. Mrs. Tshishonga explained Category 2 of the submission in terms of the quality requirements.		D Tshishonga	14 October 2025
	ENVIRONMENTAL	Objective Criteria	C Mashilwane	14 October 2025

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	The Environmental Requirements can be found in the Invitation to tender for (E1964GXGPLET) contracts. The buyer made all the tendering suppliers aware that if there was anything not clear they can email, and the requests will be addressed.	the service provider shall ensure compliance to ISO14001:2015 Environmental Management Standard, and Eskom SHEQ Policy		
8.	(Supplier Development, Localization and Industrialization) SDL&I.	Further note the SDL&I Strategy updated	C Mhlahlo	14 October 2025
	Specific goals specific goals. It's either 80/20 or 90/10 system which is applicable. Can you go down so that yeah, these are the scoring.			
	NB: The following documents are required to claim preference points. • Valid B-BBEE certificate issued by a SANAS accredited verification agency / sworn affidavit / CIPS affidavit. • Proof of ownership / shareholding (preferably CIPC documentation) inclusive of shareholding breakdown • Certified ID copies of shareholder(s) • Proof of Disability (where applicable)			
	Further note an omission was done on skill development we did put to say that they must take the inspectors to take them from level one inspection, but.			

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9.	NEC3 –ECC, Scope, Price List, General discussions and Questions. Price List	An addendum will be shared with the tenderers should they be any changes in the tender. The latest NEC should be issued on submission	C Mashilwane	14 October 2025
	NEC is a rate-based contract			
10.	General		C Mashilwane	14 October
	Q: Yes. Morning. Morning, ma'am. I just wanted to clarify. So in terms of evidence of a contract, we if we have a previous contract or a current contract in Eskom or we just attaching the signed contract or the signed pages, the offer pages, or we're putting the whole contract there.			2025
	A: We want to see a signed Contract because that's where it indicates that you've got your contract which will have the contract duration.			
	Q: Hi, good morning, So a copy of approved documented information procedure is that document control procedure			
	A: Yes, it's a different control procedure. If it's in line with the ISO 9001 requirements. It's clause #7.			
	Q: So sorry, I just wanted to confirm what Moses is saying. He's saying the procedures that we're supposed to attach are supposed to be scope specific. Wouldn't ISO procedures be			

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	standard and generic because you are ISO accredited, so you have? General procedures that talk to control of documents that talk to control of information that talk to internal audit, which is standard, does it need to be reworded to talk to your scope of work?			
	A: Yeah. What we are saying is, we are giving assurance if you look at what the transitions about or the projects about it's a coordination of quality control and assurance quality aspect. So what you need to do, you need to look at documented information or procedure. You must look to say like does it cover the quality control plans reviewer and how do you control those templates? Something like that. Does it talk about the assurance not just to go and copy the standard as it is.			
	Q: also, just need some clarification. so, my understanding here is that I take the procedure the ISO standard, and I need to take my company procedures, and I need to align the company procedures to what the ISO is saying. So, and then I need to take that after it's approved, I need to take that and align that to Eskom's. Is that what you are saying? I just need clarification here because ours is there certified. It's there not copied and pasted, but what the standard is saying the guide. Our procedures and align it.			
	A: OK, I understand that it says clearly that a company must or shall determine their scope of work, even when we are being certified. We must align to what we are doing and from the risk and assurance. we've got the risk and assurance which look across the whole processes within the business and within the			

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	risk and assurance we have quality management section. Which give assurance and then verification for the processes for the scope of that are being executed within the business.			
	Q: We have a process in which we follow which is in line to that guide. So, it's not a completely the guide, it's just the standard is just the guide to say, OK, you're going to go on the N7 for example, and the turns and the stuff comes from our own procedure, which is set out. This is what we're doing, this is what we follow, this is the app set we're using, maybe it's a computerized system, but it's built into the standard.			
	A: It needs to be built into the standard			
	Q: I just have a question on appointment. How can we appoint these people if we haven't been ordered a tender yet? Because I mean we did another tender with you in the past that took a year. We got no answer. We're on the next tender for basically the same thing. We can't appoint people on this week, but the actual contract. Can you please clarify that for me?			
	A: OK, you can have a letter to say you are intending not to appoint them because the issues that with the suppliers. The issue is that we have an issue with the service providers where they will go to their database and submit things from 20/21/2024, which is invalid.			

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	Q: work is very scarce. But you know to point somewhat in theory and wait a year and then still don't get a tender. You're putting that person's whole life on hold, and we can't pay a person for a year for doing nothing. I mean, you're asking for qualifications that are certified no less than six months old. Doesn't that kind of close the gap to show that it's a new CV? We have, we have people already with the qualifications. The problem is actually appointing somebody, and you know you can't appoint someone unless there's actually physical work to be done.			
	A: We understand. That's why. That's why when before the contract started, we do verification and there are timeless that you have been given to set.			
	Q: That is correct. I agree the 100%, but I'm saying for purposes of scoring, I can't give because I mean I need to get a minimum score on all these different people. For example, 8,8,8,4 that goes specifically on the CV, the qualification. I don't mind doing the CVS, the qualification stuff, but like, as you've said also, before we go on site, you're obviously going to check on the staff to make sure that they are competent.			
	A: It's not about paperwork, it's about the quality of work. When you're preparing from the planning for a project to be successful, like, for example, it determined by the planning whatever that your input is, they're very critical to what you're going to get as an output.			

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	Q: Chair it was to reiterate what the past two speakers have spoken to the requirement of us having a standing contract with prospective employees. These will be prospective employees, so perhaps our request is that. If you're worried about a company X using someone John's certification without John's knowledge, can there be an undertaking between the two parties that then says in the event that we are awarded this? You will be first priority for this position, but to say we must have an appointment for prospective employees that is not possible. I don't think even Eskom can do that on their side.			
	A: All right. With regards to the appointment, let us colleagues, I heard you, I will look and then we'll see. We can update on the tender bulletin to see how we're going to do.			
	Q: I we can just go back to the safety officer, if you can just move up. So, does it have to be a national diploma in Safety management or because normally you'll find it should be either samtrack or national Diploma in Safety Management? Is this standard national diploma in Safety Management. International Diploma is also recognized on our NQF qualifications. I mentioned that and in my experience two years' experience working as a safety officer is a junior			

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	A: These are the requirements are given by the safety department			
	Q: So, we're looking at six months before tender closing date. by the time you guys start to review them, some of them might have been expired. I hope that's not going to be working against us			
	A: Yes			
	Q The questions that I had; they speak to other P&G costs that talk to laptops accommodation. Connectivity, Wi-Fi communication and a very specific one. If we are providing our laptops.			
	A: In terms of this one, it is very clear that travelling and accommodation must be inclusive in the tender rates, and also to note some of the laptops are not compatible with our system because of security. Just to emphasize that colleagues, you are going to bring your own laptop. You are going to make sure that you've got Internet there because our lan system is not comfortable and have been caution on cybersecurity. In addition, for office space we will provide however the contractor will need furniture, its own space.			
	Q: Is there a specific specification that you have on laptops for us because for example on other sides, I bought all our laptops, things changed then we had to go into image teams			

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	and then we had obviously some lagging issues, compatibility issues. Do you guys have a specification for us we can maybe use so that we're all basically quoting in the same ballpark? I expect we need to own data. You're talking about phones. What about printers? papers, ink etc			
	A: You supply.			
	Q: so you'll be supplying the office, so we must furniture and then obviously the tea and coffee is also our own account as well as food I saw in the contract.			
	A: Yes			
	Q: And then tools, for example, QCs don't really use tools if people are doing measurements and gauging stuff, you're normally obviously doing an oversight where you're standing with the contract or Eskom personnel that's doing the job and you're verifying. So we wouldn't need any special tools except for maybe torches and stuff like that. Is that correct?			
	A: It depends on the plant area that let's say you're going to the meals at the mill. They're busy with your triangle seal where you need to verify.			

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	Q: All right. And then on the price list, you guys haven't populated how many hours we'll be working for example, but it only gives straightforward hours. Then you got 1.52. But I mean, are we working a basic 173-hour month and then you know obviously the overtime comes to fit because we need to quantify an end result. To get a figure of are we going to be over 50 million under 50 million or what? So like I said, we can't populate that. Are you guys deciding then what the amount's going to be? You know, manually calculate it yourselves.			
	A: Yes, we're going to manually populate it ourselves using obviously as an external QS company.			
	Q: So then on the figures where we put the contract value, we leave that open, is that correct?			
	A: That's correct. Hence , I filled it out already to say rate base.			
	Q: All right, then. The other thing I wanted to find out was you have a transport cost for a 14 seater bus, Now, what specifically is a bus used for? Because, in the hours you've also got a standby where the people might have to go to site on various hours, so therefore they can't use a bus. So with this bus be to transfer the people to work Monday to Friday for			

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	example. But then if they had to work overtime, they have to get to start on their own or how? How would this work?			
	A: So we're going to curb our cost using a 14 seater in terms of the standards that we have, in terms of how much a rate you can claim per kilometer. However, we can take it with the QS, and ask what happens in case where there is a standby, do you guys need			
	Q: Sorry, can I just carry on with what I was on about, I mean the people should get to work on their own cost. I'm looking about after costs, you know, for example, they have to work overtime, then it's an extra cost for the person that he wouldn't normally have as well as offsite. What about offsite? You guys haven't made provision for offsite inspections?			
	A: I've noted your concern in terms of the transport, and I will take it up with the QS			
	Q: Key portion of the NEC are missing C.1 and C2			
	A: Noted			

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	Q: there are certain expectations from employees. You know if we expect them to do standby, there's usually standby allowance and you know most contracts will have you know standby allowance in the in the price list. So maybe just something for consideration as well please.:			
	A: On how the pricing schedule was developed, because there is a shift roster that the guys work on. OK, fine. What we do as we pay standby hourly pay rate to say this is standby rate and that's why we got pay. Yes, it's going to be rate. There's no allowance, yes.			
	Q: So what you can do in terms of transport, what previously the guy other guys are doing, it has come sites, they have a cap, it's per person, then the cap is that it's about 7 kilometers in seven kilometers out about 7.5 cents, so about 15 kilometers per day. Per person, that's the normal day-to-day to work. Whether the person stays close to site, or they stay in midrand but they can only claim a maximum of that much. That way you kept it. It can go. It can overrange basically.			
	A: That's a suggestion that we can put forth and I don't have a problem.			

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Q: And basically, the guys got to start on their own steam. Now you guys are 12 kilometers from town basically. So if you wanted to include a daily allowance, we could also do that. We could also work on the 73,000 kilometers on a bus, right? But then we will have to manage our own kilometers on our side. I mean, how are we going to bill you Per month, for example, if you've, you know 73,000 kilometers for four years to out value 1520 kilometers a month, and whether we use it or not A: That's a valid point, Sam. The second suggestion that you have put forth will also discuss it with the QS on site in terms of that. Thank you.			
Closure		C Mashilwane	14 October 2025
In terms of the addendum the following issues raised will be address,			
Technical			
Appointment of Personnel			
Safety officer qualification			
	Q: And basically, the guys got to start on their own steam. Now you guys are 12 kilometers from town basically. So if you wanted to include a daily allowance, we could also do that. We could also work on the 73,000 kilometers on a bus, right? But then we will have to manage our own kilometers on our side. I mean, how are we going to bill you Per month, for example, if you've, you know 73,000 kilometers for four years to out value 1520 kilometers a month, and whether we use it or not A: That's a valid point, Sam. The second suggestion that you have put forth will also discuss it with the QS on site in terms of that. Thank you. Closure In terms of the addendum the following issues raised will be address, Technical Appointment of Personnel	Q: And basically, the guys got to start on their own steam. Now you guys are 12 kilometers from town basically. So if you wanted to include a daily allowance, we could also do that. We could also work on the 73,000 kilometers on a bus, right? But then we will have to manage our own kilometers on our side. I mean, how are we going to bill you Per month, for example, if you've, you know 73,000 kilometers for four years to out value 1520 kilometers a month, and whether we use it or not A: That's a valid point, Sam. The second suggestion that you have put forth will also discuss it with the QS on site in terms of that. Thank you. Closure In terms of the addendum the following issues raised will be address, Technical Appointment of Personnel	Q: And basically, the guys got to start on their own steam. Now you guys are 12 kilometers from town basically. So if you wanted to include a daily allowance, we could also do that. We could also work on the 73,000 kilometers on a bus, right? But then we will have to manage our own kilometers on our side. I mean, how are we going to bill you Per month, for example, if you've, you know 73,000 kilometers for four years to out value 1520 kilometers a month, and whether we use it or not A: That's a valid point, Sam. The second suggestion that you have put forth will also discuss it with the QS on site in terms of that. Thank you. Closure In terms of the addendum the following issues raised will be address, Technical Appointment of Personnel

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Signed as a correct record:

Tenderer

Meeting Minutes Clarification Meeting (E1964GXGPLET)

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	SDL&I				
	SDEGI				
		gy to be uploaded under the naddresses the skill development			
	NEC				
	A revised NEC to be up transportation issue and	ploaded taking into consideration the distandby allowance			
	Meeting adjourned at	12:00			
Signed as a correct record: C Mashilwane			20/10/2025		
		C Mashilwane	Date		

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