



## Meeting Minutes

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

### Meeting Name: Tender Clarification Meeting – Sewage Removal and Disposal for a Period of Five Years at Sere Wind Farm

Date:	Time:	Venue:	Meeting No.:
2 December 2025	11h00	Sere Wind Farm (Auditorium)	1

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	<b>Opening:</b>  1.1 Welcome <ul style="list-style-type: none"><li>Rashaad Sedan welcomed all attendees and facilitated introductions.</li><li>Representatives from various bidding companies introduced themselves</li></ul>		Rashaad Sedan	
2.	<b>Safety and Emergency Evacuation Procedure</b> <ul style="list-style-type: none"><li>Deon van der Merwe explained the Safety and Evacuation Procedure in case of an Emergency.</li></ul>		Deon van der Merwe	
3.	<b>Declaration of interest</b> <ul style="list-style-type: none"><li>No conflict of interest was declared by all members present.</li></ul>		All members present	

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

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4.	<p><b>Evaluation criteria</b></p> <p>Supplier were explained the documents that are required for the technical requirements:</p> <ul style="list-style-type: none"><li>• Valid driver's licenses and training certificates for sewage transport personnel.</li><li>• Valid vehicle licenses and roadworthy certificates.</li><li>• Proof of registered sewage waste disposal site permit.</li><li>• Authorization letter from disposal site for use.</li><li>• Evidence of years of experience in sewage removal.</li><li>• Proof of clients where similar service has been rendered</li></ul> <p><b>Scope of Work</b></p> <p>Supplier were informed on the quantities required as per the scope of work</p> <p><b>NEC3 Term Services Contract: Price list</b></p> <p>Supplier were briefed on the price list in the NEC</p> <ul style="list-style-type: none"><li>• Monthly sewage removal (20 KL).</li></ul>		Deon van der Merwe	

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	<ul style="list-style-type: none"><li>SHE compliance costs (vaccinations, PPE, safety file) – <b>once-off payment</b>.</li><li>Ad hoc sewage collection (10 KL).</li></ul>			
5.	<b>SHE Requirement</b>  The requirements for the SHE evaluation were explained as well as the supporting documents required: <ul style="list-style-type: none"><li>Annexure B acknowledgment form.</li><li>Health &amp; Safety plan aligned with project scope.</li><li>Risk assessment and cost breakdown for safety measures.</li><li>Letter of good standing (must be valid).</li><li>OHS policy signed by CEO.</li><li>Certificates and CVs of key personnel.</li><li>Vaccinations and medicals required for sewage handling.</li><li>SHE costs must be <b>broken down</b>, not lump sum.</li></ul>		Ayanda Kolwapi	
6.	<b>Commercial Requirements</b>  Supplier were briefed on the Tender returnables and the commercial requirements: <ul style="list-style-type: none"><li><b>Tender Closing date:</b> 19 January 2026 (10:00 AM).</li></ul>		Rashaad Sedan	

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	<ul style="list-style-type: none"><li>• <b>Last date for queries:</b> 13 January 2026.</li><li>• Tender submission via <b>Eskom e-Tendering portal</b>.</li><li>• Procedure for clarification questions and responses.</li><li>• Tender Returnables on Invitation to Tender (pages 12 -17) were explained</li></ul>			
8.	<b>Closure</b>  Eskom thanked the representatives from the various bidding companies for attending the meeting.  Following the meeting the supplier were shown the site where the sewage will be removed.			

Signed as a correct record:

Eskom

2026-01-05

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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