



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.	Opening: 1.1 Welcome <ul style="list-style-type: none">Rashaad Sedan welcomed all attendees and facilitated introductions.Representatives from various bidding companies introduced themselves		Rashaad Sedan	
2.	Safety and Emergency Evacuation Procedure <ul style="list-style-type: none">Deon van der Merwe explained the Safety and Evacuation Procedure in case of an Emergency.		Deon van der Merwe	
3.	Declaration of interest <ul style="list-style-type: none">No conflict of interest was declared by all members present.		All members present	

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

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

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

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

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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