

	Meeting Minutes Template	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		[Insert Subsidiary, Business Unit, etc.]			

Meeting Name: Supply and delivery of consumables and stationery to various offices in NTCSA East Grid on an as and when required basis for a period of 3 years. <u>E2208NTCSAMWP consumables and E2209NTCSAMWP stationery</u>			
Date: 03 December 2025	Time: 10h00-12h00	Venue: Ms Teams	Meeting No: 01-2025

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure	<p>The Clarification meeting was held on Ms Teams</p> <p>All attendees confirm they are safe and emergency evacuation procedure was shared with all the members.</p>		
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	<p>Present at the meeting:</p> <ul style="list-style-type: none"> • Busi Rozani • Nosipho Kubone • Vhumbani Ralidzhivha • Samkelisiwe Sam • Nomatshawe Kildase • Sphehile Mthethwa-Thuba Construction • Amanda Ntisane-7OH5 PTY Ltd • Maphepi Mbatha Maog Hiring 		

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

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		<ul style="list-style-type: none"> Thembelihle Ntinga- Mnotho business solutions 		
3.	Declaration of interest and safe evaluation procedure	No interests were declared during the meeting and all members have confirmed that they are aware of their evacuation procedure incase of emergency.		
4.	Verification of minutes of previous meeting/s	Not applicable		
5.	Action items from previous minutes	Not applicable		
5.1	Meeting No. Action Item No.	Not applicable		
6.	Matters for approval			
6.1	Heading for agenda item	None		
7.	Matters for information/Noting	None		
7.1	Heading for agenda item	Agenda was adopted as it. <ul style="list-style-type: none"> The buyer shared the commercial presentation. Suppliers were encouraged to keep checking tender bulletin for addendums. 		

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		<ul style="list-style-type: none"> Technical requirements, Environmental and SDL&I requirements were shared. Quality and Safety representatives were not present; their requirements will be posted on tender bulletin. 		
8.	General and Closure			

Signed as a correct record:



Chairman

04 Dec 25

Date

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