

	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Meeting Name: Site/Microsoft Teams Clarification meeting for Acacia Substation 33kV Cable System (ITT no E3244NTCSAMWP)			
Date:	Time:	Venue:	Meeting No.:
29 July 2026	10:00 AM	Site /Ms Teams Clarification meeting	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure - Waldo Van Heerden presented the venue procedure. - Attendees were instructed to follow the evacuation official, remain at the assembly point until the all-clear and avoid parking in emergency areas. - All attendees were required to sign the attendance register.		Waldo Van Heerden	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Apologies - Grant Dyers - Queeneth Khumalo - Philani Shoji		

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		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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3.	Declaration of interest		All	
4.	Opening - Tshane Lekgoati welcomed attendees and confirmed that the site clarification meeting and site walkdown were compulsory. - Suppliers who did not attend the compulsory session would not be eligible to tender, as stated in the tender documents.		Tshane Lekgoati	
5.	Project Overview (Project Manager) - The cable work forms part of the Phase 2 refurbishment project at Acacia Substation and is located in the 33 kV yard. - The affected bays are Feeder 7 and Feeder 8, associated with Transformer 5 and Transformer 6 feeding the customer, Transnet. - The existing customer cable sealing ends are not in-line with the transformer bays. Additional sealing ends and cable sections are required to connect the existing positions to the equipment, which are in-line with the transformers.		Waldo Van Heerden	

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		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
	- The interim arrangement is necessary because the separate project intended to relocate the customer cables has been delayed. - The existing busbars, columns and beams will be removed under the broader refurbishment works. - Use the issued drawings and technical specification as the governing documents. Technical Design, manufacture, routine testing, supply, installation, termination, testing and commissioning of two new 44 kV single-core XLPE cable systems. Cable: XLPE rated 44kV cable with, 300 mm² aluminium conductor size and installation design to meet the current rating requirement for a flat formation, minimum 2*diameter spacing, laid at 1m depth and single-end bonded sheath system.		Waldo Van Heerden	

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		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
	The route length per single core cable is approximately 50 meters. Total length per circuit required is therefor 150m. Number of circuits are two. New 44 kV outdoor terminations are required. Although a drawing referred to 33 kV, the specification requires 44 kV cable and terminations. The cable, joints and terminations offered shall have been type tested as a cable system in accordance with SANS 60840 (clause 12). Foundations and support for the sealing ends will be provided by the existing site contractor. Removal of obstructing isolator structures and certain jumpers, clamps and connection hardware were stated as exclusions. Tenderers must complete Schedule B on the provided Technical Schedules A and B and provide calculations, drawings, cable/termination compatibility evidence, cleat details and testing proposals. Site Conditions and Installation Risks			

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	Acacia Substation has a high-water table and trenches may fill rapidly. Tenderers must allow for dewatering. The work is in an existing high-voltage yard with potentially unidentified electrical cables, water lines, drains and other services. Detect for all underground services before excavation and carry out trenching carefully by hand. Additional temporary earthing and field screening must be implemented as required during cable installation and elevated termination work. Thermal resistivity test certificates will be mandatory for imported bedding and blanket backfill material. Operational Constraints The two bays were energized but not supplying load at the time of the meeting. Both bays may potentially be made available together, but is outage dependent. If Transnet requires supply			

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	before the works, construction may have to proceed one bay at a time and works and will be outage dependent. Tenderers must allow for at least four site returns to accommodate outages, switching constraints, resource and feeder availability. The existing contractor may have to remove foundations, depending on the accepted cable routes, prior to the cable installation. The on-site supervisor must hold a valid Transmission Western Grid ORHVS authorization. Technical Evaluation and Testing Level 1 carries an 80% weighting, but its mandatory criteria only include: 1. Fully completed Technical Schedules. 2. Signed letter from the type-tested termination supplier. 3. Qualifying Type Test report for the 44 kV cable and terminations tested as a system.			

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	Level 2 itself is weighted at 20% of the final score. The overall overall project threshold across both Level 1 and Level 2 combined is 90%. Level 2 assesses project reference lists, team CVs/certifications, outline drawings (cable, terminations, link/SVL boxes, cleats/clamps), water penetration test reports, and after-installation test proposals. Requires at least one technical specialist/designer (Engineering Technician, Technologist, or Engineer with ≥5 years experience) and two jointer/installation team members (including a jointer/supervisor and a jointer with ≥5 years experience each). After-installation testing requires DC voltage test of oversheath, overvoltage test (Power frequency / VLF Sinusoidal / VLF Cosine options), and partial discharge (PD) measurement. Section 4.3 explicitly defines the after-installation test reference voltage at $U/U_0 = 44/26$ kV, with specified per-unit multipliers (e.g., Near power frequency at 2 pu, VLF Sinusoidal at 3 pu, VLF Cosine at 4 pu).			

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	Commercial and Contractual Requirements The contract is NEC3 Option A with an activity schedule. Tenderers may add appropriate activities to the example schedule. Payment was described as due within 28 days after receipt of a valid tax invoice aligned with the payment certificate. The invoice must be submitted within one week after certification. A 5% performance bond applies. Retention was later clarified as 10% in total: 6.5% activity, 2.5% SDL&I and 1% CSI. A retention guarantee may be offered where permitted. Half of the applicable retention is released at handover and the balance after the defects period, subject to the contract. Delay damages were stated as 0.1% of contract value, capped at 10%. Safety-critical defects require correction within 24 hours and standard defects within two weeks.			

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	Weather compensation-event claims require verified weather data and evidence that the contractual threshold was exceeded. Indicative Programme • Indicative start: 2 November 2026. • Latest design review acceptance: 27 November 2026. • Factory acceptance testing: 18 December 2026. • Cable delivery: 8 January 2027; outdoor terminations/accessories: 15 January 2027. • Trenching and cable installation: 5 February 2027. • Ready for energization: 19 February 2027; completion: 26 February 2027. • The dates were described as latest/worst-case dates. Earlier delivery and completion are preferred, subject to contract placement and equipment availability.			

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	Tenderers were made aware of the following in the NEC Section 3.1.7 (Tender Requirements): <i>"The Contractor shall provide, as part of its tender submission, confirmation of availability and lead times for all 44 kV cable and outdoor cable terminations required for the Works, supported by manufacturer documentation. For tender evaluation purposes, preference may be given to Tenderers who can demonstrate shorter lead times and immediate availability of the 44 kV cable and the cable terminations."</i> Section 3.1.16.3 & 3.1.16.5 (Constraints on How the Contractor Provides the Works): <i>"Please note: Preference may be given to Tenderers who can demonstrate the availability of compliant 44kV XLPE cable and compliant, type-tested 44 kV outdoor cable terminations and associated accessories, and who can</i>			

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	<i>confirm short lead times for delivery, supported by manufacturer confirmation or proof of stock availability."</i> Health and Safety Requirements Tender submissions must address the project health and safety plan, acknowledgement of client requirements, baseline risk assessment and a company OHS policy signed by the CEO or MD. Tenderers must provide proof of compensation-fund good standing, applicable competent resources and professional registrations, local medical fitness certificates and valid documents for foreign employees. Plans must cover emergencies, occupational health and hygiene, heat/cold stress, incident management, subcontractor management, safe employee transport and adequate safety costing. Incidents must be reported within the shift or within 24 hours to the site supervisor and client.		Sisana Nxumalo	

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
	Submit complete and valid OHS returnables and include all safety costs. Security and Access • Acacia Substation is a National Key Point. • Personnel require police clearances, access permits and site induction. • Daily alcohol screening applies at the gate with zero tolerance. Allow for all security and access requirements in mobilization planning. Quality Requirements Tenderers must submit either a valid ISO 9001:2015 certificate from an accredited certification body, or evidence of a QMS that complies with ISO 9001:2015 using the Option 2 documents.		Bruce Ockhuis	

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
	Additional returnables include a draft contract/project quality plan, draft ITP or quality control plan, and signed Form A acknowledging the quality requirements. Quality weighting stated: Section A 60%, Section B 15%, Section C 15% and Section D 10%, with an 80% pass threshold. Submit either Option 1 or Option 2 for Section A, together with Sections B, C and D. Quality Requirements Tenderers must submit either a valid ISO 9001:2015 certificate from an accredited certification body, or evidence of a QMS that complies with ISO 9001:2015 using the Option 2 documents. Additional returnables include a draft contract/project quality plan, draft ITP or quality control plan, and signed Form A acknowledging the quality requirements.			

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	Microsoft Meeting Minutes	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	Quality weighting stated: Section A 60%, Section B 15%, Section C 15% and Section D 10%, with an 80% pass threshold. Submit either Option 1 or Option 2 for Section A, together with Sections B, C and D. Environmental Requirements The Environmental Advisor was not present. Waldo Van Heerden presented the tender spreadsheet at a high level. The returnables include evidence relating to the environmental management system, objectives, roles, competence, document control, corrective action and emergency preparedness. Tenderers must also address an aspects-and-impacts register, waste management and the environmental management programme. The environmental threshold was stated as 80%.		Waldo Van Heerden	

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		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
	Complete the environmental spreadsheet and submit supporting evidence. Unresolved questions to be routed through procurement to the Environmental Advisor. SDL&I and Preference Requirements The tender will be evaluated on the 80/20 preference-point system. Tenderers must submit a valid SANAS-accredited B-BBEE certificate or valid affidavit where applicable. Joint ventures require a consolidated B-BBEE certificate. Designated local-content items stated were optic fibre at 90% and substation hardware at 100%. Applicable SBD 6.2 and Annexures C, D and E must be completed as required. A 30% subcontracting requirement was discussed as an objective criterion to be finalized with the successful tenderer. Skills development and local employment requirements will be finalized at contract stage. An implementation schedule will be required within one		Martin Sabelo	

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		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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	month after contract signing, followed by periodic reports. Tender Submission and Administration Tender closing date and time: 21 August 2026 at 10:00. Tender validity: 12 weeks from closing. Only electronic submissions through the designated tendering portal will be accepted. Physical files will be non-responsive. Documents must be uploaded in the required technical, commercial, financial and SHEQ folders. PDF is required, with the pricing schedule also supplied in Excel. Maximum individual file size: 500 MB; total submission limit: 4 GB. The submission status must indicate complete. If resubmitted, only the latest tender version will be accepted and all previous submissions will be null and void.		Tshane Lekgoati	

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		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
	All annexures, declarations, schedules, NDA, CSD evidence, financial statements, CIDB evidence and technical/commercial/SHEQ returnables must be submitted. The CIDB requirement was stated verbally as 5 EP or higher and must be verified against the published tender document. Clarification questions, including extension requests, must be received no later than 10 working days before tender closing. Alternative tenders will not be accepted. Questions and Clarifications Additional sealing ends: required because the customer-owned cables are not in-line with the new bays and the separate relocation project is delayed. Cable rating: 44 kV as required by the specification, notwithstanding the 33 kV reference on a drawing. Cable size: 300 mm² aluminium conductor.			

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		Next review date	July 2027		
		NTCSA			

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	Trenching: Services detection followed by careful hand excavation. Milestones: contained in the issued NEC documentation and intended as latest dates; earlier delivery is preferred. December shutdowns: the presenter stated that the programme had taken the December and January shutdown periods into account. Site walk down: - The cable will be installed at a depth of 1 meter, and the contractor must conduct proper service scanning. - Contractors are required to provide their own drinking water and ablution facilities. - Electricity will be supplied, and scaffolding will be required for any work above 2 meters. - Acacia is known for Cape Cobra risks, and bees may occasionally invade the substation. - Acacia has a high-water table; therefore, dewatering planning will be required. - Contractor employees will not be permitted to carry cellphones on site, except in emergency circumstances.			

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		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
	- No geotechnical information is available for the substation. - Tenderers are required to provide cable lead times. - Careful hand excavation will be required. Tenderers are required to supply cable terminations, including all associated hardware. - Possible induction when working close to existing Cable Sealing Ends due to cables crossing various overhead lines. Additional earthing may be needed.			
6.	Action items Tenderers check tender bulletin for any latest tender clarifications and addendums.			
7.	Precedence Disclaimer: These minutes serve as a record of discussions and general agreements. In the event of any conflict or inconsistency between these minutes and the formal technical scope, drawings, specifications, or contract documents, the technical and contract documentation shall take precedence.			

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		Effective Date	July 2024		
		Next review date	July 2027		
		NTCSA			

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8.	Closure The meeting adjourned at 13:05 AM		Tshane Lekgoati/ Waldo Van Heerden	

Signed as a correct record:



Chairman

12/08/2026

Date

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