

Meeting Name: **Clarification for provision of canteen services**

Date	10 September 2026	Venue	Ms Teams	Meeting No.	01
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Attendance Register

Name	Initials	Designation and Area Represented	Name	Initials	
1. Rofhiwa Ndou	R	Procurement Officer	7.Akani mahamu	KC	
3.Humi Magoro	H	Procurement Officer	8.Katlego	K	
5. Sabelo Ngcobo	S	End-user	9.Thegoumentgrind	T	
1. Thabiso Tsibatsi	T	Safety	10.Refilwe Patolwi	R	
2. Maanda Mpeiwa	M	Environmental	11.The gaumentmentgrind	T	
3. Dakalo Maliavusa	D	Safety	12.Maego Mathye	M	
4. Misho Shingange	M	Contracts manager	13.Nonhlahla	N	
5. Gabisile Mpati	G	Officer Communications			
6. Wisani Mbiza	W	Officer Talent			

Apologies Register

1. Phumzile Ncamani	D	SDL&I	2. Dharmesh Rama	D	Finance
2. Thabiso Mkhize	T	Quality	3. Jacques Van Eeden	J	Quality

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Business Management System

Meeting Minutes
Provision of canteen services

Document Identifier	240-94026857	Rev	3
Effective Date	28/02/2022		
Review Date	28/02/2027		
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Item	Description	Action and Progress	Responsible Person	Target Date
1	Opening, Welcome and Apologies	Chairman opened the meeting and welcomed all	Buyer	10.09.2026
2	Safety and Emergency Evacuation Procedure	Safety was done by Gabisile Mpati and the buyer	Buyer	
3	Declaration of Conflict of Interest	All members have completed NDA, s	All	
4	Approval of Agenda.	Buyer has displayed the agenda and was accepted by all parties	All	
5	Acceptance of Previous Minutes and Review of Action Items	Not Applicable – First clarification meeting	Rofhiwa (Buyer)	
6	New Items	As per agenda	All	
	Commercial representative	Buyer (Humi) has welcomed internal and external stakeholders and state the purpose of the meeting which is based on the information sharing to obtain best successful tender outcome when conducting evaluations and handover to Buyer (Rofhiwa Ndou) to present the commercial part.	Humi Rofhiwa (Buyers)	
	Technical representative	She further explained the advertised document outlining the invitation to tender information that is crucial for tenders to notice. Commercial requirements as basic compliance and explain the mandatory requirements. No questions were raised Sabelo had shared his presentation and scope of work as well as the technical criteria was discussed, and no questions were raised	Rofhiwa (Buyer) Sabelo (End User)	

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	SHE Requirements – Objective criteria	Dakalo and Thabiso Tsibatsi (SHE Officers) presented the SHE requirements, there were no questions asked.	Khuliso (SHE Officer)	
	Financial statements – Objective criteria	Buyer had shared the required documents for financial evaluations on behalf of Finance representative as he send an apology. suppliers were requested to send questions via email if they do have.	Rofhiwa (Buyer)	
	Quality	Buyer had shared the required documents for Quality evaluations on behalf of quality representative as he didn't attend the meeting. suppliers were requested to send questions via email if they do have.	Rofhiwa (Buyer)	
	Environmental	Maanda presented the and explain the environmental requirements. There we no questions asked	Maanda (Environme ntal)	
	SDL&I	Phumzile Ncamani send an apology. Buyer had shared the required documents for SDL&I on behalf of SDL&L representative. suppliers were requested to send questions via email if they do have.		
7	General			
7.1		Buyer (Rofhiwa) encouraged tender to keep checking if there's any changes or new documents uploaded on Eskom tender bulletin and national treasury. The suppliers were also asked if	Rofhiwa (Buyer)	

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		they don't really have questions and suppliers responded by saying they are clear on everything they will send emails if they have father questions. Katleho asked when the deadline is for asking the questions and the buyer responded by saying 10 days before closing days.		
8	Next Meeting	Meeting was adjourned at 11:20 by Rofhiwa Ndou	Chair Rofhiwa	

Minutes Submitted By	Rofhiwa Ndou (Procurement Officer)			
Approved By (Chairman)	Rofhiwa Ndou (Procurement practitioner)	Date	11.09.2026	<i>NDOUR</i>

Record of Decision			
Ref. Number	Item Name	Date	Decision
001			
002			
003			
004			

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