

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

Clarification Meeting - Stationery - E1231GXMPKRI

Clarification Meeting: The Supply and Delivery of Stationery to Kriel Power Station on an “As and When” Required Basis for a Period of 5 Years - E1231GXMPKRI

Date:	Time:	Venue:	Meeting No.:
15 May 2025	13:00	MS Teams	01 / 2025

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure			
2.	Opening: Present: Presheen Nair Veliswa Mlotshwa Gift Mamize Caroline Letswalo Lerato Phaleng Phumu Nkoana Mandisa Mtiya			

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	2.1 Welcome Ms Nair welcomed all the attendees to the meeting and said that this meeting was to clarify any concerns that tenderers may have.			
3.	Declaration of interest Nothing to declare			
4.	Verification of minutes of previous meeting/s N/A			
5.	Action items from previous minutes N/A			
6.	Matters for approval N/A			
7.	CLARIFICATION MEETING SUMMARY Tender Reference: E1231GXMPKRI Tender Description: The Supply and Delivery of Stationery to Kriel Power Station on an "As and When" Required Basis for a Period of 5 Years. 1. Purpose of Meeting The purpose of the clarification meeting was to outline the tender requirements and expectations for all tenderers.			

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	2. Communication Protocol • All queries must be submitted in writing. • No communication may take place with any person related to this contract, except through the officially designated Eskom Representative. • The enquiry was issued on 29 April 2025, with the closing date being 26 May 2025 at 10:00. • Tender documents must be submitted electronically via the Eskom e-Tendering site by the stipulated closing date and time. • Links to guided videos on the e-Tendering system are available in the Invitation to Tender. • Tender validity is 120 days from the closing date. • All clarification queries must be submitted at least 5 working days prior to the tender deadline. • Alternative tenders are not permitted. • Tenderers need to meet the eligibility criteria to submit a tender. • Documents must be uploaded in PDF format. The limit is 50MB per file and a total submission limit of 900MB. • Basic compliance must be met for the tenders to be evaluated further. • Mandatory documents are disqualifiable and must be submitted by the tender closing date. • Proof of CSD registration is a mandatory contractual obligation. • The form of contract used is the NEC3 Supply Contract. • Mandatory commercial tender returnables are: to meet the basic compliance requirements, submit the tender electronically, provide alternative Contract Price			

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	Adjustment (CPA) indices if Eskom's proposal is not accepted; NEC C1.1 Form of Offer and Acceptance; C1.2 Contract Data (Part Two – Data provided by the Contractor); and the Price List as contained in the NEC document. - All other annexures that must be submitted at the closing date (non-disqualifiable) are listed in the Invitation to Tender. - All documents must be completed and signed. 3. Supplier Development, Localisation & Industrialisation (SD&L&I) - Ms Nair noted that the evaluation will be based on the 80/20 preference point system. Corporate Social Investment (CSI): A 2% per invoice value contribution to be negotiated Safety, Health, Environmental & Quality (SHEQ): Documents must be submitted at the tender closing date. If not submitted at closing date, the tenderer has only 7 days to submit the tender returnables and if the returnables are not submitted, the tender could be regarded as non-responsive. 4. Safety and Health Requirements - Ms Mamize explained the safety requirements. - A valid letter of good standing or the application letter must be submitted. - The SHEQ policy must be signed. 5. Quality Requirements - Ms Nokana explained the quality requirements. - There are five sections that must be complied with.			

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	- Eskom templates can be used as a guide. 6. Technical Evaluation Criteria and Scope of work - Ms Mlotshwa explained the technical evaluation criteria and the scope of work. 7. NEC3 Supply Contract Requirements - C1.1 Offer and Acceptance: Must reflect the full contract value for five years and be signed. - C1.2 Contract Data Part 2: To be completed. - C2.1 Price List: Must reflect pricing for all listed items. - Ms Phaleng stated that the price list must not be changed. 8. Pricing - Ms Phaleng stated that pricing will be fixed for the first year, and thereafter will be subject to Contract Price Adjustment (CPA).			
8.	General - The Eskom team responded to the questions asked. - By the end of the meeting, all concerns had been addressed. - Ms Nair stated that it is the tenderers' responsibility to revisit the Eskom Tender Bulletin and the National Treasury website to check for updated information. - All questions asked by tenderers will not be responded to directly; they will be answered via the Eskom Tender Bulletin and the National Treasury website.			

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9.	Closure The meeting ended without any further discussion.			
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On behalf of the Employer: P Nair	 Signature	Date: 22/05/2025
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