

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

Meeting Name: Non-compulsory clarification meeting for the provision of fall out dust sampling and monitoring services for the Arnot Power Station for the period of sixty (60) months. MPARN11327GX				
Date:	Time:	Venue:	Meeting No.:	
14 October 2024	10:30 AM	Microsoft Teams	01	

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure		All	Not applicable
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Penelope Mabunda welcomed all attendees and asked everyone to introduce themselves and declare conflict of interest. In Attendance was Eskom representatives and potential suppliers. There were no representatives from safety and supplier development localization and industrialization (SDL&I). The agenda was displayed in the meeting. None was declared.	Penelope Mabunda	
3.	Declaration of interest		All	Not applicable

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4.	Matters discussed					Penelope Mabunda			
	<u>Commercial</u>								

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		method as follows:						
		Basic compliance; functionality; price and preference points system (specific goals); and contractual requirements.						
		The conditions of contract will be the NEC Term Service Contract.						
		Basic compliance with this enquiry requires a tenderer to meet all the following requirements:						
		1.Meet the eligibility criteria;						
		2.Submit a complete original tender with commercial, financial and technical information;						
		3.Submit the original tender in paper form, plus a copy of the original, also in paper form; and						
		4.Submit the mandatory commercial tender returnable at the stipulated deadlines.						
		Tenderers are to ensure they fill in annexures/forms clearly and completely; and sign unless if annexure is mentioned as not applicable. All required returnable should be submitted.						
		For any other further clarity suppliers were advised to contact Penelope Mabunda via email mabundpe@eskom.co.za and responses will be published on both NT						

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<u>Technical</u>		eTender Portal and the Eskom Tender Bulletin. However, the tenderers will have to notify Eskom of any clarifications required before the closing time for clarification queries, which is 10 working days before the deadline for tender submission.						
		<u>Questions raised under commercial:</u>						
		Question 1: Where can I get the ITT because it is not available on the pack? Eskom response: It is on the pack under commercial folder. Penelope Mabunda checked the ITT on the portals and confirmed that it is there and indicated that she will send the link to where the document is and check with IT regarding this.						
		Mariam Joseph Smith gave a project overview and explained in detail the project background and scope. She further explained the technical evaluation criteria as outlined in the invitation to tender. The bill of quantities was also presented to all as set out in the NEC document by Mariam Joseph Smith.	Mariam Joseph Smith					
		It was mentioned that the minimum threshold for technical criteria is 75% and tenderers who score at least 75% will proceed to the						

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		next phase of evaluation. Tenderers must take cognizance of the lab accreditation which is a mandatory requirement. Penelope Mabunda emphasized that tenderers are to price in full. <u>Questions which were asked under technical are as follows:</u> Question 1: Item 3 under BOQ will be it for 12 months or 12 buckets that must be analyzed? Eskom response: It is 18 buckets over 12 months. Question 2: Will Eskom provide the meteorological data? Eskom response: Yes. Question 3: Can Eskom provide the sampling area coordinates to enable us to compile the required program? Eskom response: Yes, it will be provided. It will be uploaded onto NT eTender Portal and the Eskom Tender Bulletin. Question 4: Is it possible to visit the sampling area points to accurately cost for the tender? Eskom response: Yes, it's possible. I will check the technical team's availability and communicate the date and time.						

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<u>Environmental</u>		Lawrence Machebe mentioned the following requirements and emphasized the information provided must be applicable to the scope of work as mentioned in the Invitation to tender (ITT): • Environmental Management Plan • Waste Management Plan • Signed Environmental Policy by Directors • Aspects and Impacts Register Tenderers were advised to index their files and use dividers when compiling the tender document.	Lawrence Machebe					
<u>Safety</u>		Penelope Mabunda mentioned that in the absence of the Safety representative, the bidders are encouraged to go through the documents under Safety folder on the portals and seek clarity if they do not understand the stated requirements. She further mentioned that the responses will be posted on NT eTender Portal and the Eskom Tender Bulletin. <u>Question raised relating to safety requirement:</u>						

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		Question 1: Would an external medical be accepted, or would an onsite Eskom medical be required? Eskom response: With the absence of safety representative, this question will be forwarded to the safety representative and the response will be posted on NT eTender Portal and the Eskom Tender Bulletin.						
<u>SDL&I</u>		Penelope Mabunda mentioned that in the absence of the SDL&I representative, the bidders are encouraged to go through the documents under SDL&I folder on the portals and seek clarity if they don't understand the stated requirements. She further mentioned that the responses will be posted on NT eTender Portal and the Eskom Tender Bulletin.						
<u>Quality</u>		Penelope Mabunda mentioned that the tender will be evaluated using the 80/20 preference point system and the tenderers will have to submit evidence to score points.						
		Phindile Mgwanya indicated that she selected category 3 for this scope of work as guided by the supplier quality management procedure. She further thoroughly explained the list of tender returnable documents and	Phindile Mgwanya					

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		mentioned that Form A under section E must be completed and signed, If not signed then the tenderer will lose points.					
Closure		The meeting adjourned at 11:55 AM on 14 October 2024	Penelope Mabunda	Not applicable			
Signed as a correct record:  Chairman 18 October 2024 Date							

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