

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

Meeting: Non-compulsory Clarification meeting: the supply and delivery of 2 x meter electrical type dc resistance range 1-40a readout digital style winding resistance testers.

Date:	Time:	Venue:	Meeting No.:
03/07/2024	10:00	MS Teams	01/2024

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Safety and Emergency Evacuation Procedure	The meeting was held via MS Teams. All attendees confirmed that they are familiar with the Emergency Evacuation for their venues.	Chair	03/07/2024
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Chair welcomed everyone and advised that the meeting was being recorded for the purposes of taking minutes.	Chair	03/07/2024
3.	Declaration of interest	No interests were declared at the meeting.	All	03/07/2024
4.	Verification of minutes of previous meeting/s	Minutes were notes and accepted		
5.	Action items from previous minutes	Not applicable		
5.1	Meeting No. Action Item No.	Not applicable		

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6.	Matters for approval	Not applicable		
7.	Matters for information / Noting			
7.1	Opening and remarks	Chair welcome everyone and thanking them for attending the meeting.	Sandi Bokveldt- Lize	03/07/2024
8.	Matters for information / Noting / Agenda			
8.1	Commercial requirements	The tender number WCTX1198SL. Duration: once off order Closing date: 25/07/2024 @ 10am. Closing time: 10h00am South African Standard Time. NB: Your tender submission should have a thorough index and reference all documentation submitted. Tender documentation should be neatly filed / bound. NB: Eskom Enterprises reserves the right to cancel this enquiry process at any time prior to entering into any contract that may result from this process and will not accept or incur any liability for such cancellation. No late tender will be accepted. It is the responsibility of the supplier check the Tenda bulletin for updates	Sandi Bokveldt-Lize	03/07/24

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		and to ensure they are response to the tender, provide the information communicated also through the tender bulletin. Please note the tender validity is going to be 90 days and then we may ask you to extend beyond the 90 days period due to delay on evaluations. NB, the onus is upon to the supplier to ensure that the tender reach the tender office On prior to the due date time when making use of the post or Courier services. NB: Eskom employees are not permitted to deposit any tender into the Eskom tender box on behalf of the tenderer or supplier. Tender office open from 7h30 until 4pm Monday to Friday. Closing time for clarification and queries is 5 working days before the deadline for tender submission All queries to be directed to the Procurement Practitioner. Please separate files as follows: ➤ Commercial File include SDL&I undertakings ➤ Technical File ➤ Quality File NB: In addition, do include soft copy (USB) with all your tender files.			

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		TENDER EVALUATION AS FOLLOWS: A DETAILED ON INVITATION TO TENDER OR PRESENTATIONS: STEP 1: Tender Acceptability and Responsiveness • Meet the eligibility criteria for a tenderer. • A tenderer is required to submit an original tender in hard (paper) copy and one complete copy of the original, also in hard (paper) copy. • If the hard (paper) copy is not submitted, then the tenderer must be disqualified. Tenderers will not be disqualified for failure to have submitted soft (electronic) copies of the original if that was an additional requirement to hard (paper) copy. • Submission of the mandatory commercial tender returnables as at stipulated deadlines. • Central Supplier Database (CSD) number (MAA.....) A tenderer that does not submit mandatory documents/information required in mandatory documents by the required deadlines as stipulated in the Tender Returnable section of the respective Invitation to Tender; will be deemed non-			

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		responsive. STEP 2. EVALUATION OF TENDERS ON FUNCTIONALITY Tenderers who do not meet Eskom's minimum technical requirements of 100% will result in the tenderer not being evaluated further. STEP 3. EVALUATION OF PRICE For transactions up to R50M (inclusive of VAT) Price and Preferential Point Scoring will be based on the 80/20 allocation aligned to the PPPFA Regulations 2022. STEP 4. CONTRACTUAL REQUIREMENTS Quality requirements STEP 5 - OBJECTIVE CRITERIA – SDL&I undertaking: There was no question asked at the end of commercial presentation. Please note that the presentations and the signed minutes will be uploaded on Eskom Tender Bulletin and NT website.			

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8.2	Technical Requirements	The scope of work: It is well defined on the NEC as follows: Description of the <i>goods</i> SAP NUMBER: 0737122 METER, ELECTRICAL: TYPE: DC RESISTANCE; RANGE: 1-40 A; READOUT: DIGITAL; STYLE: WINDING RESISTANCE; FACE SIZE: WD 53 X LG 43 X HT 24 MM; ACCURACY: 0.5 PCT; OPERATION: ELECTRONIC; SPECIFICATION: IEC61010(1995); MODEL NO: TRM-403; SUPPLIED IN HARD TRANSPORTATION CASE AND MUST INCLUDE ALL TEST LEADS AND EQUIPMENT CONTROLLER; 220V SINGLE PHASE AC SUPPLY WITH 3 PHASE DC OUTPUT Supply and Deliver 3 Phase Transformer Winding Resistance Test Sets: <u>Specifications:</u> • 53 x 43 x 24 cm test set size • Max 16 kg weight • 1 μΩ – 500 Ω resistance reading range • 4 input channels • 5” backlit LCD screen display • 2 1/2” thermal printer	Andries Smit	03/07/2024			

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		• Windows based testing software • -10°C to + 50 °C operating temperature • 220 V input power • 1 – 40 Amp test current • 3 – phase testing capability • 1 – 20 Amp AC clamps-on current sensor • RS 232, USB and Bluetooth computer interfaces • Grounding stud • Automatic transformer demagnetizing after test • Dynamic and static testing capability <u>Standard accessories:</u> • 4 x 15.2 m test leads with clamps for 60 mm conductor • Shipping case • Digital controller with daylight readable screen Tenderers that do not achieve the minimum overall technical threshold of 100% will be disqualified and will not beevaluated further. Questions and Answers: Jane Motsumi (Guest) And I didn't see any and request or returnables that are required for safety in here in the document. Sandi Bokveldt-Lize			

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		There's no safety environment that on this one but remember this is the supply and delivery. Jane Motsumi (Guest) OK, wait, no problem.				
Item	Subject & salient points	Decisions & Action items	Responsibility	Target date		
8.4	SDL& I requirements	Please note that SDL&I representative today, may I asked if there is no question that you have pick it up on the tender documents? Mfundo and Jane, do you have any questions for SDL & I? Mfundo No questions. Jane Motsumi (Guest) No questions.	Sandi Bokveldt -Lize	03/07/2024		
Item	Subject & salient points	Decisions & Action items	Responsibility	Target date		
8.6	Quality requirement	Category 4: Quality Requirements: 1. SECTION A: Quality Management System Requirements ISO 9001:2015. (Option 2) Objective evidence of documented QMS that is not certified but complies with ISO 9001	Bruce	03/07/2024		

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		Section B: Evidence of QMS in operation (Tender Quality Requirements) and Section E: User defined additional Requirements and miscellaneous Form A – Tender and Quality Contract Requirements QM-58 - Supplier Quality Management Specification				
Item	Subject & salient points	Decisions & Action items	Responsibility	Target date		
9.	Closure Next meeting: Not applicable	Closing remarks : Colleagues, thank you very much for your time and I do hope that you did take note of the critical things that are important for this transaction, which is the mandatory requirements both commercial as well as technical. Also that you do take note of the closing time. We emphasize it colleagues because it is important that you stick to the time you can submit your tango day before the closing date. But just make sure that you submitted before 10:00 o'clock. Also is sending mentioned the issue of the load shedding and when you get through the Brackenfell complex you are going to be spending plus minus 15 minutes getting registered. Going through the safety protocols of the buildings and all of those things. So my advice is they make sure that you submitted the	Sandi Bokveldt-Lize	03/07/24		

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		earliest explicit day before. So that you don't put yourselves under pressure on the day. Other than that I think we've done very well. Colleagues, thank you very much to everyone that is attended and for your participation. We're looking forward to getting your tender documents on the 25th July 20242023. Thank you. Meeting adjourned.				

Signed as a correct record:  Date 03 July 2024

Sandi Bokveldt-Lize - Chair

Minutes support by: 

Andries Smit
End-user

Date: 03 July 2024

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