

	Minutes	Template Identifier	240-180100211	Rev	1
		Effective Date	February 2024		
		Next review date	February 2027		
		P&SCM			

Meeting Name: Non Compulsory Clarification Meeting - The Marketing Professional Services Contracts across five (5) Categories of for the National Transmission Company South Africa (Pty) Ltd (NTCSA) on an as and when required basis for a period of five (5) years

Tender Description: The Marketing Professional Services Contracts across five (5) Categories of for the National Transmission Company South Africa (Pty) Ltd (NTCSA) on an as and when required basis for a period of five (5) years

Tender Enquiry No: E2962NTCSAMWP

Date:	Time:	Venue:	Meeting No.: 1
04 June 2026	10h00- 11h00	MS Teams	06/2026

In Attendance: NTCSA Representatives

Name	Role	Declaration
Proscovious Ratsethana	Buyer	No conflict declared; safe
Kalo Kholane	Project Manager	No conflict declared; safe
Nicolette Margin	Planner (PMO OCE)	No conflict declared; safe
Noninzi Qina	Quantity Surveyor	No conflict declared
Lutho Madlanga	Project Representative	No conflict declared
Hlekani Motjiyeng	SD&LI Representative	No conflict declared
Sithelwa Mdlalo	Quality Management	No conflict declared

Public

Precious Likhetho	Environmental Representative	No conflict declared
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Note: Bidders were requested to introduce themselves and declare conflicts via chat.

	Clarification Minutes	Template Identifier	240-54076329	Rev	1
		Effective Date	February 2024		
		Next review date	February 2027		

No.	Subject	Presenter	Decision & Action items
1.	Opening: Welcome, Apologies & Introduction	Chairperson	- Chairpersons welcome all attendance. - Introduction done by NTCSA attendance - No Apologies recorded
2.	Safety and Emergency Evacuation Procedure	All	All members were safe and can evacuate in case of emergency wherever they are.
3.	Declaration of Interest	All	No NTCSA member had any interest in this request.
4.	Agenda items	Chairperson	
4.1	Purpose	Chairperson	To provide bidders with clarity on: - Commercial requirements - Submission process - Scope of work - SD&LI (localization, jobs, subcontracting) - Pricing (BOQ) - Quality and environmental requirements Tender Overview - Contract Type: Panel / As-and-when required

Public

			• Duration: 5 years • Categories (5): 1. Creative, Design & TTL Agency 2. PR & Reputation Management 3. Digital & Social Media Management 4. Media Buying 5. Media Monitoring & Analytics
4.2	Commercial Requirement	Commercial Rep	Presented by Ms Proscovour Ratsethana • Evaluation Process: ○ Stage 1: Commercial compliance (mandatory documents) ○ Stage 2: Functionality (minimum 70% threshold) ○ Stage 3: Price & B-BBEE: ▪ 80/20 or 90/10 system applied • Submission Requirements: ○ Electronic submission via NTCSA e-tender portal ○ Separate folders required: ▪ Technical ▪ Commercial ▪ Financial ▪ Other ○ All documents in PDF (pricing also in Excel) ○ No zip files or hard copies allowed • Closing Date: 19 June 2026 at 10:00 (SAST) Late submissions will not be accepted. • Single Point of Contact: Proscovour Ratsethana (queries handled via email, responses shared)

			with all bidders)
5.	SDL & I Requirements	SDL & I Rep	Presented by Ms Hlekani Motjiyeng. Key Focus Areas (KPIs) • Skills Development • Job Creation • Supplier Development • Industrialisation • Local Content (Not applicable for this tender) B-BBEE Requirements

			- Valid SANAS certificate / sworn affidavit / CIPC certificate required - Affidavit must be correctly completed, signed, and dated - Non-compliance = 0 points Subcontracting - Minimum 30% subcontracting (where applicable) - Triggered at task order stage (not tender stage) - Applies if task order value exceeds threshold (~R30 million) Clarification: - At tender stage → Only acknowledgement required - Actual subcontractors → Submitted at task order stage Job Creation & Skills Development At task order stage, suppliers must: - Propose new jobs created (not existing staff) - Indicate jobs retained - Provide skills development plans (e.g. training writers, designers) Monitoring & Penalties - Monthly/quarterly reporting required 2.5% retention penalty if commitments are not met
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6.	Technical Requirements	Technical Rep	Presented by Mr Kalo Kholane Key Responsibilities Across Categories: • Brand positioning & reputation building • Strategic communication planning • Stakeholder & media relations • Content creation (media, digital, reports) • Social media and digital campaigns • Media buying and optimisation • Media monitoring and analytics Key Deliverables: • Communication strategies • Campaign execution • Stakeholder engagement plans • Performance reports (monthly/quarterly) • Crisis communication support Important Requirement: • Proven experience in large organisations / campaigns
6.	BOQ	QS Rep	Presented by Ms Noninzi Qina • Pricing is linked to NEC Professional Services Contract (Option G)

			- Suppliers must: - Select relevant category(ies) - Submit pricing accordingly - Not alter BOQ structure Important Clarification - Bidders may tender for multiple categories - However: Media Buying → Only 1 supplier appointed Media Monitoring → Only 1 supplier appointed - Other categories → Multiple suppliers allowed Deviations - Not allowed in BOQ - Must be raised via covering letter
6	SHEQ Requirements	Contractual	Quality Reps Presented by Ms Sithelwa Mdlalo - Based on: - Eskom Supplier Quality Specification - ISO 9001:2015 Required Documents: - Quality Method Statement (draft) - Quality Policy & Objectives - Roles & Responsibilities (including quality function)

			• Supplier control procedures • Signed Form A (10% scoring)
		Environmental Rep	Presented by Ms Precious Likhetho • Alignment with ISO 14001 principles (certification not mandatory) Submission Requirements: • Environmental Management System (EMS) • Environmental Policy (signed by senior management) • Environmental objectives (SMART) • Organogram with SHEQ role • Communication & monitoring procedures • Emergency response & non-conformance processes Evaluation: • Minimum 80% required • If not achieved: ○ Supplier may resubmit during negotiation stage ○ 7 days allowed for corrections

7	Questions and Responses		• Query Response <table><thead><tr><th>Query</th><th>Response</th></tr></thead><tbody><tr><td>Subcontracting at tender stage?</td><td>Not required; only acknowledgement needed</td></tr><tr><td>Submission of subcontractors?</td><td>At task order stage</td></tr><tr><td>Can bidders tender for multiple categories?</td><td>Yes</td></tr><tr><td>Number of suppliers per category</td><td>Multiple (except Media Buying & Media Monitoring – 1 each)</td></tr><tr><td>Technical clarifications</td><td>Will be issued via addendum</td></tr></tbody></table>	Query	Response	Subcontracting at tender stage?	Not required; only acknowledgement needed	Submission of subcontractors?	At task order stage	Can bidders tender for multiple categories?	Yes	Number of suppliers per category	Multiple (except Media Buying & Media Monitoring – 1 each)	Technical clarifications	Will be issued via addendum
Query	Response														
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Submission of subcontractors?	At task order stage														
Can bidders tender for multiple categories?	Yes														
Number of suppliers per category	Multiple (except Media Buying & Media Monitoring – 1 each)														
Technical clarifications	Will be issued via addendum														
8	General	Chairperson	11. Next Steps • NTCSA to: ○ Issue addendum with responses to queries ○ Upload presentations and meeting minutes • Bidders to: ○ Monitor tender bulletin (daily until Monday) ○ Submit queries via email												
	Closure	Chairperson	The Chairperson thanked all participants for their attendance and engagement. The meeting was adjourned at approximately 11:15												

COMPILER OF THE MINUTES

Public

Eskom Representative

Name: Proscovious Ratsethane

Signature: *LP Ratsethane*

Date: 09/06/2026

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