

	Meeting Minutes Template	Template Identifier	559-104411519	Rev	1
		Effective Date	July 2024		
		Next review date	July 2027		
		Tactical Sourcing			

Meeting Name: Non-compulsory Clarification meeting

Cleaning services and general labour services for or the various sites in the Western Grid (Western cape and Northern cape [for 36 months](#))

Date:	Time:	Venue:	Meeting No.:
28 September 2025	10h00	MS Teams	01/2025

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	Opening: 1.1 Welcome The chairperson welcomed everyone. 1.2 Apologies and quorum 1.3 Adoption of the Agenda	Chairperson welcomed everyone and requested permission to record the meeting for the purposes of taking minutes and audit purpose. Apologies – Phendulwa Jara & Zingisa Kolofane The agenda was acknowledged and accepted.	Chairperson	28/08/2025
2.	Safety and Emergency Evacuation Procedure	The meeting was held via MS Teams. All attendees confirmed they are familiar with their environment and know Emergency Evacuation routes of their venues.	Chair	28/08/2025

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3.	Declaration of interest	There was no conflict of interest to declare for the rest of the team.	All	28/08/2025
4.	Verification of minutes of previous meeting/s	No previous meeting		
5.	Matters for discussion			
5.1	Commercial requirements	Please note all presentations, minutes, questions and answers will be uploaded on NTCSA Tender bulletin and NT website. The tender number: E1729NTCSAWG-1 Please note NTCSA will be using E-tendering system. Duration is 36 months Closing date: 26/09/2025 Closing time: 10h00 am South African standard time. NB: Eskom NTCSA 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.	All	28/08/2025

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		No late tender will be accepted. It is the responsibility of the supplier to check the Tender Bulletin for updates 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-day period due to delay on evaluations. Closing time for clarification and queries is 5 working days before the deadline for tender submission: 19/09/2025 All queries to be directed to the Procurement Practitioner. Please separate files as follows: ➤ Commercial File ➤ Technical File ➤ SHEQ (Safety, Environmental & Quality) File ➤ SDL&I undertakings File		

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		NB: ALL TENDER RETURNABLES TO BE UPLOADED ON THE FOLLOWING LINK: https://eTendering.eskom.co.za		
5.2	Scope of Work (Technical) and BOQ	Technical evaluations and scope of work were discussed in the meeting. Two question was asked: 1. How many hours per day? Answer: from 7:45 until 4:30 pm 2. Can the supplier tendered for both Northern Cape and Western Cape. Answer: Yes you may if you do have capacity and resources Please The presentation will be uploaded on NTCSA Tender bulletin and NT E-tendering website		Ongoing
5.3	SDL&I Undertaking	SDL&I Requirements were discussed in the meeting and the presentation will be uploaded on NTCSA Tender bulletin and NT E-tendering website. No questions were asked.	All	Ongoing
5.3	Quality Requirement	Quality requirements were discussed in the meeting and the presentation will be uploaded on NTCSA Tender bulletin and NT E-tendering website. No questions were asked.		

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5.5	Safety Requirements	Safety requirements were discussed in the meeting and the presentation will be uploaded on NTCSA Tender bulletin and NT E-tendering website. No questions were asked.	All	Ongoing
5.5	Environmental Requirements	Environmental did not attend the meeting and there were no questions were asked during the meeting based on the Environmental requirements were issued with the tender	All	Ongoing
6.	General	Not applicable		
7.	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 are 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 tender day before the closing date. But just make sure that you submit before 10:00 o'clock. Colleagues, thank you very much to everyone		

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		that is attending and for your participation. We're looking forward to getting your tender documents on the 26th of September 2025. Thank you. Meeting adjourned.		

Signed as a correct record: 
Sandi Bokvedt-Lize Chair

Date: 02 September 2025

Minutes support by: 
Zimasa Heyns
Contract Officer

Date: 02 September 2025

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