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

Meeting Name: Clarification Meeting			
Date:	Time:	Venue:	Meeting No.:
08 August 2024	09h00-10h30	Ms Teams	01/2024

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date DD/MM/YYYY
1.	Safety and Emergency Evacuation Procedure	All members were requested to be alert of their surroundings and make sure they are safe.	ALL	08.08.2024
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Everyone was welcomed by Constance Ndhlovu to the meeting. No apologies were recorded The agenda was adopted		
3.	Declaration of interest	Not applicable		
4.	Verification of minutes of previous meeting/s	Not applicable	Not applicable	Not applicable
5.	Action items from previous minutes	Not applicable	Not applicable	Not applicable
5.1	Meeting No.	Not applicable	Not applicable	Not applicable

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Meeting Minutes **Template**

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

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date DD/MM/YYYY
	Action Item No.			
6.	Matters for approval			
6.1	Commercial: Invitation	• Project Supply and delivery of Grease • Issued on 31 July and not 01 August 2024 or 26 July 2024 • Closing date is 21 August 2024 • Clarification meeting not compulsory. • Tenders to be submitted at Eskom smuts avenue as per on the invitation, tenders via email and handed to the powers station or fax will not be accepted. • All relevant/ mandatory documents to be submitted are attached as indicated. • Documents marked not applicable are not applicable. • CPA for foreign goods is not applicable. • Designated material is not applicable. • Eskom representative is Constance Ndhlovu on Ndhlovcr@eskom.co.za or 013-297-9684		

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Next review date	September 2025		
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		1.3 Enquiry number is MPARN11233GX. - Enquiry is an open tender. 1.6 all items must be tendered on. Failure to tender on all price the tender will be deemed commercially non-responsive. The tender will be awarded to one supplier. 2.1, Tenderer to be eligible to submit a tender. - Must not be on national sanction list - Not submit more that one tender as a JV or individually - Must clearly state that they are jointly liable as a JV - Must not have conflict of interest - Must not be signed by non authored persons (ower to appoint formally the authorized person) - Must not be on national restricted list - Must not be on tenderers defaulters list - Must not sub-contract 100% of the scope		

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

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		2.2- 2.5 Closing date 2 August 2024. Late tender will not be accepted. 2.9. Two hard copies of the tender must be submitted at no 10 Smuts Avenue. - No soft copies will be allowed as the second copy. - Copies to be identical. 2.12. tender validity is 120 days from the closing date. 2.15 the meeting is non-compulsory. 2.16. Clarifications to be send up to 5 working days before tender closing date. i.e., excluding weekend. 14 August 2024 2.22 Alternative tenders are not allowed. Suppliers to quote as per specification. 2.32. Cataloguing is not applicable. 2.33 Provision for security is not applicable. 3.4 tenders will not be opened tenderers to request from tender office for opening 3.5 Prices will not be read out		

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		3.9. Tenderers to meet the eligibility criteria. - Submit complete commercial, financial, and technical tender. - Ensure all the mandatory submission are submitted. 3.10 tenderers who does not submit the mandatory requirements will be disqualified. - Functionality requirements are applicable. 3.14 Price evaluation will be inclusive of VAT. - Arithmetical errors will be communicated to the supplier for acceptance. - Prices will exclude contingencies. - Conditional discounts will be excluded. - Unconditional discounts will be included. - Eskom use NPV for evaluations. 3.16 Price will be out of 80 and B-BBEE will be out of 10 points		

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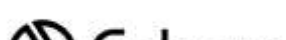
Meeting Minutes **Template**

Template Identifier	240-54076329	Rev	8
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Next review date	September 2025		
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		3.16-3.17 valid and completed B-BBEE certificate to submitted attender closing date to not get zero points on B-BBEE. 3.18 No objective criteria 3.19 we will not use e auction. - CSD is a Contractual mandatory submission, Supplier to be always tax compliant during evaluation stage. Suppliers to propose on SDL&I undertakings and not leave black. Is it not mandatory but required before contract award. 2 years Audited or independently reviewed financial statements to be submitted. - PIS score certificate to be submitted with the tender. - ITA34C for financial year 1 and financial year 2 to be submitted. - Contractual requirements are not a disqualification criterion however required for contract award. - Tenderers to read conditions of the contract		

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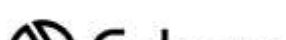
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	Meeting Minutes Template	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2022		
		Next review date	September 2025		
		Generation Division			

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		CIBD requirements are not applicable.		
6.2	SDL&I Contractual requirements	As stated, tenderers to propose however they can and not leave it blank		
6.3	Technical	Technical evaluation criteria Specification: company to provide signed letter confirming correct delivery of goods MSDS: tenderers to submit correct safety datasheet latest requirements. The safety datasheet will be for each product. Capability of the supplier: the OEM letters for each items to be submitted to get full score of 20%. List of approved suppliers to be send. No alternative product will be acceptable. The tenderers to tender as per specification Delivery: tenderers to state the possible quickest delivery date		

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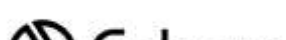
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		Scope: The quantities are for the duration of the contract		
6.4	Quality	Tenderers to submit quality requirements as stated. The list to be uploaded on the bulletin	Phindile	08.08.2024
6.5	Safety	Tenderers to submit safety requirements as stated. The list to be uploaded on the bulletin	Hlengiwe	
7.	Matters for information/Noting	Not applicable	Not applicable	Not applicable
7.1	Heading for agenda item	Not applicable	Not applicable	Not applicable
8.	General	Minutes to be published		
9.	Closure <i>[state whether the meeting was terminated, adjourned or postponed and at what time]</i>	Meeting adjointed		

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		Next review date	September 2025		
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Item	Subject & salient points	Decisions & Action items	Responsibility	Target date DD/MM/YYYY
	Next meeting Not Applicable			

Signed as a correct record:  08.08.2024

Chairman Date

NOTES:

- 1: This template may be transferred to an excel format for ease of use, provided that the content hereof is retained unaltered.
- 2: The attendance register is to accompany the minutes of the meeting.

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