

	Meeting Minutes Tender Clarification	Template Identifier	240-54076329	Rev	8
		Effective Date	September 2025		
		Next review date	September 2030		
		Generation			

E3505GXMPKRI

MINUTES OF TENDER CLARIFICATION MEETING Tender Number: E3505GXMPKRI Tender: Bus transportation of Eskom Kriel Power Station employees for the Komati Power Station residents on a daily basis to and from Kriel Power Station for a period of 5 years			
Date:	Time:	Venue:	Meeting No.:
18 September 2026	10h00	MS Teams	1
Chairperson: Annali Botha (Eskom Procurement)			

Item	Subject	Decision & Action items	Responsibility	Target date
	General Notice It is to be noted that the minutes provide a summary and overview of the key discussions, clarifications, and highlights covered during the tender clarification meeting. The minutes are not intended to be a full record of all information discussed. Tenderers remain responsible for familiarising themselves with all tender documentation, including the Invitation to Tender, NEC Contract, Scope of Work, annexures, and any subsequent clarifications published by Eskom. These minutes shall form part of the official set of tender invitation documents and must be read in conjunction with all associated tender documentation.			
1	Agenda Attendance Register: Downloaded from MS Team Recording: The meeting was recorded Agenda: The Agenda highlighted important areas of the Invitation to Tender			
2	2. Welcome and Introduction Annali Botha welcomed attendees and explained the purpose of the clarification meeting. She emphasized that: - Tender documents are available on the Eskom and National Treasury e-Tender portals. www.eskom.co.za and www.etenders.gov.za - Attendance is not compulsory. - All communication regarding the tender must be directed to her until contract award.			

Disclosure classification: Controlled Disclosure

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	Clarification questions may be submitted up to four working days before tender closing.			
	3. Tender Overview Key tender information presented: - Tender Number: E3505GXMPKRI - Closing Date: 07 October 2026 at 10:00 - Tender Validity: 120 days - Submission Method: Electronic submission only via the e-Tender portal. - Maximum upload size: 500 MB. Tenderers are required to submit their tenders electronically via the Eskom E-Tendering portal at https://eTendering.eskom.co.za by the stipulated tender closing date and time. No physical or emailed submissions will be accepted. Tenderers are advised to familiarise themselves with the electronic submission process and to make use of the E-Tendering Help Manual issued as part of the tender documentation. Tenderers remain responsible for ensuring that all required documents are successfully uploaded and submitted before the closing time. It is recommended that submissions be completed well in advance of the closing deadline to avoid any potential technical or system-related delays.			
	4. Commercial Requirements Important commercial requirements highlighted: - Mandatory electronic submission through prescribed folders (Technical, Commercial, Financial and Other). - The Annexures referred to under this section are part of the Invitation document - read and complete accordingly - Mandatory submission of: - Electronic submission - CPA (Contract Price Adjustment) proposal or acceptance of Eskom proposal - Form of Offer and Acceptance (C1.1). - Completed price list. - CSD registration and tax compliance remain compulsory. - Financial statements may be requested for due diligence assessments.			

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	5. SD&L Requirements Presented by Thomas Chuene. Key points included: - Tender evaluation will follow the 80/20 preference point system. - Valid B-BBEE documentation must be submitted. - Local content requirement: 100% South African content. - Tenderers must indicate: - Local procurement percentage. - Jobs to be created or retained. - Commitment to learner driver licence development initiatives. - Successful contractor must allocate funds towards Corporate Social Responsibility (CSI) initiatives.			
	6. Safety & Quality Evaluation Criteria The Chair clarified that although the Safety and Quality documentation is not mandatory at tender closing, tenderers are strongly encouraged to submit all requested documentation with their tender submission. Where Safety or Quality information is omitted, Eskom may provide the tenderer with a period of up to seven (7) working days to submit the outstanding information. Failure to provide the requested information within the stipulated timeframe may result in the tender not being evaluated further and potential disqualification from the process. 6.1 Safety Requirements Presented by Sizani Shabangu. Tenderers must submit: - Signed OHS Legal Compliance Acknowledgement. - OHS Plan aligned to Eskom specifications. - Health and Safety cost breakdown. - Baseline Risk Assessment. - Letter of Good Standing. - OHS Policy signed by CEO. - Relevant safety competency documentation. It to be noted that the Safety Officer does not require SACPCMP as reflected. - Safety officer (SACPCMP)			

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	6.2 Quality Requirements The quality representative was unavailable; requirements were summarized by the Chair: - Quality Management System documentation (ISO 9001 or equivalent). - Evidence that the quality system is operational. - Completion of Quality Form A. - Sections A, B and E are applicable to this tender.			
	7. Technical Evaluation Criteria 7.1 Mandatory Gatekeeper Requirements Tenderers must provide: - Proof of membership of a recognised local taxi association operating in the applicable service area. - Valid Operating Licence / Traffic Business Number Registration in the tenderer's name. Failure to provide both documents will result in disqualification. 7.2 Technical Scoring Tenderers must achieve a minimum score of 70% to proceed further. Criteria include: - Vehicle availability. - Vehicle maintenance arrangements. - Driver qualifications and experience. - Operating permit. - Passenger liability insurance. - Contractor transport experience. - Vehicle inspection processes. - Contingency planning			
	7.3 Discussion: Taxi Association Membership Requirement A representative from E-Taxi Group - Mpumalanga raised concerns that mandatory taxi association membership may disadvantage alternative operators and may not be a legal requirement under transport legislation. Eskom Response Eskom explained the requirement is intended to ensure operators can lawfully and safely operate in the designated area and to minimise operational and community-related risks.			

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	- Eskom acknowledged the concern but confirmed the requirement remains applicable for this tender. - Tenderers may submit further written representations via email. 7.4 Further Clarification Eskom stated that letters from taxi associations should clearly indicate that the operator is permitted to operate in the Komati service area.			
	8. NEC Contract Overview The NEC Term Services Contract was discussed, with emphasis on: - Main Option A contract. - Five-year contract period. - Planned commencement date: 01 March 2027. - Payment term: 30 days from receipt of valid invoice. - Annual Contract Price Adjustment (CPA). - Service penalties for late transport services			
	9. Price List Clarification Ntshembo Nxumalo clarified the calculation methodology. - Tenderers must multiply: - Number of months (60) - Estimated kilometres per month - Tendered rate - This will determine the total contract value. Tenderers were advised to carefully complete pricing schedules to avoid arithmetic errors. He further recommended that any alternative CPA proposals preferably should utilise recognised SEIFSA indices to facilitate future adjustments.			
	10. Carbon Tax Query E-Taxi Group - Mpumalanga queried responsibility for carbon tax costs under the contract. Eskom representatives were unable to provide an immediate answer and requested that the query be submitted in writing for formal response through the clarification process.			
	11. NEC Works Information The following was highlighted: - Vehicle requirement: 2x 14 seaters - Vehicle Specifications			

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	- Contractor Requirements - Vehicle Inspection Sheet - Other contractual obligations			
	12. Closing The Chair reminded attendees: - All tender communications must be directed through the appointed procurement representative in writing, per e-mail bothaab@eskom.co.za - Clarifications and responses will be published on the Eskom and National Treasury e-Tender portals. - Tenderers are responsible for regularly monitoring the portals for updates.			

Signed as correctly recorded	A Botha <i>Signature</i>	20.09.2026
	Name: A Botha Eskom Representative for tender E3505GXMPKRI	Date

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