

	Meeting Minutes Template	Template Identifier	240-54076329	Rev	7
		Effective Date	November 2019		
		Next review date	October 2022		
		WCOU			

Meeting Name: Clarification Meeting -

The Maintenance of Indoor Plants for Distribution Property Management department in the Cape Coastal Cluster - E/SP3904LD-R

Date:	Time:	Venue:	Meeting No.:
07 October 2021	10h00	MS Teams	01/2021

Item	Subject & salient points	Decisions & Action items	Responsibility <i>[Assign responsibility for actions]</i>	Target date <i>DD/MM/YYYY</i>
1.	Opening: 1.1 Welcome 1.2 Apologies and quorum	Buyer welcomed all present		
2.	Safety and Emergency Evacuation Procedure			
3.	Declaration of interest	None		
4.	Verification of minutes of previous meeting/s <i>[Record significant changes to the minutes]</i>	<i>[Record whether or not the minutes were adopted]</i>		

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5.	Action items from previous minutes			
5.1	Meeting No. 01/2021 Action Item No. 01	Technical: • The Scope of works, price list and technical evaluation criteria for this tender was presented by Lukanyo Matyila. • Duration: 5 years; • Number of Suppliers: 1. • Prices should be listed as a unit price per item. The total of this should be listed in the block for total value and VAT should be added on that total right below it. • Spreadsheet of previous experience with contract value, contactable references and reference letters should be submitted under functionality. • A site walk about was requested and will be arranged and the date will be published on the tender site. Suppliers should confirm whether they want to be included in the site walk about by contacting the buyer via e-mail, parrins@eskom.co.za, for 13 October 2021 at 11:00, starting at Eskom, in Bellville. The walk about as well as the clarification meeting is not compulsory.		

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	Action Item No. 02	<u>Environmental:</u> - Dikobiso Phukwana presented the tender evaluation criteria for Environmental. - The supplier advised the meeting that Indigenous and water-wise indoor plants will be subject to lighting conditions and is generally not conducive as indoor plants. - Dikobiso advised that there are some water-wise plants such as cactus plants that can be used as indoor plants. - Suppliers can request a list of such plants via the buyer.		
	Action Item No. 03	<u>Health and Safety:</u> - Mnikelo Mkam presented the tender evaluation criteria for SHE. - This is an objective criteria. - Should your company Comply to OHS Act Section 7 or OSHAS 18001, then you submit it together with only the valid letter of goodstanding.		

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	Action Item No. 04	<u>Commercial:</u> - The buyer emphasized on the closing date and time as well as tender in duplicate hard copies. - Suppliers were encouraged to submit as much documents for evaluation even the objective criteria documents at closing of tender date as they will only receive one chance to submit outstanding documents after closing date.		
	Action Item No. 05	<u>Quality:</u> Bongi Tshabalala presented the Quality requirements for this tender.		
6.	Matters for approval			
6.1	Heading for agenda item <i>[Summarise the salient points of the discussion]</i>			

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7.	Matters for information			
7.1	Heading for agenda item <i>[Summarise the salient points of the discussion]</i>			
7.2				
8.	General			
9.	Closure <i>[state whether the meeting was terminated, adjourned or postponed and at what time]</i> Next meeting The next meeting will be at [time] on [date] in [location] .	Meeting was adjourned.		

Signed as a correct record:

Shireen Parring

07 October 2021

Chairman

Date

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