



Meeting Minutes **Template**

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
[Insert Division]			

Meeting Name: Clarification Meeting - THE PROVISION OF OFFICE CLEANING AND HYGIENE SERVICES

Date:	Time:	Venue:	Meeting No.:
16 May 2023	10h00- 12h00	Microsoft Teams	01/2023

Item	Subject & salient points	Decisions & Action items	Responsibility <i>[Assign responsibility for actions]</i>	Target date DD/MM/YYYY
1.	Safety and Emergency Evacuation Procedure Was observed.		Chair	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	Apologies from CFT members that did not attend: - SDL&I: Kholofelo Segage - Environmental: Calvin Teffo - Quality: Siyabulela Nciweni	Chairperson	
3.	Declaration of interest No interest to declare from CFT members present			
4.	Verification of minutes of previous meeting/s None			

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5.	Action items from previous minutes None.			
5.1	Minutes - The buyer indicated that the clarification meeting was not a presentation of the RFQ issued but rather an opportunity afforded to the suppliers to ask questions regarding any issue they are not clear with on the invitation to tender. - Commercial proceeded to go through the Invitation to Tender with the suppliers for tender number MPGRO1668GX for the PROVISION OF OFFICE CLEANING AND HYGIENE SERVICES AT GROOTVLEI POWER STATION. The main issues were highlighted for the tenderer to be aware of before submitting their responses. - The address where the submissions are to be delivered was clearly highlighted including the closing date. Commercial advised that the			

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	tenderers should submit the day before closing date to avoid complications and late submission. • All the documents that are to be submitted by the tenderer were clearly highlighted and the buyer indicated where all the submission documents are to be found. • The buyer mentioned that all mandatory documents are to be submitted as stipulated in the Invitation to Tender or else the submission will be deemed as non-responsive resulting in automatic disqualification. • The suppliers were requested to insure they submit one original tender plus one copy of the original tender at tender submission deadline. It was further mentioned that each division (Commercial, Technical, Quality, SHE, Environment and SD&L) must have its own submission envelope or file for ease of evaluation. Original plus one copy of each.			

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	- It was stated that the clarification meeting was non-compulsory therefore no supplier will be disqualified for not attending. - It was communicated to the suppliers that the last day for clarification questions was 5 working days before tender closing date. - The suppliers were informed that the price list will be found in the NEC contract uploaded on the tender bulletin. The price list must be completed in full and submitted at tender closing date as it will be used to evaluate price. Failure to submit the price list (quotation) will result in immediate disqualification. - It was further emphasized that the tenderer must respond to the tender with a company that is registered on the Central Supplier Database as it is a government requirement. Therefore the MAAA....number is required.			

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	- Tenderers are advised to submit all requirements at closing date even though some requirements are due before contract award. - The buyer mentioned that technical criteria was mandatory at closing date and tenderers who did not submit the technical information will automatically be disqualified. - Suppliers were directed on the invitation to tender where they can view which requirements are mandatory and required on closing date and which documents are required before contract award. - The buyer indicated that the suppliers must submit a valid Tax certificate and the CSD report must also indicate a Tax Compliant Status. - The buyer indicated that financial statements are required which will be evaluated to ensure the company is financially capable of delivering the service.			

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	- The buyer further indicated that all annexures can be found in the invitation to tender from page 17. - SHE and technical requirements were presented by the relevant representative. The suppliers were advised to send clarification questions to the buyer via email if uncertainty regarding the requirements emerged. <u>Safety requirements</u> - Please refer to the revised Safety requirements - Submission must also include the following additions: - Break down for costing - SHE competency - Baseline risk assessment should be in line with the scope of work and should include risk matrix.			

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	- COIDA certificate should be the latest one. In the absence of the latest COIDA certificate, suppliers must submit a letter from the department showing that they have applied and indicate when they will receive it. Nature of business on the letter of good standing must be aligned to the scope of work. <u>Quality requirements</u> - The buyer outlined quality requirements. - The suppliers were advised to send clarification questioned to the buyer via email if uncertainty regarding the requirements emerged. <u>Environment requirements</u> - The buyer outlined environmental requirements.			

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	- The suppliers were advised to send clarification questioned to the buyer via email if uncertainty regarding the requirements emerged. <u>Technical Requirements</u> - The end user outlined technical requirements. - Please refer to the revised technical criteria. - Shemtac or Samtrac valid for SHEQ qualifications and experience. - Any form of cleaning experience is valid. <u>NEC Contract</u> - The end user outlined the BOQ. - Transport allowance to be paid to employees.			

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	- Suppliers will be provided a plain site with a power supply and water. Site clarification meeting will be arranged and will be communicated on the tender bulletin. <u>Supplier Development and Localization</u> - The buyer outlined the SDL&I requirements. - Sub-contracting of the transporting of employees was taken away to be answered on the tender bulletin due to the absence of SDL&I representative.			
6.	Matters for approval			
6.1	None			
7.	Matters for information/Noting None			
8.	General None			

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9.	Closure The meeting was adjourned at 11:55 AM on Microsoft teams. Next meeting N/A			

Signed as a correct record:

 PP
Chairman

17/05/2023
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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