



Meeting Minutes

Template Identifier	240-54076329	Rev	8
Effective Date	September 2022		
Next review date	September 2025		
Distribution			

Meeting Name: Provision of Supply, Delivery and offload of Electrical Training panels on a once off purchase

Date:	Time:	Venue:	Meeting No.:
13 September 2024	10h00 a.m.	Microsoft Teams Meeting	1 and only

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	Everyone confirmed they were safe where they were. Should an emergency occur they knew the exit points	T Buchoane Senior Advisor Procurement	
2.	Opening: 2.1 Welcome 2.2 Apologies and quorum 2.3 Adoption of the Agenda	- All were welcomed and thanked for their attendance. - Apologies were noted. - Activities on the minutes were followed	T Buchoane Senior Advisor Procurement	
3.	Declaration of interest	No interests declared on the meeting		
4.	Action items from previous minutes	Not Applicable		

Disclosure classification: *(Select the appropriate classification: Confidential, Controlled Disclosure, Public)*

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4.1	Meeting No. Action Item No.	Only one clarification meeting was held.		
5.	Agenda items description			
5.1	<u>Procurement, Technical and SHEQ</u> - Tender Number: MWP2735DX - Issue date: 05 September 2024 - Closing date: 01 October 2024 - Closing time: 10h00 a.m. - The service is for Eskom Academy of Learning (EAL), Artisans Workshop - The address below as specified in the tender was re- iterated tender delivery: Eskom Megawatt Park Tender Advice Centre (Opposite Newtons Conference Centre) 1 Maxwell Drive, Sunninghill, Sandton Tender Office, Retail - Validity period: 120 days from closing date and time		R Mbombi Graduate-In-Training	

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	- Type of tender is open tender. - No late tenders will be accepted. - Meet the eligibility criteria for a tender. - Submit complete original tender with commercial, financial and technical information. - Submit the original tender in paper form, plus a copy of the original, also in paper form. - Submit the mandatory commercial tender returnables at the stipulated deadlines. - Returnables- Disqualifiable at tender Closing - Returnable required at Tender closing. (Non-disqualifiable) - Returnable required prior to Contract Award. - The returnable that are mandatory for evaluation and therefore required at tender closing time and date. These will not be requested by the Procurement Practitioner; however, the tenderer will not be disqualified but score zero.			

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	<u>Works Information and Scope:</u> - The scope of work was fully explained, and pictures of the Panels were shared on the meeting. - Technical evaluation criteria were fully explained on how the tenderer will be scored. <u>Safety</u> - The safety requirements were discussed. <u>OHS Tender Returnable</u> Annexure B OHS plan Baseline OHS Risk Assessment (BRA) Valid Letter of Good Standing (COIDA or equivalent) OHS policy signed by CEO Safe work Procedure		OJ Lebeko Manager HR Development N Kaule Officer Safety Health Quality	

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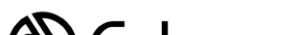
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	Quality - The quality requirements were discussed. - SECTION A: Quality Management System Requirements ISO 9001 - SECTION B: Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105658000) - SECTION C: Contract Quality Plan Requirements (Ref 240-105658000 and 240-109253698). - SECTION D: Quality Control Plan Requirements (Ref 240-105658000 or 240-109253302) - QCP /Checklist/ ITP (Quality Control Plans) as per Scope of Works (Ref ISO 10005) - SECTION E: User defined additional Requirements & miscellaneous (Ref 240-105658000)		L Garegae Senior Advisor Supplier Quality	

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	General All communication & inquiries needs to be directed to the Procurement Officer via e-mail Details: mbombirr@eskom.co.za Copy: buchoatt@eskom.co.za		R Mbombi Graduate in training	
	Closure Meeting was adjourned at: 10h50 a.m.		R Mbombi Graduate in training	

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Comments

- Tenderers that are interested on checking the workshop are welcome to do so.

Questions and Answers

- Which training center is this Panels for?

Answer: The service is for Eskom Academy of Learning (EAL), Artisans Workshop

- Clarity if the clarification meeting was compulsory? On Eskom Bulletin it was Non- Compulsory and on ETenders it was compulsory.

Answer: The clarification meeting was Non-compulsory.

Signed as a correct record:

Mbombiri
Chairman

26 September 2024
Date

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