



General Meeting Minutes Template

Template Identifier	240-54076329	Rev	9
Effective Date	January 2026		
Next review date	January 2031		
Commercial			

Meeting Name: Compulsory briefing session for Provision of Dusting and cleaning of Boiler Area (Units 1 to 6) at Kendal Power Station for a period of 5 years

Date:	Time:	Venue:	Meeting No.:
20 May 2026	10h00 – 12h00	Horticulture Boardroom, Kendal Power Station	01

Item	
1.	Safety and Emergency Evacuation Procedure Kgopolo Ngomani presented this Section citing that all Eskom employees and prospective should move to assemble point which is at the soccer field when we are alert of emergency or accident.
2.	Opening: 2.1 Welcome The chairperson, Mr. C Mkhabele, welcomed everyone at the meeting and introduced the purpose. 2.2 Attendee(s) Eskom: Caxwell Mkhabele, Kgopolo Ngomani, Absalom Mbokazi, Ryan Du Plessis, Patricia Chaane. Prospective Bidders: See attendance register 2.3 Apologies All SHEQ colleagues were not available

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

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Item	
	<p>2.4 Adoption of the Agenda</p> <ul style="list-style-type: none"> Agenda adopted.
3.	<p>Declaration of interest</p> <ul style="list-style-type: none"> No conflict of interest declared or recorded
4.	<p>Verification of minutes of previous meeting/s</p> <ul style="list-style-type: none"> No previous minutes. This was first meeting
5.	<p>items of the day</p>
	<p>5.1 Commercial presentation</p> <ul style="list-style-type: none"> C Mkhabele presented Invitation to tender <p><u>One bidder sought clarity on requirements for financial analysis</u></p> <ul style="list-style-type: none"> The presenter indicated that the requirements are on page 23 and 24 of the Invitation to Tender (ITT) and highlighted them to all. At the end, it was confirmed that the bidder understood the requirement. <p>No other questions were asked in relation to ITT.</p> <p>5.2 Bill of quantities (BOQ) and Technical</p> <ul style="list-style-type: none"> Patricia Chaane presented BOQ Number of questions were asked such as i.e. if number of utilityman, and safety officers were enough. In addition, bidders sought clarity if rope technician will be required. After number of questions were asked and addressed by Eskom, Quantity Survey (QS) requested all bidders to take total price for health & safety (price list for five year) – (Page 5 of pricing data) to “PRICE LIST 9 - PRELIMINARY & GENERAL - FIXED CHARGE ITEMS”, item 7.

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Item						
7	Personal Protective Equipment - Yearly	Sum	1	5		

5.3 Technical

- Ryan Du Plessis presented technical scope of work and technical evaluation Criteria

No question raised on technical evaluation Criteria, however there were following question on scope of work

- **Safety officer** – The bidder indicated that each safety officer should be responsible for maximum of 50 employees. However, Eskom requested 1 safety officer on the BOQ. **In response:** Eskom don't change the quantities since the bidder who raised the question was not specific in terms of regulation which govern safety office responsibilities or number of employees each officer should handle.
- **Utilityman** – a bidder sought clarity if number of utilityman were enough. In response, Ryan Du Plessis indicated that they are enough number of utilityman considering other employees to be involved in this project.
- **Rope Technician** – the bidder sought clarity if rope technician will be required to clean the roof. Eskom responded that Eskom will provide their own rope technician, however the successful bidder will clean where there is no need for rope technician.

6.	<p>Matters for information/Noting</p> <ul style="list-style-type: none"> • Tenders are to be submitted electronically via Eskom E- tendering site by the stipulated closing date and time. Eskom will not be liable for supplier failure to submit. • For contracts valued below R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying Suppliers within 30 days of receipt of undisputed invoices. • For contracts valued above R50 000 000 (Fifty Million Rand) including VAT, Eskom is committed to paying suppliers within 60 days of receipt of undisputed invoices.
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	<ul style="list-style-type: none">Eskom reserves the right to negotiate with preferred bidders after a competitive bidding process or price quotations should the tendered prices not be market-related
6.1	<ul style="list-style-type: none">Bidders who were interested in attending site visit were given an opportunity to do plant walk immediately after presentation.
7.	General <ul style="list-style-type: none">Companies who attended compulsory briefing were confirmed.
8.	Closure <i>Meeting adjourned at 11h30 (Friday: 20 May 2026)</i>

Signed as a correct record:

Names: Technical representative

28 May 2026

Date

Signed as a correct record:

Eskom Procurement representative

28.05.2026

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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