

	<b>General Meeting Minutes Template</b>	Document Identifier	240-54076329	Rev	9
		Effective Date	January 2026		
		Review Date	January 2031		

<b>Meeting Name: Clarification Meeting</b>			
<b>Date:</b>	<b>Time:</b>	<b>Venue:</b>	<b>Meeting No.:</b>
10/06/2026	13:30-15:00	MS Teams	01/2026

Item	Subject & salient points	Decisions & Action items	Responsibility	Target date
1.	<b>Safety and Emergency Evacuation Procedure</b>	<p>The safety procedure in line with Eskom safety rules and guidelines in case of an emergency was shared by the chairperson (Theo Vilakazi)</p> <p>All members confirmed awareness of the safety evacuation procedures in cases of emergencies.</p>		
2.	<b>Opening:</b> 2.1 Welcome 2.2 Apologies and quorum	<p>The Chairperson, Theo Vilakazi, opened the meeting and welcomed all members to the clarification meeting for the transaction: Provision of physical security, tactical response teams, aerial surveillance (drones), and technology solutions at Hendrina Power Station.</p>		

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3.	<b>Declaration of interest</b>	Declaration of Interests and Conflict Management: Theo led the declaration of interests' process, with all CFT members confirming no conflicts of interest regarding the transaction. External members also declared no conflict of interest through the Teams chat box.		
4.	<b>Matters for information/Noting</b>			
4.1	<b>Heading of agenda item</b> <ul style="list-style-type: none"><li>• <b>Commercial Requirements</b></li><li>• <b>Technical Requirements (SOW and TES)</b></li><li>• <b>Quality Requirements</b></li><li>• <b>Safety Requirements</b></li><li>• <b>SDL&amp;I requirements</b></li></ul>	<p>Theo led a comprehensive overview of the commercial requirements for the integrated security systems tender at Hendrina Power Station, addressing questions from participants about submission procedures, contract timelines, and the two-phase evaluation process.</p> <p>Tender Submission Procedures: Theo explained that all tender submissions must be made electronically via the Eskom e-tendering portal, with late submissions not accepted. The closing date is June 25th at 10am, and tender validity is 120 days post-</p>		

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		<p>closing. If validity is near expiry, bidders will be contacted for extensions.</p> <p>Two-Phase Evaluation Process: Theo clarified that the tender will be evaluated in two phases: phase one is a technical evaluation with no pricing required, and only suppliers meeting the minimum qualifying score of 70% will proceed to phase two, which involves a closed tender and submission of detailed bills of quantities.</p> <p>Eligibility and Restrictions: Theo outlined eligibility criteria, stating that bidders must not be restricted by Eskom or National Treasury, must not be from sanctioned countries, and must not submit multiple proposals or unauthorized JV agreements. Cohesive bidding and 100% subcontracting of scope are not permitted.</p>		

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		<p>Clarification and Extension Requests: Theo advised that requests for clarification or tender closing extensions must be submitted at least five days before the deadline (June 18th). Eskom will consider extension requests to ensure procurement principles are upheld, and bidders may amend or withdraw tenders if an extension is granted.</p> <p>Questions and Answers on Commercial Requirements: Participant asked about the NEC contract's availability, and Theo committed to verifying and uploading it if missing. Furthermore, participant inquired about the anticipated contract start date, and Theo responded that it cannot be determined at this stage due to process complexity. Theo confirmed that no pricing is required for phase one, only technical requirements.</p>		

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		<p><b>Technical Scope and Evaluation Criteria:</b> Jacques presented the technical scope and evaluation criteria for the outcome-based security contract, detailing requirements for physical security, technology integration, compliance, and performance measurement, while addressing questions from Vincent and other participants</p> <p><b>Scope of Work Overview:</b> Jacques described the contract as an outcome-based model covering physical security, tactical response teams, aerial surveillance, and technology solutions for 60 months at Hendrina Power Station and related sites. The contract aims for measurable performance outcomes, cost effectiveness, and integration of advanced technology.</p> <p><b>Risk Categories and Guard Reduction:</b> The scope includes three risk categories</p>		

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		<p>(low, medium-high, critical) with tailored security measures. Jacques emphasized a planned reduction in physical guards by 5% in year two and another 5% in year three, alongside a 10% cost reduction, as technology implementation increases.</p> <p><b>Compliance and Regulatory Requirements:</b> Service providers must comply with the National Key Point Act, SIRA regulations, and maintain proper registration, training, and insurance. All security personnel and equipment must meet legal standards, and providers must demonstrate ongoing compliance, including regular audits and behavioral safety observations.</p> <p><b>Technical Evaluation Criteria:</b> Jacques explained the technical evaluation scoring system, with mandatory criteria such as valid PSIRA registration, firearm licenses, and drone certifications. Qualitative criteria include guard deployment plans, access</p>		

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		<p>control, patrol management, emergency response, technology integration, maintenance, training, innovation, and community engagement.</p> <p><b>Questions and Clarifications on Technical Scope:</b> Participant asked if drone pilots must be armed, and Jacques clarified that they do not. Further questions addressed site evaluation, control room requirements, and the mandatory versus preferred location of bidders' control rooms, with Jacques confirming that location in the Nkangala district is preferable but not mandatory.</p> <p><b>Quality, Safety, and SDNL Requirements:</b> Lethuthando, Juanita, and Tshinanne outlined the quality, health and safety, and SDNL requirements for the tender, specifying documentation, compliance standards, and evaluation criteria, while responding to questions from</p>		

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		<p>Participants regarding joint ventures, subcontracting, and document submission.</p> <p>Quality Management System Documentation: Lethuthando detailed the required quality management system documentation, including QMS manual, quality policy, objectives, control of documented information, non-conformity and corrective action records, internal audit records, defined roles and responsibilities, control of external providers, project quality plan, inspection and test plan, and completion of Form A.</p> <p>Health and Safety Requirements: Juanita explained that bidders must submit an OHS legal requirements form, a health and safety plan addressing project risks, detailed OHS costing, baseline risk assessment, valid letter of good standing, and competency documentation such as CVs and certificates relevant to the scope of work.</p>		

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		<p>SDL&amp;I and Preferential Procurement: Tshinanne presented the SDNL requirements, including submission of BBBEE certificates, compliance with designated sectors (textiles, office furniture, two-way radios), completion of local procurement tables, subcontracting proposals (target 30%), job creation and skills development plans, and penalties for non-performance.</p> <p>Joint Ventures and Subcontracting Clarifications: Participants asked about joint ventures and subcontracting. Theo and Tshinanne confirmed that JVs are allowed with two or more companies, with specific requirements for incorporated and unincorporated JVs regarding BBBEE certificates and agreements. Subcontracting is not mandatory but must be proposed and negotiated, especially in the second round.</p> <p>Document Submission Timing: Vincent sought clarification on when quality, safety, and environmental documents are</p>		

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		required. Theo confirmed that only commercial and technical documents are needed at phase one, while quality and safety documents will be required at phase two for shortlisted bidders.		
5.	General	<p><b>Questions and Clarifications from Participants:</b> Throughout the meeting, participants raised questions about technical, commercial, and procedural aspects, which were addressed by Theo, Jacques, and Tshinanne to ensure clarity on requirements and processes.</p> <p><b>Drone Pilot Requirements:</b> Participant asked if drone pilots must be armed, and Jacques clarified that this is not required, correcting a previous document error.</p> <p><b>Joint Venture and Subcontracting:</b> Participants inquired about the permissibility and requirements for joint ventures and subcontracting, with Theo and Tshinanne confirming the conditions and documentation needed for both.</p>		

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		<p>Document Submission Timing: Participants asked about the timing for submitting quality, safety, and environmental documents, and Theo clarified that these are only required in phase two for shortlisted bidders.</p> <p>Control Room Location: Participant asked if the location of the bidder's control room within the province is mandatory, and Jacques confirmed it is preferable but not mandatory.</p> <p><b>NEC Contract Availability:</b> Verify and upload the applicable NEC contract to the Eskom website if it is not currently available. (Theo)</p> <p><b>Meeting Minutes Distribution:</b> Write and post the minutes of the meeting for participants to access, including information on how to request the meeting recording if needed. (Theo)</p>		

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		<p><b>Tender Submission Requirements Clarification:</b> Clarify to prospective bidders which documents are required for phase one submission, specifically distinguishing between technical, commercial, health and safety, and quality documents. (Theo)</p> <p><b>Tender Submission Requirements Clarification:</b> Project and highlight the sections of the request for proposal document that need to be completed for phase one submission, starting from annexure A to the authorization form. (Theo)</p>		
6.	Closure	Theo gave thanks to every participant that honored the meeting invitation		

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