

Compulsory Briefing Session Minutes for the The appointment of a Service Provider to implement the HPE Green Lake Solution (pay per use model) for the National Development Agency over a period of 60 – months” held virtually through Microsoft Teams on 13 December 2024 at 10h00

Attendees: Ms Lerato Dhlamini – BSC Member and Chairperson
 Mr Thabang Moloi– BSC Member
 Ms xolile mbi - BSC Member
 Ms Thembi Raulinga– SCM and BSC Facilitator
 Ms Kedibone Sathekge – Secretariat
 Service Providers

NO.	ITEM	RESPONSIBLE
1.	PROCEDURAL MATTERS	
1.1	<p>Opening and Welcome</p> <p>Thembi Raulinga opened the meeting, welcomed attendees, and confirmed the presence of key participants, including Ms. Dhlamini and Mr. Thabang from the NDA.</p> <p>Lerato Dhlamini acknowledged the presence of vendors/service providers and expressed appreciation for the high turnout, emphasizing the importance of their participation in the session. -</p> <p>Introduction of the project</p> <p>Thembi Raulinga provided an overview of the bid, stating that the NDA is seeking a service provider to implement the HPE Green Lake solution under a "pay-per-use" model for 60 months (5 years).</p> <p>The reference number for this bid is NDA 18 IT 04/24, with the closing date set for January 27, 2025, at 12:00 PM.</p>	<p>THEMBI RAULINGA</p> <p>LERATO DHLAMINI</p> <p>THEMBI RAULINGA</p>
2.		

NO.	ITEM	RESPONSIBLE
2.1	<p>Presentation of technical and mandatory requirements of TORs Lerato Dhlamini introduced the background of the NDA’s needs.</p> <p>The NDA has aging infrastructure that is out of warranty and seeks a solution to upgrade and modernize its technology with a flexible, scalable "Infrastructure as a Service" (IaaS) approach.</p> <p>The bid requires service providers to implement the HPE Green Lake solution for a period of 60 months. The main requirements outlined include the provision of equipment, installation, maintenance, support, and buy-back options for the old infrastructure.</p> <p>4. Project Scope:</p> <p>Lerato Dhlamini highlighted several key elements of the project scope:</p> <p>Implementation of the HPE Green Lake solution, including the installation and configuration of hardware at the NDA’s data centre.</p> <p>Providers must propose a framework for supply and infrastructure on-demand over the agreed 5-year period.</p> <p>The solution must include proactive support services, capacity planning, usage monitoring, and billing to prevent issues like insufficient storage or capacity mismatches.</p> <p>Service providers must ensure that the solution avoids quoting for VMware or MS licenses, as these will be managed separately by the NDA.</p> <p>Technical Requirements and Evaluation:</p> <p>Lerato Dhlamini emphasized the importance of service providers adhering to the specifications provided, noting that a failure to fill out forms correctly (e.g., Annexure A) could result in point deductions.</p> <p>Bidders must demonstrate the ability to implement the Green Lake solution within two months post-contracting. The evaluation criteria will focus on:</p> <p>Solution Design: Including hardware and network design.</p> <p>Project Management Plan: To cover the 2-month implementation period.</p> <p>Data Migration Services and Installation Services.</p> <p>SLA Agreement: Including 24/7 support, hardware warranties, and detailed cost projections.</p>	<p>LERATO DHLAMINI</p>

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2.2	<p>Company Track Record: Providing at least two reference letters from similar projects within the last 5 years.</p> <p>Thembi Raulinga (Supply Chain Representative) was introduced to clarify the commercial aspects and the importance of submitting compliant documentation. Bidders must ensure that all documentation, including Annexure A, is completed and signed as per the instructions in the tender document. Failure to comply with document requirements (e.g., failure to initial and sign every page, or failure to use provided reference codes) will result in disqualification or zero points in critical evaluation areas. The threshold for qualification is 80 points.</p> <p>Key Commercial Requirements (Presented by Thembi Raulinga)</p> <p>Pricing Breakdown:</p> <ul style="list-style-type: none"> • Bidders must submit a detailed cost breakdown, including all setup and monthly costs, and any other applicable costs. • All prices submitted must include VAT. • Bidders must indicate if the prices are fixed or subject to escalation, and if so, provide details of the proposed escalation. • Any arithmetic errors in the cost breakdown will result in disqualification; NDA will not rectify errors. <p>Mandatory Document Submission:</p> <p>The following mandatory documents must be submitted:</p> <ul style="list-style-type: none"> • Valid tax clearance certificate issued by South African Revenue Services (SARS). • If joint ventures or subcontractors are involved, separate tax clearance certificates must be provided. • Signed agreement for joint ventures or consortium arrangements. • Company registration documents (CIPC). • Letter of resolution authorizing the signatory. • Signed Bid Documents: SBD 1, SBD 4, SBD 6.1, and other relevant forms. • HP Green Lake partner certificate (if applicable). <p>Failure to submit any of the mandatory documents will result in</p>	<p>THEMBI RAULINGA</p>

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	<p>disqualification from the evaluation.</p> <p>All prices must be typed in black ink or written in pen (proposals written in pencil will not be accepted).</p> <p>Submissions must use a two-envelope system for the pricing and technical proposals.</p> <p>Evaluation Criteria:</p> <p>Bidders must score at least 80 points to proceed to the pricing and BEC evaluation stages.</p> <p>10 points will be awarded for reference letters from previous clients (minimum of 2 required).</p>	

3 QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
<p>1. Adiel (Eclipse Holdings) asked for clarification on</p> <p>Why are only 10 points awarded for submitting two reference letters, and what happens if fewer than two reference letters are submitted?</p>	<p>Lerato Dhlamini's Response: The tender requires at least two reference letters to demonstrate experience. If only one letter is submitted, no points will be awarded for that criterion. However, this does not disqualify the bidder from progressing to the next stage if they score enough points (at least 80 points).</p> <p>The rationale behind the minimum of two letters is to ensure that bidders have sufficient experience with similar projects..</p>
<p>2. Riaz Patel raised a two-part question:</p> <p>Reference Letters: Is the focus on experience with Green Lake solutions specifically, or does it include general VMware hardware and storage solutions?</p> <p>Green Lake Implementation in South Africa: How many Green Lake solutions have been implemented locally, and does this impact the number of qualified</p>	<p>Lerato Dhlamini's Response: While the Green Lake solution (as a cost model) may be the focus, the experience may also relate to general VMware hardware and storage solutions, especially for service providers with fewer Green Lake-specific implementations.</p> <p>The number of Green Lake implementations in South Africa is still developing, and this factor does not necessarily disadvantage bidders without Green Lake experience, if</p>

<p>service providers? Physical office? If it is an office park but you have your own premises without going into a common area, are you going to provide your own guard or must we provide you with one?</p>	<p>they meet the tender's other requirements.</p> <p>Lerato Dhlamini reminded attendees that the two-letter minimum for reference letters is designed to help the evaluation team get the service provider's ability to successfully implement the proposed solution.</p>
<p>3. Riaz Patel raised a concern about the limited number of service providers in South Africa with two reference letters and suggested that the current requirement may be exclusionary for smaller, rural, or less experienced service providers.</p>	<p>Clarification on Reference Letters for Bidders</p> <p>Lerato Dhlamini clarified the requirement for contactable reference letters from bidders. These letters should confirm the successful implementation or support of the HPE Green Lake solution within the last five years. If a bidder has supported the solution even without direct implementation, such letters would still be considered.</p> <p>Lerato Dhlamini acknowledged this concern and clarified that bidders with one reference letter would still be scored and considered. To qualify, a bidder must score at least 80 points, meaning that even without the full two reference letters, they could still achieve a 90-point score.</p>
<p>Questions on Backup Licenses and Requirements</p> <p>Service provider inquired about the VMware and backup licensing requirements, particularly whether these would be provided by NDA.</p>	<p>Thabang Moloji clarified that the backup requirements were not part of the current tender, and no backup licensing or installations would be required from bidders. The NDA would take care of these aspects.</p>

<p>3.1</p>	<p>Further Clarifications</p> <p>Thembi Raulinga emphasized the importance of ensuring all required documents are submitted correctly, as missing documentation would result in disqualification at the first evaluation stage.</p> <p>Lerato Dhlamini confirmed that there were no further questions and thanked all attendees for their participation.</p> <p>The deadline for submission and further details on the tender evaluation process will be provided in the follow-up communication.</p> <p>Clarification on the Tender Process</p> <p>Thembi Raulinga explained that any amendments to the Terms of Reference (TOR) would need prior approval before being finalized. Once the amendments are approved, the updated TOR would be posted and communicated.</p> <p>Lerato Dhlamini noted that the closing date for the tender is set for 27th January, but there was a discrepancy noted in the document where the date was mistakenly listed as 24th January on page 11. This was promptly corrected.</p> <p>Final Reminders and Instructions for Proposal Submission</p>	<p>THEMBI RAULINGA</p> <p>LERATO DHLAMINI</p> <p>THEMBI RAULINGA</p>

	<p>Lerato Dhlamini emphasized the importance of properly labelling and organizing all tender documents. Bidders are encouraged to quality-assure their proposals to ensure compliance with all requirements, such as the correct placement of documents and ensuring signed documentation.</p> <p>It was advised that some evaluators might not be technical experts, so clear labelling and logical sectioning are crucial to ensure that all required information is easily accessible.</p> <p>Service providers were urged to ensure that their email addresses on the chat box are correct to receive any additional questions or updates.</p> <p>Closing Remarks</p> <p>Lerato Dhlamini thanked everyone for attending and reiterated the importance of adhering to the closing time (11:00 AM) for the meeting and for future compliance.</p> <p>Thembi Raulinga formally closed the meeting, thanking both the service providers and attendees for their time and participation.</p> <p>Next Steps:</p> <p>NDA will post updated TOR after approval of amendments</p>	<p>LERATO DHLAMINI</p> <p>LERATO DHLAMINI</p> <p>THEMBI RAULINGA</p>
4.	CLOSURE	
	Meeting adjourned at 11:00 am	

SIGNED BY THE END USER AND SCM ON BEHALF OF BID SPECIFICATION COMMITTEE MEMBERS AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING:



Thembi Raulinga
SCM Unit



Lerato Dhlamini
End User – ICT