

Minutes of the briefing session for the appointment of a service provider for Mimecast unified email management solution contract renewal for a period of 36 months
08 November 2021
Microsoft Teams
Time: 10h00

Attendees: Mr Thabang Moloji – BSC Member and chairperson
 Mr Bonga Kondlo – BSC Member
 Dr Nthabiseng Kraai – BSC Member
 Mr Muzi Matsenjwa – BSC Member
 Ms Elizabeth Mnqabashe – Secretariat
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	Opening and Welcome Mr Muzi Matsenjwa opened the meeting and welcomed everybody connected.	Chairperson	
2.	DISCUSSIONS		
2.1	Mr Muzi Matsenjwa went through the TORs and highlighted the following: <ul style="list-style-type: none"> ▪ Approval was granted to advertise for 14 days and not 21 days due to the expiry of the contract on 30 November 2021. ▪ Closing date and time for tender submission is 15 November 2021 @ 12:00. ▪ Closing certificate will be posted within 10 working days after closing date and time, on the NDA website. ▪ A two envelope system will be used. ▪ Evaluation criteria. ▪ Mandatory documents in Section 11 of the TORs. ▪ Only service providers who joined the compulsory briefing session will be eligible for submitting bids. ▪ Mandatory documents not submitted will lead to disqualification. ▪ SBD documents must be fully completed and signed. 	All	
2.2	Mr Thabang Moloji went through the technical evaluation of the TORs and put an emphasis on the following: - <ul style="list-style-type: none"> • NDA current Mimecast contract and account number or code. • Only renewal of the contract is required. • Any support calls required by NDA will be done directly with Mimecast. • Contract number M2A must be listed when suppliers are get quotations from Mimecast. • The experience under technical evaluation (bidding/company 		


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	experience) refers to the experience of a company in providing Mimecast services and not an individual within the company.		
3.	CLOSURE		
	Meeting was adjourned at 11:00AM		

QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
Must the pricing be for 36 months or can suppliers give costing for a year only?	Pricing must be for the total number of the duration of the contract which is 36 months, including VAT and escalations.
Does NDA foresee any user growth over the 36 months?	Not at the moment, any growth will be after the 36 months.
Are there any ad-hoc or historic emails already archived or is there a need to ingest old emails?	Archiving and ingestion has already been done.
How many persons/users are permitted to log calls with Mimecast from the NDA side?	One (01) person is permitted to log calls with Mimecast.
In terms of the infrastructure, are there any changes that will be adopted in the next three (03) years?	NDA is currently on windows 365 hybrid configuration. No additional work will be required and only the renewal of the contract is required as previously explained.

Additional Comments:

- Bidders were requested to ensure that their hard copy documents are properly bound and not stapled in ensuring that no pages are missing.
- They were also requested to capture their details on the chat box for purposes of downloading the attendance register of the briefing session.

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



Mr Muzi Matsenjwa
SCM Unit



Mr Thabang Moloi
End User & Chairperson –
IT Unit