

Compulsory Briefing Minutes
Tender: The appointment of a service provider for Microsoft Dynamics Great Plains 2018 transition to Microsoft Dynamics 365 Business Central with support and maintenance for the National Development Agency over a period of 36 months
11 January 2022
Microsoft Teams
Time: 10h00

Attendees: Mr Solly Shingange – BSC Member
 Mr Thamsanqa Langa – BSC Member
 Ms Lerato Dhlamini – BSC Member
 Ms Pfarelo Netshikulwe – BSC Member
 Mr Muzi Matsenjwa – BSC Member and chairperson
 Ms Elizabeth Mnqabashe – Secretariat
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	Opening and Welcome Mr Muzi Matsenjwa opened the meeting, welcomed everybody connected and explained the purpose of the meeting.	Chairperson	
2.	DISCUSSIONS		
2.1	Mr Muzi Matsenjwa went through the commercial requirements of the TORs and highlighted the following: <ul style="list-style-type: none"> ▪ Closing date and time for tender submission was 20 January 2022 at 12:00 but it has been amended to 21 January 2022 at 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 for commercial and technical requirements ▪ Mandatory documents in Section 15 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. ▪ Mr Matsenjwa emphasized the importance of including the letter of authority/resolution letter. ▪ SBD documents must be fully completed and signed. 	All	
2.2	Mr Thamsanqa Langa went through the technical evaluation of the TORs and put an emphasis on the following: - <ul style="list-style-type: none"> • Application which are currently used by NDA. • Challenges which are currently experienced by NDA and the service provider that will be appointed is expected to resolve. • NDA business requirements. 		

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3.	CLOSURE		
	Meeting adjourned at 11:08AM		

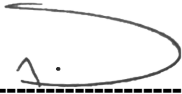
QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
On CV's, under the experience and capacity of personnel on Dynamics 365 Business Central implementation services, NDA mentioned that they want 5 years' experience or more for Project Manager. Are you specific to Dynamics only or any other IT related experience?	Any IT related experience or project will suffice, including your automation.
At what point will service providers required to demonstrate? Is it going to be everybody submitted or certain service providers who qualifies?	Every service provider who will not be disqualified at the Supply Chain compliance check will be requested to come and demonstrate during the bid evaluation stage. Demonstrations will be just a way of showing that service providers understand what NDA requires.
How many years back of data would be required to take on and the size?	It goes back to 2002 and the size is 40GB.
Which modules is NDA currently using?	<p>NDA is currently using the following modules: -</p> <ul style="list-style-type: none"> • Cash books/bank management. • Accounts payable. • General Ledger. • Fixed asset module. • Project accounting. <p>In terms of commitment accounting NDA is currently not using it but we are looking at implementing it for reporting purposes. If within the system there is a scope to automate contract management, we would also like an opportunity to implement it. The fixed asset module that we currently have, that is where we record all our acquisitions, disposals, depreciation on the system monthly. The only shortfall we have is that we want to automate the physical verification of assets through implementing a barcode scanning system. And once we have implemented, scan the barcodes and run it through the system then it throws out your exceptions in terms of the recon between physical count and what is in the fixed asset register and resolve the discrepancy through a manual process.</p>
You mentioned that NDA is currently struggling with duplications of records, would NDA require data cleansing in terms of keeping one supplier, e.g. Pick 'n Pay visas PNP?	We expect to see the data cleansing part in your migration plan as well when transforming the data and pushing it in Business Central. We do not want to upload data which is dirty into the new system.

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 Solly Shingange
End User – Finance Unit