

Compulsory Briefing Minutes
Tender: The appointment of a service provider for the provision of SAGE 300 people system with support and maintenance for the National Development Agency over a period of 36 months
12 January 2022
Microsoft Teams
Time: 10h00

Attendees: Mr Thamsanqa Langa – BSC Member
 Ms Lerato Dhlamini – 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 is 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 14 of the TORs. ▪ Technical evaluation in Section 9 of the TORs. ▪ Evaluation criteria to be used for this tender (80/20). He explained that Supply Chain will do a compliance check to see if mandatory documents have been submitted and after that stage, all qualifying bids will be subjected to technical evaluation and the final evaluation will be for price and BEE. ▪ 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 including the letter of authority/resolution letter. ▪ SBD documents must be fully completed and signed. 	All	

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
2.2	<p>Mr Thamsanqa Langa went through the technical requirements and evaluation of the TORs and explained the following: -</p> <ul style="list-style-type: none"> • Which modules is NDA is currently using and the modules. • The Sage 300 People is currently hosted on-prem within the below mentioned ICT infrastructure: <ul style="list-style-type: none"> ○ Virtual Machines (VM) on VMWare i.e.: 2 VMs one dedicated to the app and the other to the database. • The scope of work under section 3 of the TORs, Ad hoc services under section 4, quality of service under section, reporting under section 6 and special conditions under section 7 and the technical evaluation under section 9. 		
3.	CLOSURE		
	Meeting adjourned at 11:03AM		

QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
Are all the modules under the background fully functional?	Job requisition and mobile app are currently fully licensed but not configured.
Under system support in the TORs, it is mentioned that twenty (20) hours per month must be allocated to NDA. Is there provision if the twenty (20) hours are not fully utilised, in terms of the billing side of it? Are they rolled over if not utilised and are they fixed or not?	The twenty (20) hours are rolled over to the next month if not fully utilised. NDA can agree with the appointed supplier on the SLA on how many hours to roll over. The reason hours are rolled over is to use them for training purposes or to enable some modules. If the hours are depleted there is a process in place which is used. And for ad hoc requests, if NDA has a job outside the current scope, there is a procedure in place to classify as ad hoc, but the costs must not exceed 15% of the total contract value.
In terms of licensing, year one's (01) costs must come with the proposal. What will happen in year two (02) and three (03)?	Quotations will be sourced for year two (02) and three (03), but for year one (01) the costs must come with the proposal.
What is the current's license end date?	29 February 2022. But this can be address within the SLA as SAGE is able to give a grace period of a few days.
What is NDA's site quote (customer number with SAGE)	S05893.
Must the accreditation letter be dated? Current letters issued by SAGE are not dated and do not show the number of years suppliers have been with SAGE.	Unfortunately a confirmation from SAGE for the number of years is required even if the letters are not dated.

Additional Comments:

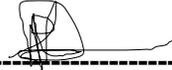
- Bidders were requested to ensure that their hard copy documents are properly bound and not stapled in ensuring that no pages are missing.

- 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



Ms Lerato Dhlamini
End User – IT Unit on
behalf of HR