



**MINUTES OF THE COMPULSORY BRIEFING SESSION HELD ON  
26 MARCH 2024 AT 10:00 -11:00 ON MICROSOFT TEAMS**

**Chairperson:**

1. Mmantsha Monwa – Bid Specification Committee (BSC Chairperson) Presenter

**Present Bid Specification Committee Members**

2. Nicolene Eleanora Wolmarans – Payroll Manager
3. Buhle Sesiko – Procurement Manager (Briefing Session Facilitator)
4. Leballo Monethi – Business Applications Software Manager
5. Mmathebe Phibian Dipela – Management Accountant
6. Ndivhuho Madzhe – Financial Manager Expenditure
7. Manqoba Sibiya – Debtors & Fixed Assets Manager
8. Sibongile Nkomo – Business Analyst
9. Emmanuel Zulu – Organisational Learning and Development Manager
10. Rirhandzu Maluleke – Secretariat

**Apologies**

1. Keitumetse Molefe – SCM Compliance and Contract Manager
2. Mabje Nkadimeng – Supply Chain Manager

**Invitees**

1. Prospective Bidders (Team's attendance register)

<b>Company Name</b>	<b>Number of Representatives</b>
4Sight	2
Acc Sourcing.co.za	1
ADAPT IT	1
Adapt IT Pty Ltd	1
ADK Tech Systems Pty Ltd	1
AdvisoryIT	1
AdvisoryIT (Pty)Ltd	1
Altron Digital Business	3
Argon Business Solutions	1
Baraka IT Solutions	2
Braintree by Vox	1
Breitech (Pty) Ltd	2
Brilliware (Pty) Ltd	1
CCG Systems	1
CCG Systems (PTY) Ltd	1
CCG SYSTEMS PTY LTD	1
Ceeno Solutions	1
Consnet Pty Ltd	1
Consnet(Pty)Ltd	1
Dimension Data - NTT Data	1
Dimension Data/NTT	1
Exponent PTY (LTD)	1
Exponent PTY Ltd	1
EY	1
HashTopic (Pty) Ltd	1
IC Dynamix (Pty) Ltd	1
Idol Consulting Firm (PTY) Ltd	1
In2IT (PTY)LTD	1
In2IT Pty Ltd	2

Isitshixo Business Solutions	1
Joshua Matobole	1
Kakanyo Business Solutions	4
Klarib Business Solutions	1
Knockturnal (Pty) Ltd	2
Knockturnal Pty Ltd	1
KTO Digital (Pty) Ltd	1
KTO Digital (Pty)Ltd	1
KTS TECHNOLOGIES (PTY) LTD	1
Lineris Technologies (Pty) Ltd	1
LINKA TECHNOLOGY	1
Lorge Consulting	2
Lorge Consulting Services	2
Lupahla Holdings (pty)ltd	1
Mediro ICT	1
Mint Group	1
Mint Group (MMT Inland Pty Ltd)	1
ModenIT (Pty) Ltd	1
Mooziemoo Consultancy Pty Ltd	1
Nambiti Technologies	1
Nexio	1
NTT Data	1
Omni Africa	1
Omni Tell Technology Pty Ltd	1
Oneway Technologies	2
Oracle	4
Oracle Corporation	1
Oracle South Africa	1
Oracle South Africa (PTY) LTD	1

PTP Integrated (Pty) Ltd	3
Sage Informatics	1
Seafricaholdings (PTY)LTD	1
Suntech Consulting	2
SupplyFlow	1
Synkx & ModenIT	1
Tipp Focus Holdings (Pty) Ltd	1
Umfazi United (Pty) Ltd	1
Vhakondeli IT Consulting	1
Virtuoso Technologies and Consulting Private Limited	1
Vision Wave	3
VisionWave	1
Vox Telecom	1
Voxtelecom (Pty)Ltd	1
Xiquel Group	1
Xiquel Group (Pty) Ltd	1
XRA (PTY) LTD	1
Zimele ERP IT Services Pty Ltd	1
Zimele Technologies	1
Zimele Technologies (Pty) Ltd	1
Zipps Trading Pty Ltd t/a Ceeno Solutions	1
(blank)	
<b>Grand Total</b>	<b>100</b>

No.	Items	Responsible Person
1.	<b>Opening and Welcome</b>	
1.1.	<p>Welcome</p> <p>Ms Sesiko welcomed all present and introduced the Legal Aid SA team to the prospective bidders for record purposes and requested Ms Monwa to present and declared the meeting open at 10:07am. The bidders were requested to provide email addresses and company names in the chat box at the link provided for the bidders to complete their information.</p>	Presenter
1.2.	<p>Apologies</p> <p>Mr Mabje Nkadimeng</p> <p>Mr Keitumetse Molefe</p>	Presenter
2.	<b>Agenda</b>	
2.1.	<p><b>A. Supply and implementation of a unified cloud-based ERP solution for Legal Aid SA with hosting and operational support for a period of five years</b></p> <p>The following was presented by Ms Monwa:</p> <ul style="list-style-type: none"> <li>• The Request for Proposal (RFP) document was presented, together with the Annexures attached to the specification document.</li> <li>• Technical requirements were reviewed to ensure that Legal Aid SA attracts as many bidders as possible when the Tender is re-advertised.</li> <li>• The presenter emphasised that the briefing session is compulsory, meaning if you are not attending the session, Legal Aid SA would not consider your proposal.</li> </ul>	<p>Bid Specification Committee (BSC)</p> <p>Presenter</p>

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	<ul style="list-style-type: none"> <li>• The presenter highlighted that the Tender will be closing on 12 April 2024 and the final date for the bidders to forward the questions is 5 April 2024, to the email address provided on the RFP.</li> <li>• The presenter outlined the scope of work and the different stages of the project.</li> <li>• The presenter outlined the guidance in terms of the implementation of this ERP system.</li> <li>• The presenter emphasised that the system is divided into 3 phases and the functionality is noted under each phase. Ideally, Legal Aid SA would like to see the system being implemented in 18 months.</li> <li>• The competencies required and the evaluation criteria to be applied was expanded on.</li> <li>• Prospective bidders were informed of the importance of indication of what kind of the support services Legal Aid will require for the system on section 6.6 to be a cloud-based hosting service.</li> <li>• Prospective bidders were informed that late bids will not be accepted and bidders must submit the original copy of the proposal and a copy on a USB.</li> <li>• The bid conditions were emphasised and brought to the attention of all attendees.</li> <li>• Legal Aid SA's request is based on the current financial system which indicates the number of users that are licenced and breaks it down in terms of the number of licenced users per module on the financial system.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The presenter continued with the scope of work and emphasised that the centre of excellence section outlines Legal Aid SA’s requirements to have certain technical skills transferred to internal resources so that there is a level of continuity and support internally.</li> <li>• The bid evaluation process will have 3 stages of evaluation; 1 stage has 2 phases. Phase 1 is administrative documents that we have indicated on the table above.</li> <li>• There are mandatory compliance documents which were also identified above.</li> <li>• Stage 2 comprises phases 3, 4 and 5 and will look at the requirements of the technical proposal.</li> <li>• Bidders will need to meet 70% for the technical proposal to go through to Phase 4.</li> <li>• Phase 4 comprises functional requirements with a minimum of 70% required to go through to Phase 5 which is system demonstrations.</li> <li>• The expectation is that once Legal Aid SA has evaluated bidders’ proposals and are confident that the proposals align with the RFP before finalising the evaluation, the system demonstrations will then need to be done.</li> <li>• The expectation from Legal Aid SA is that from the references that the bidder would have provided, Legal Aid SA will then need to go and do site visits for the system demonstrations.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The presenter requested questions from the bidders that attended the briefing session and reminded bidders to forward questions before or on 5 April 2024 to the email address provided in the RFP.</li> </ul> <p><b>B. Questions and Answers</b></p> <ul style="list-style-type: none"> <li>Have you made changes to the annexures from the previous bid and if you have, could you highlight where please? <b>Yes, the only change we made was on the sheet for payroll. We have reduced the number of Annexures on this Tender compared to the previous one.</b></li> <li>There are three present options given price, cloud vendor hosted a public cloud what is the difference in Legal Aid SA terms? <b>If you look at our Tender document, it says cloud-based ERP system. We have considered the DPSA guidelines in terms of government services. The reason for 3 different prices is for us to assess and see what we can afford. Yes, we may say we need to acquire cloud services, however, if the cloud services come with prices that are beyond our available budget, we may not be able to acquire those services. Hence 3 pricing options.</b></li> <li>Considering the POPI ACT requirements, could you elaborate on Legal Aid SA's expectation for data</li> </ul>	



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	<p>residency and sovereignty for cloud solutions? Can this be hosted outside of the borders of South Africa? <b>It says the preference should be given to us hosting the data locally but service providers that are international should comply with and adhere to the DPSA guidelines. Should the need arise for us to host the data abroad, then we need to comply with the established regulations for both the South African context and whatever the hosting country's regulations are. There is a provision from the DPSA for us to consider these, provided there is compliance in line with those regulations.</b></p> <ul style="list-style-type: none"> <li>• When we respond, must the bidder supply all the three pricing options or bidder can provide just one pricing which they propose? <b>No, the 3 options are provided so that the bidder can complete the option that aligns well with the solution that they are recommending, so at minimum we expect 1 option to be completed.</b></li> <li>• So based the two options we can have accredited partners that are resellers, that means they will get, separate software pricing and implementation. So, can we use the direct processing from Oracle and use the partners to provide implementation proposal on that direct pricing? <b>Responding purely as an OEM or reseller or joint venture, we have provided Table 5 that you will have to respond to.</b></li> </ul>	

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	<ul style="list-style-type: none"> <li>• Are you able to reveal if Legal Aid SA currently uses any external cloud services example AWS? <b>No, not at the moment.</b></li> <li>• Will Legal Aid SA upload or attach the attendance of the briefing session as per requirement? <b>Yes, we will provide the prospective bidders attending the briefing session with the minutes of this meeting as well as the attendance register so that they are able to submit it as proof of their attendance.</b></li> <li>• Are you saying you need one original file inclusive RFP, DOC, technical or functional response and pricing or cost at submission? <b>Yes, we need one file. When you look at Legal Aid SA’s requirements, we need 1 physical file that has all the documents including the Annexures, as well as a USB containing the exact copy of what you have submitted physically.</b></li> <li>• My question is around price and preference which is stage three of the evaluation phase, I just wanted to get clarity if this particular bid is 80/20 or 90/10. <b>On the RFP we have provided for both; depending on the prices we will then apply the necessary price criteria.</b></li> <li>• I would like to also just perhaps ask and get clarity on the licencing. The given number of users is the expectation that we provide you the licencing for all of them for the duration of the contract or we can do it</li> </ul>	

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	<p>consider alternatives perhaps do one year or something of that sort. What is the expectation from your side around the licensing the user community within your organization? <b>The pricing template of an extra that we have probably provided now that licencing is part of the cost must be outlined and that licencing should be accounted for five years. Your pricing should contain the implementation, support and maintenance including the licencing and hosting for the period of five years.</b></p> <p><b>C. Resolutions (Action Items)</b></p> <ul style="list-style-type: none"> <li>• The presenter noted the extension request from the bidders and that Legal Aid SA will consider the request.</li> <li>• The minutes and the attendance register will be shared with the bidders.</li> </ul>	
<b>4.</b>	<b>Closure</b>	
4.1.	The meeting was adjourned at 11h00	Chairperson

**APPROVED**

**CHAIRPERSON:** Mmantsha Monwa

**DATE:** 2 April 2024




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