

MINUTES OF THE BRIEFING SESSION HELD ON: FRIDAY, 13 MAY 2024 @ 10:00 TO 11:00 – MS TEAMS VIRTUAL MEETING  
BID NUMBER: NERSA/2425/ICT/MSLA/BID001

<b>Attendance Register</b>	
	<p><b><u>NERSA REPRESENTATIVE:</u></b></p> <ol style="list-style-type: none"> <li>1. Mr Daniel Totten (Chairperson / CIO)</li> <li>2. Ms Zodwa Nkosi (Supply Chain Manager)</li> <li>3. Mr Israel Semela (ICT Commercial Officer)</li> <li>4. Mr Khomotso Tsoane (ICT Infrastructure Manager)</li> <li>5. Mr Stanley Radebe (Supply Chain Officer)</li> <li>6. Ms Tebogo Williams (Supply Chain Officer)</li> </ol>
<b>ITEM 1 Opening and Welcome</b>	
1	<ol style="list-style-type: none"> <li>1.1 Ms Nkosi declared the meeting open at 10:00, welcomed all present and introduced the NERSA team.</li> <li>1.2 She confirmed to the attendees that the briefing session was for the appointment of a service provider to supply Microsoft software licenses and software assurance to NERSA for a period of three (3) years.</li> <li>1.3 Bidders were forwarded the link to join the meeting.</li> <li>1.4 The attendees were informed that the meeting is a non-compulsory briefing session and that bidders who did not attend the session will be considered for evaluation. Therefore, bidders that did not attend the meeting will not be disqualified.</li> <li>1.5 She took attendees through the rules for virtual briefing session. <ul style="list-style-type: none"> <li>• Keep your video camera off at all times during the meeting. Use your mic icon to select mute or unmute. It is recommended that mics be on mute unless the participant is allowed to speak. This is to ensure that there is no audio feedback, which makes it difficult for the other meeting participants to hear the person who is speaking. Participants are discouraged from connecting into two devices as this also gives bad audio feedback. To get the attention of the presiding officer (Chairperson), you must raise your hand and once permitted to speak unmute your mic and mute at the end of your input. Immediately after you have made your input, always ensure that your hand is lowered to avoid a lingering hand. During the time that you are speaking, be precise in order to save time.</li> <li>• Ensure that you have the necessary supporting documents such as the bid documents to be able to respond to questions for clarity without delay, where applicable.</li> <li>• The chatroom should only be used to communicate a message to the Chairperson or any matter pertaining to the meeting.</li> <li>• Private chats should be kept private in the chatroom and not be visible to other participants, and</li> <li>• Any comment/statement made in the chatroom may constitute an official record of the meeting.</li> </ul> </li> </ol>

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	<p>1.6 She stated that it is assumed that all attendees have read/studied the presentation that accompanied the bid document to disseminate key information usually presented at briefing sessions to assist prospective bidders regarding the SCM procedures and technical requirements to allow bidders to have a common understanding of the bidding requirements in order to prepare a suitable proposal. Therefore, the session is mainly for clarification purposes.</p> <p>1.7 It is the responsibility of bidders to take their own notes or recordings of the discussions and clarifications during the session in order to prepare a suitable proposal.</p> <p>1.8 Bidders were afforded an opportunity to send their questions from the date of bid publication. The closing date to send queries is no later than 12h00 on <b>06 May 2024</b> to <a href="mailto:briefingsessions@nersa.org.za">briefingsessions@nersa.org.za</a> and should quote the bid reference number on the email. No clarification or query will be attended to after this date and time. Telephonic requests for clarification will not be accepted. Responses to the queries will be circulated together with the minutes of the virtual briefing session on <b>07 May 2024</b> to all attendees and non-attendees. (See page 5 of the bid document).</p> <p>1.9 Bidders are required to confirm attendance of the meeting by sending an email to <a href="mailto:briefingsessions@nersa.org.za">briefingsessions@nersa.org.za</a> on chat room.</p>
<p><b>ITEM 2</b> <b>Supply Chain Management Processes</b></p>	
2	<p>Ms Nkosi gave a detailed description of the Supply Chain Management (SCM) processes as follows:</p> <ul style="list-style-type: none"> <li>• The Closing Date and Time for the bid submission is <b>13 May 2024</b> at 11:00 as per the official Telkom time (Dial 1026). Late bids will not be accepted by NERSA under any circumstances.</li> <li>• Bidders must be a Microsoft Accredited Partner to supply and deliver the required software and proof of being a Microsoft Accredited Partner must be attached. Failure to provide proof of being a Microsoft Accredited Partner will invalidate the proposal.</li> <li>• One original version plus a memory stick that contains the duplicate of the original submission i.e. that includes the bid document with all its attachments (See page 5 to 6 of the bid document).</li> <li>• The memory stick will be used by each panel member of the Evaluation Panel for evaluation purposes. NERSA shall not make copies or duplicate the USB of bidder's proposals in order to ensure that NERSA is not accused of changing the content of bidder's documents.</li> <li>• Submission of proposals from international suppliers must be couriered to reach the offices by closing date and time to: The Procurement Manager, NERSA, Tender Box, Kulawula House, 526 Madiba (Vermeulen) Street, Arcadia, Pretoria.</li> <li>• One (1) original financial proposal/pricing schedule must be submitted separately in a sealed envelope. The pricing schedule is on page 50 to 51 of the bid document that should be completed in the prescribed format only.</li> <li>• Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE and will not be disqualified from the bidding process. They will score zero (0) points on selection criteria.</li> <li>• International bidders do not have to be a locally registered entity in South Africa in order to bid. See QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS on the Invitation to Bid Form. Therefore, if responses to all questionnaire were no, then it's not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS).</li> <li>• A bidder that fails to meet the above stipulated qualifying criteria will be disqualified from the bidding process.</li> </ul>

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	<ul style="list-style-type: none"> <li>• All bidders that comply with the minimum requirements will be evaluated as follows: Compliance to minimum requirements, selection criteria, Presentations of the online tool/system to be used to access online legal publications, Price and specific goal as indicated on page 13 to 15 of the bid document.</li> <li>• Bidders must score a minimum of 60% on selection criteria to qualify to be evaluated on Price and specific goals as per the evaluation criteria. Therefore, bidders should draft their proposals to address evaluation criteria on page 12 to 13 of the bid document.</li> <li>• Bidders are required to submit as part of their bid document all the documentation on page 15 to 18 of the bid document. All the required documents must be submitted as part of the bid for compliance with the bid requirements and to avoid automatic disqualification for not complying with bidding requirements.</li> <li>• All the special conditions of bid from page 22 to 32 of the bid document must be accepted by confirming a response to each paragraph, and any deviation should be indicated in the provided response section. However, NERSA reserves the right not to accept any deviations as these conditions are in line with the Government General Conditions of Contract (GCC) that may not be amended. Bidders should also refrain from using their own Terms &amp; Conditions that will be contradictory to the special conditions of bid and GCC. Failure to withdraw/waive or to renounce the bidder's own Terms &amp; Conditions, when called upon to do so, may invalidate the bid.</li> <li>• Bidders must be registered on the National Treasury Central Supplier Database (CSD) prior to submitting their bid on the closing date. A CSD registration summary report must be submitted together with the bid document or a Central Supplier Database Number must be provided on the Invitation to Bid Form.</li> <li>• A SARS pin letter must be submitted to enable NERSA to view the taxpayer's profile and tax status. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of SARS pin letter/CSD Number.</li> <li>• Bidders are required to submit reference checks letters for all projects on the track record as part of the proposal by Friday, <b>17 May 2024</b> at 16:00. A template for reference check letters that must be completed by the referees in the prescribed format only is on page 18 of the bid document. This document must be completed by the referee and included in the bid submission. Alternatively, an existing reference letter may be used for this purpose provided it contains all information required in the NERSA standard template and must not be older than one year.</li> <li>• NERSA shall contact references provided in this bid. A minimum of three positive references will be acceptable. We further retain the discretion to appoint and conclude this bid.</li> <li>• Foreign bidders are drawn to the questionnaire on the Invitation to Bid Form on page 44 regarding tax compliance.</li> <li>• The successful bidder may be subjected to security screening/vetting process.</li> </ul>
<b>ITEM 3</b> <b>Questions and answers</b>	
<p>3</p>	<p>3.1 Can bidders be provided with previous contract Agreement Number? <b>Enterprise Agreement Number: 35E66079; Enrolment Number: 48703961; Company Name: National Energy Regulator of South Africa (NERSA).</b></p> <p>3.2 Is there a specific Microsoft Accredited Partner prescribed for this bid? No, any reseller of Microsoft licences can offer their bid.</p>

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	<p>3.3 Clarity was sought to repeat the point on reference checks letters? <b>NERSA has standardise the format in which reference letters should be submitted as per the template on page 18 of the bid document. Bidders are required to submit reference letters that must be completed by the bidders referee’s (previous/current clients) and be included in the bid submission or to be submitted on Friday, 17 May 2024 at 16:00. Alternatively, an existing reference letter may be used for this purpose provided it contains all information required in the NERSA standard template and must not be older than one year.</b></p> <p>3.4 Please confirm the two deadlines regarding references in the bid document? <b>The closing date and time for the bid submission is on Monday, 13 May 2024 at 11:00 with reference letters. Alternatively, bidders can submit reference letters for all listed projects on the track record by Friday, 17 May 2024 at 16:00.</b></p>
<p><b>ITEM 5 Closure</b></p>	
<p>The meeting was closed at 10:45. Ms Nkosi requested bidders to ensure that they deliver their bid documents <b>before 11:00 on 13 May 2024</b> as no late bid will be accepted after the closing date and time.</p> <p>She thanked the attendees for showing interest to bid and for their participation during the session.</p>	

**Approval of the minutes by:**

Stanley Radebe  
 Mr Stanley Radebe (Supply Chain Officer)  
**Date: 03 May 2024**

Daniel Totten  
 Mr Daniel Totten (Chairperson / CIO)  
**Date: 03 May 2024**