

MINUTES OF THE BRIEFING SESSION HELD ON: TUESDAY, 03 JUNE 2025 @ 10:00 TO 10:39 – MS TEAMS VIRTUAL MEETING
BID NUMBER: NERSA/2526/ICT/DRS/BID008

Attendance Register	
	<p><u>NERSA REPRESENTATIVE:</u></p> <ol style="list-style-type: none"> 1. Daniel Totten (CIO • ICT) 2. Khomotso C. Tsoane (ICT Infrastructure Manager) 3. Israel Semela (Applications Support Officer) 4. Mlingani Mavimbela (Senior SCM Officer) 5. James Mafalo (Supply Chain Management Co-Ordinator) 6. Maziya Sibeko (SCM Intern)
ITEM 1 Opening and Welcome	
1	<ol style="list-style-type: none"> 1.1 Mr Mavimbela declared the meeting open at 10:00, welcomed all present and introduced the NERSA team. 1.2 He confirmed to the attendees that the briefing session was for the appointment of a service provider for the provision of disaster recovery services to the national energy regulator of South Africa (NERSA) for a period of three (3) years. 1.3 Bidders were forwarded the link to join the meeting. 1.4 The attendees were informed that the meeting is a non-compulsory briefing session and that bidders who did not attend the session are welcomed to submit their proposals and will be considered for evaluation. Therefore, bidders that did not attend the meeting will not be disqualified. 1.5 He took attendees through the rules for virtual briefing session as follows: <ul style="list-style-type: none"> • 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), participants should raise their hands and once permitted to speak should unmute the mic and mute at the end of providing input. Immediately after making input, always ensure that the hand is lowered to avoid a lingering hand. During the time that of speaking, participants are required to be precise in order to save time. • Participants to ensure that they have the necessary supporting documents such as the bid documents to be able to respond to questions for clarity without delay, where applicable. • The chatroom should only be used to communicate a message to the Chairperson or any matter pertaining to the meeting. • Private chats should be kept private in the chatroom and not be visible to other participants, and • Any comment/statement made in the chatroom may constitute an official record of the meeting. 1.6 He stated that it is assumed that all attendees have read/studied the bid document to disseminate key information to assist them regarding the SCM procedures and technical requirements to allow them to have a common understanding of the bidding requirements in order to prepare a suitable proposal. Therefore, the session is mainly for clarification purposes.

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	<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 on 26 May 2025. However, bidders can further send queries relating to briefingsessions@nersa.org.za no later than 12h00 on 04 June 2025 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.</p> <p>1.9 Responses to the queries will be circulated together with the briefing session minutes on 05 June 2025 to all attendees and non-attendees.</p>
<p style="text-align: center;">ITEM 2 Supply Chain Management Processes</p>	
2	<p>Mr Mavimbela gave a detailed description of the Supply Chain Management (SCM) processes as follows:</p> <ul style="list-style-type: none"> The Closing Date and Time for the bid submission is 17 June 2025 at 11:00 as per the official Telkom time (Dial 1026). Late bids will not be accepted by NERSA under any circumstances. Bid Validity period is 120 Business Days from Closing Date to 15 October 2025. Bidders should allow time to access the premises due to security arrangements that need to be observed. In addition, bidders will be required to sign a tender register at the reception when dropping of the bids. One original version plus a USB that contains the duplicate of the original submission i.e. that includes the bid document with all its attachments. 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. Submission of proposals must be delivered/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. The bid evaluation process shall be carried out in four (4) stages namely: Stage 1: Administrative Requirements, Stage 2: Selection Criteria (minimum score of 60 points), Stage 3: Physical Site Visit (minimum score of 60 points) and Stage 4: Price and Specific Goals. On stage 1: CSD registration summary report, SARS Tax Compliance unique PIN letter, Valid B-BBEE Certificate, Sworn Affidavit for EMEs and all standard bidding forms must be fully completed and signed in ink, namely Bidder's Disclosure and Preference Points Claim. On stage 2: All bidders who score less than 60% (which is 60 points out of 100 points) on functionality, will not be considered further and will be regarded as having submitted a non-responsive bid and will be disqualified for stage 3 On stage 3: All bidders who score less than 60% (which is 60.00 points out of 100 points) points for the physical site visit will not be considered further and will be regarded as having submitted a non-responsive bid and will be disqualified from further evaluation. On stage 3: Only those bids that achieved the minimum qualifying percentage on selection criteria will be evaluated further in accordance with the 80/20 preference point system <u>Bidders are requested to submit proposals containing the following information:</u> <ul style="list-style-type: none"> ❖ Project initiation plan demonstrating how the bidder proposes to commence with the project taking into account NERSA's current replication services of its servers and systems to a disaster recovery facility (Table 1)

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	<ul style="list-style-type: none"> ❖ Experience of the Account Manager to be assigned to NERSA during the course of the Three (3) year contract for the provision of disaster recovery services ❖ Experience of service provider in similar services: Track record of similar projects undertaken in the provision of disaster recovery services with contactable reference.
ITEM 3 Technical process	
3	Mr. Daniel Totten summarised on a high level the technical service required in terms of the bid document.
ITEM 4 Questions and answers	
4	<p>4.1 Bidders asked why the existing reference letter must not be older than three years e.g. five years. NERSA indicated that the 3 years is sufficient because that will show the bidder has completed a similar project recently.</p> <p>4.2 What are the data retention policies for off-site backups? Its 8 days.</p> <p>4.3 How long should the data be stored? Its 8 days.</p> <p>4.4 Does NERSA have procedures for data retention? Internally yes. For DR purpose data only have to be retained on disk.</p> <p>4.5 Is NERSA interested in the visit to Data Centre or in the Disaster Recovery Centre? Is there a limit for a site visit e.g. can site visit be done in Cape Town or in Durban? NERSA indicated that they interested in both, and site visit will have to be conducted for both centres and there is no limit in terms of the visit however the facilities must be 25 kilometres away from NERSA Office.</p> <p>4.6 Will a proposed Disaster Recovery Centre hosted by public centres be compliant with the bid e.g. Microsoft Azure platforms. The requirement of the bid is that the facilities must be accessible for inspection and as for Microsoft, it have Disaster Recovery Centre in South Africa one in Midrand and one in Cape Town. So it is the responsibilities of the bidder to liaise with the Disaster Recovery Centre to make the facilities available at the time of visit.</p>

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ITEM 5
Closure

The meeting was closed at 10:39 Mr Mavimbela requested bidders to ensure that they deliver their bid documents **before 11:00 on 17 June 2025** as no late bid will be accepted after the closing date and time.

Bidders should allow time to access the premises due to security arrangements that need to be observed. In addition, bidders will be required to sign a tender register at the reception when dropping of the bids.

He thanked the attendees for showing interest to bid and for their participation during the session.

Approval of the minutes by:

M Sibeko

Mr Maziya Sibeko (SCM intern)

Date: 05 June 2025

Mlingani Mavimbela

Mr Mlingani Mavimbela (Senior SCM Officer)

Date: 05 June 2025