



MINUTES OF THE BSC MEETING FOR SUPPLY AND IMPLEMENTATION OF A CLOUDBASED ERP SOLUTION FOR LEGAL AID SA WITH HOSTING AND OPERATIONAL SUPPORT FOR A PERIOD OF FIVE YEARS 01 MARCH 2024 MICROSOFT TEAMS FROM 10H00 AM TO 13H00 PM.

Present:

Leballo Monethi (Chairperson)
 Sibongile Nkomo
 Keitumetse Molefe
 Buhle Sesiko
 Manqoba Sibiya
 Mabje Nkadimeng
 Mmathebe Dipela
 Mulalo Nekokwane
 Nicolene Wolmarans

Apologies:

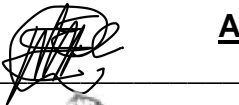
No Apologies
 Emmanuel Nkosingiphile Zulu
 Ndivhuho Madzhe


BEC Secretariat: Rirhandzu Maluleke

No	Items	Responsible Person
1.	Opening and Welcomes	
1.1.	The Chairperson welcomed all present and declared the meeting opened.	Chairperson
1.2.	<u>Apologies</u> Ndivhuho Madzhe on leave and Emmanuel Nkosingiphile Zulu attending the training.	Chairperson
2.	Specification ERP	
2.1.	<ul style="list-style-type: none"> The chairperson outlined the purpose of the meeting as to discuss the review of software and implementation 	BEC

No	Items	Responsible Person
	<p>services for enterprise resources planning (ERP) Specification and went through the specification with the members of the BSC.</p> <ul style="list-style-type: none"> • The chairperson went through the specification that was projected to all the members of the BSC and highlighted all the changes from the previous document. • The BSC noted that they should include the compulsory briefing session for the tender for the bidders to have time and ask more questions regarding the tender. • The BSC noted that the project scope is with regards to the training and document requirements nothing has changed from the previous scope of work. • The service provider who has OEM accreditation and that accreditation, should include the following reseller, implementer and certified in training for the recommended ERP solution. • The BSC members noted that from the previous tender that no all bidders were able to propose the solution for fleet management, as it was not part of their proposed ERP system. • The BSC noted that the training requirement should also cover the training for executives on how to monitor and track their respective KPI's on the ERP system. It was also noted that the way in which the executive could track their department process is different from the normal users, and hence the training for executives was also supported by the BEC member, specifically for decision making. • The BSC members noted not to include the Pre-qualification criteria the document will have started with the administrative documents followed by supporting documents, phase three evaluation criteria, phase four pricing and phase five demonstration of the system. • The bidder should score 70% on functionality to be evaluated further to price and BEE. • The BSC noted that the tender will have the condition to be evaluated on 90/10 or 80/20 as a bid condition. 	

No	Items	Responsible Person
	<p style="text-align: center;">Resolution</p> <p>The BSC members agreed on the document to be circulated to all the members for the comments and approve the RFP on round robin on the 5th of March 2024. SCM will seek the approval from the COO for the tender to be advertised on the 11th of March 2024.</p>	
3.	Closure	
3.1.	The meeting was adjourned at 13H00PM	Chairperson

CHAIRPERSON:  **APPROVED** DATE: 06 March 2024

SECRETARIAT:  DATE: 06 March 2024