

TENDER BRIEFING / CLARIFICATION SESSION**MINUTES**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CORC: INFORMATION SYSTEMS & TECHNOLOGY

Page | 1

TENDER NO: 187S/2021/22**DESCRIPTION: Appointment of a Panel of Service Providers for the Provision of SAP Services to the City of Cape Town****MEETING CALLED BY: SCM on behalf of – Information System & Technology****SESSION DATE:** 11 February 2022**SESSION TIME:** 10:00a.m – 11:00a.m**SESSION VENUE:** Skype Meeting**SESSION TYPE:** Non- Compulsory Briefing Session**FACILITATOR(S)** Lionellee Kalonda-Badibanga, Mughammad Johaar

NAME AND SURNAME	REPRESENTING
Lionellee Kalonda-Badibanga	SCM
Keikenametsi Ntaba	SCM
Mughammad Johaar	IS&T
Adri Janse van Rensburg	IS&T
Nonceba N Gxavu	IS&T
Zynunisa Mobara	IS&T
Ricky Williams	IS&T

a) Welcome, Introduction – Tender Document /Lionellee Kalonda-Badibanga

Lionellee Kalonda-Badibanga, from City of Cape Town Supply Chain Management Department. She briefly highlighted the purpose of the meeting and advised that this was a Non-Compulsory Briefing Session and therefore all bidders who would like to submit a bid for this project may do so. Bidders were requested to provide their names, surnames, email addresses and the company names that they were representing on the IM box. The minutes of the meeting and a presentation will be sent out to the public together with a Notice No.1 to Tenderers.

- Suppliers were informed of the tender closing time and date. They were advised that they were allowed to submit their tender documents before the closing date, and that they don't have to wait for the 07th March 2022 at 10:00 as they may encounter difficulties with making it on time to the City's offices.
- Potential bidders were advised to adhere to communication protocol provided in the tender document and preferable should only communicate in writing to the City representative, **Adri Janse van Rensburg** using

<p style="text-align: center;">TENDER BRIEFING / CLARIFICATION SESSION</p> <p style="text-align: center;">MINUTES</p>	 <p>CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD</p>
<p style="text-align: center;">CORC: INFORMATION SYSTEMS & TECHNOLOGY</p>	<p style="text-align: right;">Page 2</p>

contact details provided in the tender document.

- Related technical or compliance questions should be submitted to the City of Cape Town representative and the City will respond to them accordingly in a form of a notice. The questions can be asked anytime during the tender advert until 28 February 2022 which is 7 days before the tender closing date and no questions will be responded to thereafter.
- Tender document consists of 3 volumes and tenderers to return the whole tender document with 3 volumes as failure to do so will result in a non-responsive bid
 - Volume 1 – Tender Procedures.
 - Volume 2 – Returnable Document.
 - Volume 3 – Draft Tender Contract.
- Bidders to provide two (2) contact names, email addresses and contactable telephone numbers when submitting their tender document.
- Tenderers that are not registered for CSD or City of Cape Town Supplier Database are encouraged to register for CSD and SAP, however this does not prevent them from submitting their tender document as the City will request that information at tender award stage should they become the successful tenderer.
- The minimum qualifying score for functionality evaluation is **25 points** out of a maximum of **40 points**.
- Please be aware the 90/10 Preference Point System will be used, whereby 90 points is for pricing and 10 points is for BBBEE.
- The City of Cape Town intends to award this tender to a panel of partners (up to a maximum of 5 [five] service providers).
- Pricing – provide fixed rates and prices for the duration of the contract that are not subject to adjustment and tenderers to provide prices for all items.
- No local content applicable to this tender.
- Suppliers to disclose their BBBEE points and indicator on Schedule 3. They also need to submit a valid BBBEE certificate or original signed Sworn Affidavit together their tender document.
- Insurance can be completed but it is not a requirement to have it by close of tender however should you be awarded it will be required to provide the City with that insurance liability.
- Occupational Health and Safety agreement needs to be completed. If you are a company with employees you must have a COIDA or you must be registered for COIDA and you need to attach the COIDA certificate. This information will be required by the City of Cape Town if your company were to be awarded the tender.
- Tenderers were advised to familiarize themselves with the tenderer's obligations and need to carefully

<p style="text-align: center;">TENDER BRIEFING / CLARIFICATION SESSION</p> <p style="text-align: center;">MINUTES</p>	 <p>CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD</p>
<p style="text-align: center;">CORC: INFORMATION SYSTEMS & TECHNOLOGY</p>	<p style="text-align: right;">Page 3</p>

read through the tender document. They were also advised to read through the negotiations with preferred bidders in order to better understand them.

- Penalty: there's quite a list of penalties and tenderers were advised to make themselves aware of it as they will also be included in an MOA at an award stage.

b) Technical Specification – Mughammad Johaar

Purpose of the tender

- The CCT's information system is built to provide crucial information with the intent of improving decision-making. The purpose is to help transform the CCT to meet present and future demands for both internal and external stakeholders.
 - Tenderers should note that key additional resources are required for SAP Integration/Implementation services. For example: Short-term (0-3 months), Medium term (4-12 months) and Long term (13–24 months).
 - This tender is intended to give the CCT (City of Cape Town), a vehicle to purchase SAP Implementation Services to a panel of partners (up to a maximum of 5 [five] service providers).
 - The panel of Service Providers will be utilised as and when required by the CCT, meaning that the tender is ADHOC services.
 - Tenderers will be evaluated on functionality. The functionality evaluation will be based on information provided for (Previous relevant experience – such projects to be attached in Schedule 15A) and (SAP Partner level – the proof of SAP Partner level Certificate to be attached in Schedule 15B).
- ☐ Pricing – tenderers to provide prices per year for a period of 3 (three) years.
 - ☐ The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule.
 - ☐ Tenderers will be evaluated based on the information they have submitted by the close date of tender, therefore they need to make sure that they submit as much information for the purpose of the evaluation.

TENDER BRIEFING / CLARIFICATION SESSION MINUTES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
CORC: INFORMATION SYSTEMS & TECHNOLOGY		Page 4

No.	Question	Response	Responding Entity	Response Date
Q 1.	For which SAP Modules are resources required?	The SAP landscape is attached. A scope brief will be issued as and when SAP development work is required on any of the current SAP modules.	IS&T	11 February 2022
Q 2.	Is this a re-issue or a new tender advertised?	This is not a re-issue tender. Currently the City has 266S/2018/19 which is an existing tender; therefore this is a completely new tender.	SCM	11 February 2022
Q 3.	For clarity, is it a must to sub-contract as it is a 90/10 system?	No, the tender document does not require the pre-qualification, therefore you do not need to sub-contact unless you wish to do so.	SCM	11 February 2022
Q 4.	Do the tenderers need to respond to all resources? For examples, can we submit for all resources except PM resources?	Tenderers need to respond to all resources as requested in tender document.	IS&T	11 February 2022
Q 5.	Is preference given to companies that are around Cape Town?	No, you are allowed to submit your tender document regardless of the province or country for as long as you will be able to provide services to the City whenever you are to do so. So the tender is not area restricted.	SCM	11 February 2022
Q 6.	Do you require Draft Sub-contract agreements where companies will support a Sub contract model?	<p>As indicated in Schedule 3 of the Returnable documents, you will have to complete the declaration on page 39 where you will indicate that you are intending to subcontract at what percentage.</p> <p>The City will confirm with an email to tenderers in relation to the completion of (Pro Forma) 14.2 – BBBEE Sub-Contract Expenditure Report.</p>	SCM	11 February 2022

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



CORC: INFORMATION SYSTEMS & TECHNOLOGY

Page | 5

Q 7.	Is there a time period you require company references for? For example can reference be from 5 years ago.	The tender document is silent about the time period but it will be beneficial to provide the most recent experiences.	IS&T	11 February 2022
Q 8.	The evaluation will only be based on the resources submitted? Or will we also be evaluated on the technical proposal as well?	The mandatory requirements is for eligibility selection. Thereafter the evaluation will be based on the resource information and rates.	IS&T	11 February 2022
Q 9.	Is the current thinking that all work will be remote and work from home (WFM)?	In general remote work will be allowed but there could also be tasks that require physical presence on site. It all depends on the scope brief.	IS&T	11 February 2022
Q 10.	On resources submitted – do the same resources need to be available at the time of contract? Or will you allow a similar to or better than approach?	Tender is being awarded to a company and resources will be evaluated in the secondary procurement process.	SCM	11 February 2022
Q 11.	What is the turnaround time in terms of the contract to resume?	From the date of commencement until 30 June 2025.	SCM	11 February 2022
Q 12.	What is the process of following up on our SCM supplier Database number?	Tenderers will need to follow up with the City's Supplier Management Office via email address Supplier.Management@capetown.gov.za .	SCM	11 February 2022
Q 13.	Also, there & apos's normally a rule of maximum offshoring of 25%. I assume that applies here as well? SCM: Just verify grammar	There's no clause in the tender conditions that dictates where the source income should be from and how much it should be, therefore that does not apply at the City of Cape Town.	SCM	11 February 2022
Q 14.	I might have missed the validity period on the document is there a validity period after submission?	Warrants that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document. Notwithstanding the period	SCM	11 February 2022

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CORC: INFORMATION SYSTEMS & TECHNOLOGY

Page | 6

		stated above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the City is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement and administrative processes and upon approval by the City Manager.		
Q 15.	Is the tender submission only allowed via tender box?	Unfortunately yes tenderers need to submit tender documents in the tender box as the City have not moved to the online system as yet. You are allowed to courier the document if you are outside the boundaries of the City of Cape Town but make sure that you get a copy from the courier signed by the City of Cape Town Official.	SCM	11 February 2022
Q 16.	Does previous relevant experience have a time constraint? Can reference be from 5 years ago?	Please refer to Q7	IS&T	11 February 2022
Q 17.	Can we bid for only 1 SAP Module, or must it be for all the SAP modules that are running at the City?	It is advisable to be able to offer SAP implementation services across the SAP landscape as it is an ERP systems with lots of integrated solution requirements.	IS&T	11 February 2022

MEETING ADJOURNED @ 11:00 am

I Adri Janse van Rensburg, the chairperson of the Briefing Meeting, confirm the above minutes are correct and a true reflection of the discussions at meeting.

SIGNATURE OF THE CHAIRPERSON: _____ DATE: _____
(In consultation with attendees of the briefing meeting)

TENDER BRIEFING / CLARIFICATION SESSION

MINUTES



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CORC: INFORMATION SYSTEMS & TECHNOLOGY

Page | 7