

Minutes of the Compulsory Briefing Session for Tender No: 05/2024 Smart Document Generation held on 13 May 2024 at 10H00, Virtual Microsoft Teams

BSC Members Present:

Upkaar Mungar	: LD & Special Project Manager (Chairperson)
Buhle Sesiko	: Procurement Manager
Elizabeth Nieuwoudt	: Head of Office
Hanoneshea Hendricks	: National Legal Manager - Civil
Joe Khosa	: eLAA Project Manager
Ndivhuho Madzhie	: Financial Manager – Expenditure
Sibongile Nkomo	: Business Analyst
Zinzi Letebele	: Secretariat

Invitees

Prospective Bidders (See MS Teams attendance register)

Apologies:

Curt Coetzee	: Principal Legal Practitioner – Civil
Keitumetse Molefe	: SCM Compliance and Contract Manager

No	Items	Responsible Person
1.	Opening and Welcomes	
1.1	The Chairperson welcomed, greeted all present and declared the briefing session open.	Chairperson
2.	Purpose	
2.1	Compulsory Briefing Session for tender no. 05/2024 - Provision of Single Source Software Solution for Smart Document Generation Which Integrates With Either of Legal Aid SA Existing Electronic Libraries And The Legal Aid Administration System (ELAA) For A Period Of Three (3) Years.	
3	Discussion	
3.1	The following was presented by Mr Upkaar Mungar: - The Request for Proposal (RFP) document was presented together with Annexure A and Annexure B specification document. - The presenter outlined the technical requirements, scope of work, warranty, maintenance and support. - The presenter went through the pricing, documents checklist and evaluation criteria.	Presenter

No	Items	Responsible Person
	- The closing date and time was emphasized and the prospective bidders were informed that late bids will not be accepted or considered for evaluation. - The bid conditions were emphasized and brought to the attention of all attendees. - The attendance register and minutes shall be circulated to all bidders in attendance.	
3.2	Questions and Answers Q: Roughly on a monthly basis, how many documents get generated? A: Rough estimate would be about 1200 documents, but there are months where that goes up a lot, and then there's certain months obviously like December where we work for half the month, so it's half for that month. Q: We've seen the 163 document templates and heard the monthly average. There is mention of the expectation that the solution gets backfilled, so what volume of documents are we looking at in terms of historical documents? A: We have 194,000 documents. So, I would roughly say by the time we get around to this, it would be in the region of 200,000. Q: What is the current ERP system that your institution is using as well as the name of the DMS solution currently being used? A: We are currently using two ERP systems, although we are in the process to replace them, we use SAP for HR and SYSPRO for Finance. There is an intention to replace these systems and we are currently in the procurement process stage to replace them. Q: An extended question, in terms of the alignment of implementing this solution, the ERP system, is that line parallel or one will come after the other? A: They are two separate projects running in parallel and should there be a need in terms of functionality to integrate the two, that will be considered by the architecture team of the Legal Aid SA. The procurement phase of the two are running in parallel. Also, to add on, one of the requirements is that whatever system is brought in, it should integrate to our core system. We have a core system which is eLAA (electronic Legal Aid Application) that is running on K2 and also using SharePoint as a document manager. So that is one system that we have a requirement that you should integrate to, that is eLAA running on K2.	Bid specification Committee (BSC) members
4	Closure	
4.1	Meeting adjourned at 10:35am.	Chairperson

CHAIRPERSON: URMungar

DATE: 16 May 2024

SECRETARIAT: Zinzi Letebele (signed electronically)

DATE: 16 May 2024