



**MINUTES OF THE COMPULSORY BRIEFING SESSION HELD ON 20 OCTOBER 2023 AT 10:00 -11:30 ON MICROSOFT TEAMS.**

**Chairperson:**

1. Leballo Monethi - (BEC Chairperson): Presenter

**Present Bid Specification Committee members**

2. Mabje Nkadimeng- Supply Chain Manager
3. Buhle Sesiko- Procurement Manager (Briefing Session Facilitator)
4. Tsholofelo Gabela- SAP & HR Administration Manager
5. Mmathebe Phibian Dipela- Management Accountant
6. Ndivhuho Madzhie- Financial Manager Expenditure
7. Manqoba Sibiya- Debtors & Fixed Assets Manager
8. Keitumetse Molefe- SCM Compliance and Contract Manager
9. Mmabatho Phasha – eLearning Specialist.
10. Sibongile Nkomo – Business Analyst
11. Rirhandzu Maluleke -Secretariat

**Invitees**

Number of Attendees	Name & Surname	Company Name
1	CHIPE MOGOBOYA	ULWEMBU BUSINESS SERVICES
2	Bheki Xulu	Xiquel Group
3	Ronel Truter	Breitech (Pty) Ltd
4	Suomit Arora	Tech Mahindra SA (pty) Ltd
5	Ryk Cloete	Oracle
6	Mark Timms	Oracle SA
7	Sedibeng Sefadi	Sage Informatics
8	Julian Maharaj,	IQBusiness
9	Laetitia Cassidy	SoluGrowth,
10	Shaun May	4Sight
11	Xola Nkuhlu	PricewaterhouseCoopers
12	Lesley Viele	Personnel Visions Pty Ltd

13	Mapula Malematja	Soma solutions
14	Lize Hubbard	EOH Mthombo (Pty) Ltd
15	Stefan Jacobs	Oracle
16	Yash Singh	In2IT Pty Ltd
17	Likhona Mlamla	Afrocentric Intellectual Property (PTY) LTD
18	Ebrahim Lagardien	Dimension Data /NTT
19	Prince Gumbi	Croc Enterprises PTY LTD
20	Eldon Bothma	Braintree
21	Nicklesh Singh	Adapt IT
22	Bernard Vertenten	DAC Systems
23	Saadia Sali,	EOH
24	Jessica McCord,	iNCO Creative
25	Oonikho Zilwa	Netmarks IT Group
26	Gary Khan	EOH Mthombo (Pty) Ltd
27	Daren Mudaly	Eco X (Pepper Potts)
28	Prince Ramoshaba	Altron Karabina
29	Jean Pretorius	Dynaworx (Pty) Ltd
30	Sibonelesihle Sibeko	Adapt IT
31	Muhammad Kola	Cloud Telecoms
32	Pius Mashaba	Lerumo Mashaba Technologies (Pty)Ltd
33	Njabulo Nzimande	Altron
34	Pravir Sutram Rai	iOCO (Pty) Ltd.
35	Sesona Mkiva	Global IT Partners
36	Mfanakayise Msane	Nated Systems
37	Queen Mabena	PTP Integrated (Pty) Ltd
38	Katlego Khobane	Tipp Focus Holdings Pty Ltd
39	Siyabonga Mthombeni	One Connect Solutions
40	Mvunyelwa Muzomuhle Nkosi	MOOZIEMOO CONSULTANCY PTY LTD
41	Neo Bertrand	Mfundopedia
42	Vusi Cossa	Global Computing And Telecoms (PTY) LTD
43	Keith Jennings	Dimension Data/NTT
44	Nirbana Lalsai	Augmetic
45	Kevin Makgoka	Soma solutions
46	Jabu Tshivhase	Mfundopedia
47	Oteng Semele	AdvisoryIT (Pty) Ltd
48	Corette Barham	EOH
49	Dephney Tseisi	Zakheni ICT
50	Shingi Chikwanha	Praxis Computing
51	Lucinda Borman	Idol Consulting Firm (pty) Ltd

52	Bongani Bendile	Oracle
53	Lerato Dlova	Mfundopedia
54	Tobi Oluwasona	PTP Integrated (Pty) Ltd
55	Grant McClymont	ETS Innovations
56	Thomas Gerenger-Craig	Dimension Data - NTT
57	Naailah Gora	Oracle
58	Zanezipho Nxumalo	Adapt IT
59	Caitlyn Poole	Oracle
60	Ernest Naila	Oracle
61	Bongeka Khwalo	Alteram solutions
62	Lomkhosi Dlamini	Technolibra Solutions (PTY) Ltd
63	Dumisani Moloji	Oracle
64	Wisdom Gondo	Omni Africa pty
65	Maxwell Mbatha	Voxtelecom
66	Baba Mbuli	AdapIT
67	Thabo Mntambo	Xiquel Group
68	Lerato Moerane	Unijess (Pty) Ltd
69	Muzi Khumalo	Nated Systems (Pty) Ltd
70	Mpho Lekeba	Oracle
71	Fati Maraba	Phuthumani IT Solutions (Pty) Ltd
72	Patrick Masilela	Phuthumani IT Solutions
73	Paul Meyer	NTT Dimension Data
74	Lebohlang Monaheng	Sizwe Africa IT Group
75	Bernard Mothoagae	Fractal Financial Advisors
76	Asanda Singata	Sourceworx
77	Mokgadi Malatji	OneConnect Solutions (pty) ltd
78	Nondumiso Mabaso	Oracle
79	Divin Lonji	Thrive Bureau Solutions ERP JV MICT Projects
80	Gugu Moyo	PTP Integrated (Pty) Ltd
81	Riana Ndouvhada	Lavari Solutions (Pty) Ltd
82	Nkazimulo Madiya	Just Dynamics Software Solutions
83	Paballo Mbuli	Global Computing and Telecoms (Pty) Ltd
84	Monique Joubert	Large Consulting Services
85	Evelyn Khoza	Global Computing and Telecoms (PTY) LTD
86	Vikram Peter	Winjit SA
87	Maruthi Prathi	SIZWE IT Africa Group
88	Gerrit Du Plessis	Dimension Data
89	Lethabo Mayekiso	Vodacom
90	Lebo Mabandu	ADK Technologies
91	Langa Kuboni	AfrocentricIP

92	Gilbert Makinana	Akhanya IT Innovations
93	Karen Theys	PwC
94	Palesa phalane	Luphahla Holdings (pty)ltd
95	Sujay Jamkhandi	Oracle
96	Mpho Mampeule	Dawn Technologies
97	Tebogo David Phalane	Tebelo Cleaning and Projects
98	Rhys Arnold	Alteram Solutions
99	Tienie Botha	
100	Unknown User	
101	Jean van Aardt	
102	Thembeke Gabela	BCX Centurion Offices

No	Items	Responsible Person
<b>1.</b>	<b>Opening and Welcomes</b>	
1.1.	<p>WELCOME</p> <p>Mr. Leballo Monethi welcomed all present, introduced the legal aid team to the prospective bidders for record purposes, and declared the meeting to have opened at 10:00 a.m. The bidders were requested to provide their email addresses and company names in the chat box.</p>	Presenter
1.2.	<p>All the representatives were requested to write their details as follows:</p> <p>Name and Surname, Company Name, email address and contact details. The information will be used to communicate further with them.</p> <p>Attendees:</p> <p>The briefing session was attended by the following representatives:</p>	Presenter
<b>2.</b>		

No	Items	Responsible Person
2.1.	<p data-bbox="347 285 1192 447"><b>A. Compulsory Briefing Session for bid number 502023: Supply and implementation of a cloud-based ERP solution for Legal Aid SA with hosting and operational support for a period of five years.</b></p> <p data-bbox="302 501 1036 535">The following was presented by Mr Leballo Monethi:</p> <ul data-bbox="347 594 1192 1459" style="list-style-type: none"> <li data-bbox="347 594 1192 737">• The Request for Proposal (RFP) document was presented, together with the annexure attached to the specification document.</li> <li data-bbox="347 762 1192 850">• The presenter outlined the scope of work and the different stages of the project.</li> <li data-bbox="347 875 1192 963">• The competencies required and the evaluation criteria to be applied were expanded on.</li> <li data-bbox="347 989 1192 1131">• Prospective bidders were informed of the critical importance of adhering to the criteria and the mandatory administrative compliance of the bid.</li> <li data-bbox="347 1157 1192 1350">• Prospective bidders were informed that late bids will not be accepted, any amended bid must be indicated as such, and the bidders must submit the original copy of the proposal.</li> <li data-bbox="347 1375 1192 1459">• The bid conditions were emphasised and brought to the attention of all attendees.</li> </ul> <p data-bbox="347 1686 760 1719"><b>B. Questions and Answers</b></p> <p data-bbox="302 1730 1192 1871">a) What is the installation base of the SAP system set already in the environment of Legal Aid? Is it an extension of SAP or an extension of additional</p>	<p data-bbox="1214 285 1472 405">Bid specification Committee (BSC)</p> <p data-bbox="1214 621 1357 655">Presenter</p>

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	<p>modules on the SAP platform and options? <b>No</b>, Any solution that could meet our requirements is an option that you can recommend.</p> <p>b) What version of SAP do you have? The version is ECC 6.1.</p> <p>c) <b>Please note that the fact that we have SAP and other ERP systems in our environment does not mean that we have preference over any system or that we are looking for a specific ERP system; we are in an open tender that is looking for any ERP solution from an OEM that meets our requirements. Legal Aid SA is open to any ERP system that can meet our requirements, and it will be fairly evaluated in line with the standards that are set in the requirements that are set.</b></p> <p>d) Are you looking for a private cloud solution? <b>No, Legal Aid SA is open to recommendations and proposals from the bidders on the best fit for purpose cloud-based implementation; we are not dictating the kind of cloud.</b></p> <p>e) where does the data residency you want it within the geographical limits of South Africa or you are open for the cloud data residence to be anywhere? <b>No, we are expected to maintain local sovereignty, so the ERP system and its associated data should reside within the borders of South Africa.</b></p> <p>f) Will the training be restricted to Johannesburg only, or are we rolling the training out to all the other offices? <b>Yes</b>, Legal Aid SA is spread across all the</p>	

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	<p>provinces, and thus the training would need to cover the whole of South Africa, so it will include other provinces as well, and bidders would be required to recommend the training methodology that will be effective.</p> <p>g) The tender has to be submitted physically to you; is there a reason why we can't submit it electronically? <b>Yes, currently, our systems and policies in terms of the supply chain are not accepting electronic proposals, and only submissions made physically in the tender box will be accepted in terms of their compliance.</b></p> <p>h) Would it be possible for you to share an Excel or Word copy with the bidding teams for completion? Or is their expectation that we work on the PDF? <b>Yes, the Excel sheet will be forwarded to the bidders after the briefing session.</b></p> <p>i) And then just in line with the same line of questioning the required returnable and such as table two, I believe it is the supplier information, the supplier compliance status, etc, is the expectation that we use the PDF copy to indicate our answers or will soft copies be shared of those documents or can we include that in our tender response in a separate format? <b>Yes, we would recommend that the bidders use the same format on the PDF to indicate the returnable; you can indicate it on the PDF so that we keep the same standards for evaluation purposes for all bidders.</b></p> <p>j) The certification requirements make reference to three separate certification items. Some OEMs only provide one certificate, which covers all three</p>	

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	<p>requirements. Will it be okay to submit one with an annexure showing what competencies have been accredited by the OEM? <b>The question has been noted, and we would consider this requirement and revert.</b></p> <p>k) The bidder must be a certified implementation partner who directly gives you the cost of software licences, and we can quote you for the implementation services, or do we need to cost you the lump sum from the partner and our implementation fees? <b>The expectation is that you will work closely with your preferred OEM to establish all the components required to deliver on these projects, including the commercials.</b></p> <p>l) Question about numbers of users, not necessarily on the specific section employees of 2800, and in the human resources requirements portion, you talk about talent management and performance management? <b>Yes, you will see that in terms of the finance domain requirements, we've listed the number of licences that relate to the current users according to their profiles and their roles in the system; however, under HR, we have listed the self-service requirements that will be accessible to the rest of the employees. This includes the ability to apply for leave, view your own payslip, IRP, and performance. Every employee is</b></p>	



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	<p>expected to have access to perform such functions on the ERP.</p> <p>m) Clarification questions, when is the deadline for sending clarification questions through? <b>We will confirm on the last date of confirmation questions, but all of the responses will be shared with everyone who's part of this briefing session.</b></p> <p>n) When are you estimating to kick off the implementation project? <b>We are estimating that somewhere between February and March we will kick off the project.</b></p> <p>o) When does your financial year end? <b>Our financial year close by end of March, so the 1st of April is the beginning of our new financial year.</b></p> <p>p) <b>Additional information: It is very important to note that we have estimated the implementation to take anything between 12 and 18 months, and we've divided the implementation into three phases, with phase one covering the common functionality, reporting, and workflow requirements and the entire finance management requirements, including the integration requirements. Phase two will comprise HR management modules and payroll. Phase three covers the scope of fleet management and time and attendance register requirements.</b></p> <p>q) <b>As alluded to, all submissions will be made at the National Office, 29 De Beer Street, Braamfontein, as outlined in the RFP. As requested, we will appreciate it if, together with your physical</b></p>	

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	<p>submission, you also attach a USB with all of your submissions.</p> <p>r) With Phase one, two, and three implementation plans, and the closing date of the tender for some RFP submissions is November. What is the turnaround time to make a decision about the winning bidder? <b>There are a number of internal processes that will take place, including the evaluation and the different levels of approval; however, we are planning to start the evaluation immediately after the closure of the tender. We are estimating that we will appoint and commend the project around March 2024.</b></p> <p><b>Resolutions (Action Items)</b></p> <ul style="list-style-type: none"> <li>The updated RFP and Annexures to be shared to the prospective bidders attended the briefing session and uploaded to the website and e-tender portal within the 10 days.</li> </ul>	
4.	Closure	
4.1.	The meeting was adjourned at 11H30	Chairperson

**APPROVED**

**CHAIRPERSON:** Leballo Monethi

**DATE:** 25 October 2023