



## MINUTES OF NON-COMPULSORY BID CLARIFICATION MEETING

**BID No** : **AW2021/22/02**

**BID DESCRIPTION** : **SUPPLY AND PROVISION OF HOSTING SERVICES AND PROFESSIONAL SUPPORT SERVICES FOR A PERIOD OF 5 YEARS (60 MONTHS)**

**PLACE** : **NAHOON DAM BOAT HOUSE**

**DATE** : **8 September 2021**

**TIME** : **11:00am**

### **1. OPENING ANNOUNCEMENT & INTRODUCTIONS**

Mr. Sandile Biyela (SB) welcomed all present and declared the meeting officially opened at 11:00am. SB confirmed that this was the Non -Compulsory Clarification Meeting for:

**AW2021/22/02 – SUPPLY AND PROVISION OF HOSTING SERVICES AND PROFESSIONAL SUPPORT SERVICES FOR A PERIOD OF 5 YEARS (60 MONTHS)**

SB introduced himself as the representative from Amatola Water responsible for the SCM Unit accompanied by the following team members:

- Ms Anathi Mbadla (AM) – Amatola Water Supply Chain Unit
- Mr Siya Fatyi (SF) – Amatola Water ICT
- Ms Heather Soudien (HS) – Amatola Water ICT
- Service providers introduced themselves as per the attached attendance register

SB requested that all attendees ensure that the Attendance Register is properly completed and signed. He further noted the following:

- The Attendance Register has separate columns for name of person attending the Briefing and also for name of contact person to whom all further communications must be sent.
- AW will not responsible for being unable to decipher badly-written contact details i.e. e-mails or telephone numbers, or incorrect contact information. Everyone should ensure that their handwriting is legible.

### **2.COVID PRECAUTIONS**

- Social distance was maintained and a sanitizer was provided as well for attendees as we must comply with the COVID 19 regulations.



### **3. MEETING DISCUSSIONS**

The following matters were discussed during the meeting

- This is the non-Compulsory meeting for the **SUPPLY AND PROVISION OF HOSTING SERVICES AND PROFESSIONAL SUPPORT SERVICES FOR A PERIOD OF 5 YEARS (60 MONTHS)**
- The reason for the meeting is of the mistakes that Bidders are doing when completing the tender documents and to provide more clarities on the scope of work as well the administrative matters as per the document
- SB taken them through the tender document and the following were covered under Supply Chain Management part,

### **4. BID PUBLICATION**

Bid document will be available from **Tuesday, 31 August 2021** on the Amatola Water website at [www.amatolawater.co.za](http://www.amatolawater.co.za).

### **5. CLARIFICATION MEETING**

On **Wednesday, 08 September 2021 @ 11:00am**, a non- compulsory clarification meeting will be held at Nahoon Dam Boat House, East London, Eastern Cape. Any changes on the document will be uploaded onto Amatola Water website

### **6. BID SUBMISSION**

The original completed bid documents must be submitted in a sealed envelope endorsed with the Bid Number and Bid Description as detailed in the Tender Data. The sealed envelope must be deposited in the Bid/Tender Box, located in the reception area of Amatola House, 6 Lancaster Road, Vincent, East London, not later than the time and date specified on the cover page and SBD 1 of this bid.

### **7. DISQUALIFYING FACTORS/EVALUATION CRITERIA**

Evaluation Criteria was shared as per the tender document

The following declaration forms was emphasized to be completed and signed in full as they form part of the Compulsory Returnable documents.

SBD 1: Invitation to Bid

SBD 4: Declaration of Interest

SBD6.1: Preference points claim form in terms of Preferential Procurement Regulations 2017

SBD 8: Declaration of Bidder's Past SCM Practices

SBD 9: Certificate of Independent Bid Determination



#### **FORM A: AUTHORITY TO SIGN**

In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity

#### **FORM B: SCHEDULE OF PREVIOUS SIMILAR CONTRACTS SATISFACTORILY COMPLETED**

Form B must be completed and be substantiated with reference letters as proof of completion of previous related contracts, failure to provide with proof will lead to disqualification.

Amatola Water reserves the right to verify any information supplied by the bidder in Form B and should the information be found to be false or incorrect, Amatola Water will exercise any of the remedies available to it in the bid documents, including the possible invalidation of the bid.

The Bidders are encouraged to submit the following documents:

- B-BBEE VERIFICATION CERTIFICATE/SWORN AFFIDAVIT for EMEs and QSEs where applicable
- JOINT VENTURE AGREEMENT (IF APPLICABLE)

### **8. TECHNICAL PRESENTATION AND THE SCOPE OF WORK**

Mr. Siyabulela Fatyi has taken through the following

- technical Scope of work as well as the Special Conditions of Contract
- Pre-qualification criteria
- Pricing Schedule where the Service providers must quote per line subject, failure to do so they will be disqualified from the Evaluation

### **9. RESOLUTION**

- Minutes of this Meeting will be uploaded onto the website and Attendance Register.
- Addendum number one will be uploaded onto Amatola Water website with the following changes,
  - ✓ The tender document was uploaded on the 30<sup>th</sup> August 2021 and time for the non-compulsory clarification meeting was not stated.
  - ✓ The invitation which was uploaded on the Amatola Water website stipulated that the clarification meeting was compulsory, yet it was concluded on the BSC meeting that the meeting should be non-compulsory
  - ✓ On the 2<sup>nd</sup> September 2021, a second BSC meeting was held to correct the errors made and previous document was removed from the website and the correct documents were uploaded.
- Any Addenda/erratum will be uploaded on the Amatola Water Website (<https://www.amatolawater.co.za/scm/tenders>) together with the attendance register and minutes (<https://www.amatolawater.co.za/scm/notices>).

## 10 Q & A SESSION

SB opened the floor for questions and answers. Some answers were provided during the meeting and others were not, the resolution was that all questions and answers will be uploaded onto the website with the minutes as well.

No.		Question and answer
1	Q	Under section 2, <i>Scope of Work</i> , a question was raised regarding whether ISO/IEC 20000 certified and ITIL compliance for Cloud Hosted Bronze Firewall Services for web hosting, where deemed as disqualifying factors to the tender.
	A	ISO/IEC 2000 certification and ITIL compliance are understood as standard requirements however, these are not deemed as disqualifying factors.
2	Q	Is the multifactor authentication going to be integrated with other systems or will it be a standalone?
	A	Standalone.
3	Q	Are the special conditions used as part of the criteria to disqualify bidders?
	A	Yes, the bidders must meet the criteria specified in the special conditions in order for their bids not to be disqualified.
4	Q	What changes were made on the newly updated tender document?
	A	The tender document was updated to include the time of the briefing at 11h00 on 8 September 2021. The second change was to specify that the briefing was non-compulsory.

## 11. Meeting closure

SB declared the meeting closed at 11:40.

### SIGNATORY:

FOR AW ICT: Boudier Heather Soudier DATE: 10/9/2021

FOR AW ICT: S.FATYI DATE: 10/9/2021

FOR AW SCM: SMAILIE BIZWA DATE: 10/9/2021

FOR AW SCM: ANATHI MBADLA DATE: 10/9/2021