



**Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

**MINUTES OF THE BRIEFING SESSION MEETING HELD ON Monday 08 MARCH 2021 - BID NUMBER: ICASA 37 2020 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A MULTI-MODULE IT- BASED COMPLIANCE MONITORING SYSTEM ON AN 90/10 PPPFA 2000, PREFERENTIAL PROCUREMENT REGULATION: 2017. The bid is for a period of 3 years for system development and 5 years ex-post development support.**

NO.	ITEMS	NOTES/ DISCUSSIONS
1.	<b>Opening and Welcome</b>	<p>The chairperson Mr Siziba introduced himself and welcomed everyone present at the briefing session and declared the meeting opened at 11h03. He indicated that the briefing session was compulsory and that only the prospective bidders that attended the briefing session will be allowed to submit their RFB.</p> <p>Mr Siziba further stated that he will present the Supply Chain Management requirements for the bid and that Mr David Molapo will present the TECHNICAL REQUIREMENTS and the TORs of the project.</p> <p>Mr. Siziba went through all the critical SCM requirements on a POWERPOINT PRESENTATION slides. See attached PowerPoint presentation.</p>

2.	<b>Attendance</b>	<ol style="list-style-type: none"> <li>1) Mr S.Siziba (Chairperson)</li> <li>2) Mr. David Molapo (Project Leader)</li> <li>3) Mr Eric Nkopodi Senior Manager Enhineering Technology</li> <li>4) Ms.Sbahle Mhlaba Supervisor Bids and Contracts</li> <li>5) Mrs Chantelle Brink SCM Manager</li> <li>6) Mr. Jowi Molomo Bid Administrator</li> <li>7) Ms. Keitumetse Setshedi Manager ECN/ENCS CCA</li> <li>8) Ms.Busisiwe Mashigo Manager Licencing and others, the attendance list has reference</li> <li>9) See attached attendance register for the list of potential bidders present</li> </ol>
3.	<b>POWERPOINT PRESENTATION of critical SCM requirements and bid administration, Questions and Answers</b>	<p>3.1 Mr. Siziba went through all the critical SCM requirements on a POWERPOINT PRESENTATION slides, mainly emphasizing the following in detail:-</p> <ul style="list-style-type: none"> <li>• Closing date and time to submit bid offers; 19 March 2021 @11am</li> <li>• 90/10 principle</li> <li>• Completion and signing of mandatory Standard Bidding Documents (SBD 1, 3.1, 4, 8 and 9) <b>by an authorized person</b> as per the requirements of the bid document);</li> <li>• Submission of authentic Tax Clearance Certificate which is valid and original including that of the sub-contractor(s) or JV Partner(s); consortium</li> <li>• Completion and signing of SBD 6.1 – Submission of B-BBEE Certificate which is valid and original/ certified copy or Affidavit – Price on SBD 3.1 which complies with 90/10 preference</li> <li>• Price on SBD 3.1 which must include VAT and complies with 90/10 preference point system</li> </ul> <p>See attached POWERPOINT PRESENTATION.</p>

		<p><b>3.2 <u>Bid administration Questions and Answers</u></b></p> <p><b>Question 1: Is it possible to email the prospective bidders the PowerPoint presentation?</b></p> <p><b>Answer to Question 1:</b> Yes, and all question and answers will be published on ICASAs website.</p> <p><b>Question 2: Other prospective bidders are coming in after 11am are we going to allow that?</b></p> <p><b>Answer to Question 2:</b> Yes; there is no basis for not allowing them especially since the bid is compulsory and if they are not allowed it will also disqualify them for submitting their bids.</p>
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4.	PRESENTATION OF ToRs	<p>4.1 Mr Molapo went through the approved terms of reference starting with that were beamed for all prospective bidders to see as follows</p> <ul style="list-style-type: none"> <li>• Firstly the background to the PROJECT</li> <li>• What ICASA is and its mandate</li> <li>• Policy directions that guide ICASA</li> <li>• Its different functions as a regulator etc and when the directive on the project was issued</li> <li>• Objective(s)</li> <li>• Scope of Work</li> <li>• Also emphasizing special mandatory conditions</li> <li>• GMSA Requirements</li> <li>• Functionality</li> <li>• OEM requirements</li> <li>• Key personnel requirements</li> <li>• Skills transfer requirements</li> <li>• Minimum score is 70 points</li> <li>• Table for pricing, bidders must use format/structure supplied as much as possible if not, not to deviate much from the original.</li> <li>• Project inception required from successful bidder presentation to the project steering committee</li> <li>• Also stressed that in exceptional cases, the bid may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.</li> </ul> <p>See attached terms of reference</p>
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<b>Closure</b>		<p>With no further question from prospective bidders</p> <p>Mr. Siziba thanked everyone for their contribution and participation. He indicated that prospective bidders are welcome to submit further questions up until 72hours before closing of the bid as stipulated on the bid document, and thereafter adjourned the briefing session at 12h05.</p>

PREPARED BY Samuel J . Siziba