

MINUTES OF THE BRIEFING SESSION FOR THE CLOUD BASED ERP SOLUTIONS

Time and Date: Friday, 24 January 2020 at 14:00

Venue: Fasset Ingonyama Boardroom



PRESENT:

Fasset Members

Lebogang Tsagae	Manager: Supply Chain Management
Doctor Khashane	Manager: Information Technology

Individuals from various companies.

1. WELCOME

LT opened the meeting by welcoming everyone. The attendance register was circulated and signed by all service providers present.

2. APOLOGIES:

No apologies were noted.

3. COMPLIANCE

LT reported that:

- The briefing session was compulsory. Bids will not be accepted from providers who did not attend the session.
- The tender was advertised on 17 January 2020 on the Fasset website, etender Portal and Government tender bulletin.
- The tender closes on 07 February 2020 at 11:00. Late submissions will not be accepted.
- Bid received late will be sent back to the bidders unopened
- Questions will also be taken via email. Respond to be provided in three days time.
- Presentation and Minutes of the briefing session as well as Questions and Answers will be published on the Fasset website.
- Bid submission must clearly reflect the correct tender reference number.
- An original document plus three hard copies must be submitted. Failure will result in elimination.

Compliance Documents

Fasset is a Government Entity and governed by relevant legislation as a result bidder need to fully complete and sign the following compliance documents:

- 1 Original and 3 copies of bid documents to be submitted.
- POPI Act Consent Form to enable Fasset to publish all submissions on the website.
- Declaration of interest document (SBD4) – fully completed and signed. Details of directors must be listed i.e. Names, ID numbers as well as Tax reference numbers as per the table provided.
- Declaration of bidders past SCM practices (SBD 8).
- Certificate of Independent bid determination (SBD 9).
- Preference points claim form completed and signed (SBD 6.1). Bidders should indicate whether they are sub-contracting or not. Fasset would like to conduct business with bidders who are at least 51% Black owned. Bidders who do not meet this criteria should sub-contract a minimum of 30% of the value of the contract to company that is at least 51% Black owned.

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	<ul style="list-style-type: none">➤ Valid BEE certificate, or certified copy issued by a Sanas accredited verification agency or a Sworn Affidavit or an affidavit issued by CIPC. A combined BEE certificate in the case of a Trust or consortium/Joint Venture.➤ Invitation to bid to be completed in full and signed. Please include the Total Bid Price (SBD 1)➤ Contract Form – Rendering of service will be completed by the successful bidder➤ Latest audited Financial Statement not older than three years.➤ Tax Compliance (CSD or SARS pin) It should be noted that SARS has terminated issuing of TCC after 25 October 2019 hence bidders are encouraged to submit a Tax Compliance Status PIN➤ CSD Summary report need to be provided.➤ Business registration documents.➤ VAT registration documents.
4. Evaluation Process	<p>LT reported that:</p> <ul style="list-style-type: none">➤ The tender was advertised on the Government Gazette, E-tender portal and Fasset website.➤ Bid document can be downloaded from the Fasset website or requested via email➤ The tender closes on 07 February 2020➤ Bids will be evaluated on the 80/20 principle➤ Compliance check will be done after tender closure to confirm compliance.➤ Compliant providers will be evaluation by the Bid Evaluation Committee.➤ The functionality evaluation is divided into 2 parts➤ Provider needs to score a minimum of 60% on functionality part one to be considered for the functionality evaluation part two.➤ The next stage of evaluation will be to look at the Pricing and BBEE. Providers who have 100% black ownership obtain 20 points.➤ Recommendation report will then be forwarded to the Bid Adjudication Committee.➤ Envisaged date of award is 1 April 2020➤ Successful bidder will be informed via email.➤ Unsuccessful bidders will also be informed via email.➤ The name of the successful bidder will be published on the Fasset website.
5. Technical	<p>DK reported that:</p> <ul style="list-style-type: none">• There was a contract covering infrastructure, applications, administration,• There was a recommendation from the Board that three tenders should be advertised, Infrastructure, ERP & Core Business System. The Core Business tender should be advertised towards the end of February 2020.• The Business Process Re-engineering tender is at final stage• Fasset's current operating license was suppose to expire on 31st March 2020. The licenses for the Setas has been extended until 31 March 2030.• Infrastructure, ERP & Core Business System will be contracted for 36 months• All 21 SETA,s are trying to collaborate in terms of the National Skills Development Plan which kicks in from April 2020.

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- There is a service provider that has been supporting the IT department with an end to end solution and their contract is coming to an end 30 September 2020.
 - The Business process re-engineering tender was advertised and is now in the adjudication/awarding stage.
 - The BPR tender will feed more into the core functions systems
 - ERP is an off the shelf system and does not affect much of the business process.
 - The ERP solution must be a cloud-based solution
 - Currently the ERP solution is running on Microsoft dynamics AX 2010
 - The new solution must be on Microsoft dynamics 365 and to be based on the azure cloud.
 - The challenge with the current solution is the integration and reporting.
 - The bidder must be able to provision a cloud based ERP solution including testing, deployment and disaster recovery.
 - The provider was to
 - assist in moving everything to the cloud and support for the period of 36 months
 - Train administrators
- Evaluation
- Divided in to parts
 - Terms of reference – 60 points
 - Presentation – 10 points
 - Bidders must meet a minimum score of 70% for the functionality evaluation
 - Bidders who obtain a minimum score of 70% and above will be further evaluated for Price & BBBEE
 - Ensure that the tender document is presentable for the evaluation committee
 - Bidders are encouraged to read the tender document thoroughly

6. QUESTIONS & ANSWERS	Question	Answer
	Are you moving everything to the azure cloud?	YES
	Is the current solution customized	No, it is not
	Which modules do you have currently	<ul style="list-style-type: none"> • Indicum • Microsoft dynamics AX • SCM module • Learning programmes module • WSP module
	Which HR modules are you using	<ul style="list-style-type: none"> • Leave management • Sage VIP • Pay space
	The evaluation criteria states that the service provider must be a Microsoft partner, but does not specify in which area of Microsoft	As long as you are a Microsoft partner, it does not matter in which areas.
	Is it possible extent the closing date?	We will consider it internally and post the resolution on our website

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	<p>A new established company might not have the audited financial statements, will they be eliminated if they dint submit the audited financial statements</p> <p>Are you willing to consider any products besides the Microsoft dynamics 365</p>	<p>Fasset does support SMME'S however in this case they will be eliminated if audited financial statements are not submitted.</p> <p>Preferably Microsoft dynamics 365 however we are open to other products</p>
7. GENERAL	<ul style="list-style-type: none">➤ All other question to be sent via email. Telephone queries will not be accepted.➤ Fasset has considered the quest from prospective service providers to extend the closing date of this tender➤ The new closing date if the 14 February 2020 at 11:00	
8. MEETING CLOSURE	<p>The meeting closed at 15:00</p>	