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BID:1240/2022-F

MINUTES OF THE COMPULSORY SITE VIEWING MEETING

APPOINTMENT OF A SERVICE PROVIDER TO MAINTAIN AND PROVIDE SUPPORT FOR PRIVATE AUTOMATIC BRANCH EXCHANGE (PABX) AND TELEPHONE MANAGEMENT SYSTEM FOR KWAZULU-NATAL PROVINCIAL TREASURY FOR A PERIOD OF THREE YEARS (36 MONTHS).

SITE VIEWING HELD ON FRIDAY, 02 DECEMBER 2022 AT 11:00

Present:
Mr. P. Nzuza
Mrs. Z. Mchunu
Ms. S. Ngcobo
In Attendance:
Mrs. T. Dube
Ms. T. Selepe
Ms. N. Khumalo
Ms. T. Mthembu
Prospective bidders

ITEM	
1	<p>WELCOME:</p> <ul style="list-style-type: none">• The meeting officially opened at 10h00 am. The Facilitator, Ms. N. Khumalo welcomed all the bidders and thanked them for attending. The bid is required by the KwaZulu Natal Provincial Treasury• Ms. N. Khumalo indicated that the purpose of this second briefing was to focus on the amendments that has been made on the tender.• Service providers signed the compulsory site viewing attendance register before the meeting.



2	<p>ITEM FOR DISCUSSION:</p> <ul style="list-style-type: none">2.1 Amendments2.2 Questions2.3 Closure
3.	<p>PRESENTATION:</p> <p>Ms. N. Khumalo briefly present the background of the bid stating the virtual briefing session was held on the 17 November 2022 and there were questions and concerns that were raised. KZNPT felt a need to address those concerns, hence the compulsory site viewing was scheduled.</p> <p>Ms Khumalo highlighted the following:</p> <ul style="list-style-type: none">• Invitation to Bid SDB 1 (Part A and Part B): Bidders needs to complete and sign where applicable• Section A: Special Instructions and Notices to Bidders Regarding Completion of Bidding Forms- she emphasized that bidders needs to read and understand as failure to comply may lead to disqualification.• Section B: Registration on Central Suppliers Database- service providers must be registered on Supplier Central Database before submitting proposals.• Section C: Declaration That Information on Central Suppliers-it is the responsibility of bidder to ensure that all information on CSD is accurate and up-to-date. She further indicated that the form must be completed and signed by the delegated official.• Section D: Official Briefing Form- the signed and stamped briefing certificate was issued to all the service providers who attended the briefing session, it was also specified that bidders must also complete where applicable and submit it together with proposal.• Section E: Pricing Schedule (SBD 3.1 Firm Prices)- Annexure A containing the Price Tables of the bid (pricing breakdown) was issued to all the bidders in attendance. Bidders were requested to complete Annexure A and transfer the total amount to SBD 3.1. Furthermore, emphasized that the total on Annexure A must add up to the total indicated on SDB 3.1 and failing which may lead to disqualification. Bidders were also informed that they do not have to complete the Price Tables attached on the Terms of Reference, however they need to indicate "Refer to Annexure A".• Section F: Declaration of interest- A bidder must declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest. Also emphasis that on 2.3 the company must declare if they have a controlling interest in any other enterprise and must be signed.



- **Section G:** The National Industrial Participation Programme- is not applicable for this bid.
- **Section H:** Preference Points Claim- the bidders must complete this document in full in order to be able to claim their preference points.

Bidders were informed that the sworn affidavit must be duly completed and the financial year end must be indicated as day, month and year (DD/MM/YYYY). Bidders must clearly indicate the B-BBEE level contributor and the date of the deponent must be the same as the date of the Commissioner of Oaths. Incomplete or incorrect sworn affidavit is considered invalid and would lead to disqualification.

- **Section I:** Local Content Declaration- is not applicable for this bid.
- **Section J:** Contract Form- is not applicable for this bid, the appointed bidder will be required to sign the SLA.
- **Section K:** General Conditions of Contract- the bidders need to read and understand the general conditions of the contract.
- **Section L:** Special Conditions of Contract- the bidders need to familiarize themselves with the conditions of the contract. It was mentioned that this bid is issued with pre-qualification criteria which stipulate that only bidders who are Level 2 and or EME or QSE may respond to this bid. Furthermore, it was emphasized that all the compulsory documents must be completed in full and all the requirements must be submitted with the bid.

The amendments made on the Technical Mandatory Requirements was that bidders must be accredited by the manufacturer, who can provide support and maintenance for Unify OpenScape 4000 and Unify OpenScape 3550/ Unify OpenScape Business. Bidders must provide valid Equipment Manufacturer Partners Certificate.

Ms. Khumalo highlighted that this bid is subject to bid appeals period of 5 days after the advertisement of the award and bidders must submit their appeals to Batsecretariate@kzntreasury.gov.za.

- **Section M:** Authority to Sign the Bid- Ms. Khumalo mentioned that failing to complete and also submit the resolution letter would also lead to disqualification.

Ms Khumalo handed over to Ms. T. Dube, who emphasized on the importance of completing the Authority to sign a bid. A certified copy of the resolution of the board of directors, endorsed personally by the chairperson of the board, authorizing the person who signs the bid must be attached to a bid by a company.



	<p>Ms. Dube handed over to Mr. Nzuza, who took service providers to view the Voicemail & Telephone Management System (Switchboard Office); Main Shelf PABX (MBAT Office) and the main PABX Radio Links located on the roof of Treasury House. He also indicated that the links connect the Office of the MEC (Natalia Building) and the Nomalanga Building to Treasury House which is where the main PABX system is located.</p> <p>QUESTIONS AND ANSWERS: None</p>
4	<p>CLOSURE OF MEETING</p> <p>Upon closing the meeting at 11:00 am, Ms. N Khumalo thanked all bidders for attending.</p>