



Minutes for Briefing session for Risk & Compliance solution

05 March 2021

Microsoft Teams Platform



Attendees: Mr Muzi Matsenjwa – BSC Member
 Mr Mphumeleli Zungu – BSC Member
 Mr Siyabonga Shozi – BSC Member
 Ms Nthabiseng Kraai – BSC Member
 Ms Bonisiwe Likuwane – BSC Secretariat
 Service providers

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
1.	PROCEDURAL MATTERS		
1.1	<p>Welcome and opening</p> <ul style="list-style-type: none"> ▪ Mr Matsenjwa opened the meeting and welcomed everybody connected. He announced that service providers should use the TOR that are on the NDA's website as they have all the relevant attached for submission of a complete bid, and not the version that they received with the meeting invitation. 	Chairperson	
2.	DISCUSSIONS		
2.1	<p>The NDA team went through the Terms of Reference in its entirety and highlighted the following:</p> <ul style="list-style-type: none"> ▪ Closing date for tender submission is 19 March 2021 at 12:00. ▪ A two-envelope system will be used. 	All	

NO.	ITEM	RESPONSIBLE	ATTACHMENTS
	<ul style="list-style-type: none"> ▪ Inclusion of content page is important ▪ Commercial Queries must be directed Ms Zibuyile Zulu or Muzi Matsenjwa. Technical Queries to Mr Mphumeleli Zungu ▪ Shortlisted service providers will be required to do a demo of the system 		
3.	CLOSURE		
	Meeting was adjourned at 15:30PM		

QUESTIONS & ANSWERS	
Questions from Service Providers	Responses from NDA
Is NDA only accepting hand delivered bid documents or can they also be submitted electronically?	Hand delivered only, must be submitted in out tender box
Is the two months period allocated for project implementation negotiable?	Yes, the NDA can consider extending the period to three months.
Is the solution's ability to operate offline important?	Yes
Will NDA provide bidders with a list of all required legislation?	Bidders must have a thorough understanding of the NDA and assist with identification of legislations that the NDA should comply with
Should the system be at NDA or on the cloud with the service provider? If it is hosted at NDA premises, will the NDA provide the backup software or should the service provider quote for that as well?	The software will be hosted in the NDA servers
Which backup software is the NDA currently using?	NDA is running on Veeam back-up software
How many users will be using the solution and at what level of access?	<p>There will be 17 users:</p> <ul style="list-style-type: none"> • Two people (Risk Manager and Legal Manager) have full access/administrative rights to all the system functionalities (Risk identification, assessments, monitoring etc.) • Fifteen (15) employees (EXCO members and Provincial Managers) will only have access to risk reporting.
Will all bidders be required to do a demo?	Yes, a virtual demo of 15 min per bidder.

Will the bidders have access to NDA policies	Yes the policies will be provided
Does the NDA have footprint in all the provinces	Yes
What information should be contained in the confirmation letter indicating compatibility of solution with smart devices, and who should it be from?	The signed letter should be from the bidder on their company letterhead, confirming that the proposed solution is compatible with smart devices.
Is the professional affiliation required strictly for the bidding company or will the professional affiliation of one of the team members also suffice in order to attain points on professional affiliation?	The NDA will consider accreditation for the company and/or individuals within the company who will form part of the NDA project.
Can the bidder provide different price options for the solution?	No, only one risk and compliance solution should be provided with one fixed price.

<p>Chairperson: Mr Siyabonga Shozi</p>  <p>-----</p> <p>Signature</p> <p>11/3/21</p> <p>-----</p> <p>Date</p>	<p>SCM: Mr Muzi Matsenjwa</p>  <p>-----</p> <p>Signature</p> <p>11 March 2021</p> <p>-----</p> <p>Date</p>
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