

Minutes of the Briefing Sessions held at the NDA Head Office for the provision, Configuration and Maintenance of Internet Services Solution to All NDA Offices Over a Period Of 36-Months, Commencing July 2015
Meeting date: 25 May 2015

Bid Ref: NDA14/FIN06/15

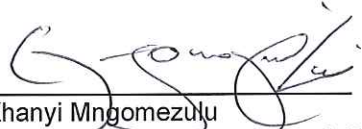
Attendees : Ms Khanyi Mngomezulu - Chairperson (SCM)
Ms Nomakhaya Nelani - SCM
Ms Lerato Dlamini - ITM
Mr Phil Peu - ITM
Mr Thabang Moloji - ITM

By Invitation: Service Providers

	Discussion items	Responsible Person
1.	<u>Welcome and Opening</u> Ms Khanyi Mngomezulu chaired the meeting and introduced her colleagues to the attending service providers. She welcomed everyone present and explained that the meeting will be run as open as possible to allow everyone's participation.	KM
2.	<u>Discussion Items</u> TORs and Attendance register <ul style="list-style-type: none"> The service providers were taken through the document (Terms of Reference) page by page and were given an opportunity to ask questions at any time they needed clarity. Ms Mngomezulu requested service providers to give their email addresses on the attendance register as the minutes of the meeting and any further communication regarding the tender in question would be communicated by email ONLY to the service providers who attended the briefing session as the advert clearly stated that attendance was compulsory. 	KM
2.1	Joint Ventures <ul style="list-style-type: none"> Ms Mngomezulu clarified that in a case of a JV, both companies must sign the attendance register. Should the evaluation panel only find one JV partner on the attendance register, the bid submission will be disqualified. 	SPs
2.2	Tender submission <ul style="list-style-type: none"> Ms Mngomezulu emphasized the importance of adherence to the tender closing time. 	SPs

3.	Closure	<p>Ms Mngomezulu gave service providers an opportunity to ask any commercial questions and there wasn't any. Service providers were then given an opportunity to ask technical questions.</p> <p><i>See below for answers to questions raised at the meetings.</i></p>	
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No.	Questions	Answers
1	Do you require Fibre or any	Fibre in all our offices will serve as primary means of connectivity, service providers are required to recommend a failover connection.
2	International split	Currently we are running on 100% International, however 75% international and 25% local
3	Internet size	A minimum of 20mbps break out will be required
4	Voice & Video	The line speed should be capable of running video and voice as indicated on section 3.5 bullet 3
5	MPLS or other alternative	MPLS as primary requirement or alternative as an annexure
6	Firewall required	A firewall is a requirement
7	APN - how many SIM cards are current and how many new SIM cards required	Currently we have 178 Sims
8	DR site line	Failover and redundancy an additional 1Mbps is required (please do not quote us on Disaster Recovery solutions)
9	How many voice channels do you have in provincial offices and head office	Provincial offices have 4 to 8 channels with HO having over 30 channels (we do not require an increase in channels at the moment, however the solution should be scalable and cater for VLAN's etc)

Supply Chain Management Minutes Approval	
SIGNED BY SCM ON BEHALF OF NDA STAFF MEMBERS WHO ATTENDED THE BRIEFING SESSION AS A TRUE REFLECTION OF THE CONTENT OF THE MEETING.	
<p>Approved by: </p> <p style="text-align: center;">Khanyi Mngomezulu Supply Chain Management & Facilities</p>	<p>Date: <u>27 May 2015</u></p>



Board Members: Mr M F Kekana (Chairperson), Ms T A Shange (Deputy Chairperson), Ms S B Khan, Mr A Madella, Ms M Malapane, Ms R L Mdhloso, Ms M Monakali, Mr M P Thabethe, Ms S N G Tolashe, Reverend M O Xundu, Mr Z T Ngcakanani, Dr V Nhlapo (Chief Executive Officer/ex officio), Mr B Mokale (Acting Company Secretary)



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Social Development
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