

**Minutes of the Briefing Sessions held at the NDA Head Office for the
Supply, Delivery, Commissioning and Maintenance of Multifunction
Printers to All NDA Offices Over a Period Of 36-Months, Commencing July
2015**

Meeting date: 25 May 2015

Bid Ref: NDA15/FIN06/15

Attendees :

Ms Khanyi Mngomezulu -	Chairperson (SCM)
Ms Liza Mnqabashe -	SCM
Mr Mandla Sibeko -	SCM
Ms Lerato Dlamini -	ITM
Mr Phil Peu -	ITM
Mr Z Dyasi -	ITM

By Invitation: Service Providers

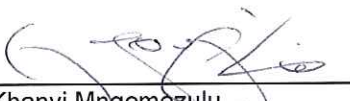
	Discussion items	Responsible Person
1.	<u>Welcome and Opening</u> Ms Khanyi Mngomezulu chaired the meeting and introduced her colleagues to the attending service providers. She welcomed everyone present and explained that the meeting will be run as open as possible to allow everyone's participation.	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	Third Party Agreements <ul style="list-style-type: none"> A question was raised on whether NDA would be agreeable to third party agreements. Ms Mngomezulu explained that the NDA legal department has reservations about third party agreements but would consult with the head of legal after the briefing session and revert to service providers through the minutes. 	SPs

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 Mdhloose, Ms M Monakali, Mr M P Thabethe, Ms S N G Tolashe, Reverend M O Xundu, Mr Z T Ngcakani, Dr V Nhlapo (Chief Executive Officer/ex officio), Mr B Mokale (Acting Company Secretary)



2.3	Tender submission Ms Mngomezulu emphasized the importance of adherence to the tender closing time.	SPs
3.	Closure 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.	
<i>See below for answers to questions raised at the meetings.</i>		

No.	Questions	Answers
1	How many pages is the device expected to produce (print speed)?	Capped to 55ppm
2	Finisher/Binding	We require the ability to sort, staple, hole punch
3	Fax Functionality	All machines will be expected to have a fully functional fax module.
4	Limiting of features for users	30% of the organisation will be allowed to print in colour, the rest in black and white.
5	Do we have technical people in provincial offices?	No, however during the rollout phase NDA IT staff will be available.
6	Expected Volumes	Capability to print 55 000 pages a moth will be a requirement
7	Current Utilisation (Volumes)	Cannot be used as baseline due to inconsistency and lack of controls.
8	Is the Service Provider expected to provide training?	Yes, two different types of training will be required. 1. Functional and 2. Technical
9	What is NDA's stance on third party agreements	In cases of third party agreements, NDA will agree only if the financier indemnifies NDA from all liability.

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.	
Approved by:  _____ Khanyi Mngomezulu Supply Chain Management & Facilities	Date: <u>28 May 2015</u>



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