

CONTRACT JW IT 86/20 R
TO IMPLEMENT AN AUTOMATED INVOICE MANAGEMENT SYSTEM FOR JOHANNESBURG
WATER'S SAP SYSTEM INCLUDING SOFTWARE LICENSING AND SUPPORT FOR A PERIOD OF
THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

<u>N*CONTRACT NUMBER:</u>	JW IT 86/20 R
<u>/CONTRACT TITLE:</u>	TO IMPLEMENT AN AUTOMATED INVOICE MANAGEMENT SYSTEM FOR JOHANNESBURG WATER'S SAP SYSTEM INCLUDING SOFTWARE LICENSING AND SUPPORT FOR A PERIOD OF THIRTY-SIX (36) MONTHS
<u>RDEPARTMENT:</u>	IT
<u>DATE OF MEETING:</u>	20 JANUARY 2023
<u>TIME OF MEETING:</u>	10:00 AM
<u>VENUE FOR MEETING:</u>	VISUAL MEETING
<u>CLOSING DATE:</u>	13 FEBRUARY 2023

1. WELCOME

Ms Gcina Ndela welcomed everyone who attended the meeting and introduced JW personnel.

2. CONTACT PERSONS

Mr Pragasan Vythilingham

Email: pragasan.vythilingham@jwater.co.za

Telephone number: 011 688 6503

Ms. Gcina Ndela

Email: gcina.ndela@jwater.co.za

Telephonenumber:011-688 1796

3. SUPPLY CHAIN MANAGEMENT PRESENTATION

- Ms. **Gcina Ndela** indicated that this is an open tender and the meeting is NON-COMPULSORY, bidders who did not attend the meeting will also be considered for this tender.
- Tender documents are available in PDF format at no cost on Johannesburg Water website (www.johannesburgwater.co.za) and on eTender. However, such submissions must comply with requirements as described therein.
- Tender documents need to be bound and contain all pages. Tenderers therefor need to ensure that the tender document is submitted in its entirety with no pages or parts missing.

CONTRACT JW IT 86/20 R
TO IMPLEMENT AN AUTOMATED INVOICE MANAGEMENT SYSTEM FOR JOHANNESBURG
WATER'S SAP SYSTEM INCLUDING SOFTWARE LICENSING AND SUPPORT FOR A PERIOD OF
THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

- The tender document must be completed in full and all the forms must be fully completed and signed accordingly. Tenderers must refer to check-list in page 3 in the tender document for guidance.
- The tender document must be filled in using black ink. Any mistakes must be struck-off and corrected with black ink and signed (authenticated) by the tenderer, especially when completing pricing schedule.
- Tender documents may be completed electronically without altering or tampering with any of the terms, conditions, specifications etc. in the tender documents.
- The use of correction fluid (i.e Tipp-ex) to correct mistakes is not allowed
- Tender will be valid for 90 days after closing date.
- Tenderers are required to submit one original hard copy plus a soft copy in a USB.
- Tenderers must be registered on Central Supplier Database (CSD) and provide registration MAAA**** number on the cover page of the tender document. Tenderers must ensure that they are always tax compliant on CSD.
- The 80/ 20 points scoring system will be applicable to this tender. 80 points will be allocated to Price and the remaining 20 points will be allocated for BBBEE and Preferential Procurement
- BBBEE POINTS- points will only be allocated upon submission of a valid BBBEE certificate.
- Tenderers tendering as JV must submit a JV agreement. Each party must submit its own CSD number.
- Make sure that your pricing schedule is fully complete and signed. Incomplete pricing information will result in the tender offer being declared non-responsive. On items where tenderers are not making an offer on the pricing schedule, they must write no offer. Tenders must not leave blank spaces on the pricing schedule. Form of offer form must be completed and signed.

CONTRACT JW IT 86/20 R
TO IMPLEMENT AN AUTOMATED INVOICE MANAGEMENT SYSTEM FOR JOHANNESBURG
WATER'S SAP SYSTEM INCLUDING SOFTWARE LICENSING AND SUPPORT FOR A PERIOD OF
THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

- Make sure that all requested information is submitted. It is the tenderers responsibility to make sure that all the requested documents are submitted and are bound together (i.e.no loose paper allowed).
- Tenderers must make sure that they read and understand the requirements of the tender.
- Tenderers were also advised to sign (authenticate) for alterations where there are any to avoid being disqualified.
- Co-bidding is prohibited. (Tenderer being a member/owner / shareholder in more than one consortium / entity for the same project)
- Tenderers are requested to submit supporting documentation in a separate file as opposed to attaching them in the tender document. Supporting documents attached to the tender document makes the document very untidy and difficult to evaluate as some pages with required information are stapled together. In most cases this also contributes to some pages of the tender document being loose

Administrative Returnable Documents

1. SARS one-time TAX PIN
 2. municipal statement of account for both Director and Company (not older than three (03) months or a valid lease agreement)
 3. Joint Venture / Consortium Agreement signed by all parties.
 4. Valid BBBEE Certificate or copy thereof or a valid sworn affidavit
 5. A completed and signed Invitation to Bid form MBD 1
 6. A completed and signed Declaration of Interest form MBD 4
 7. A completed and signed Preference Points Claim Form MBD 6.1
 8. A completed and signed MBD 3.1 Form – Non-Firm Prices
 9. A completed and signed Declaration of Bidder's Past Supply Chain Management Practices MBD 8
 10. A completed and signed Certificate of Independent Bid Determination (MBD 9)
- No bids will be considered from persons in the service of the state.

CONTRACT JW IT 86/20 R
TO IMPLEMENT AN AUTOMATED INVOICE MANAGEMENT SYSTEM FOR JOHANNESBURG
WATER'S SAP SYSTEM INCLUDING SOFTWARE LICENSING AND SUPPORT FOR A PERIOD OF
THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

- Each bid must be submitted in a separate, properly sealed envelope on which the Name and Address of the bidder, The Tender number and Description must be clearly written on the envelope.
- Tender documents submitted via courier services will be accepted provided that the bidder instructs such courier company or its representative to deposit the tender document in the tender box provided. Under no circumstances should tender documents be handed to an employee of JW.
- Tender documents may not be submitted via the South African Post Office as only tender documents received in the Tender box at the time of closing will be considered.
- Tenderers are encouraged to note the closing date and time of the tender; late tender will not be accepted. The closing date for this tender is 13 FEBRUARY 2023 at 10:30.
- All bids are to be deposited in the tender box allocated on the ground floor at No.65 Ntemi Piliso street Turbine hall, Newtown.
- Tenders will be opened in public soon after closing time and recording of received documents but not later than 11:00 at the tender office located at turbine hall, 65 Ntemi Piliso Street, Newtown, 2001, 1st floor. tenderers names and total prices, where practical will be read out.
- Bidders are encouraged to familiarize themselves with the Johannesburg water website, should they be any changes to the tender, it will be uploaded on all platforms.

All returnable documents are to bind in a separate folder and enclosed with the completed tender document in a sealed envelope.

Mr Pragasan Vythilingham presented the following:

4. SCOPE OF WORKS

- Evaluate business processes, Plan, design, develop and implement the automated Invoice Management software system.
- Provide software licences for a period of 36 months
- Automatic invoice verification for compliance with SARS requirements and JW requirements.
- Central repository for receiving, storing, verification and releasing of invoices
- The Automated Invoice Management system must be able to do a 3 way match (Purchase Order, Good Receipt Note and invoice) as per Johannesburg Water requirements
- Provide user and management reporting

CONTRACT JW IT 86/20 R
TO IMPLEMENT AN AUTOMATED INVOICE MANAGEMENT SYSTEM FOR JOHANNESBURG
WATER'S SAP SYSTEM INCLUDING SOFTWARE LICENSING AND SUPPORT FOR A PERIOD OF
THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

- The Automated Invoice Management solution must integrate to SAP ECC 6.
- Provide audit trails as per business requirements
- Workflow management
- Provide end user training to fifteen (15) people.
- Provide administrator training to five (5) people.
- Provide software maintenance for the implemented system for 36 months.
- Provide technical and functional support of the implemented solution for 36 months.
- Attend service performance meetings at least four times a year or as and when required.
- The established business processes in Sap should remain as configured.

5. EVALUATION CRITERIA

EVALUATION CRITERIA: (GENERAL TENDERS)				
Criteria No.	Criteria	Description	Documentary Evidence	COMPLY
1.	Solution Certification	SAP Certification	The tenderer must provide proof that their Automated Invoice Management solution is certified by SAP.	COMPLY (YES / NO)
2.	Required Specifications	The tenderer must meet all the requirements as per tender specifications .	The tenderer must confirm that their bid meets the required specifications by completing the JW7 Technical Specifications document indicating a Y or N on the form.	COMPLY (YES / NO)
3.	Certification of Key personnel	The tenderer must confirm that the consultants are certified by SAP.	The tenderer must supply the SAP certificate(s) for one ABAP developer and one SAP Finance consultant.	COMPLY (YES / NO)
<i>Only tenderers who satisfy the criteria above will be evaluated on the rest of the criteria</i>				

CONTRACT JW IT 86/20 R
TO IMPLEMENT AN AUTOMATED INVOICE MANAGEMENT SYSTEM FOR JOHANNESBURG
WATER'S SAP SYSTEM INCLUDING SOFTWARE LICENSING AND SUPPORT FOR A PERIOD OF
THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

4.	Experience of Company/Tenderer	The tenderer is required to confirm a minimum of two projects that has been successfully executed for the design and implementation of an Automated Invoice Management Software solution including maintenance and application support in the past 5 years.	<p>The tenderer is required to confirm a minimum of two projects from their (Business or Government clients) where the design and the implementation for the Automated Invoice Management software solution including maintenance and application support was successfully rendered.</p> <p><i>NB: The contactable reference document must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functional criteria requirements. A separate form must be completed for each reference as required in the evaluation criteria. Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.</i></p>	Comply (Yes or No)
5(a)	Key Personnel	The tenderer	The tenderer must complete the CV	

CONTRACT JW IT 86/20 R
TO IMPLEMENT AN AUTOMATED INVOICE MANAGEMENT SYSTEM FOR JOHANNESBURG
WATER'S SAP SYSTEM INCLUDING SOFTWARE LICENSING AND SUPPORT FOR A PERIOD OF
THIRTY-SIX (36) MONTHS
TENDER BRIEFING - MINUTES

	el Experien ce: Project Leader	must provide a Project leader with a minimum of 4-5 years experience in IT project manageme nt to oversee the project.	template attached confirming that their resource has a minimum of four (4) to five (5) years experience as project leader.	Comply (Yes or No)
5(b)	Key Personn el Experien ce: SAP ABAP develope r	The tenderer must provide proof that they can provide a resource that has a minimum of four (4) to five (5) years experience as a SAP ABAP developer.	The tenderer must complete the CV template attached confirming that their resource has a minimum of four (4) to five (5) years experience as SAP ABAP developer.	Comply (Yes or No)
5 (c)	Key Personn el Experien ce: SAP Finance Consulta nt	The tenderer must provide proof that they can provide a resource that has a minimum of four (4) to five (5) years experience as a SAP Finance Consultant	The tenderer must complete the CV template attached confirming that their resource has a minimum of four (4) to five (5) year's experience as SAP Finance Consultant	Comply (Yes or No)
<i>Only tenderers who comply with all criteria above will be considered further.</i>				

6. TENDER DATES

Tender Closing: **10:30 on 13 FEBRUARY 2023**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JW IT 86/20 R** and they must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee or security personnel

7. QUESTIONS AND ANSWERS

QUESTION 1: Can the tender box be opened for bidders to deposit their bids if the bid is too large to fit in the slot provided?

ANSWER 1: No, if bids are too large to fit in the slot provided, the bidders can submit/ leave the bid documents on top of the tender box.

QUESTION 2: How many invoices do you process per year?

ANSWER 2: +- 2000pm, +- 24 000pa

QUESTION 3: Is there a specific reason why JW wants a FI consultant and not MM consultant?

ANSWER 3: The implementation is within the FI module.

QUESTION 4: Does JW have a local materials management consultant that will engage with the team?

ANSWER 4: Yes JW does have a MM consultant that would be able to engage with the team.

QUESTION 5: One of the criteria's in the tender document states that they need to be listed as accredited SAP partner but page 14 of the tender document states that a accreditation certified solution, Please clarify?

ANSWER 5: The solution must be accredited by SAP.

QUESTION 6: Why was there a non-award because this is a re-advertisement?

ANSWER 6: There was initially no response from the market

QUESTION 7: Does it need to be a subscription format what bidders are submitting or is it enough to provide licensing plus the services and maintenance for 3 years?

ANSWER 7: JW's license model is subscription based , JW does not own the software but subscribes to its use for the duration of the contract

8. CLOSURE

All queries are to be sent by 6 FEBRUARY 2023 at 16:00.

Ms Gcina Ndela thanked all who attended the briefing and the meeting was adjourned.

.