

CONTRACT JWIT001/21R
**IMPLEMENTATION AND APPLICATION SUPPORT FOR OPEN TEXT EXTENDED ECM
FOR ENGINEERING FOR A PERIOD OF 36 MONTHS**
TENDER NON-COMPULSORY BRIEFING MEETING - MINUTES

<u>CONTRACT NUMBER:</u>	JWIT001/21R
<u>CONTRACT TITLE:</u>	IMPLEMENTATION AND APPLICATION SUPPORT FOR OPEN TEXT EXTENDED ECM FOR ENGINEERING FOR A PERIOD OF 36 MONTHS
<u>DATE OF MEETING:</u>	18 November 2022
<u>TIME OF MEETING:</u>	11:00
<u>VENUE FOR MEETING:</u>	Microsoft teams virtual meeting

1. WELCOME

Ms. **Nthabiseng More** welcomed everyone who attended the meeting and introduced JW personnel

Ms. **Nthabiseng More** indicated that this is an open tender and the meeting is none compulsory, all service providers are allowed to tender.

2. PRESENT

Non-Compulsory Briefing Meeting

Various Bidders (Teams)

Nthabiseng More (Supply Chain)

Timothy Oyomno (IT Department)

3. CONTACT PERSONS

Contact Persons for this project are:

Timothy Oyomno

timothy.oyomno@jwater.co.za

Nthabiseng More

nthabiseng.more@jwater.co.za

4. SUPPLY CHAIN MANAGEMENT PRESENTATION

Tender Document is available on website for download at No-Cost

Bidders can make use of the check list on page 5, as a guidance in completing all forms required. All the forms must be fully completed and signed

The 80/20-point scoring system will be applicable to this tender. 80 points will be allocated to Price and the remaining 20 points will be allocated for B-BBEE and Preferential Procurement

The tender document must be filled in using non-erasable black ink and submitted on the official forms provided.

Tender Documents may also be completed electronically without altering or tampering with any of the terms, conditions, specifications in the tender document.

Make sure that your pricing schedule is fully complete and signed.

Should tenderers opt to re-type the pricing schedule, no line items should be omitted as per the tender document.

The use of correction fluid to correct mistakes is not allowed. Any mistakes must be struck-off and corrected with black ink and signed / authenticate by tenderer on your alterations, especially when completing pricing schedule.

B-BBEE POINTS- points will only be allocated upon submission of a certified valid B-BBEE certificate. Failure to submit a certified valid B-BBEE certificate will result in no points being allocated for Preferential Procurement.

Tenderers are advised to register on Central Supplier Database (CSD) and ensure that they are tax compliant prior submitting their tenders, mandatory requirement.

Tenderers therefore need to ensure that the tender document is submitted in its entirety and should also be bound and submit the document same sequence and no pages or parts missing.

Tenderers are required to submit one original hard copy plus a soft copy in USB, NOT CDs. The USB should be marked with company name and enclosed with your hard copy document.

Individual tender documents should be sealed, marked with the correct tender number and closing date, must be deposited in the tender box situated at entrance to No 65 Ntemi Piliso Street, Newtown at Turbine Hall for attention of Supply Chain Management Unit, on or before the closing time and date as indicated in the advertisement.

Tenderers should not give tender documents or submission to Johannesburg Water Officials or Security Personnel as Johannesburg Water will not take any responsibility for a late or missing tender document. All tender documents should be deposited in the tender box.

Bid documents submitted via courier will be acceptable provided the bidder instructs such courier company to deposit the document in the tender box.

It is the responsibility of the bidder to ensure that the bid document is submitted, sealed, and placed in the bid box in time not to miss the deadline of closing time 10:30.

Constantly check and familiarise yourself with our website for any information might be provided regarding this tender from now until closing date.

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.

Supporting documents

- Valid Tax Compliance Status Pin for Tender
- Copy of B-BBEE certificate or Sworn affidavit must be original.
- Latest / current municipal statement of account for both Director and Company, not older than 3 months or a Valid lease Agreement.

- Tenderers who wish to tender as a Joint Venture (JV) need to include the JV agreement in their tender submissions and a consolidated B-BBEE certificate for the JV

Tender will be valid for 90 days after closing date.

Please make sure MBD Forms required for this tender are completed and signed.

Bidders will be allowed to email through clarity seeking questions, but must give us time to respond, due to number of projects have, not be possible to attend to questions a week before the closing date.

All returnable documents should be bound in a separate folder and enclosed with the completed tender document in a sealed envelope.

5. TECHNICAL SPECIFICATION PRESENTED BY Mr Timothy Oyomno

- a) Set up and configure a OpenText Extended ECM for Engineering (on premise) i.e. Development and Production
- b) Configure OpenText Extended ECM for Engineering to authenticate against JW's existing Active Directory services (on premise).
- c) Integrate OpenText Extended ECM for Engineering with our current Large Format scanning software(SmartWorks Touch version1.1.5)
- d) Automate Document Capture process for large-format documents (ideal for CAD, GIS and Architectural, Engineering and Construction environments) i.e., from scanning, indexing to exporting and storage in OpenText Extended ECM for Engineering.
- e) Migrate existing Alchemy (version16.4) content into OpenText Extended ECM for Engineering (+/- 1 TB of Data) including Meta data
- f) Set up and configure OpenText Extended ECM for Engineering to be accessible from web based and mobile platforms (IOS and Android).
Administrator training (x3) and end user training (x60).

6. TENDER DATES

Tender Closing: **10:30 on 18 November 2022**. No late submissions will be accepted under any circumstances. Tender documents must be submitted in sealed envelopes, clearly marked with the reference number **JWIT001/21R**, and must be deposited in the tender box. Under no circumstances must the tender document be given to JW employee.

7. QUESTIONS AND ANSWERS:

NO QUESTIONS RAISED DURING MEETING

CLOSURE

Ms Nthabiseng More thanked all who attended the briefing, and the meeting was closed