



## **NEPAD PLANNING AND COORDINATING AGENCY**

### **MINUTES OF PRE-BID MEETING**

**November 26, 2018 at NEPAD offices, Midrand, South Africa**

### **Procurement of Virtual Datacentre for NEPAD Planning and Coordinating Agency** **17/NPCA/CS/ADMIN/ICT/RFB/2018**

#### **1.0 Present:**

1. Tatek Shewandagne	NEPAD Agency
2. Batho Maruping	NEPAD Agency
3. Jason Liddell	NEPAD Agency
4. Phiwe Dlamini	Dataproof Communication
5. Elsie Moloji	Edge Consulting
6. Matlhodi Kekana	Liquid Telecom
7. Kiran Pedinetti	Liquid Telecom
8. Ludi Nel	Epi-Use Labs
9. Marcel Paul	Nambiti Technologies
10. Gavin Lingenfecder	Seacom
11. Mahen Naidu	Seacom
12. Tonderai Sibanda	Seacom

#### **2.0 Introductions**

2.1 The meeting was called to order at 1400 hours. All participants present were welcomed to the pre-bid meeting for Procurement of Virtual Datacentre for NEPAD Agency. An attendance sheet was circulated for all to fill in their particulars.

2.2 The objectives of the meeting were shared with the participants, specifically the objectives were:

- To allow prospective bidders to seek clarifications; and
- To brief prospective bidders on the procurement process.

#### **3.0 Brief Presentations**

3.1 A brief presentation attached was done on the key aspects of the bidding documents and the bidding process;

1. This procurement is done in accordance with African Union Procurement guidelines.

2. Procurement method used is Continental Competition using request for bids (RFB) and the tender has been advertised nationally in the continent and limited to continental bidders only.

Contents of the bidding document was summarized as follows:

1. **Section I Invitation for Bids**
2. **Section 11 Instructions to Bidders:** *This Section provides relevant information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts*
3. **Section 11 Bid Data Sheet (BDS):** *This Section includes of provisions that are specific to each procurement and that supplement Section I, Instructions to Bidders.*
4. **Section IV. Contract Terms:** This Section contains the clauses to be applied on the contract. The forms when required, shall only be completed by the successful Bidder after contract award.
5. **Section VI. Schedule of Requirements:** This Section contains delivery schedules.
6. **Section VII. Technical Specifications:** This Section contains the Specifications/scope of work
7. **Section VIII. Sample Forms:** This Section includes the forms which are to be completed by the Bidder and submitted as part of his Bid
8. **Section 3 Evaluation and Qualification Criteria:** *This Section includes the criteria to determine the lowest evaluated bid and the qualifications of the Bidder to perform the contract.*
9. **Section 4 Bidding Forms:** This Section includes the forms which are to be completed by the Bidder and submitted as part of the Bid in accordance with the requirements included in the bidding documents.

3.2 The second presentation was done on scope of the assignment. Detailed information of which is contained in section VII of the bidding documents.

#### 4.0 Clarifications

Clarifications were made as presented in the table below:

Clarification Sought	Response Made
Is a disaster recovery site needed and is it 24 hrs?	Yes, 24 hrs RTO
Do you need dedicated hardware for the services?	We require a secure virtual environment delivery method is of no consequence
Are both QA/Production platforms needed?	Yes
Should the data center be based in Africa only?	Yes
Connection to NEPAD should it be fibre or VPN or both?	Gigabit Fibre but VPN will be accepted as a temporary measure
SAP replication DR	Platform DR
Should the solution provide for future expansion?	Yes
Is SAP certification needed	Hardware only

Clarification Sought	Response Made
Does this contract include maintenance contract as well?	The service provider should maintain all services provided
We would like to use a feature in Microsoft Azure which will only be available in South Africa by the end of 2018. How could we handle this in our tender response?	Bidders must comply with the specified timelines
We have checked the implementation period to provide you the solution you require as specified in the tender documents and we need about 16 weeks to be fully compliant to the tender. Is it fine if we specify 16 weeks in our tender response?	Bidders must comply with the specified timelines only delays with the fibre connectivity will be accepted

## 5.0 Conclusion

5.1 Having clarified all queries the participants were informed that minutes of the meeting would be emailed to them. These would be posted on the NEPAD website. It is the responsibility of the prospective bidders to periodically check the NEPAD website procurement tab for updates.

It was also mentioned that the pre-bid meeting was not mandatory and that all prospective bidders that did not attend the pre-bid meeting were also free to submit bids.

5.2 In closing the participants were reminded that if the closing date is December 7, 2018 and bids should be submitted in hardcopies and that electronic bids will not be accepted.