

MINUTES OF THE BID CLARIFICATION MEETING FOR BID384: DEVELOPMENT OF A UTILITY METER DATA MANAGEMENT SYSTEM AND DATABASE FOR HOSTING AND ANALYSIS OF SMART METERING DATA ACROSS GOVERNMENT BUILDINGS IN SOUTH AFRICA.

Date: 4th November 2016

Time: 11:00

Venue: SANEDI, Block E, Training Room

PROCEDURAL MATTERS

1. OPENING AND WELCOME	Ms Fikile Manganyi
2. ATTENDANCE REGISTER	Bidders
3. EXPLANATION OF THE BIDDING PROCESS	Ms Fikile Manganyi
4. EXPLANATION OF THE TERMS OF REFERENCE	Ms Lebogang Nkhwashu
5. CLOSURE	Ms Fikile Manganyi

OPENING & WELCOME

Chairperson Ms Manganyi welcomed everyone who was present at the compulsory bid clarification meeting.

ATTENDANCE REGISTER

The attendance register was circulated, and bidders were requested to sign it. The certificates of attendance of the bid clarification meeting was circulated and bidders were requested to complete them so that they can be signed as proof of attendance of the compulsory meeting.

EXPLANATION OF THE BIDDING PROCESS

- Objective of the procurement process
- legislative frameworks of the procurement process
- Bid planning schedule
- contact information
- Bid document structure
- pricing schedule
- submission format
- BBBEE Scoring
- Questions

questions	Answer	action	
if two companies are in a Joint Venture (JV) does the representation from one partner suffice in terms of attending the bid clarification meeting or the two parties must both attend?	One representative from either one of the companies will suffice.	None	
Is there a bid guarantee?	No	None	
will a local system be more preferred over an international one?	No	None	
1. EXPLANATION OF THE TERMS OF REFERENCE			
<ul style="list-style-type: none"> • Introduction • project summary • project objective • project scope with deliverables • operational functionality • technical infrastructure • drawing included in the specification • pilot for the project and quotations • evaluation criteria • questions 			
#	Question	Answer	Action
1.	The specification of the IEC on 3.4.2 are not the same, was this a typo or they are just different	The specification is the same, it was typo/error from SANEDI/DoE side.	None
2.	Does the project plan in the evaluation criteria refer to a project schedule with timelines	The project plan is broken down into 5 requirements which are clear in terms of what the bidder needs to include in their proposal.	None

3.	The certificate of attendance indicates that, a duly authorised representative of the company should sign the certificate. Further to that, a duly authorised person is normally the director, so if not a director, should you sign the certificate?	If you are delegated by the company to represent them, you are a duly authorised person to sign the certificate of attendance of the bid clarification meeting.	None
4.	Given the mandate of putting together the proposal, and the time given is limited. Will there be an extension to the closing date?	This will be deliberated internally and will be communicated to the bidders by 9 th November 2016.	SANEDI & DoE to communicate the possible extension to the bidders by 9 th November 2016 latest.
5.	According to page 12 item 3.11, are suppliers responsible for all the scope listed in that item?	<p>The scope of works requires the bidder to develop a meter data management system at the head office (Department of Energy) in Pretoria, however, this is a pilot project.</p> <p>There are MDMS in 9 municipalities, the bidder is required to connect to at least 4. Hence the bidder is required to cost the connection to all four and also the cost of one. Some municipalities have a problem of connecting to one MDMS, as a result there is a possibility that the connection will be made on HES (Head-End-System).</p>	None

		One of the requirements is that the bidder must make/conduct a feasibility study in order to determine or recommend what is needed in case DoE decides to roll out the project to the 9 municipalities.	
6.	<p>There are 9 different municipalities, with the assumptions that, they have different types of MDMS, which is assumed to have been supplied by different suppliers hence the multi-vendor approach.</p> <p>In order for a bidder to make an assessment in terms of whether one can interface with the existing MDMS, the following information is needed:</p> <ul style="list-style-type: none"> • What are the systems in place in this municipalities? • How many buildings will a bidders be dealing with? 	This requires a technical input from DoE as result answers will be provided to as soon as that consultation has taken place.	DoE to provide information requested by 9 th November 2016 after the consultation with technical specialist/Project Manager.
7.	Are there other municipalities that the bidders need to connect to in Gauteng?	Not all the municipalities, there is Mogale City, Nala and the rest of the list will be provided to service providers.	DoE to provide a list of the municipalities that the bidders

			will need to connect to in terms of systems.
8.	What is the deadline for answers to the questions asked in the bid clarification meeting and the communication for the possible extension?		DoE and SANEDI to send the answers by the 9 th November 2016 and also a published version will be provided on the SANEDI website.
	Are there plans to standardise the smart meters in the future and what are the expected specifications?	There are presently no discussions around this within the DoE.	None
	With regards to the analytics of the systems, is the bidder required to do the analysis of the functionality that were specified in the scope of works or partial analytics?	The bidder is required to do everything indicated in the scope of works and more. SLA's will address gaps.	None
	The scope of works indicates that the project will run for 6 months, and there is a business case/feasibility study to be carried out as part of the project, will there be a similar tender	There is a possibility, however, that will be a new tender process and yet to be determined.	None

	process on the same project in the future once this project has been implemented?		
	Are bidders expected to supply any meters in order to run the MDMS?	The scope of works does not involve the supply of smart meters.	None
	When the bidders bring the data, are they bringing the government buildings data or the entire municipality MDMS data?	There are selected buildings in the municipalities and only data from the selected buildings are expected to be provided. The data will determine the baseline.	None
CLSOSURE			
Ms Manganyi thanked everyone for coming.			

Compiled by: Ms Fikile Manganyi

Signed:

Date: