



**CONTRACT MANAGEMENT SYSTEM REVIEW AND DISPUTE RESOLUTION MECHANISM**  
**BID NUMBER: JDA/LEGAL-CM/006/2020/21**

No.	QUESTIONS	ANSWERS
1.	I have noticed with interest your advertisement of a request for proposal from experts in contract management systems and dispute resolution mechanisms. We are experts in dispute resolution mechanisms, with particular experience in public service dispute resolution and conflict systems design. Are we able to submit a proposal for only that aspect of the tender? Or must the tender address both contract management and dispute resolution?	Yes please respond to both please
2.	<p>3. Do you require a Contract Management System (CMS) as part of the proposal? In your Scope of Work (SoW) you request “Propose and effective uniform contract management system”, but your pricing template does not have a line for a Contract Management System.</p> <p>4. If you do require a CMS, how many users do you have</p> <p>5. What ERP system are you running and will you require integration of the CMS with your ERP system.</p> <p>6. How many contracts do you currently have and would these be required to be uploaded into the system as a starting point.</p> <p>7. How many contracts would be added per annum</p> <p>8. How many contract types do you have and what are they? i.e. GCC, JBCC, FIDIC, CPAP, NEC 3 etc</p> <p>9. Do the CMS need to include Contract Drafting &amp; Negotiation as well as management and monitoring i.e. early warning system?</p> <p>10. Would you like to include electronic signatures?</p> <p>11. What other systems would we need to integrate to?</p>	The JDA needs assistance with crafting a framework/ policy on contract management. We are referring to principles or procedures not an IT system. The JDA is currently using the SAP system.



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	<p>12. When in the contracting process must the CMS start?</p> <p>13. What provisions must the CMS have for continuous improvements?</p> <p>14. What Supplier Relationship Management capabilities must the CMS have?</p>	
3.	We have noted that page 29 is missing;	We noted the error when we added rows to the table we forgot to update the page numbering
4.	In ANNEXURE D - 1 : PARTICULARS OF CONTRACTS AWARDED BY NOT BY AN ORGAN OF STATE*** DURING THE LAST 5 YEARS cont., what do you mean by NOT an organ of State;	This is a typing error ( Not should have been deleted) please provide contracts that were awarded by an organ of state
5.	Under paragraph 6.3 it is stated that the proposal should use the same item numbers as below. For this section some of the things mentioned are for the bidders to note in their response and where that is that case what must we do in relation to that paragraph eg under 6.4 THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified. This goes to page 2 of the RFP. Also making use of line items is only mentioned in paragraph 6 of the document, how do we address other paragraphs? and	Where there are item numbers that you can use please do so, where there are not any numbers please still submit information requested or required, referencing the numbers is to make information accessible during evaluation.
6.	This email bounced rshirinda@jda.org.za and doesn't seem to be working.	Apologies, Mr. Shirinda is experiences technical challenges with IT related issues.
7.	We have applied for professional memberships for our directors, if we don't receive them in time for the submission of the bid, can we submit proof of payment?	If the bid requested professional membership, bidders will only be evaluated on the requested information and not proof of payment, if a certificate was requested then a certificate will be used for evaluation.
8.	In terms of paragraph 6.7 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. If not	Yes, please submit a municipal account of 1 or 2 of your directors (their personal municipal accounts).



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	<p>applicable, an affidavit to this effect is required. Copies of lease agreements or accounts with lessors will NOT be accepted. In contrast, ANNEXURE F requires firms to submit under sub paragraph ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months) (we submitting as a firm and not as individuals is this still applicable?) and do we submit only a copy of the firms' municipal account and not directors?)</p>	
9.	<ul style="list-style-type: none"> <li>•Under ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS, we are require to submit the following</li> <li>•vi. Names of all directors, their ID numbers and municipal account number (since we are submitting as a firm, can we submit only the municipal account of the building that the firm is occupying instead of individual directors?)</li> <li>•Paragraph i. requires a copy of municipal account mentioned in B (iv) &amp; (v) (Not older than 3 months) (since we are submitting as a firm, can we submit only the municipal account of the building that the firm is occupying instead of individual directors?)</li> </ul>	Please submit directors accounts
10.	iii. Proof of directors (Can we submit the CIPC?)	Yes
11.	Paragraph 8. Asks for the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2017 to 30 June 2018 (excl. VAT). Is the date 1 July 2017 to 30 June 2018 (excl. VAT) correct?)	Please submit for 2019 to 2020
12.	Paragraph 6.9 Details of directors / partners / members and shareholders with certified copies of their identity documents (we have over 100 directors, can we only submit the CIPC document containing the list of our directors instead of certified ID's and certify the CIPC?)	Please submit for at least 2 of the directors
13.	Provide information on the key personnel required per the organogram who will be assigned to this project (What do you mean by this paragraph?)	Individuals that will be responsible for the review and implementation as per the tender requirements
14.	Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document must confirm the name of the project / description of the project. (In instances where the client has already provided us with reference letters on their company letterhead but they don't have a company stamp, will this suffice?) The reason we are	If the letter is signed then it is fine



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	asking is that, we are trying to avoid asking clients for the same thing twice.	
15.	Certified copies of identity documents (same as above re ID's)	At least for 2 of the directors
16.	(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership) (we are Incorporated, will the company income tax number suffice?)	Yes
17.	Under paragraph 7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering. (do you want us to submit a total number of employees for each team that tenders, eg if we submitting for the construction team, then we submit total number of the construction team in the firm)	Yes
18.	List all contracts which your company is engaged in and have not yet completed. (What do we do if some of the contracts that we engaged in and not yet completed are confidential?)	Please list contract the completed contracts and give the number of the once that are confidential to list