

TENDER NO: DOE/005/2016/17

The Republic of South Africa

Department of Energy

REQUEST FOR BIDS FOR THE APPOINTMENT OF PROJECT MANAGEMENT SERVICES FOR THE SOLAR WATER HEATER PROGRAMME, INCLUDING OTHER CLEAN ENERGY INTERVENTIONS LIKE LOAD REDUCTION PROGRAMMES IN THE BUILT ENVIRONMENT FOR A PERIOD OF THREE (03) YEARS.

BRIEFING NOTE 1

15 FEBRUARY 2017



energy

Department:
Energy
REPUBLIC OF SOUTH AFRICA

1. Introduction

This Briefing Note (Number 1) is issued in terms of clause 13.4 of the Department of Energy's ("the Department's") Terms of Reference (ToR) for the appointment of "PROJECT MANAGEMENT SERVICES FOR THE SOLAR WATER HEATER PROGRAMME, INCLUDING OTHER CLEAN ENERGY INTERVENTIONS LIKE LOAD REDUCTION PROGRAMMES IN THE BUILT ENVIRONMENT FOR A PERIOD OF THREE (03) YEARS" (DOE/005/2016/17) and is subject to all the terms and conditions contained therein.

2. Purpose of the Briefing Note

- 2.1 The purpose of this Briefing Note, as it relates to the ToR, is to:
 - 2.1.1 Amend clause 4.1.2.1;
 - 2.1.2 Amend clause 8.4 criterion number 1 (**Company Experience**);
 - 2.1.3 Insert new clauses (clause 10.3; 10.4 and 10.5);
 - 2.1.4 Provide responses to Bidders' enquiries and requests for clarification; and
 - 2.1.5 Attach a List of municipal Request for Information (RFI) Respondents.

3. Amendment of clause 4.1.2.1

- 3.1 Cause 4.1.2.1 is amended as follows:

A Mobile App will be free issued on a hand-held device to be procured and used by Social Facilitators, Technical Feasibility Assessors, Installation Contractors, Project Managers, amongst others. The Mobile App will be used to upload project information including the data referred to in 4.1.1.4 above; and...

4. Amendment of clause 8.4 criterion number 1 (Company Experience)

- 4.1 Cause 8.4, second bullet of criterion number 1, is amended as follows:

*Evidence of the above mentioned experience must be demonstrated by **three (3) completed projects that are confirmed by reference/client letters** which indicate the value of each project, when (start date and end date) and where the project was executed (one point for evidencing one completed project, three points for evidencing two completed projects, and five points for evidencing three or more completed projects).*

5. Insertion of New Clauses (Clause 10.3; 10.4 and 10.5)

- 5.1 Clause 10 is amended by inserting a new clause 10.3 which reads as follows:

*(**Clause 10.3**) For each sub-programme you bid (EITHER social sub-programme **OR** SWH load reduction sub-programme **OR** SWH load reduction sub-programme for Public Buildings including*

Correctional Service Centres) under this TOR, prepare, mark (write the name of the sub-programme) and separately bind its technical proposal as part of the entire Bid Response. Each technical proposal must then be accompanied by SBD1 and a corresponding SBD3.3. In short one technical proposal will have one SBD1 and one SBD 3.3; two technical proposals will have two SBD1s and two SBD 3.3s; and three technical proposals will have three SBD1s and three SBD 3.3s. Attach one set of the other Standard Bidding Documents (i.e. SBD4, SBD6.1, SBD6.2, SBD8 and SBD9). Technical proposals and **all other Returnables** (including the required certificates e.g. Tax Clearance Certificate, B-BBEE Certificate or valid Affidavit) must be submitted as a single Bid Response and not in separate envelopes.

5.2 Clause 10 is amended by inserting a new clause 10.4 which reads as follows:

(Clause 10.4) *The Bidder shall wrap its Bid Response (comprising the Master/Original and one Copy) and mark the cover of the package with the following details:*

10.4.1 Project Management tender;

10.4.2 Tender number (DOE/005/2016/17);

10.4.3 Full title of tender; and

10.4.4 Registered name and address of the Bidder.

5.3 Clause 10 is amended by inserting a new clause 10.5 which reads as follows:

(Clause 10.5) *Each Bid Response is required to be hand delivered by way of:*

*10.5.1 **two (2) hard copies** of the entire Bid Response (one Master/Original and one Copy) as described in 10.3 above; and*

*10.5.2 **one (1) soft copy** of the entire Bid Response, which is contained within a single electronic storage device (other than a laptop or tablet or any similar device), and the documents contained therein must be:*

10.5.2.1 in Microsoft Word format, version 98 or later, save where the document cannot be accessed by Microsoft Word, in which event the document must be provided in an Adobe Acrobat PDF format; and

10.5.2.1 properly indexed, readable and capable of being opened.

6. Department's responses to enquiries raised by Bidders (on or before due date and time)

Issue No	Reference in ToR	Date and Time Received	Issue Description (quoted verbatim)	Department's Instruction
1.	Clause 8.2	Tue 31/01/2017 10:06 PM	<p>- Point No. 5 (COMPOSITION) in the Terms of Reference document, reads as follows: "The PM shall have capacity to provide the services as outlined by responding separately in respect of any of (i) the installation of Baseline Systems under the social sub-programme; (ii) the SWH load reduction sub-programme and (iii) the load reduction sub-programme for Public Buildings including Correctional Service Centres."</p> <ul style="list-style-type: none"> • Does this mean, a separate proposal for each of the 3 scope elements? 3 sets of technical proposal document – 3 documents if one elects to respond to all the scope elements; 3 sets of SBD8 & SBD9's etc. ; 3 Separate envelopes <p>- If the response to the above is in the affirmative (i.e. 3 separate documents), is there a requirement to label each envelope differently?</p>	<p>- Refer to 5 above.</p>
2.	Clause 2.1	Tue 07/02/2017 06:24 AM	<p>- Please can you assist with some guidance</p>	<p>- The duration of the bid is less</p>

Issue No	Reference in ToR	Date and Time Received	Issue Description (quoted verbatim)	Department's Instruction
	Clause 2.3.1.1 Clause 2.3.1.2 Clause 2.3.1.3 Clause 2.3.1.9 Clause 2.4.1.1 Clause 2.4.1.3 Clause 2.5.1.4 Clause 3.1.2 Clause 3.1.6 Clause 3.1.10 Clause 3.3.3 Clause 4.1.1.2 Clause 4.1.2.1 Clause 4.1.5.4 Clause 4.3 Clause 4.3.1.1 Clause 4.3.2.3 Clause 4.3.3.1 Clause 8.2.2		<p><i>on the tender? In general it talks about the management of all the aspects ie section 2.3.1, 2.4.1 and 2.5.1 – can we try and ascertain then what level of delivery there is in each of the activities below those sections as perhaps all the ‘doing’ is ‘by others’.</i></p> <ul style="list-style-type: none"> • <i>Contract period: there is often reference to a 3 year period, but also to the contract terminating in March 2019 (eg 2.1 of ToR) – can this be clarified?</i> • <i>We understand this is a panel appointment. Can there be any clarify provided on the likely scale of services (and projects per service provider) that are going to be provided as this will assist with understanding the resources required and ultimately the pricing?</i> • <i>Section 2.3.1.1: Has a database already been established? If so, in what format is it? If not where will this information be retrieved from and what is the process envisaged for this? Will the set up and management of the database be our</i> 	<p>than three years as it covers the remaining part of the 2016/17 financial year to the end of the 2018/19 financial year (i.e. work will be executed from the date of Appointment up to 31 March 2019).</p> <p>– The detailed scope for the Project Manager (PM) is deliberately not provided since the current bidding stage mainly focuses on the credentials (in particular the capacity, capability and PM experience) of the Bidder.</p> <p>Upon meeting the minimum threshold, which is set at 70 out of 100 points, successful Bidders will be placed on the department's panel and be issued with a detailed Request for Quotation (RFQ) for each project. The project-specific</p>

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			<p><i>responsibility? If so, what format of database would be expected from us?</i></p> <ul style="list-style-type: none"> • <i>Section 2.3.1.2: Who has collected the beneficiary household data using the mobile app?</i> • <i>Section 2.3.1.3: Can they provide more detail on the logistical involvement of the appointment ie will we be responsible for any of the said items (transport, warehousing, insurance) or will the role be more about coordination of these elements and they will be undertaken, procured and paid for by other parties</i> • <i>Section 2.3.1.9: Does this involve technical compliance certification or only from a contractual/project point of view?</i> • <i>Section 2.4.1.1: Will the database of information from the different insurers be in a uniform format and what format is this?</i> • <i>Section 2.4.1.3: Can they provide more detail on the logistical involvement of the appointment ie will we be responsible for any of the said items (transport,</i> 	<p>scope of the PM will then be provided to the selected/empanelled PM as and when the Department requires the service(s).</p> <p>Information regarding the database set up, format, retrieval and management will be included in the RFQ for the empanelled/successful PM (PM RFQ).</p> <p>For more information on Social Facilitators and Technical Feasibility Assessors visit: http://www.energy.gov.za/files/tenders_frame.html, under “Closed Bids” and download ToR for DOE/004/2015/16 and DOE/005/2015/16.</p> <p>- The development of the Mobile App is outside the scope of the PM but will be accessed by all appointed service providers,</p>

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			<p><i>warehousing, insurance) or will the role be more about coordination of these elements and they will be undertaken and paid for by other parties</i></p> <ul style="list-style-type: none"> • <i>Section 2.5.1.4: What would be our role in the implementation of the these interventions bearing in mind that these interventions could be any number of different options/outcomes?</i> • <i>Section 3.1.2: Can they provide the split per province/municipality? Can they advise the number of installations likely per PM company appointed?</i> • <i>Section 3.1.6: Who will be collecting the data about the households and deciding which households are selected/qualify for a SWH?</i> • <i>Section 3.1.10: How many manufacturers, installation contractors and participating municipalities are envisaged?</i> • <i>Section 3.3.3: Can the details of high level business case be shared to understand further what work has</i> 	<p>including the PM, and be used in each project. Further, the Department will train the <u>appointed</u> service providers on the Mobile App and its functionalities.</p> <ul style="list-style-type: none"> - Under clause 8.4 of the ToR the Project Plan (criterion number 4) may be based on projects previously executed by the Bidder and which are similar to any of the listed sub-programmes. - In summary all the required details will be provided when the RFQ is issued to the selected PM.

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			<p><i>already been done?</i></p> <ul style="list-style-type: none"> • <i>Section 4.1.1.2: What is the “social facilitation report”? Can this be shared?</i> • <i>Section 4.1.2.1: Who are the Social Facilitation and Technical Assessment Contractors and can they advise more on what their roles will be? Will this be the main source of information regarding the location of the baseline systems?</i> • <i>Section 4.1.5.4: Will we have access to this App and for what functions? Can info on the functionality of the App be provided? What can the info from the App be imported to / synchronized with ie with what programmes can the info be analysed etc?</i> • <i>Section 4.3: How many public buildings / projects are envisaged to be undertaken per PM? Can they advise on the scale of these potential projects?</i> • <i>Section 4.3.1.1: Please confirm this ‘service provider’ would not be us/PM?</i> • <i>Section 4.3.2.3: Can they advise what financing options will be considered?</i> 	

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			<ul style="list-style-type: none"> • <i>Section 4.3.3.1(i): Who will develop and design the work package/s?</i> • <i>Pricing Schedule items 2, 5, 5.1, 5.2 & 7: It is not possible to determine at this stage as the size or number of projects per PM not decided (as per section 8.2.2 of ToR financial proposals will be done per project at a later stage). Please advise</i> 	
3.	Clause 8.2	Tue 07/02/2017 01:03 PM	<p>– <i>Kindly advise if we are to provide pricing. There are two places in the document that requires the following:</i></p> <ul style="list-style-type: none"> • <i>Total Bid Price</i> • <i>Hourly and Daily Rates</i> • <i>In a third place it mentions that Pricing is not required at this stage, kindly clarify.</i> 	<p>– There will be no Competitive and Comparative evaluation (calculation and comparing of points for price and B-BBEE) at this stage. However, whilst price competition is not applicable at this stage, the Department still requires Bidders to provide indicative prices per sub-programme for which they elect to bid, that being done in accordance with 5.1 above, as well as a B-BBEE certificate or valid Affidavit. .</p>

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4.	<p>Clause 8.4 Clause 2.3.1.8 Clause 4.1.1 Clause 4.1.2 Clause 4.1.1.3 Clause 4.1.1.4</p>	Tue 07/02/2017 02:09 PM	<ul style="list-style-type: none"> - <i>The bid indicates that the Project Leader ought to be registered as a practitioner with the SACPCMP. Is this a definite requirement?</i> - <i>Team members must possess "at least a degree or a National Diploma in Commerce, Information Technology." Does this mean that team members can have any B Degree or even a B-Tech, or must the degree also be in the fields of Commerce or Information Technology? Must the incumbents majors include both Commerce AND Information Technology?</i> - <i>To which entity will the Installation Contractors be contracted? Will the DOE or Municipality contract with the Installation Contractors or will the Project Manager do so? Who will carry the risk for the installations – the Installation Contractor or the Project Manager? (Alternatively, who will sign off on the certificate of compliance?)</i> - <i>Where does responsibility lie for appointment of any professionals required</i> 	<ul style="list-style-type: none"> - To be allocated full points (15) the registration with the South African Council for Project and Construction Management Professions is a definite requirement. However up to 10 points will be allocated if the Team Leader is registered with any other recognised project management professional body. - To qualify for full points either a degree or a diploma (or both) specifically in Commerce or Information Technology are required. Majors are not specified and therefore do not form part of the evaluation criteria. - Installation Contractors will be appointed by, and contracted with, the Department. The installation risk allocation, which be linked to the

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			<p><i>to facilitate the social facilitation processes? Must the PM supply the professional team, the Municipality or even the DOE? The same holds with 4.1.1.2.</i></p> <ul style="list-style-type: none"> <i>- Who is the contracting agency with the local trainees – the PM, the Municipality or the DOE?</i> <i>- Who will supply the mobile devices for recording the data? Who pays the data costs – the PM, DOE or Municipality? Who is to manage the ongoing IT (software) requirements of the mobile devices – PM, DOE or Municipality?</i> 	<p>Supplier's training and certification obligations (in terms of the Supply Agreement), will be specified in the Installation Services Agreement. The handling of applicable certificates will be specified in the PM RFQ and also be elaborated in the Installation Request for Bids.</p> <ul style="list-style-type: none"> - The Department has already selected Social Facilitators and Technical Feasibility Assessors. - Local installers will enter into Employment Contracts with the appointed Installation Contractors. - Refer to 3.1 above.
5.	<p>Clause 2.1 Clause 8.2.1 Clause 8.2.2</p>	Tue 07/02/2017 09:42 PM	<ul style="list-style-type: none"> - <i>According to the Terms of Reference document under 2.1, 8.2.1 and 8.22:</i> <ul style="list-style-type: none"> • <i>The Department wishes to create a panel of service providers to render project management (PM) services on</i> 	<ul style="list-style-type: none"> - Refer to the response to Issue number 3 above.

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			<p><i>an "as and when" basis over a period extending up to March 2019.</i></p> <ul style="list-style-type: none"> • <i>Price competition is not applicable at this stage of the procurement process.</i> • <i>For each projects the empanelled/successful bidders will be required to submit technical proposals inclusive of detailed deliverables/outputs as well as financial proposals as and when required by the Department.</i> • <i>Yet, SBD 1 and SBD 3.3, requires of the bidders to provide a Total Bid Price, I need to confirm that:</i> <ul style="list-style-type: none"> - <i>The bidders are not to provide the Total Bid Price as alluded in the Terms of Reference under 2.1, 8.2.1 and 8.22</i> - <i>The bidders are not expected to provide a proposed rate for each resource being proposed</i> 	
6.	Clause 4 Clause 8.4	Tue 08/02/2017 08:28 AM	<ul style="list-style-type: none"> - Qualifications: <i>(Terms of Reference document page 15; point 3):</i> <ul style="list-style-type: none"> • <i>It is that the Team Members must possess at least a Degree or a National Diploma in Commerce, Information</i> 	<ul style="list-style-type: none"> - The Department has determined the qualifications it (the Department) requires for the Team Members. Any other relevant qualification, besides

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			<p><i>Technology; Will a degree or national diploma in Engineering be seen as an acceptable alternative qualification for the team member criteria?</i></p> <ul style="list-style-type: none"> - Scope of Work <ul style="list-style-type: none"> • <i>Will you please clarify the scope of work required for Sub-program 3 regarding the Load reduction sub-programme for public buildings including Correctional Service Centres? The presentation at the briefing session seemed to make no mention of this, rather it mentioned a repair and replace programme, which in turn is not contemplated in the tender terms of reference.</i> 	<p>the one specified, will be allocated lower points.</p> <ul style="list-style-type: none"> - For each of the three sub-programmes the detailed scope of work is not provided as such scope will be project specific. The high level outline of each sub-programme is provided in the INTRODUCTION AND BACKGROUND as well as METHODOLOGY sections of the ToR.
7.	<p>Clauses 6.1 Clause 13.5</p>	<p>Wed 08/02/2017 09:05 AM</p>	<ul style="list-style-type: none"> - <i>Where can I find yesterday's presentation on the DOE website on Solar Water Heater programme?</i> - <i>The tender says this programme is for 3 years and its starts in march 2017 if so, the end period should be March 2020 and not 2019 as March 2017 to March 2018 is 1 year and so forth. Please clarify this for us?</i> 	<ul style="list-style-type: none"> - The Briefing Session presentation is accessible on the departmental website. Visit: http://www.energy.gov.za/files/tenders_frame.html; go to DOE/005/2016/17. - Please refer to the response to Issue number 2 above.
8.	<p>Clause 8.4</p>	<p>Wed 08/02/2017 04:01 PM</p>	<ul style="list-style-type: none"> - <i>The evaluation criteria requests 3</i> 	<ul style="list-style-type: none"> - Refer to 4.1 above.

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			<p><i>reference / client letters. (one point for each submitted proof). This equates to 3 points but the weight is indicated to be 5 points. Please clarify.</i></p> <p><i>- Qualifications: Item 3 - Is there any reason why an electrical engineer with I.T experience would not qualify in this area?</i></p>	<p>- Refer to the response to Issue number 6 above.</p>
9.	Clause 8.2	Wed 08/02/2017 04:47 PM	<p><i>- I would like to confirm that there is only one pricing schedule required whether we are submitting for only one or all three parts of the tender. I ask this as there would be different skills required for the different parts and therefore potentially different rates.</i></p>	<p>- Refer to 5.1 above.</p>
10.	Clause 10	Wed 08/02/2017 05:16 PM	<p><i>- For the submission as per your last presentation slide states:</i></p> <ul style="list-style-type: none"> <i>• Only submit one set of Standard Bidding Documents. BUT submit separate technical proposals per bid sub-programme (SWH social/SWH load reduction/Public Buildings load reduction). Do not reproduce and submit the Terms of Reference.</i> <p><i>- Whiles waiting in the reception area, the</i></p>	<p>- Refer to 5 above. Yes, do not attach to the Bid Response the ToR and the Municipal Framework Agreement.</p>

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			<i>lady that briefed us indicated that we need to make 2 duplications of the bid document as well and each proposal. May you kindly clarify which procedure to follow on this part of the submission?</i>	
11.	Clauses 4.1 Clause 4.2	Thu 09/02/2017 10:26 AM	<ul style="list-style-type: none"> - <i>If the mobile app is a separate scope item that the DOE would procure, or if the service provider must develop it as part of their offering</i> - <i>To what extent the logistics management is in scope (i.e. must the PM source warehousing)</i> - <i>How the DOE sees the optimal dispatch of the failed geysers that need to be replaced with solar ones, and if the mobile app must assist with that as well</i> - <i>A large programme like this will require media relations and PR. Is this part of PM?</i> 	<ul style="list-style-type: none"> - Refer to the response to Issue number 2 above. - Refer to the response to Issue number 2 above. The Department will source warehousing (the so-called Central Storage Location). - The detailed mechanics of the SWH load reduction programme will be concluded in conjunction with participating insurers and further shared with the selected PM when the RFQ is released. - The scope of the selected PM will specify the details on all aspects of each project.
12.	Clause 8.4	Thu 09/02/2017 07:18 PM	- <i>Can the team leader have a National Diploma in Mechanical? (More than 20</i>	- For the Team Leader 03 points will be allocated for a national

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			<p><i>years experience in Engineering where 10 years experience in Project Management.</i></p> <ul style="list-style-type: none"> - <i>How many points wil we get for this qualification.</i> - <i>Can the team leader have his GCC in Mechanical Engineering is stead of being registered with the South African Council. To register will take a few weeks</i> - <i>How many points wil we get for this qualification.</i> 	<p>diploma in any of the listed qualifications.</p> <ul style="list-style-type: none"> - Up to 10 points will be allocated if the Team Leader has government certification on a profession that has overlapping project management attributes.
13.	Clause 8.3	Wed 10/02/2017 11:21 AM	<ul style="list-style-type: none"> - <i>Kindly advise if we require a consolidated BEE certificate if we are bidding as a consortium?</i> 	<ul style="list-style-type: none"> - Yes. Only consolidated B-BBEE certificates will be considered for B-BBEE (preference) points scoring if the Bidder is a Trust or Joint Venture or Consortium.
14.	Clause 10.1	Fri 10/02/2017 12:09 PM	<ul style="list-style-type: none"> - <i>Due to clarifications not yet being received and the tender closing on 17 February 2017, we hereby request an extension of time for the above tender for one week (24 February 2017).</i> 	<ul style="list-style-type: none"> - As you are aware providing written responses on or before the 15th of February 2017 was communicated through the ToR. Therefore this date has surely not taken any potential bidder by surprise. During the Compulsory Briefing Session

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				<p>the Department spent more than 2hrs for each of the 2 sessions that were conducted. The questions raised by the potential bidders were responded to. Having provided the responses during the Compulsory Briefing Session the written responses are for record and audit trail purposes. Availing the written responses by the 15th of February 2017 is not reasonable justification for an extension of the Bid Submission Date. Therefore, regrettably, your request is not approved.</p>
15.	Clause 8.4	Fri 10/02/2017 03:48 PM	<p>- <i>With regard to the Team Leader qualifications. Our Project Manager is registered with the Project Management Institute International (PMI) as a Professional PM....and not the South African council....will it be problematic?</i></p>	<p>- Refer to the response to Issue number 4 above.</p>

7. Department's response to enquiries raised by Potential Bidders (after due date and time)

7.1 The following questions were received by the Department after the due date and time (**10 February 2017**).

7.2 In its sole discretion the Department hereby provides the response thereto.

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16.	Clause 5.1	Sun 12/02/2017 05:20 PM	<p>- I am in the process of finalising my proposals. It is not clear to me when it comes to the specifics of the proposals:</p> <ul style="list-style-type: none"> • The way I understood in the compulsory briefing, was that a Project Management Service Provider may bid for all 3 focus areas which are: • 1. Social; 2. Load reduction; & 3. repair and replace. It was confirmed that separate and comprehensive proposals should be crafted for each area. • When I read the bid document p.12, the focus areas are: • 1. The installation of Baseline Systems under the social sub-programme; 2. the SWH load reduction subprogramme, and 3. the load reduction sub-programme for Public Buildings including Correctional Service Centres. Please advise. 	<p>- The cut-off date and time for the submission of written enquiries has passed. Please await written responses from the Department which will be provided on or before 15/02/2017, at 17h00.</p>
17.	Clause 4.1.5.4	Mon 13/02/2017 11:05 AM	<p>- I would like to enquire of the mobile application mentioned is part of the scope?</p>	

8. Schedule of Briefing Notes Issued

- 8.1 **Briefing Note Number 1:** Amendment of clause 4.1.2.1; Amendment of clause 8.4 criterion number 1 (**Company Experience**); Insertion of new clauses (clause 10.3; 10.4 and 10.5); Provision of responses to Bidders' enquiries and requests for clarification; and sharing of a List of municipal RFI Respondents.