



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

MINUTES FOR DFFE-T056 (23-24)

NON-COMPULSORY INFORMATION SESSION

DATE: 27 MARCH 2024 VENUE: MICROSOFT TEAMS TIME: 10:00 – 11:30

CHAIRPERSON:
Mr. Cyril Ndou

MINUTES OF THE NON-COMPULSORY INFORMATION SESSION WITH INTERESTED BIDDERS FOR

THE APPOINTMENT OF SUITABLE SERVICE PROVIDER/S TO DEVELOP THE NATIONAL VELDFIRE RISK PROFILE FOR A PERIOD OF 12 MONTHS.

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	<p>The chairperson, Mr. Cyril Ndou officially opened the meeting and welcomed all prospective bidders in attendance.</p> <p>Furthermore, the officials from the Department of Forestry, Fisheries and the Environment introduced themselves.</p>	Noted	None
2.	AGENDA AND PURPOSE OF THE MEETING	<p>The agenda of the meeting was presented as follows:</p> <ul style="list-style-type: none">▪ Technical Presentation (Terms of Reference of the project) by the Project Manager, Mr. Winston Smit.▪ Q&A relating to the technical aspect of the project.▪ Presentation of the Bid Evaluation process by the Supply Chain Management Representatives, Ms. Malebo Rammushi.▪ Q&A relating to the Evaluation/Administration process. <p>The agenda was adopted as such.</p>	Noted	None



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2.	ATTENDANCE	<p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none">Mr. Cyril Ndou (Chairperson)Mr. Winston Smit (Project Manager/BSC Member)Mr. Lwando Paraffin (BSC Member)Mr. Rasivetshela Nesengani (GIS Tech)Ms. Malebo Rammushi (SCM Support) <p>All prospective bidders who were in attendance were requested to provide their information in the Microsoft Teams chat panel as a form of registration.</p> <p>No apologies tendered.</p>	Noted	None
3.	PURPOSE OF THE MEETING	<p>Mr. Ndou indicated that the purpose of the meeting was to provide clarity on what the objective of the project is. He further confirmed that this is a non-compulsory briefing session therefore, those who did not attend will still be considered accordingly.</p>	Noted	None
4.	TECHNICAL PRESENTATION OF THE PROJECT	<p>Mr. Winston Smit, gave a brief overview of the project and emphasis was made on the following:</p> <ul style="list-style-type: none">The purpose and importance of developing the risk map is in response to the Act (viz. National veld and forest fire Act, no. 101 of 1998), to reduce veldfire risk as it poses as a hazard, to create awareness of hotspots and protect natural resources.The role played by the Department in advising, the impact of the map in that role and importance of having a reliable source of data.The expected deliverables' phases (viz. Inception,	Noted	None



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		<p>Implementation, and close-out phase).</p> <ul style="list-style-type: none"> ▪ Further emphasis was made on the level of interactiveness that this project requires between both the appointed service provider, key stakeholders and the department. <p>Upon conclusion of the technical presentation, prospective bidders were given an opportunity to ask questions and clarification was provided. (See Q & A below)</p>		
5.	PRESENTATION OF THE BID EVALUATION PROCESS	<p>The Supply Chain Management Representative, Ms. Malebo Rammushi, gave a brief overview of the process as follows:</p> <ul style="list-style-type: none"> ▪ Emphasis was made on the closing date and time, the delivery address, and delivery instructions when using courier services (bidders are to ensure that the courier personnel register the submission of the proposals when depositing into the tender box). ▪ Only physical bid proposals will be accepted (no emailed or faxed proposals). ▪ Late bids will not be accepted. ▪ All queries of the tender document post the briefing session should still be sent to Tenders@dffe.gov.za at least seven (07) calendar days before the stipulated closing date. ▪ Outlined the three (03) evaluation phases that will be followed for this tender: <ul style="list-style-type: none"> - Phase 1: Pre-compliance - Phase 2: Functionality Criteria - Phase 3: Price and Specific Goals 	Noted	None



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		<ul style="list-style-type: none">She further highlighted the key forms to be completed and signed, and the submission of supporting administrative documents such as TCC & CSD. <p>Upon conclusion of the bid evaluation process presentation, prospective bidders were given an opportunity to ask questions and clarification was provided. (See Q & A below)</p>		
7	QUESTIONS & ANSWERS (Q & A)	<p>Q – Karen Steenkamp from CSIR, wanted to get clarity on the statement in the TOR that indicates that both raw/processed data is the property of the Department. Given that the company makes use of historical data, 20 years worth of data, which will be used to produce second level data – does the statement apply to that level of data as well?</p> <p>A – Where the bidder uses their own historical data, and did not acquire that for this specific project, then the data belongs to the bidder. However, second level data, developed during the course of the project or as a result of the project, will then be transferred to the department.</p> <p>Q – Sarah Davies from CSIR requested clarity on the review of the current veldfire profile mentioned in the TOR. She indicated that this review does not appear on the pricing schedule (Annexure A). Therefore, is the review required and what is meant by reviewing the current plan. Is a separate review report required or is it to say that the current veldfire profile must be included and updated in the new one?</p> <p>A – The current system is based on the biomes and the review of that is to see if whether that is still relevant or is there any improvement that can be made. Therefore, there needs to be a review in order to advice the department. Following the review</p>	None	None



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		<p>process, new data and information will then be used to develop the risk map. The review is critical to ensure that the department is on the right track.</p> <p>Q – Nicholas from NNR Projects (Pty) Ltd made reference to the mention of reviewing and updating the developed report by Council for Scientific and Industrial Research (CSIR). Therefore, because CSIR is also part of the meeting and a bidding organisation, is it not a conflict of interest that the Terms of Reference refer prospective bidders to that organisation whereas it is also bidding?</p> <p>A – The current risk map that the department has was previously done by a service provider, CSIR, who was appointed through the bidding process. That report is available to all (viz. it's a public document) and will now be used only as a basis to move forward as it must be reviewed. There is no conflict as this process is independent and CSIR has no advantage over the other bidders.</p> <p>Q – Sarah Davies from CSIR asked the following questions:</p> <ol style="list-style-type: none">1. During the presentation, SCM had indicated that documents can be couriered in and there is a register at the reception that should be signed when bidders submit; therefore, can the courier personnel register the bid proposal on the bidder's behalf?2. When going through the Terms of Reference, there was a mention of team leader one and team leader two – the first one being the veldfire and risk management		



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		<p>expert and the second being the GIS expert. Given that both experts are labelled as team leaders, are you specifying that there needs to be two joint team leaders, or could there be one team leader that fulfils both those criteria?</p> <p>A – 1. Yes, it is advisable that the courier personnel registers when they deliver the bid proposal.</p> <p>2. The terms of reference has separated the two experts, although they are both referred to as the team leader. The qualifications and experience required is also different from the two experts, and it is therefore advisable that there are two team leaders performing those different duties in their respective field.</p> <p>Q – Nicholas from NNR Projects (Pty) Ltd made reference to page 5 of the TOR, where 4.1.4 states that the service provider will have to Undertake one (1) consultation per province and one (1) at the national level. Can clarification be provided with expanding on the one of all provinces.</p> <p>A – The department has veldfire dangers in different provinces and if we are only having a national meeting, we will miss nuances of the provinces. Therefore, the aim is to get the information and inputs from the stakeholders in the various provinces to enrich and assist in developing the risk map. The provincial engagement is therefore quite critical in that – the service provider will then have to go through all the provinces.</p> <p>Q – Nicholas further made a follow-up that given that the project requires stakeholder engagements in all provinces as highlight,</p>		



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		<p>the assumption is that travelling will be required (i.e. Car rentals, accommodations etc.) Therefore, in the rate per hour that we are supposed to quote, should the rate per hour include those costs?</p> <p>A – The rate per hour that must be indicated speaks to the professional fees only and does not account for the travel costs. Therefore, Annexure A – Pricing Schedule will only be considering that amount. However, SBD 3.3 is where the Service Provider must include all costs for this projects, which will now include the Travel expenses for travelling to the provinces to the stakeholder engagements.</p>		
6.	CLOSURE	<p>The chairperson thanked all attendees for their time and attendance. The meeting was adjourned.</p>	Meeting was adjourned	None