



forestry, fisheries & the environment

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

MINUTES FOR DFFE-T055(23-24)

COMPULSARY INFORMATION SESSION

DATE: 26 MARCH 2024 **VENUE:** MICRO SOFT TEAMS **TIME:** 10:00 – 11:00

CHAIRPERSON:

Mr Thabo Setshedi

MINUTES OF COMPULSORY INFORMATION SESSION INTERESTED BIDDERS – TITLE: THE APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE SPECIALIST TECHNICAL, LEGAL, FINANCIAL, AND ECONOMIC ADVISORY SERVICES AND SUPPORT TO THE REGULATING COMMITTEE FOR METEOROLOGICAL SERVICES (RCMS) IN REGULATING FEES PAYABLE TO THE SOUTH AFRICAN WEATHER SERVICE (SAWS) FOR THE PROVISION OF METEOROLOGICAL SERVICES TO THE AVIATION AND MARITIME INDUSTRIES FOR A PERIOD OF THREE (03) YEARS.

NO	ITEM	DISCUSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed all members in attendance.	Noted	None
2.	PRESENT/ ATTENDEES AND APOLOGIES	• Mr. Thabo Setshedi - (Chairperson)		None



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NO	ITEM	DISCUSION	DECISION	COMMENTS
		<ul style="list-style-type: none">• Mrs. Enny Tsebe (Atmospheric Quality Information)• Mr. Vincent Ratau (SCM Support) No apologies tendered. <ul style="list-style-type: none">• Attendance Register for potential bidders is attached.		

NO	ITEM	DISCUSION	DECISION	COMMENTS
3.	PURPOSE OF THE MEETING	The purpose of the meeting is to provide clarity in so far, the scope and extent of work to be conducted by prospecting bidders as it relates to the appointment of the service provider to provide specialist technical, legal, financial, and economic advisory services and support to the regulating committee for meteorological services (RCMS) in regulating fees payable to the South African weather service (SAWS) for the provision of meteorological services to the aviation and maritime industries for a period of three (03) years.	Noted	None



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4.	INTRODUCTION AND BACKGROUND OF THE PROJECT	<p>The Mrs. Enny Tsebe gave an overview in so far:</p> <ul style="list-style-type: none"> • Scope of work for rent reviews for all the companies as required. • Provided an interpretation of each of the different phases of the project that prospective bidders would need to address <p>Upon completion of the overview session, an opportunity for comments / questions and or project clarification was provided.</p>	Noted	None
5.	INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION	<p>Mr Vincent Ratau (SCM)</p> <ul style="list-style-type: none"> • Proceeded with presentation in so far, the bid documents and bidding process. • Presentation displayed and interpreted bid submission requirements, returnable documents and elaborated on the Four phases of Evaluation Criteria, that is the Pre-compliance, Mandatory, Functionality and Price and Preference points. • Upon completion of the explanation session an opportunity for comments / questions and or clarification was provided. 	Noted	None



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7	QUESTIONS CLARIFICATION.	FOR <p>Q- Will the provision of clients' information by the bidders as required in form of references cause no conflict as such information is usually considered to be confidential?</p> <p>A- This information is not required from individuals but rather from companies, it references for the company that are required, and during the Bid Evaluation all members sign a declaration for confidentiality to acknowledge that all the information is confidential.</p> <p>Q- On page 22 where CVs are required, can more space be created or more pages be added in order to add more information and additional people?</p> <p>A- Yes, more space and pages can be to add more information and people's CVs.</p> <p>Q- In the technical part, For the phase one, two for and three, is there like copies like we going to get the physical copies on how to do it as as we go along if appointed?</p>	Noted	None



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NO	ITEM	DISCUSION	DECISION	COMMENTS
		<p>A- The prospective bidder will have to provide us with a methodology and the project plan also in terms of the timelines as required and as articulated in the terms of reference. So in terms of the support as a department will provide them with the support in terms of a plan of how the tariff review cycle runs and what's required and what needs to be done, which is also already included in the terms of reference.</p> <p>Q- Under Pre-compliance, there's a part that requires CSD report and or text PIN, do you require both or just one of the two?</p> <p>A- Yes, both of them are required.</p> <p>Q- is the submission of the bid only required at the address mentioned and can it not be submitted electronically?</p> <p>A- The address mentioned in the bid document is the only the address for submission and the bid documents cannot be submitted electronically, only physical submission is required in hard copies.</p>		



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6.	CLOSURE	The chairperson thanked all attendees for their time, presence and for their contribution and SCM will publish minutes and presentation with seven working days, meeting adjourned at 11:00 AM.	Meeting was adjourned	None