



MINUTES FOR DFFE-T058 (23-24)

NON-COMPULSORY INFORMATION SESSION

DATE: 09 APRIL 2024 VENUE: MICROSOFT TEAMS TIME: 10:00 – 10:59

CHAIRPERSON:
Mr. Winston Smit

MINUTES OF THE NON-COMPULSORY INFORMATION SESSION

FOR

THE APPOINTMENT OF THE PROFESSIONAL SERVICE PROVIDER TO PROVIDE VELD FIRE STATISTICS IN SOUTH AFRICA, FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	<p>The chairperson, Mr. Winston Smit 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 Mr. Lwando Paraffin.▪ Q&A relating to the technical aspect of the project.▪ Presentation of the Bid Evaluation process by the Supply Chain Management Representatives, Ms. Doreen Gadebe.▪ Q&A relating to the Evaluation/Administration process.	Noted	None



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		The agenda was adopted as such.		
2.	ATTENDANCE	<p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none">▪ Mr. Winston Smit (Chairperson)▪ Mr. Lwando Paraffin (BSC Member)▪ Ms. Doreen Gadebe (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	Mr. Smit indicated that the purpose of the meeting was to provide clarity on the objective of the project. He further confirmed that this is a non-compulsory briefing session therefore, those who did not attend will still be considered accordingly.	Noted	None
4.	TECHNICAL PRESENTATION OF THE PROJECT	<p>Mr. Lwando Paraffin, gave a brief overview of the project and emphasis was made on the following:</p> <ul style="list-style-type: none">▪ The purpose is to prevent and combat veld, forest, and mountain fires throughout the republic and to provide for various institutions, methods and practices for achieving in the purpose in response to the Act (viz. National Veld and Forest Fire Act, no. 101 of 1998).▪ The role played by the Department in advising, the veld fire statistics should be intergated with relevant provisions in the Act. It should provide an assessment at the policy level, to support operational assessments	Noted	None



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		<p>and mitigations plans in the provincial and local spheres of government.</p> <ul style="list-style-type: none"> ▪ The overall objective is to provide the Department with veld fire data. ▪ The extent of the scope of work is to provide statistical report at the municipal (local, district and metro), provincial and national level. ▪ Emphasis was made on the expected deliverables and outcomes activities viz. timeframes for the period of thirty-six months. <p>Upon conclusion of the technical presentation, prospective bidders were given an opportunity to ask questions and clarification was provided.</p>		
5.	PRESENTATION OF THE BID EVALUATION PROCESS	<p>The Supply Chain Management Representative, Ms. Doreen Gadebe, 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 	Noted	None



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		<p>followed for this tender:</p> <ul style="list-style-type: none"> - Phase 1: Pre-compliance - Phase 2: Functionality Criteria - Phase 3: Price and Specific Goals <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. There were no questions asked for the bid evaluation process.</p>		
7	QUESTIONS & ANSWERS (Q & A)	<p>Q – Dr Pieter Olivier from M.A.P Scientific Services, wanted to get clarity on three below questions:</p> <ol style="list-style-type: none"> 1. For the daily dashboard fire statistics and associated infrastructure, does the Department have a specific associated infrastructure in mind? 2. In terms of the veld fire seasons which are June to October (Winter season) and December to April (Summer season), does it mean there will be no reporting on the mapping for May and November or it will be for those designated months? 3. Does the Department have licensing available or the bidders should have a licensing cost for example GIS systems or software licensing program? <p>A- 1. The Department is not prescriptive on the specific infrastructure because it may exclude certain bidders therefore they will be guided by the bidders.</p>	None	None



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		<p>2. In terms of the fire season, what they expect for example currently in the inland areas there is no fire therefore there will be zero reporting which is regarded as a report. Although they had clearly defined fire seasons and it was not suppose to burn in the North-West and/or in January, the fire statistics will have an overlap in the middle of the summer rainfall season which will then be reported.</p> <p>3. The prospective bidder must have an appropriate approach for licensing but the Department has ESRI License.</p> <p>Q – Dr Pieter Olivier from M.A.P Scientific Services further requested clarity on the review of the project timeframe. Does the Department envision the system to be up and running for the coming fire season from June this year or do they foresee a longer timeframe?</p> <p>A – The winter veld fire season is starting for example in June and the closing date is in April so it would be feasible to expect the infrastructure and dashboard to be there when the fire season start. If the project commence in the middle of the fire season and the tender is awarded by June, meetings and discussion will be undertaken with the prospective bidder to envisage how the project will unfold. Should the project start during the fire season where there will be no reporting for July and August, the details of the missing report will be discussed with the bidder during the signing of the Service Level Agreement.</p> <p>Q – Mr Andrew Purdong requested clarity regarding the licensing data and reports. Once the data is received by the</p>		



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		<p>Depart of Forestry, Fisheries and the Environment (DFFE), how will reports and data of burn scars be made publicly available or which licensing terms will it be shared?</p> <p>A – The licensing software will not be shared but rather the reports and data on the burns scars will be posted on the departmental website which the public can access.</p>		
6.	CLOSURE	<p>The chairperson thanked all attendees for their time and attendance.</p> <p>The meeting was adjourned.</p>	Meeting was adjourned	None