

**MINUTES FOR DFFE-RFQ005 (24-25)**  
**NON-COMPULSARY INFORMATION SESSION**

DATE: 09 SEPTEMBER 2024

VENUE: DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT, 110 HAMILTON BUILDING, FIRST FLOOR BOARD ROOM, 110 HAMILTON STREET, ARCADIA, PRETORIA, 0081.

TIME: 10:00 – 12:00

**CHAIRPERSON:**

Mr Avhashoni Renny Madula, Director: Forestry Policy and Sector Coordination

**MINUTES OF NON-COMPULSORY BRIEFING SESSION WITH INTERESTED BIDDERS – TITLE: THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO INVESTIGATE THE DECLINE OF TIMBER PLANTATIONS IN SOUTH AFRICA FOR A PERIOD OF SIX (6) MONTHS.**

NO	ITEM	DISCUSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed the members in attendance.	Noted	None



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
2.	<b>PRESENT/ ATTENDEES AND APOLOGIES</b>	<ul style="list-style-type: none"><li>• Mr. Avhashoni Renny Madula (DFFE)</li><li>• Dr. Andile Churchill Mkwalo (DFFE)</li><li>• Mr. Vincent Ratau (DFFE)</li></ul> <p>Prospective bidders present:</p> <ul style="list-style-type: none"><li>• Urban Econ</li><li>• Digby wells Enviro</li><li>• CSIR</li><li>• Murenzhe Agro</li><li>• Thuso Enviro and Agric</li></ul> <p>No apologies tendered.</p>		None



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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 prospective bidders as it relates to the appointment of a professional service provider to investigate the decline of timber plantations in South Africa for a period of six (6) months.	Noted	None
4.	INTRODUCTION AND BACKGROUND OF THE PROJECT	<p>Dr. Churchill Mkwalo gave an overview in so far:</p> <ul style="list-style-type: none"> <li>• Scope of work and the project deliverables for stock enumeration for the bidders as required.</li> <li>• Provided an interpretation of each of the different phases of the project that prospective bidders would need to address</li> </ul> <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"> <li>• Proceeded with presentation in so far, the bid documents and bidding process.</li> <li>• Presentation displayed and interpreted bid submission requirements, returnable documents</li> </ul>	Noted	None



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		<p>and elaborated on the three phases of Evaluation Criteria, that is the Pre-compliance, Functionality and Price and Preference points.</p> <ul style="list-style-type: none"> <li>• Emphasis was also made that this requirement is a Request For Quotation (RFQ) of which certain threshold for pricing applies, as well as the bid closing date and time, and also the address for submission.</li> <li>• Upon completion of the explanation session an opportunity for comments / questions and or clarification was provided.</li> </ul>		
6.	QUESTIONS CLARIFICATION.	<p><b>FOR</b></p> <p><b>Q</b> - The amount of R50 000 000 on SBD 6.1 for the 80/20 system, is it inclusive of VAT?</p> <p><b>A</b> - Yes, this amount would be inclusive of applicable taxes. For a contract value of less than R50 000 000, the 80/20 evaluation system will be applied and for contracts with value over R50 000 000, 90/10 evaluation system will be applied. However, in this case the requirement is an RFQ and a threshold of up to R1 000 000 applies.</p>	Noted	None



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		<p><b>Q</b> - Is access to ownership extent data from relevant timber plantations readily available from the department or the department will facilitate letters to the timber companies to provide the extent of ownership?</p> <p><b>A</b> - Yes, the Department will assist with the letters for access to the forestry companies and other landowners.</p> <p><b>Q</b> - Prospective bidder wanted to know regarding the department's readiness to implement the indications that will be suggested through this project, is the department positioned that when the document is produced, it will be ready to run with it.</p> <p><b>A-</b> The study is commisssioned on the basis that the department will be able to cease the decline, so that department can able to respond to whatever the drivers for the decline are. The report should entail what are those drivers and where the challenges are, so the department will be able to have policy repsonse to those issues while government in the interim is trying to deal with some of those issues.</p>		



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		<p><b>Q</b> - Regarding payment terms, what are the time frames for payment to the appointed bidder once the project has commenced?</p> <p><b>A</b>- That is more of a contractual issue to be managed by contract management, once the bid had been awarded to a certain service provider, an SLA will be signed which will include the terms of the contract inclusive of payment terms and time frames, whether there will be milestone payments or not, all that will be in the SLA to be signed by both the service provider and the department.</p> <p><b>Q</b> - Are the costs of stakeholder engagements going to be part of the actual proposal? Are those kinds of costs covered by the contractor or the department?</p> <p><b>A</b> - The bidders should complete the Annexure A – Pricing schedule where they will provide a breakdown of all the costs in their proposal all which will amount to the total costs of the proposal. The pricing schedule and/or total project cost / price should be inclusive of all the costs associated with the execution of the project, including stakeholder engagement.</p>		



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		<p>Q- Are stakeholder engagements allowed to be electronic or virtual in form video conferencing and not physical stakeholder consultation, will that be acceptable? Do bidders have to charge for the running cost of having a physical stakeholder meetings?</p> <p>A- If the bidder finds it easy to have the stakeholder engagements virtually, it is still fine as long as they will provide a proper cost breakdown in the document.</p> <p>Q- With stakeholder engagements, is there any database available for bidders to start from or they have to compile their own database and find relevant stakeholders?</p> <p>A- If the bidder(s) has/have identified stakeholders they deem to be crucial and want to engage, the department will assist and inform the key stakeholder identified that are at the Department's disposal and assist with the access to such stakeholders. The bidder may have to devise means to access other stakeholders the Department do not have their database but are considered crucial for the execution of the assignment.</p>		



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		<p>Q- In terms of natural capital accounting and valuations of ecosystem services project, are bidders going to have access the findings and tools used to compile them, or do they have to compile them?</p> <p>A-Natural Capital Accounting (NCA) is the statistical framework that offers systematic measurement of stock and flows of natural resources, including both renewable and non-renewable resources, so that their state as well as the benefits they provide to society can be recognized, understood and integrated into policy, planning and decision-making. NCA is a broad term that includes accounting for individual environmental assets or resources, both biotic and abiotic (such as water, minerals, energy, timber, fish), as well as accounting for ecosystem assets and ecosystem services. The measurement framework used for NCA is the System of Environmental-Economic Accounting (SEEA). The report needs to show the linkages mentioned above and it can be research and accessed from the internet.</p>		



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		<p>Q- With availability of information, is the information available while bidders are completing their proposals or after the appointment of the service provider?</p> <p>A- The documents for timber statistics is available on the internet and Departmental website it would be better for bidders to go through those documents before submitting their proposal, and the success bidder can also be assisted with other information they may need to support this project.</p>		
7.	CLOSURE	The chairperson thanked the attendees for their time, presence and for their contribution, and encouraged the bidders to direct any further queries to email address: <a href="mailto:Tenders@dffe.gov.za">Tenders@dffe.gov.za</a> , meeting adjourned at 12:00 PM.	Meeting was adjourned	None