



**MINUTES FOR DFFE-T015 (24-25)**

**COMPULSORY BRIEFING SESSION**

**DATE:** 15 JULY 2024 **VENUE:** MICROSOFT TEAMS **TIME:** 10:00 – 11:30

**CHAIRPERSON:**

Mr Brayne Matshotshi

**MINUTES OF THE COMPULSORY BRIEFING SESSION**

**FOR**

**THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER TECHNICAL AND QUALITY ASSURANCE SERVICES IN RESPECT OF THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) PROCUREMENT PROCESSES FOR A PERIOD OF 36 MONTHS.**

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	The Chairperson, Mr. Brayne Matshotshi, officially opened the meeting and welcomed all prospective bidders in attendance.	Noted	None
2.	AGENDA	<p>The agenda of the meeting was presented as follows:</p> <ul style="list-style-type: none"><li>▪ Technical Presentation (Terms of Reference of the project) by the Chairperson (Mr. Brayne Matshotshi)</li><li>▪ Q&amp;A relating to the technical aspect of the project.</li><li>▪ Presentation of the Bid Evaluation process by the Supply Chain Management Representatives, Ms. Vonani Rikhotso.</li><li>▪ Q&amp;A relating to the SCM process.</li></ul>	Noted	None



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2.	ATTENDANCE	<p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none"><li>▪ Ms. Brayne Matshotshi (Chairperson)</li><li>▪ Ms. Vonani Rikhotso (SCM Support)</li><li>▪ Bidders attendance register attached (33 bidders)</li></ul> <p>No apologies tendered.</p>	Noted	None
3.	PURPOSE OF THE MEETING	<p>Mr. Matshotshi indicated that the purpose of the briefing session was to provide brief guidance on the appointment of a service provider to render technical and quality assurance services in respect of the department of forestry, fisheries and the environment (dffe) procurement processes for a period of 36 months.</p>	Noted	None
4.	TECHNICAL AND SCM PRESENTATION OF THE PROJECT	<p>Mr Matshotshi zoomed into the critical part of the presentation bidders were reminded to indicate their details on the chat box and the details which ncludes the name and last name. and the company name represented. He further indicated that this is a compulsory briefing session and bidders who failed to attend will not qualify for further evaluation processes as per the condition of the Terms of Reference that was advertised.</p> <p>He further indicated that for the purpose of the bid introduction and background, the objectives, the scope and extent of work and minimum team requirements, evaluation criteria,</p>	Noted	None



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		<p>functionality criteria, preference point system, the special conditions of the contract in the annexure, which is the pricing schedule.</p> <p>He explained to the bidders that the Departments have an obligations to comply with applicable legislations like PFMA , Treasury regulations, PFMA and any other regulations that are involved in the procurement space. He indicated that over the period of years, auditors releases a report and that the issues of non-compliance within the tender process.</p> <p>He further indicated that the Department aims to reduce non compliance by enforcing applicable legislations as well as making sure that processes and controls that are sufficient and appropriate are put in place to make sure that our tenders are found to be compliant in all material respect and this will reduce any non-compliance and irregular expenditures or fruitless and wasteful expenditures or unauthorized expenditure</p> <p>Government is taking this process very serious to ensure that government departments are fully compliant to all the applicable legislations. Government now subject the tender process to probity audit or quality assurance/review services within their department to ensure compliance and and reduce the irregular expenditure. DFFE has a responsibility to drive financial management discipline, including the promotion of good public procurement system which ensures that accounting officer</p>		



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		<p>complies with the Section 217 of the Constitution.</p> <p>Mr Matshotshi gave a brief presentation of the technical evaluation of the bid and the bid special conditions as well as the following SCM matters</p> <p>He indicated that bidders are required to render technical and quality assurance as indicated, bid specification and bid evaluation stages of the departmental procurement process to show that all the processes and procedures that are followed are consistent with applicable regulations, instruction notes, guidelines and best practices which guarantee that these important procurement stages are fair, equitable, transparent, competitive and cost effective and also to assist in continuous improvement in the efficiency and effectiveness of DFFE procurement processes and maintaining organisational capacity through skills transfer systems improvement like your protocols, standard operating procedures, checklists, templates,</p> <p>The appointed service provider will be providing this technical and quality assurance services within the Bid specification committee from the point when the terms of reference has been drafted by the BID specification committee that is properly constituted and appointed by the relevant executive authority, such will be subjected to the the quality assurance process or the audit process.</p>		



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		<p>The service provider will be required to look at the process that was undertaken when drafting the specifications or findings in a formal report and to provide context and clarity with regards to the issues raised in committees. They will then also look at what has been evaluated in terms of the the bid process from the beginning to an end.</p> <p>They'll look at all the governance documents or any other documentations within that process to ensure that every process is fully compliant, such will be raised in a formal report which will be referred to either Quality Assurance certificate or Quality Assurance Review report, which will detail the entire process that has been followed.</p> <p>He further emphasized that quality assurance will not do sample based approach but a perform a complete and compliance assessment to all tenders and TORs, and then indicate any issues and make clear recommendations on how they will be implemented. Amngst others, the service provider will be required to assist in the continuous of our procurement by enhancing and maintaining organisational capacity through skills transfer to the SCM team.</p> <p>The service provider will also be required to review the compliance process including but not limited to to the the compliance with the national policy legislation, the regulations, National Treasury practice, but not limited to public finance management act, preferential policy, procurement for Framework Act, and it's a regulation,</p>		



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		<p>Mr Matshotshi also indicated that the service provider should be able to give reasonable assurance that indeed the evaluation was found to be consistent with Section 217 of the constitutions, and they should also provide the statistical analysis in terms of what would highlight in any significant inconsistencies in the scoring between the BSc members.</p> <p>Now in terms of the minimum team requirements, the service provider will be placed in two areas being the Head Office based in Pretoria and in Cape Town. The service providers project team members must be fully conversant with the public procurement requirements described in the Terms of reference.</p> <p>He indicated that the Department is looking for consultants with experience in quality assurance or someone who have the skills that the Department does not have. The Department is looking for a bidder with experience or expertise within the public procurement space being the specification or beautification or the quality assurance or the probability audit within the SCM.</p> <p>The Chairperson then explained in detail the evaluation criteria of the bid as follows:</p> <p><b><u>The evaluation will be carried in three phases</u></b></p> <ol style="list-style-type: none"><li>1. The pre-compliance criteria<ul style="list-style-type: none"><li>• the bidder that must go minimum of 75% during the phase two</li></ul></li></ol>		



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		<p><b>2. <u>The functionality criteria</u></b> Bidders must qualify for phase three of the evaluation, where only points for price and preference points will be considered</p> <p><b>3. <u>Price and preference points</u></b> The formula used in this criteria is legislative formula that is a published within the national treasury and prescripts. This an an 80/20 of which 80 will be based on price and 20 for preference poingas indicated on the terms of reference.</p> <p>Ms. Rikhotso made a presentation on the returnable documents of the tender and pre-compliance criteria. Bidders were reminded to register with the bid proposals on submission at DFFE reception. Bidders were also informed of the published change. Ms. Rikhotso urged bidders to submit their questions in writing 7 days before the bid closing date.</p>		
7	<b>QUESTIONS &amp; ANSWERS (Q &amp; A)</b>	<p><b>Q –</b> Clarity seeking question by Phindile Nene on whether copies of certificate should be certified or not.</p> <p><b>A –</b> The requirement is copies of valid and legitimate qualifications.</p> <p><b>Q –</b> Clarity seeking question by Mase Lebone on why they are required to send clarification questions if there's no guarantee that will receive responses?</p> <p><b>A –</b> The statement refers to bidders who will send clarity seeking after 7 days before the closing date of the bid, however the</p>	None	None



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		<p>Department will amend the statement in the future TORs to eliminate any confusion.</p> <p>No further questions were asked and the Chairperson assumed that the presentation was clear and prospective bidders knows what is expected. He urged them to take their time and give the Department a good proposal</p>		
6.	CLOSURE	The Chairperson thanked all attendees for their time and attendance.	Meeting was adjourned	None