



MINUTES FOR DFFE-T027 (24-25)

NON-COMPULSORY INFORMATION SESSION

DATE: 02 DECEMBER 2024 **VENUE:** MICROSOFT TEAMS **TIME:** 11:00 – 12:00

CHAIRPERSON:

Mr Aiden Bowers

MINUTES OF THE NON-COMPULSORY INFORMATION SESSION

FOR

THE APPOINTMENT OF PROVINCIAL PANELS OF SERVICE PROVIDERS (DEPOT OPERATORS) TO MANAGE WASTE TYRE DEPOTS FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT ON AN “AS AND WHEN” REQUIRED BASIS FOR A PERIOD OF 24 MONTHS

| NO | ITEM | DISCUSSIONS | DECISION | COMMENTS |
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| 1. | OPENING AND WELCOME | <p>The chairperson, Mr. Aiden Bowers 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 and all the prospective bidders in attendance 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 Mr. Aiden Bowers.▪ Presentation of the Bid Evaluation process by the Supply Chain Management Representatives, Ms Mmamotshela Seema.▪ Q&A relating to the Technical Presentation and Evaluation/Administration process. | Noted | None |



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| 2. | ATTENDANCE | <p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none">▪ Mr. Aiden Bowers (Chairperson)▪ Ms. Vonani Rikhotso (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>There were no apologies.</p> | Noted | None |
| 3. | PURPOSE OF THE MEETING | <p>Mr. Bowers indicated that the purpose of the meeting was to establish a panel of service providers per province to oversee and manage tyre depot and then through this tender process the Department will process and identify qualified depot operators based on functionality criteria to be on the panel. He confirmed that this is a non-compulsory briefing session therefore, bidders who did not attend will be considered further for the evaluation process.</p> | Noted | None |
| 4. | TECHNICAL PRESENTATION OF THE PROJECT | <p>The Chairperson, Mr. Bowers gave an overview of the project and emphasised that the project is for the appointment of provincial panels of service providers (depot operators) to manage waste tyre depots for the Department of Forestry, Fisheries and the Environment on an “as and when” required basis for a period of 24 months</p> <p>He explained that once the panel is established depo operators will be invited to respond through RFQ’s and services will be appointed based on the response to these RFQ’s</p> <p>Mr Bowers indicated that the expected deliverables is included on the tender document. He explained that the main deliverable</p> | Noted | None |



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| | | <p>is to make sure that the site of the tyre facility, the depot is within regulations in terms of stockpiles, accurate tracking of inflows outflows and accurate database of stock in each depot. He made emphasis on the issue of security requirements on managing waste tyres based on the risk associated with waste tyre sites equally to the issue of Occupational Health and Safety.</p> <p>Mr Bowers explained to bidders that being part of the panel does not necessarily guarantee any work from Waste Bureau as the document indicates how many operators are required for a panel versus the number of depot available.</p> <p>He further explained that panel members will be required to confirm the specific resource available as part of the project allocation and the contracting process as an when such process is undertaken. Panel members without suitable resources at the time of project appointment could result in a contract being passed over to the other panel members</p> <p>Mr Bowers further gave presentation of the functional evaluation criteria (phase 3) gave a brief view of how the evaluation on this stage will be carried.</p> | | |
| 5. | PRESENTATION OF THE BID EVALUATION PROCESS | <p>The Supply Chain Management Representative, 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 which is the 13th of December 2024 11:00 AM, 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). | Noted | None |



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| | | <ul style="list-style-type: none"> ▪ 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: Mandatory requirement - Phase 3: Functionality requirement <p>Upon conclusion of the technical presentation and bid evaluation process presentation, prospective bidders were allowed an opportunity to ask questions and clarification was provided.</p> | | |
| 7 | QUESTIONS & ANSWERS (Q & A) | <p>Q –Will the companies without people without disabilities be allowed to bid or how will they claim points in that area?</p> <p>A- The department have three preference which is Black people, Women and people with disabilities, bidders with one of the preference will be able to claim 20% points.</p> <p>Q – Are bidders in a joint venture required to submit combined CSD report?</p> <p>A –Bidders in a joint venture will submit two separate CSD reports.</p> <p>Q –What is the maximum number of depot that can be managed by one entity or company?</p> | None | None |



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| | | A – The maximum number is four. | | |
| 6. | CLOSURE | SCM representative indicated that minutes for the briefing session will be shared with the bidders before the closing date of the bid advert. The chairperson thanked all attendees for their time and attendance. | Meeting was adjourned | None |