



## forestry, fisheries & the environment

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

### MINUTES FOR DFFE-T017 (24-25)

#### NON-COMPULSARY INFORMATION SESSION

**DATE:** 26 SEPTEMBER 2024 **VENUE:** MICRO SOFT TEAMS **TIME:** 11:00 – 12:30

#### CHAIRPERSON:

Mr Peter Mbelengwa

**MINUTES OF NON-COMPULSORY INFORMATION SESSION INTERESTED BIDDERS – TITLE:** Department of Forestry, Fisheries and the Environment (DFFE), invites suitably bidders for the enlistment of a panel of five (05) events management companies to provide events management services, stakeholder engagement, and outreach campaigns to the department of forestry, fisheries and the environment for a period of three years (36 months) on “an as and when required basis”.

NO	ITEM	DISCUSSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed all members in attendance.  Introduction by everyone was concluded.	Noted	None
2.	PRESENT/ ATTENDEES AND APOLOGIES	No apologies tendered.  Information provided by attendees via MS Teams chat function were as follows: <ul style="list-style-type: none"><li>Mr. Peter Mbelengwa (Chairperson)</li></ul>	Noted	None



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NO	ITEM	DISCUSION	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>Mr. Karabo Mmekoa (SCM Support)</li> <li>Ms. Mmamotshela Seema (SCM Support)</li> <li>Ms. Ontlametse Tlape (SCM Support)</li> <li>Attendance Register of bidders is attached.</li> </ul>		

NO	ITEM	DISCUSION	DECISION	COMMENTS
3.	<b>PURPOSE OF THE MEETING</b>	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 events management services, stakeholder engagement, and outreach campaigns to the Department for a period of three (03) years.	Noted	None
4.	<b>INTRODUCTION AND BACKGROUND OF THE PROJECT</b>	<p>The chairperson gave an overview in so far:</p> <ul style="list-style-type: none"> <li>Scope of work</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</p>	Noted	None



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		clarification was provided.		
5.	<b>INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION</b>	<p>Mr Karabo Mmekoa &amp; Ms Mmamotshela Seema (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 and elaborated on the Three (03) phases of Evaluation Criteria.</li><li>• It was clarified that SBD 3.3 that is attached on the bid document should be ignored at this stage. Only bidders that qualify to be on the panel will compete at a pricing level.</li><li>• Upon completion of the explanation session an opportunity for comments / questions and or clarification was provided.</li></ul>	Noted	None



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7	QUESTIONS FOR CLARIFICATION.	<p><b>Q - You are appointing the five companies to be on your database? When you need them, then you call them is that my understanding of these five companies?</b></p> <p><b>A -</b> Once enlisted to the panel, the allocation of work will be done in the form of an RFQ or RFP, where members of the panel will be sent a project specification schedule of quantities for pricing. The enlisted service providers will be allocated work, based on their submitted prices, where preferable the highest.</p> <p><b>Q - Where will the international conferences be held?</b></p> <p><b>A -</b> The department representing South Africa is part of many conventions. These conventions take place throughout the world, depending on where the organizers have decided to host these conferences.</p> <p><b>Q - With the proposed project, plan and methodology is it a general methodology and project plan or is it three separate plans referring to event management stakeholder engagements and outreach awareness campaigns.</b></p> <p><b>So, for those three, must we have separate project</b></p>		



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		<p><b>plans or one general project plan?</b></p> <p><b>A</b> - It will be 1 project plan but highlighting all those criteria and deliverables, so it will not require separate project plans. You can just do one methodology which covers all the respective areas.</p> <p><b>Q</b> - People can be JV outside the standard, meaning that if the five companies that have been appointed one of the companies based on the scope of work, if they feel that they can't capacitate can they easily do a JV with a person who is outside the five selected mean they can take just about anyone as long as they comply?</p> <p><b>A</b> - In terms of the JV only bidders that are listed on the panel will be able to participate on the contract, if a bidder does not have sufficient resources to cover the entire scope of work, they allowed to bid as a joint venture provided both service providers are listed on the departmental panel.</p> <p><b>Q</b> - What are the key requirements that are needed for both the companies?</p>		



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		<p><b>A</b> - What is required from the department is a signed agreement between both parties, CSD for both companies and a consolidated BEE certificates on both companies.</p> <p><b>Q</b> - In terms of the methodology and the questions that they asked, are they theoretical assessments that you want, or are they actual events that have been done in the past as part of the track record? Are we asked to give you theoretical stuff or do you want to see a methodology? Based on the R1,000,000 Rand, would there have to be events that were larger than that with budget?</p> <p><b>A</b> - On the methodology, basically what the department requires is that based on the scope of work, how the service provider will implement the project based on the outcomes or areas that are indicated on the proposed project plan or methodology. Bidders are required to submit project plan and Methodology plan as per the TOR. -The R1,000,000 threshold is in relation with mandatory criteria.</p>		



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		<p><b>Q - I would like to know if those five bidders are you selecting them from the different categories of activities listed? if you send the RFQ to those five bidders, do they bid only for the particular set that they specialized in?</b></p> <p><b>A -</b> Once enlisted to the panel, the allocation of work will be done in the form of an RFQ or RFP, where members of the panel will be sent a project specification schedule of quantities for pricing.</p> <p>- Allocation of more than one (01) contract will depend on the bidder's performance, financial standing, and capacity requirements (human resource/key personnel required for the successful completion of the project). Bidders will be allowed to prove the availability of these requirements before project allocation.</p> <p><b>Q - Referring to the bid document for point number 8.5, the last sentence mentions that the service providers will be expected to respond to all the RFQs from within 24 hours. Once the RFQ is sent out to all 5 panellists, they'll only have 24 hours to respond with pricing for that specific RFQ, Speaking from personal experience, I think it might be a bit of a challenge to just respond to a quote</b></p>		



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		<p>within 24 hours, depending on the scope of work and criteria, so I'm not sure if we can provide more clarity on that.</p> <p>The frequency of which the panellists that will be used, what is the fair use policy that the department will implement?</p> <p>A - This is the 24 hours delivery is a performance indicator that we have put down because we want to assess your performance whether you are able to respond within the turnaround time that we have set at the department.</p> <p>Q - About our own events, (where we manage the event ourselves and do engagements, outreach and awareness campaigns) how do we give ourselves reference letters so we can gain points in the scoring for the tender?</p> <p>A – Only positive references letters on company letter head where successfully completed projects indicating the value of the project were done in Stakeholder Engagements and Outreach or Awareness campaigns are required.</p>		





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		<p>It is impossible to rate or offer an honest assessment of oneself.</p> <p>Q - The second question relates to the ability to raise R1000 000.00 from a financial institution registered with FSCA. Will you accept a Bank Rating letter "A" from my banker? The rating "A" is the highest rate for the bank's clients and demonstrates the ability by the client to access more than a million rands in overdraft facilities as and when required. Sheer Entertainment recently managed the logistics, on behalf of the Dept of Public Works, for the Inauguration of President Cyril Ramaphosa in June this year. I submitted the bank rating "A" from the bank for scoring by Public Works. I applied and obtained R1,5m overdraft from my bank to complete the job for Public Works.</p> <p>A – The TOR states (Bank guarantee letter or overdraft facility to the transaction value of R 1 000 000.00 will be considered) A registered financial provider's bank rating letter attests to meeting all the necessary requirements.</p>		



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		<p><b>Q - Please clarify regarding reference letters as it was mentioned during briefing that each project should have its own reference letter.</b></p> <p><b>If one has a reference letter from a single entity (e.g. DFFE) with multiple event management projects and values indicated, can we submit that letter and highlight for example 5 projects we rendered or submit 5 copies of the same letter with 5 different projects highlighted?</b></p> <p><b>A – Each project should have its own reference letter with a clear indication of the value reflected. 1 reference letter with different projects will be classified as 1 letter submitted.</b></p> <p><b>Q - If 20 qualified to be on the panel, how will you only choose five?</b></p> <p><b>A – A minimum of 5 companies based on the highest scoring bidder on functionality will be considered.</b></p> <p><b>Q - Engagements and outreach or awareness campaign as well as experience, track record and knowledge in events management. It would appear</b></p>		



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		<p>that these are the same thing, that the difference is the one requires that you indicate the value of the projects but it's reference letters. So does it mean that you need to submit 20 reference letters, meaning reference letters plus one indicating the value of the project?</p> <p>A – These are not the same</p>		
6.	CLOSURE	<p>The chairperson thanked all attendees their time and presence and for their contribution and SCM will publish minutes and presentation with seven working days, meeting adjourned at 12:30 0 am.</p>	Meeting was adjourned	None