

**MINUTES FOR THE NON-COMPULSORY INFORMATION SESSION
FOR**

DFFE-T032 (24/25): THE APPOINTMENT OF PROJECT MANAGEMENT SERVICE PROVIDER (S) TO RECRUIT AND MANAGE MICRO COLLECTORS AND MICRO DEPOT OPERATORS FOR THE COLLECTION OF WASTE TYRES FROM THE ENVIRONMENT IN GAUTENG AND WESTERN CAPE PROVINCES FOR A PERIOD OF THREE (3) YEARS.

DATE: 20 January 2025

VENUE: Microsoft Teams

TIME: 10:00 – 11:00

CHAIRPERSON: Ms. Lusanda Mangxamba

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson, Ms. Lusanda Mangxamba, officially opened the meeting and welcomed all those in attendance. She then handed over to the SCM Representative, Ms. Malebo Rammushi, for introductions.	Noted	None
2.	ATTENDANCE	<p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none"> ▪ Ms Lusanda Mangxamba – Chairperson ▪ Ms. Malebo Rammushi – SCM Support ▪ Ms. Ellen Peu – SCM Support <p>All prospective bidders who were in attendance were requested to provide their information in the Microsoft Teams meeting chat as a form of registration.</p> <p>No apologies tendered.</p>	Noted	None



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3.	PURPOSE OF THE MEETING	<p>The purpose of the meeting was to provide prospective bidders with an opportunity to better understand the Terms of Reference for the appointment of Project Management Service Provider (s) to recruit and manage Micro Collectors and Micro Depot Operators for the collection of waste tyres from the environment in gauteng and western cape provinces for a period of three (3) years before submitting their bid proposals.</p>	Noted	None
4.	TECHNICAL PRESENTATION OF THE PROJECT	<p>During the technical presentation, Ms. Lusanda Mangxamba elaborated on the following:</p> <ul style="list-style-type: none">▪ The department is looking for Project Management Service Providers (s) for the recruitment and management of Micro Collectors and Micro Depot Operators to collect waste tyres from the environment only in Gauteng and Western cape provinces for a period of three (3) years.▪ In the Gauteng province, the municipalities where Micro Collectors and Micro Depots will be recruited will be the City of Johannesburg, Tshwane, Ekurhuleni, Emfuleni and Midvaal.▪ In the Western Cape province, the municipalities where Micro Collectors nad Micro Depots will be recruited will be the City of Cape Town, Drakenstein and Matzikana.▪ The number of project management companies required in Gauteng is one and also in Western Cape	Noted	None



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		<p>is one.</p> <ul style="list-style-type: none"> ▪ The number of Micro Collectors that will be managed by the project management company in Gauteng is 92 across the municipalities and they'll also have to manage 10 Micro Depots. ▪ In the Western Cape province, the project management company will have to manage 57 Micro Collectors and 6 Micro Depots. ▪ The tasks to be carried out by the service provider(s), but not limited to: <ul style="list-style-type: none"> ✓ To recruit and contract participants; wherein the participants are the Micro Collectors and the Micro Depots. ✓ The Project Management Service Provider(s) will be required to induct and train the Micro Collectors and Micro Depot Operators that they have recruited regarding their responsibilities as specified in the terms of reference. ▪ Expected Deliverables from the Project Management Service Provider(s): <ul style="list-style-type: none"> ✓ To submit draft contracts to the Waste Bureau for approval prior to signing contracts with the approved Micro Collectors and Micro Depots. The Waste Bureau will have to approve those 		



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		<p>contracts before they are signed by the macro collectors and Micro Depots.</p> <ul style="list-style-type: none"> ✓ Source and provide their Micro Depot Operators with containers that are at least 12 metres long. ✓ Maintain up to date records of tyres delivered by Micro Collectors, collected by transporters, stored in the containers per tyre category and the types of tyres as the Waste Bureau collects this data to know which regions the tyres were collected and what numbers are available. ✓ Prepare and submit weekly and monthly reports with details of overall quantities and transactions taking place based on reporting templates that will be provided by the Waste Bureau. ✓ Ensure that the tyres collected and/or delivered are accurately counted and that all tyre transactions are properly and accurately recorded. <ul style="list-style-type: none"> ▪ The successful bidder/s will be taken through the documentations that are required and need to be completed by the Micro Collectors as they collect the tyres. ▪ The number of tyres that Micro Collectors can collect is limited to 1000 per month, and 12 000 per year. ▪ The price that Waste Bureau will be paying for the tyres 		



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		<p>will be given, and Waste Bureau also manages the payments to the Micro Collectors</p> <ul style="list-style-type: none">For example, Waste Bureau currently has Micro Collectors in their books which they are paying R6,78 per tyre (i.e. R6,78 multiplied by the number of tyres collected for that month). These Micro Collectors are managed by the currently contracted Project Management Companies in Gauteng and the Western Cape. So Waste Bureau receives all those invoices and collection notes from the Project Management Companies, which are then reconciled and audited by the Waste Bureau before making the payments. This means that the Project Management Companies are not the ones responsible for making the payments to the Micro Collectors; however, will be paid a project management fee as per their bidden cost.Waste Bureau officials will be making unannounced visits and go to Micro Depots on a regular basis to count how many tyres are there, and the numbers should collate with the report that the project management companies submitted. This is to double check whether the information received from the Project Management companies is in line with what is happening on the ground and what's contained in the 12 metre containers.		



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		<ul style="list-style-type: none"> The duration of the Project is three (3)years and that is from the date of receiving an official purchase order. 		
5.	PRESENTATION OF THE BID EVALUATION PROCESS	<p>The Supply Chain Management official, Ms. Malebo Rammushi, 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 that bidders should make use of the Telkom line 1026 to get the most accurate time. Late bids will not be accepted; as such, bid proposals must be in the bid box at 11h00. Only physical bid proposals will be accepted (no emailed or faxed proposals). 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 Phase 1: Pre-compliance <ul style="list-style-type: none"> All SCM Administrative documents are to be duly completed and signed. The information and amounts on SBD 3.3 and Annexure A – Pricing Schedule should correlate. Phase 2: Functionality Criteria <ul style="list-style-type: none"> Bidders will be evaluated according to the criteria stipulated in the Terms of Reference and must score a minimum of 75 out of 100 in order to be evaluated further. 	Noted	None



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		<ul style="list-style-type: none"> - On the table provided on page 9 of the TOR, Bidders must indicate with a tick under YES/NO as to which provinces they are bidding for. - Bidder's must submit one (01) bid document; however, the following applies when bidding for both Gauteng and Western Cape: <ul style="list-style-type: none"> ✓ Different project plans and methodologies for each province, ✓ Different project leader (s) per province (The Project Leader and province should be clearly stipulated on the Annexure B template provided, and their CVs must be submitted as well with contactable references) ▪ Phase 3: Price and Specific Goals <ul style="list-style-type: none"> - The Preference Point System applicable for this bid is 80/20 - where 80 is the maximum points allocated to the lowest acceptable tender for price, and 20 is the maximum points for the specific goals as per the table below. - Bidders must meet any of the three (03) specific goals, provide proof of such and duly complete SBD 6.1 to claim in order to be allocated the preference points. 		
6.	QUESTIONS & ANSWERS (Q & A)	<p>Upon conclusion of the technical presentation and the bid evaluation process presentation, prospective bidders were given an opportunity to ask questions for any further clarity.</p> <p>Q – What happens in a case where a Micro Processor submits</p>	None	None



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		<p>incorrect numbers in terms of the tyres that they have, say for example, they state that they have 1000 available on their containers, but when DFFE goes and does the verification, they find out that it's 500?</p> <p>A – We do a thorough analysis of why there's a difference together with the Macro Depot Operators and the Project Management company. It is the responsibility of the Project Management company to make sure that the numbers that are in that Macro Depot are what are really in the Macro Depot. So it's not the Macro Depot that the problem will be with, it's the successful Project Management company. That is why we are recruiting Project Management companies to oversee those tyres being collected to make sure the numbers are correct, to make sure the numbers that are going into that container are also correct and that the documentation is correct.</p> <p>Q – The R6,78 for tyre, is that the standard price for all of them or it is just for a normal polo tyre?</p> <p>A – The R6,78 is for all tyre types, so if a Micro Collector collects like a bicycle tyre or a bike tyre or an OTR, which is those huge mining tyres, we pay them the same amount at R6,78. This price is not for the Project Management companies to include in their bid price but was only used as an example of how the payments are made to the Micro Collectors.</p> <p>Q – On the evaluation method for the project manager in terms of the experience, are you only looking at the experience or would you need a certain qualification for approval? Seeing that experience of a leader is five years or more, four years or more.</p>		



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		<p>Is there a qualification that's required to go with that?</p> <p>A – We would have specified qualification if qualification was one of the criteria. So if it's not specified and it's not indicated in the document, you do not require any specific qualification or any qualification for that matter.</p> <p>Q – Can we get the approved list of the macro collectors and the macro depots?</p> <p>A – That will be provided to the winning bidders.</p> <p>Q – How many containers per depot?</p> <p>A – That's one</p>		
7.	CLOSURE	<p>The chairperson thanked all attendees for their time and attendance.</p> <p>The meeting was adjourned at 10H40.</p>	Meeting was adjourned	None