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

MINUTES FOR DFFE-T046 23/24 COMPULSORY INFORMATION SESSION

DATE: 24 JANUARY 2024 VENUE: MICROSOFT TEAMS TIME: 11:00 – 12:00

CHAIRPERSON:
Ms. Lactitia Tshitwamulomoni

**MINUTES OF COMPULSORY INFORMATION SESSION WITH INTERESTED BIDDERS FOR
THE APPOINTMENT OF A MULTIDISCIPLINARY SERVICE PROVIDER TO DEVELOP FEASIBILITY STUDY (IES) AND BUSINESS PLAN (S)
INCLUDING 3-DIMENSIONAL VISUAL ARCHITECTURAL DESIGN OF INFRASTRUCTURE FOR THE ESTABLISHMENT OF BIODIVERSITY
ECONOMY MEGA HUBS WITHIN ALL 9 PROVINCES, RESPECTIVELY, FOR A PERIOD OF TWELVE (12) MONTHS.)**

NO	ITEM	DISCUSSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson, Ms Lactitia Tshitwamulomoni, officially opened the meeting and welcomed all prospective bidders in attendance.	Noted	None
2.	PRESENT/ ATTENDEES AND APOLOGIES	No apologies tendered. Information provided by attendees via MS Teams chat function were as follows:	Noted	None



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NO	ITEM	DISCUSION	DECISION	COMMENTS
		<ul style="list-style-type: none"> • Ms Lactitia Tshitwamulomoni - (Chairperson) • Ms Mmamotshela Seema (SCM Support) • Mr Xhanti Mdledle (SCM Support) • Ms Koena Cholo (BSC Member) • Ms Malepo Phoshoko (BSC Member) • Ms Natalie Feltman (BSC Member) • Mr Tondani Kone (BSC Member) <p>Attendance Register of prospective bidders is attached.</p>		

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3.	PURPOSE OF THE MEETING	Ms Lactitia Tshitwamulomoni indicated that “The purpose of the meeting is to provide clarity in so far as the scope and extent of work to be conducted by prospective bidders as it relates to the appointment of a multidisciplinary service provider to develop feasibility study (ies) and business plan (s) including 3-dimensional visual architectural design of infrastructure for the establishment of biodiversity economy Megahubs within all 9 provinces, respectively, for a	Noted	None



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		period of twelve (12) months in terms of the advertised bid document.”		
4.	INTRODUCTION AND BACKGROUND OF THE PROJECT	<ul style="list-style-type: none">Ms Lactitia Tshitwamulomoni gave an overview of the project and focused on the following: INTRODUCTION AND BACKGROUNDSouth Africa’s natural capital, in the form of ecosystems, biodiversity, and natural resources underpins the economy and well-being of society. Over the last twenty years, there has been increased recognition of the value of biodiversity in quantifiable economic terms, and its essential role in promoting sustainable development and poverty alleviation. Biodiversity conservation is not only a key issue in the South African environmental arena, but the use of biological resources has been identified as a key economic strategy of millions of rural and urban dwellers in South Africa.However, South Africa currently exports between 15 000 to 25 000 tons of indigenous biological	Noted	None



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		<p>resources as raw materials, and in the process, exports the much-needed jobs, innovation chasm, and the requisite skills that should have been localised. The National Biodiversity Economy Strategy (NBES) and its implementation plan (Biodiversity Lab Outcomes- Operation Phakisa) have identified several initiatives that are being implemented in the nine (9) provinces of South Africa by the year 2030 as key in transforming the wildlife, bioprospecting, and ecotourism sector and develop rural and urban economies.</p> <ul style="list-style-type: none">• Therefore, this project seeks to design and develop comprehensive feasibility studies and business plans including 3-dimensional visual architectural designs of infrastructures that would assist in localising the value chains of South Africa's indigenous biological resources to produce proudly South African finished products from wildlife, bioprospecting, and ecotourism subsectors for domestic, regional, and international markets.		



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		<p>OBJECTIVES</p> <p>To appoint a suitable and qualified service provider, for a maximum period of twelve (12) months in all 9 Provinces, to assist the Department with the following:</p> <ul style="list-style-type: none">• To develop comprehensive feasibility study (ies) to determine optimal economic opportunities and benefits that communities can derive from Biodiversity Economy Mega Hubs.• To develop a comprehensive business plan (s) for the Biodiversity Economy Mega Hubs.• To develop 3-dimensional visual architectural design of infrastructure per Biodiversity Economy Mega Hub.• To develop spatial maps indicating the potential geographical locations of Biodiversity Economy Mega Hubs across all 9 Provinces.• Feasibility study (ies) should include but not be		



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		<p>limited to the following, in each Biodiversity Economy Mega Hub per Province:</p> <ul style="list-style-type: none"> ➤ Identify and assess the main activities involved including value proposition. ➤ Assess the status quo of infrastructure and supporting functions, and sustainability plan for each business. ➤ Identify the main components required to service provincial, national, regional, and international economic activities. ➤ Identify source, demand and supply, land ownership, conservation initiatives, market gaps, and associated risks. ➤ Existing support for SMMEs. ➤ Determine the economies of scale and the facilities that should be provided. ➤ Identify the main environmental, economic, and social stakeholders. ➤ Identify potential growth opportunities, risks, and challenges involved. ➤ Assess the financial and legal viability. 		



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		<ul style="list-style-type: none"> • Provide an analysis of existing business enterprises Market analysis (commercial value chains for the area) which will include analysis of access to the market. • Costed business plan(s) should include but not limited to the following: <ul style="list-style-type: none"> ➤ Develop a functional plan (s) ➤ Management Model (e.g., PPP). ➤ Each business plan should include but not limited to the following: • Executive summary of the hubs. • Detailed background. • Competitor analysis. • Description of the area including the natural environment, infrastructure available, and needs of the communities in the project area. • Describe the product and service that will be taken to the market. • Required budget. • 3-dimensional visual architectural design of infrastructure per hub. (N.B this is a concept design 		



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		<p>and not a blueprint).</p> <ul style="list-style-type: none">• Spatial maps indicating the potential geographical locations of all the Biodiversity Economy Mega Hubs across the 9 Provinces.• Service providers may be invited to give presentations at DFFE's fora, as and when required. <p>EXPECTED DELIVERABLES / OUTCOMES</p> <ul style="list-style-type: none">• Deliverable 1: Inception Report- The objective of the inception report will be to lay the groundwork for the successful implementation of the programme, as well as validate the Terms of Reference and the scope, objectives, and activities which will ensure that the necessary logistical and support arrangements are in for sound program implementation. The Inception Report will culminate in an Inception Report submitted		



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		<p>to DFFE which must include a detailed work plan of activities over the remaining project duration. Stakeholder mapping, engagement plan, or roadmap. During this phase, the service provider will be expected to produce a “classic” Gantt-type indicative timetable which will provide 7 a detailed set of activities for each phase of the project, with timelines showing when each phase and activity will start and finish. Furthermore, the Gantt should also provide levels of input per activity.</p> <ul style="list-style-type: none">• Deliverable 2: Draft Feasibility study (ies), and stakeholder engagement reports.• Deliverable 3: Draft of comprehensive Business plans and their associated 3-dimensional visual architectural design of infrastructures and spatial maps) – During this phase, the service provider must submit a consolidated draft report on all completed deliverables of the project.		



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		<ul style="list-style-type: none">• Deliverable 4: Handover and closure (final feasibility studies, business plans, 3-dimensional visual architectural design of infrastructures and spatial maps of potential locations of the hubs, attendance registers, and close-up report) - During this phase the service provider must indicate how they plan to coordinate project wrap-up activities, which will capture all component of the programme. The service provider must ensure that all stakeholders are properly briefed and receive all relevant handover material and presentations. <p>FUNCTIONALITY CRITERIA</p> <ul style="list-style-type: none">• Only bid proposals that meet pre-compliance and mandatory requirements will be evaluated on functionality criteria.• The bidder must score a minimum of 75%, during Phase 2 (functionality/ technical) of the evaluation to qualify for Phase 3 of the evaluation where only		



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		points for price and preference points will be considered.		
5.	INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION	<p>The Supply Chain Management Representative, Ms Mmamotshela Seema, 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 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). • No emailed proposals and late bids will be accepted. • All queries of the tender document should be sent to Tenders@dfpe.gov.za at least seven (07) calendar days before the stipulated closing date. • Outlined the three evaluation phases that will be followed: 	Noted	None



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		<ul style="list-style-type: none"> ➤ Phase 1: Pre-compliance ➤ Phase 2: Functionality Criteria ➤ Phase 3: Price and Specific Goals. <ul style="list-style-type: none"> • She further highlighted the key forms to be completed and signed, and the submission of supporting administrative documents such as TCC & CSD. • Upon completion of the presentation session, an opportunity for comments / questions and or clarification was provided to the prospective bidders. 		
7	QUESTIONS CLARIFICATION.	<p>FOR</p> <p>Q- Is the department looking for one or more consultants for each province?</p> <p>A- The department is looking for a multidisciplinary service provider. For these specifications, the Department is looking for a multidisciplinary service provider, one who will gather all the required expertise covering all 9 provinces. In other words, you are not allowed to bid for a specific province, so the bid must cover the whole scope of work, which is covering all the</p>		



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		<p>9 provinces.</p> <p>Q- Will the award be based on rates only?</p> <p>A- When the terms of reference (TOR) indicated that the award will be based on rates. We don't look on the overall bid amount. However, in each province, they will check the rates that are quoted individually.</p> <p>Q – In terms of the team that is required, expert 1,2 and 3, are you only requiring the CV's and qualifications of the three experts or CV's and qualifications for the entire team?</p> <p>A- Key experts mentioned on the functionality criteria will be the required to submit CVs and qualification, even if you put additional team members, they will not be considered. Only key experts will be evaluated and scored.</p> <p>Q-Is it mandatory for the expert 1 to play a role of being a project manager? Can there be an expert who is a project manager with all the credentials that fit a project manager? Because an expert may be qualified, but not necessarily may be qualified technically, but may not</p>		



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		<p>be necessarily a project manager per se.</p> <p>A – Expert 1 has multiple roles to play and is also a project team leader. Within your organization, identify a person who is capable to deliver on what is required in terms of this bid.</p> <p>Q- Is it possible to make available preliminary assessments and studies that were done by the Department?</p> <p>A -. Under the scope of work, a background in terms of, how to approach situational analysis has been provided. There has been no previous work for this kind of work, but there may be other information that could be relevant to what is expected out of this work. 4.1.1 of the TOR states that you need to unpack, all applicable legislations, planning framework including an overview of existing infrastructure demand and supply curve and environmental and socio-economic challenges with a focus on this. These are all ideas about the project and what the Department anticipate covered in this project and some of the information is already publicly available. For example, A reference was made to the Global Environment Facility project on</p>		



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		<p>access and benefit sharing in the TOR.</p> <p>Q-We would like to know whether the department wants one report for feasibility, situational analysis and other components for all nine provinces or one report for each province?</p> <p>A- That will be determined by the service provider whether it is going to be one report or nine different reports. That is why in the TOR there is feasibility study or feasibility studies. So, depending on your design of this project, you can work it out to have separate 9 or you consolidate into one report.</p> <p>Q- Has the Department identified land availability?</p> <p>A- The Department has not yet identified a specific piece of land. The Department is conducting a feasibility study and the situational analysis, which we need to get a sense of what is available in the province in relation to what is required and there are a lot of guiding initiative. There are biodiversity economy nodal projects where the initial work has already been done in other provinces, which could also assist in terms of identifying the priority areas. The provinces also have</p>		



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		<p>information about their priorities, which would also play a major role in terms of identifying the land or the availability of land for this kind of work. This is part of the anticipated feasibility study.</p> <p>Q- In terms of expert 3 (Architecture), a list of qualifications does not make provision for B-Arch, will there be a penalization in that regard?</p> <p>A- Prospective bidders are encouraged to consider what is required in the ToRs and take decision based on the specified qualifications.</p> <p>2ND ROUND OF QUESTIONS</p> <p>Q- Can the project outcomes be published in Journals by Universities, if so, in what format should the outcome be in?</p> <p>A- The Department does not allow information to be shared while the project is still running in the Department.</p>		



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		<p>Q- What are the absolute Architectural basics that you expect from the service providers conceptually? Is it possible to give us guidance as to conceptually what the absolute basics are?</p> <p>A- The department is not in a position to indicate more than what is on the terms of reference because that will be exchanging the scope if we are to indicate what are the basic aspects that you need to provide to us, but suffice to say and as an expert or as you are expert and we are looking at situation where you can draw up scenarios. People have indicated that there's no indication of land and we have indicated that provinces have developmental areas or development plans that they have identified. There are nodal areas that were identified working within that frame. One can make several assumptions and that will be relevant to conceptually develop architectural designs as per the terms of reference. If you look at the Tshwane market, for example, if you were to design such a facility, there are other attributes. All those kinds of things to say you were to service this kind of this size of market for this size of population, what is ideally will make sense from point of designing and those facilities as required. We are saying you are an expert; you make a number of</p>		



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		<p>assumptions, and you develop a conceptual and designs that will satisfy the aspiration as articulated in terms.</p> <p>Q- Is the price fixed and should annexure A correlate with the SBD form?</p> <p>A- In terms of annexure A which is the pricing schedule. It is where the bidder will complete the rates according to the indicators that have been documented in that pricing schedule and in terms of the disbursements and other expenses, they need to complete that on the SBD 3.3. If you can check at the bottom of SBD 3.3, that's where you indicate all your travel expenses, accommodation, and all other related expenses. The overall amount, the total Project amount is the one that will be indicated at the top of the SBD 3.3, including the total for the rates inclusive of displacements and vat.</p> <p>Q- Do you want business plans for to go out on tender for a business case to use for PPP's or is it just for budgeting purposes?</p> <p>A-The Department is looking for a business plan so that</p>		



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		<p>we can determine the bankability or investability, we want to attract investment into these hubs as suggested by the feasibility work that is going to be undertaken. This is not for budgeting purposes.</p> <p>Q- Is the department open to Joint Ventures/consortium and if that is the case, the organization that should lead, should it be the one with environment expertise or architecture?</p> <p>A- In terms of consortiums or joint ventures, bidder must attach their joint venture agreement that are signed by parties involved. if it's 3 companies, we will need 3 signatures on that document which entails the role of each company and which one will be the leading company and which expertise will be coming from which company. All those details must be captured on the joint venture agreement.</p> <p>Q- Should companies bidding as JV/Consortium submit a separate BBBEE certificate?</p> <p>A- Companies bidding as a JV/Consortium will be required to submit a consolidated BBBEE certificate.</p>		



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		<p>Q- Will the department's preference be on a lead in a skill or as an organization as a practitioner?</p> <p>A- The ToRs are specific on what is required from the Project Leader and also from the Organisation.</p> <p>Q- How should this architectural design be presented?</p> <p>A- An architectural design should be presented in soft copy format and be included in the hardcopy report that will be submitted.</p> <p>Q- What do we call Mega Conservation Area and what is not Mega?</p> <p>A- Prospective Bidders who are in the conservation field understands what conservation areas are, in this project we have another conservation area with a similar size of Kruger National Park. This is the work that will be done in consultation with Provincial Management Authorities as indicated in the TORs.</p>		



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		<p>Q- Can there be a consideration for a closing date to be extended?</p> <p>A- There will be no extension, not unless if there will be an addendum or erratum after the briefing session.</p> <p>During the briefing session it was noted that some of the bidders were unable to register their names in the chat box. SCM requested that all bidders who were unable to register their companies to remain behind so that their names can be registered.</p>		
6.	CLOSURE	The chairperson thanked all attendees for their time, presence and for their contribution and SCM will publish minutes and presentation within seven working days, meeting was adjourned.	Meeting was adjourned	None