



# forestry, fisheries & the environment

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

## MINUTES FOR DFFE-T018 (24-25)

### NON-COMPULSARY INFORMATION SESSION

DATE: 04 OCTOBER 2024 VENUE: MICRO SOFT TEAMS TIME: 10:00 – 12:00

#### CHAIRPERSON:

Mr Hechter Rapelego

**MINUTES OF NON-COMPULSORY INFORMATION SESSION INTERESTED BIDDERS – TITLE: DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE), INVITES SUITABLY BIDDERS FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO CONDUCT OCCUPATIONAL HEALTH AND SAFETY TRAINING FOR A PERIOD OF SIX (06) MONTHS**

NO	ITEM	DISCUSION	DECISION	COMMENTS
1.	<b>OPENING AND WELCOME</b>	The chairperson officially opened the meeting and welcomed all members in attendance.  Introduction by everyone was concluded.	Noted	None
2.	<b>PRESENT/ ATTENDEES AND APOLOGIES</b>	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><li>• Mr. Karabo Mmekoa (SCM Support)</li><li>• Attendance Register of bidders is attached.</li></ul>	Noted	None



# forestry, fisheries & the environment

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

NO	ITEM	DISCUSSION	DECISION	COMMENTS
3.	<b>PURPOSE OF THE MEETING</b>	The purpose of the meeting is to provide clarity, the scope and extent of work to be conducted by prospecting bidders to conduct occupational Health and Safety training for a period of six (06) months	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 clarification was provided.</p>	Noted	None
5.	<b>INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION</b>	<p>Ms Vonani Rikhotso (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</li></ul>	Noted	None



# forestry, fisheries & the environment

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

NO	ITEM	DISCUSION	DECISION	COMMENTS
		<p>and elaborated on the Three (04) phases of Evaluation Criteria.</p> <ul style="list-style-type: none"> <li>Upon completion of the explanation session an opportunity for comments / questions and or clarification was provided.</li> </ul>		
7	<p><b>QUESTIONS CLARIFICATION.</b></p> <p><b>FOR</b></p>	<p><b>Q</b> – When is the expected commencement of the project?</p> <p><b>A</b> – The project implementation will start as soon as all the procurement processes have been finalized and the appointment of the service provider has been concluded.</p> <p><b>Q</b> – How many people are expected to be trained?</p> <p><b>A</b> – A total of 592 trainees will be trained.</p> <p><b>Q</b> – SETA has stopped training on unit standard. Is the department going to allow service providers to to quote</p> <p><b>A</b> – SETA publish any communication when there are changes of accreditation. Bidders are encouraged to submit their tender applications as these changes will not affect the bid.</p>		



## forestry, fisheries & the environment

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

NO	ITEM	DISCUSSION	DECISION	COMMENTS
		Q.- Can two companies having the same Director bid? A- Yes, however the Director must declare on SBD 4		
6.	<b>CLOSURE</b>	The chairperson thanked all attendees their time and presence and for their contribution and SCM will publish minutes and presentation, meeting adjourned at 11:30 0 am.	Meeting was adjourned	None