



## 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.	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><li>• Mr. Karabo Mmekoa (SCM Support)</li><li>• Attendance Register of bidders is attached.</li></ul>	Noted	None



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
3.	PURPOSE OF THE MEETING	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.	INTRODUCTION AND BACKGROUND OF THE PROJECT	<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.	INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION	<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



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		<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 – When is the expected commencement of the project?</b></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 – How many people are expected to be trained?</b></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>		



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		Q.- Can two companies having the same Director bid? A- Yes, however the Director must declare on SBD 4		
6.	CLOSURE	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