



**forestry, fisheries
and the environment**

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

**ENVIRONMENTAL PROGRAMMES – REGION 2 TENDER 1 – BID NUMBER DFFE -
B002 (25/26)
EASTERN CAPE COMPULSORY BRIEFING/ INFORMATION SESSION MINUTES**

**Date: 16 April 2025
Time: 11H00 – 14H00
ONLINE MEETINGS**

Session started at 11:00

In Attendance DFFE Participating Staff

1. Ms D Soginga (Chair /Presenter)
2. Ms Ncumisa Mabece(SCM)
3. Ms Unathi Makati (Admin Coordinator)
4. Ms Junita McGear (Secretary)
5. Ms Zimbini Ndzwana (Maps Guide)
6. Mr Avela Ntombini (Maps Guide)

	Agenda Item	Key Actions	When and by who
1.	Opening and Welcome	The chairperson started the all session by welcoming everyone in the information session and confirmed to all the attendees that the session was for DFFE Tender 1 – DFFE-B002 (25-26)	Ms. D. Soginga
	Introduction	All DFFE staff present introduced themselves	DFFE staff
	Presentation	The chairperson informed all the interested bidders that the session was compulsory. Evidence that the Service Provider has attended the session will be the signed word document attendance register that has been dropped on the MS Team chat box. Service Providers were also requested to fill in their company details and contact details on the chat box, the	Chair

		<p>secretariat will populate that information on the attendance register to cover those that will be struggling to access the attendance register.</p> <p>Attendance registers are attached on the minutes</p>	
2.	Purpose for these sessions	<p>To give the information to the interested parties to tender for DFFE-B002, to appoint multiple service providers on a three-year contract from the 2025/26 financial year to assist DFFE with implementation of alien clearing, within the Eastern Cape province</p> <p>It was also to provide clarity on areas that may not be clear in the document and to put emphasis and key issues in the tender document.</p>	Chair
3.	Programme Background	<p>The Chairperson projected a presentation to give a little bit of background information about the Working for Water programme, so that interested parties could get an understanding of who they are and what they do.</p> <ul style="list-style-type: none"> • Background information on implementation of invasive clearing projects for DFFE was explained • Main activities for this programme were highlighted • High Level Goals and Activities, Purpose of implementing Alien Clearing program, • Guide on how to open project maps and how to choose shape files was shown to interested parties' step by step. This included Initial and Follow-up areas. Refer to Annexure 1 (Bidder guide to open maps). 	Chair
4.		<ul style="list-style-type: none"> • How to choose projects • Each project chosen must have its own proposal and costing • If one bids for 12 projects , they must submit 12 bidding documents • Correct Naming of the project was clarified • Bidders to note that all costs referred to in 7.8 of TOR (i), (viii) shall be costed inclusively as costs and also per person days , fully narrated before capturing in in Annexure 2a and SBD3.3 • EPWP wage rates are not negotiable and may not be altered. 	Chair

		<ul style="list-style-type: none"> • All three phases of evaluation methods were explained.(it was emphasised that after each phase of evaluation there will be elimination. • Bidders were informed to Print Table 1 in its entirety and mark Yes on the project/s you are bidding for and No in Projects you are not bidding for • Bidders need to score at least 65 points out of the total 100 points to proceed to the next evaluation phase 	
5.	Pricing and Costing	<p>The template of costing spreadsheet was projected, referred to as Annexure 2a – Pricing Schedule for EC</p> <ul style="list-style-type: none"> • Only Green cell can be filled in , the rest of the spreadsheet is protected. • Person days are to be captured by the bidder on the green shaded cells as well as Year 1 total costed price, calculated • Bidders are expected to capture in cell H8 costing for year 1 and the rest of the years will be calculated automatically • Throughout the presentation there was a pause by the chair to allow all to engage on how to capture attendance register 	Chair
6.	Questions and Answers	<p>The bidders were informed that all questions and answers raised on these sessions will be uploaded on the website for all interested parties to have access to.</p> <p>A separate table for question and answers is attached to these minutes.</p>	DFFE Staff

Chairperson: _____
Ms. Dudu Soginga

Date: _____