



forestry, fisheries & the environment

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

MINUTES FOR DFFE-RFQ003 (25/26)

NON-COMPULSORY INFORMATION SESSION

DATE: 18 August 2025 **VENUE:** MICROSOFT TEAMS **TIME:** 10:00 – 11:00

CHAIRPERSON:

Ms. Gwen Sgwabe

MINUTES OF THE NON-COMPULSORY INFORMATION SESSION WITH INTERESTED BIDDERS

FOR

THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT EXTERNAL AUDIT SERVICE FOR KABELO LAND RESTITUTION AND DEVELOPMENT TRUST FOR SIX (6) MONTHS FOR EACH OF THE REPORTING PERIOD FROM 2020/21 TO 2023/24.

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed all attendees to the briefing session.	Noted	None
2.	PURPOSE OF THE MEETING	The purpose of the meeting was to provide clarity to prospective bidders on the Terms of Reference published to appoint a service provider to conduct external audit services for Kabelo Land Restitution and Development Trust for six (6) months for each of the reporting period from 2020/21 to 2023/24	None	None
3.	AGENDA	<p>The agenda of the meeting was presented as follows:</p> <ul style="list-style-type: none">▪ Opening and Welcome▪ Introductions of DFFE Officials▪ Registration of Propective Bidders▪ Technical Presentation▪ SCM Presentation▪ Q&A▪ Closure	Noted	None



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4.	ATTENDANCE	<p>The following DFFE officials were in attendance for the facilitation of the briefing session:</p> <ul style="list-style-type: none">▪ Ms. Gwen Sgwabe (Chairperson)▪ Ms. Ntombekaya Maku (DFFE Support)▪ Ms. Dineo Malibe (DFFE Support)▪ Mr. Karabo Mmekoa (SCM Support)▪ Ms. Neliswa Sibande (SCM Support)▪ Ms. Vonani Rikhotso (SCM Support) <p>All prospective bidders who were in attendance were requested to provide their information in the Microsoft Teams chat panel as a form of registration.</p> <p>No apologies tendered.</p>	Noted	None
5.	TECHNICAL PRESENTATION OF THE PROJECT	<p>Ms. Ntombekaya Maku facilitated the technical presentation and highlighted on the following:</p> <ul style="list-style-type: none">• Background:<ul style="list-style-type: none">- The Trust was created after forestry restructuring and privatization, with five companies leasing plantations.- Rentals paid by these companies are invested in the Trust and disbursed to beneficiaries approved by the Department of Rural Development.- Remaining funds, after claims are settled, may revert to the State or Ingonyama Trust.- Trustees must comply with relevant legislation, including the PFMA, Treasury Regulations, Trust Property Control Act, and National Forest Act.• Purpose of the services required<p>The appointed PSP will:</p><ul style="list-style-type: none">- Verify and ensure compliance of all accounting	Noted	None



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		<p>transactions with departmental policies.</p> <ul style="list-style-type: none"> - Identify and correct non-compliance, ensuring accurate disclosures. - Submit monthly financial reports within 10 working days, along with interim and annual financial statements. - Produce complete audited financial statements aligned with GRAP and verified reports. - Provide a financial reporting readiness file to support reported figures. - Work with DFFE to ensure smooth reporting and compliance. <ul style="list-style-type: none"> • Deliverables: <ul style="list-style-type: none"> - Inception report with timelines. - Progress meeting within 8 weeks of project start. - Monthly progress reports. - Verification of accounting transactions and disclosures. - Draft annual financial statements. - Final audited financial statements with an audit opinion. • Primary Outcome: <ul style="list-style-type: none"> - Audited financial statements for 2020/21 to 2023/24 that are accurate, compliant, and reflective of the Trust's financial activities. 		
6.	SCM PRESENTATION OF THE PROJECT	<p>The Supply Chain Management Representative, Mr Karabo Mmekoa, gave a brief overview of the Bid evaluation process for the bid 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. ▪ Only physical bid proposals will be accepted (no emailed or 		



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		<p>faxed proposals).</p> <ul style="list-style-type: none">▪ Late bids will not be accepted.▪ 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 four (04) evaluation phases that will be followed for this tender: <p>- Phase 1: Pre-compliance</p> <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. However, in the event that there are any discrepancies between the document, SBD 3.3 will take precedence.✓ In cases where bidders bid as a Consortia/ Joint Venture, such an agreement must be signed by all parties and submitted with the bid document. <p>- Phase 2: Mandatory Requirements</p> <ul style="list-style-type: none">✓ The project team leader should be a member and hold a professional designation with at least one of the following professional bodies:<ol style="list-style-type: none">1. Chartered Institute of Management Accountants (CIMA)2. South African Institute of Chartered Accountants (SAICA)3. South African Institute of Professional Accountants (SAIPA)4. Association of Chartered Certified Accountants		



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		<p>(ACCA)</p> <p>5. Institute of Accounting and Commerce (IAC)</p> <p>6. Chartered Institute for Business Accountants (CIBA)</p> <p>✓ Bidders must submit proof of professional designation/ certification with the professional body. Failure to provide such proof will lead to the disqualification of the bidder.</p> <p>- Phase 3: Functionality Criteria</p> <p>✓ Bidders will be evaluated according to the criteria stipulated in the Terms of Reference and must score a minimum of 70 out of 100 in order to be evaluated further.</p> <p>✓ Bidders are advised to clearly stipulate the proposed Project Team Leader and provide the Curriculum Vitae of this personnel with contactable references.</p> <p>- Phase 4: Price and Preference Points</p> <p>✓ 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.</p> <p>✓ Bidders must meet any of the three (03) specific goals (viz. more than 50% ownership by black people OR women OR people with disability), provide proof of such and duly complete SBD 6.1 to claim in order to be allocated the preference points.</p>		



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7.	QUESTIONS & ANSWERS (Q & A)	<p>Reference Letters: With regards to reference letters, do you need where we've done financial statements audit or on audit opinion?</p> <p>Answer: Must relate to financial statement audits with signed audit opinions. The more letters provided, the higher the score received.</p> <p>Access to Trust Financial Info: Are we able to request financial information on the trusts on a year to year just to assist us in our pricing?</p> <p>Answer: Not available prior to appointment; only accessible once appointed.</p> <p>Project Leader: The project leader must be a director in the company or not?</p> <p>Answer: Does not need to be a company director but must meet professional requirements and have CV with references.</p>	Noted	None
8.	CLOSURE	The chairperson thanked all attendees for their time and attendance. The meeting was adjourned.	Meeting was adjourned	None