

**MINUTES FOR THE NON-COMPULSORY INFORMATION SESSION
FOR**

DFFE-RFQ004 (25-26): THE APPOINTMENT OF A SUITABLE INDEPENDENT SERVICE PROVIDER TO MANAGE AND OPERATE THE ENVIRONMENTAL CRIMES AND INCIDENTS HOTLINE FOR DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT FOR PERIOD OF 60 (SIXTY) MONTHS.

DATE: 20 August 2025

VENUE: Microsoft Teams

TIME: 10:00 – 11:00

CHAIRPERSON:
Mr. Mark Jardine

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson, Mr. Mark Jardine, officially opened the meeting and welcomed all those in attendance. He further introduced the officials from the Department of Forestry, Fisheries and the Environment.	Noted	None
2.	ATTENDANCE	<p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none"> ▪ Mr. Mark Jardine – Chairperson ▪ Mr. Sipho Sibanyoni – DFFE Official ▪ Mr. Xhanti Mdledle – 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>	Noted	None



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		No apologies tendered.		
3.	PURPOSE OF THE MEETING	The purpose of the meeting was to provide prospective bidders with an opportunity to better understand the Terms of Reference for the appointment of a suitable independent service provider to manage the environmental crimes and incidents hotline for Department of Forestry, Fisheries and the Environment for period of sixty (60) months before submitting their bid proposals.	Noted	None
4.	TECHNICAL PRESENTATION OF THE PROJECT	<p>Mr. Mark Jardine gave a brief background on the Environmental Management Inspectorate and an overview of the project with emphasis made on the following:</p> <ul style="list-style-type: none">• The background to the Environmental Management Inspectorate;• The capacity of the Environmental Management Inspectorate at national, provincial and local spheres of government; and their respective Constitutional and legal mandates;• Rationale for the Environmental Crimes and Incidents Hotline; and referral to the sphere of government mandated to respond to the complaint;• The Terms of Reference:<ul style="list-style-type: none">• The scope and extent of work;• The expected deliverables/outcomes; and the• The functional criteria.	Noted	None



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		<ul style="list-style-type: none"> The pricing schedule. Mr Jardine emphasized the importance for prospective bidders to read the terms of reference and other bid documents carefully to ensure that they provide all documents and information that is required to respond properly– as a failure to submit these will have an impact on the evaluation process. Upon conclusion of the technical presentation of the project, prospective bidders were given an opportunity to ask questions. <p>Q- What process is in place to ensure timely responses to emails and queries, and is there a specific point of contact we can reach out to for clarity on technical or SCM concerns?</p> <p>A - As stated in the Terms of Reference (TOR), all queries must be directed to the centralised email address provided in the document. This process ensures that all inquiries are formally logged and responded to accordingly.</p> <p>For clarity:</p> <ul style="list-style-type: none"> Technical queries will be directed to the relevant Project Manager. SCM-related queries will be directed to the Supply Chain Management (SCM) team. <p>Bidders should not contact DFFE officials directly. Instead, bidders must use the centralised email address to ensure</p>		



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		that their queries are routed to the appropriate parties and responded to in a structured and transparent manner.		
5.	PRESENTATION OF THE BID EVALUATION PROCESS	<p>The Supply Chain Management official, Mr. Xhanti Mdledle, 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 that bidders are to ensure that the bid submission register is signed when submitting their proposals into the tender box. ✓ Only physical bid proposals will be accepted (no emailed or faxed proposals). ✓ Late bids will not be accepted; as such, bid proposals must be in the bid box at 11h00. ✓ 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 three (03) evaluation phases that will be followed for this tender ✓ Phase 1: Pre-compliance ✓ 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. ✓ B-BBEE - Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by Commissioner of Oaths together with their bids. The sworn affidavit must be signed by the 	Noted	None



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		<p>deponent (Bidder), in the presence of a Commissioner of Oaths where the Commissioner of Oaths must affix his/her signature, together with the stamp of the office, and affix a date on which the signature was affixed. Furthermore, the dates of the deponent and the CoO must correspond.</p> <ul style="list-style-type: none"> ✓ In a case of Consortia/ Joint Venture, bidders must submit an agreement that is signed by all parties involved. ✓ Letter of Authority to sign documents on behalf of the company. ✓ Phase 2: Functionality Criteria ✓ 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. ✓ Phase 3: Price and Specific Goals ✓ 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. ✓ Bidders must meet any of the three (03) specific goals, provide proof of such and duly complete SBD 6.1 to claim in order to be allocated the preference points. <p>It was noted that the quality of the audio of the Supply Chain Management official, Mr. Xhanti Mdledle, was not always clear and audible, however, the Chair confirmed that the audio presentation was aligned to the contents of the visual powerpoint slides, which could be clearly seen by all of the meeting and attendees; and that the presentation would be made available for</p>		



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		further reference if required.		
6.	QUESTIONS & ANSWERS (Q & A)	Upon conclusion of the supply chain management evaluation process presentation, prospective bidders were given an opportunity to ask questions for any further clarity. It was requested that the technical and supply chain management presentations be made available to all of the attendees.	Mr. Xhanti Mdledle (SCM) undertook to make the presentations available to all the attendees.	None
7.	CLOSURE	The chairperson thanked all attendees for their time and attendance. The meeting was adjourned at 10H55.	Meeting was adjourned	None