



forestry, fisheries & the environment

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

MINUTES FOR DFFE-SITA005 (24-25)

COMPULSORY INFORMATION SESSION

DATE: 10 DECEMBER 2024 VENUE: MICRO SOFT TEAMS TIME: 11:00 – 12:00

CHAIRPERSON:

Mr Peter Mbelengwa

MINUTES OF 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 RE-DESIGN RE-DEVELOP AND MAINTAIN (THROUGH BUG FIXING AND ENHANCEMENTS) THE DEPARTMENTAL INTRANET FOR A PERIOD OF TWENTY-FOUR (24) MONTHS, UNDER THE SITA TRANSVERSAL CONTRACT 1183

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">Mr. Peter Mbelengwa (Chairperson)Mr. Karabo Mmekoa (SCM Support)	Noted	None



forestry, fisheries & the environment

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

NO	ITEM	DISCUSSION	DECISION	COMMENTS
		<ul style="list-style-type: none"> Attendance Register of bidders is attached. 		

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 redesign and develop a secure, robust, scalable, and integrated intranet system with cutting-edge productivity tools leading the field in intranet development, to facilitate document management, collaboration and enhance communication between the Department and its officials.	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"> Objectives, scope of work and expected deliverables Provided an interpretation of each of the different phases of the project that prospective bidders would need to address <p>Upon completion of the overview session an opportunity for comments / questions and or project</p>	Noted	None



forestry, fisheries & the environment

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

NO	ITEM	DISCUSSION	DECISION	COMMENTS
		clarification was provided.		
5.	INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION	<p>Mr. Karabo Mmekoa (SCM)</p> <ul style="list-style-type: none"> • Proceeded with presentation in so far, the bid documents and bidding process • Presentation displayed and interpreted bid submission requirements, returnable documents and elaborated on the Four (04) phases of Evaluation Criteria. • Upon completion of the explanation session an opportunity for comments / questions and or clarification was provided. 	Noted	None
7	QUESTIONS FOR CLARIFICATION.	<p>Q – Does the partner in a joint venture need to be accredited in accordance with contract RFB1183/2022?</p> <p>A – Of course, all the tenderers should be approved on the SITA list of contractors accredited under contract RFB1183/2022.</p> <p>Q – In a case of Consortia/ Joint Ventures, should all partners be available for the briefing session seeing that is compulsory?</p> <p>A – One partner in a Consortia/ Joint Venture should</p>		



forestry, fisheries & the environment

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

NO	ITEM	DISCUSSION	DECISION	COMMENTS
		<p>confirm their attendance availability in the compulsory briefing.</p> <p>Q – Can the preference points be explained again as I did not understand.</p> <p>A – 80 is the maximum points allocated to the lowest acceptable tender for price; and 20 is the maximum points for the specific goals. The tenderer must indicate how they claim points for each preference point system being either over 50% black ownership, by woman or disabled persons as indicated on SBD 6.1</p> <p>Q – Can the closing date be confirmed again.</p> <p>A – The closing date for the bid is 20 January 2025 at 11:00am.</p>		
6.	CLOSURE	<p>The chairperson thanked all attendees for their time and presence and for their contribution and SCM will publish minutes and presentation, meeting adjourned at 11:35 am.</p>	Meeting was adjourned	None