



## forestry, fisheries & the environment

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

### MINUTES OF THE COMPULSORY BRIEFING SESSION REGARDING DFFE-T006 (24-25): THE APPOINTMENT OF SUITABLE SERVICE PROVIDER/S TO CONDUCT STOCK ENUMERATION FOR BIOLOGICAL ASSETS FOR THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS.

**VENUE:** DFFE AMANZAMNYAMA PLANTATION OFFICES, KWA BHACA, MOUNT FRERE, EASTERN CAPE PROVINCE

**DATE:** 12 JUNE 2024

**TIME:** 11:00 – 12:30

NO	ITEM	DISCUSSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed themembers in attendance.	Noted	None
2.	PRESENT/ ATTENDEES AND APOLOGIES	<ul style="list-style-type: none"><li>• Ms. – Mbali Luthuli (Chairperson)</li><li>• Mr. Zakhele Myeza – Nguni Forestry Services</li><li>• Mr. Ayanda Sigwela – Sigwela and Associates</li><li>• Ms. Nosipho Vava – Imperial Seed Solutions</li><li>• Mr. Mamadi – Mamadi Company</li><li>• Mr. Vincent Ratau (SCM Support)</li></ul> <p>No apologies tendered.</p>		None



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

NO	ITEM	DISCUSSION	DECISION	COMMENTS
3.	PURPOSE OF THE MEETING	The purpose of the meeting is to provide clarity in so far, the scope and extent of work to be conducted by prospecting bidders as it relates to the appointment of suitable service provider/s to conduct stock enumeration for biological assets for the Department of Forestry, Fisheries and the Environment for the period of twenty-four (24) months.	Noted	None
4.	INTRODUCTION BACKGROUND OF THE PROJECT	<p>The Ms. Mbali Luthuli gave an overview and briefly explained and provided an interpretation of each of the phases of the project as follows:</p> <ul style="list-style-type: none"> <li>The purpose of the project.</li> <li>The introduction and background of the project.</li> <li>The objectives of the project.</li> <li>The scope and extent of work of the project.</li> <li>The expected deliverables or outcome of the project.</li> <li>The period/ duration of the project</li> </ul>	Noted	None



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
		Upon completion of the overview session, an opportunity for comments / questions and or project clarification was provided.		
5.	INTRODUCTION OF TENDER AND EXPLANATION OF PROCESS AND EVALUATION	<p>Mr. Vincent Ratau (SCM) explained the following regarding bidd documents, submission requirements and the bidding process:</p> <ul style="list-style-type: none"> <li>The tender will close on the 26 June 2024 at 11h00 and late proposal will not be considered.</li> <li>Submission at DFFE Head Office in the tender box situated at the Environment House Reception, 474 Steve Biko Roda, Arcadia, Pretoria.</li> <li>All queries should be submitted through central email (<a href="mailto:tenders@dff.gov.za">tenders@dff.gov.za</a>), at least 7 days before the tender closed.</li> <li>Briefing was compulsory and bidder who fail to attend their proposal will not be considered for evaluation process.</li> <li>The tender allowed bidders to bid for KZN, Eastern Cape and Limpopo. Bidders are required to tick Province (s) / Area they intend to bid and complete pricing schedule for the Province or Provinces they intend to bid and complete SBD 3.3 FOR each Province.</li> </ul>	Noted	None



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
		<ul style="list-style-type: none"><li>In case where there are discrepancies between price on SBD 3.3 and Pricing Schedule/ Annexure A, the Department will publish price/ offer on SBD 3.3 on the Department website within 10 days.</li><li>When there are discrepancies, Department may write to the bidder involved to confirm their price in writing within 7 days.</li><li>A comprehensive offer must be provided inclusive of all costs, expenses (travelling costs and time spent between home and the office) and all applicable taxes.</li></ul> <p><b>STAGES OF THE EVALUATION OF TENDER/ BID</b></p> <ul style="list-style-type: none"><li>Mr. Ratau indicated that the tender will be evaluated in three phases as follows:</li><li><b>Phase 1:</b> Pre-compliance.</li><li><b>Phase 2:</b> Functionality Criteria.</li><li><b>Phase 3:</b> Preference point System.</li></ul> <p><b>PHASE 1: PRE-COMPLIANCE</b></p>		



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		<ul style="list-style-type: none"><li>Phase 1 bidder should complete and sign all SBD's (SBD 1, 3.3, 4, 6.1.</li><li>Bidders should be registered on Central Supplier Database (CSD) and should attached copy of CSD or should provide MAAA Number of the CSD so that Department will be able to verify if the company or Directors within the company are not restricted to do business with the state, verify if there are no state employ within the company and also verify iftax matters are in order.</li><li>In case where bidders want to form consortia/ Join Venture agreement it should be signed by all parties involved, indicate the lead partner and percentage of each where possible.</li><li>Bidders should submit one proposal for all areas however, each area should have its own team leader.</li></ul> <p><b>PHASE 2: FUNCTIONALITY CRITERIA</b></p> <ul style="list-style-type: none"><li>Mr. Ratau indicated that under these criteria bidders will be tested their capability and ability to execute the project.</li></ul>		



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		<ul style="list-style-type: none"> <li>Bidder must score a minimum score of 70% and bidders who will score less than the minimum score will be disqualified.</li> <li>Bidders will be evaluated based on the criteria set in the TORs on the document as advertised.</li> </ul> <p><b>PHASE 3: PRICE AND PREFERENCE POINTS SYSTEM.</b></p> <ul style="list-style-type: none"> <li>Mr. Ratau indicated only bidders who achieved 70% or more will be evaluated on price and preference point system.</li> <li>The 80/20 points system will apply, where price will be 80 points and 20 points will be for specific goals.</li> <li>The department will appoint the lowest acceptable bidder who obtains highest points for price and specific goals.</li> <li>For bidders to qualify for specific goals they must complete SBD 6.1 and signed when possible and submit a valid B-BBEE status level verification certificate issued by SANAS or a valid Sworn Affidavit signed by the Commissioner of Oath and submit CSD registration report or MAA Number.</li> </ul>		



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		<ul style="list-style-type: none"> <li>If the application is made by a Joint Venture or partnership both partners must submit an accreditation credentials in the name of Joint Entities.</li> <li>Failure to submit to complete and signed SBD 6.1 and other required document will result on bidder losing 20 points on specific goals.</li> <li>For bidders qualify for 20 points of the specific goals if the company meet the following requirements: <ul style="list-style-type: none"> <li>✓ A company has more than 50% ownership by black people.</li> <li>✓ A company has more than 50% ownership by women.</li> <li>✓ A company has more than 50% ownership by black people with disability and a letter from the doctor confirming disability must be submitted.</li> </ul> </li> </ul>		
7	QUESTIONS CLARIFICATION.	<p>FOR</p> <p>Q1: Will one bidder be appointed for provinces or it can be more than one bidder?</p> <ul style="list-style-type: none"> <li>✓ Answer: It's possible that it might be more than one bidder appoint in all three provinces, it will depend on who complies fully in which provinces.</li> </ul>	Noted	None



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		<p><b>Q2:</b> Bidder requested more clarity with regard to the size of the compartments so that they can be able to work the costs and price correctly.</p> <p>✓ Answer – Bidders may make use of the total area given for the area and use averages from tables given, detailed compartment information will be given to the service provider to be appointed.</p> <p><b>Q3:</b> Do bidders have to attend all briefings to tender for all provinces?</p> <p>✓ Answer: Yes, bidders must attend all briefings to tender for all as its compulsory for each province.</p> <p><b>Q4:</b> Will bidders be furnished with the bid documents?</p> <p>✓ Answer: The bid documents are available on the departmental website and eTenders for downloading.</p> <p><b>Q5:</b> Will the bid have different prices for different provinces?</p> <p>✓ Answer: There is a pricing schedule for each province which can be filled to indicate the prices.</p>		





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NO	ITEM	DISCUSION	DECISION	COMMENTS
		<p><b>Q6:</b> For qualifications, should it be one set of documents inthe bid document.</p> <p>✓ Answer: Yes, however it should be noted that teams orleaders should be different for each province.</p>		
6.	Site Visit	After briefing the bidders regarding the technical and SCM requirements, the bidders were taken through the plantation to show them a sample of what the work will be on and given thema real feel of the plantations to be worked on.		
7.	<b>CLOSURE</b>	The chairperson thanked the attendees for their time, presence and for their contribution, and encouraged the bidders to direct any further queries to email address: <a href="mailto:Tenders@dfe.gov.za">Tenders@dfe.gov.za</a> , meeting adjourned at 12:30 PM.	Meeting was adjourned	None