

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 NKONISA OFFICES, NKONISA, KWAZULU NATAL PROVINCE

DATE: 10 JUNE 2024

TIME: 10:30 – 12:00

| NO | ITEM | DISCUSSION | DECISION | COMMENTS |
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| 1. | OPENING AND WELCOME | The chairperson officially opened the meeting and welcomed the members in attendance. | Noted | None |
| 2. | PRESENT/ ATTENDEES AND APOLOGIES | <ul style="list-style-type: none"> Ms. – Mbali Luthuli (Chairperson) Mr. Mandla Gumede – Nguni Forestry Services Mr. Vincent Ratau (SCM Support) <p>No apologies tendered.</p> <ul style="list-style-type: none"> Attendance Register is attached. | | None |



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| 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 AND 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">• The purpose of the project.• The introduction and background of the project.• The objectives of the project.• The scope and extent of work of the project.• The expected deliverables or outcome of the project.• The period/ duration of the project <p>Upon completion of the overview session, an opportunity for comments / questions and or project clarification was provided.</p> | Noted | None |



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| 5. | INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION | <p>Mr. Vincent Ratau (SCM) explaimed the following regarding bid documents, submission requirements and the bidding process:</p> <ul style="list-style-type: none">• The tender will close on the 26 June 2024 at 11h00 and late proposal will not be considered.• Submission at DFFE Head Office in the tender box situated at the Environment House Reception, 474 Steve Biko Roda, Arcadia, Pretoria.• All queries should be submitted through central email (tenders@dfre.gov.za), at least 7 days before the tender closed.• Briefing was compulsory and bidder who fail to attend their proposal will not be considered for evaluation process.• 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.• In case where there are discrepancies between price on SBD 3.3 and Pricing Schedule/ Annexure A, the | Noted | None |



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| | | <p>Department will publish price/ offer on SBD 3.3 on the Department website within 10 days.</p> <ul style="list-style-type: none">• When there are discrepancies, Department may write to the bidder involved to confirm their price in writing within 7 days.• 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. <p>STAGES OF THE EVALUATION OF TENDER/ BID</p> <ul style="list-style-type: none">• Mr. Ratau indicated that the tender will be evaluated in three phases as follows:• Phase 1: Pre-compliance.• Phase 2: Functionality Criteria.• Phase 3: Preference point System. <p>PHASE 1: PRE-COMPLIANCE</p> <ul style="list-style-type: none">• Phase 1 bidder should complete and sign all SBD's (SBD 1, 3.3, 4, 6.1. | | |



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| | | <ul style="list-style-type: none">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 if tax matters are in order.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.Bidders should submit one proposal for all areas however, each area should have its own team leader. <p>PHASE 2: FUNCTIONALITY CRITERIA</p> <ul style="list-style-type: none">Mr. Ratau indicated that under these criteria bidders will be tested their capability and ability to execute the project.Bidder must score a minimum score of 70% and bidders who will score less that the minimum score will be disqualified. | | |



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| | | <ul style="list-style-type: none">Bidders will be evaluated based on the criteria set in the TORs on the document as advertised. <p>PHASE 3: PRICE AND PREFERENCE POINTS SYSTEM.</p> <ul style="list-style-type: none">Mr. Ratau indicated only bidders who achieved 70% or more will be evaluated on price and preference point system.The 80/20 points system will apply, where price will be 80 points and 20 points will be for specific goals.The department will appoint the lowest acceptable bidder who obtains highest points for price and specific goals.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.If the application is made by a Joint Venture or partnership both partners must submit an accreditation credentials in the name of Joint Entities. | | |



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| | | <ul style="list-style-type: none"> Failure to submit to complete and signed SBD 6.1 and other required document will result on bidder losing 20 points on specific goals. For bidders qualify for 20 points of the specific goals if the company meet the following requirements: <ul style="list-style-type: none"> ✓ A company has more than 50% ownership by black people. ✓ A company has more than 50% ownership by women. ✓ A company has more than 50% ownership by black people with disability and a letter from the doctor confirming dis ability must be submitted. | | |
| 7 | QUESTIONS CLARIFICATION. | FOR <p>Q1: The TXN file format</p> <ul style="list-style-type: none"> ✓ Answer: Yes, it is used in Microforest as it is easier to upload files <p>Q2: A Should the final detailed report be submitted?</p> <ul style="list-style-type: none"> ✓ Answer – Yes, the final detailed report should be submitted once enumeration is completed. there will be weekly, monthly and the final detailed report. | Noted | None |



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| | | <p>Q3: Question regarding deviations, reporting of fire and timber theft.</p> <p>✓ Answer: Such deviations should be mentioned in the reports to be submitted and include evidence like pictures and/or notes regarding those deviations. Then it will be properly noted that the reason for such compartment not being enumerated is due to timber theft or any other deviation as reported.</p> <p>Q4: Referring to page 6 of the bid document, Since the machinery to be used, it refers specifically to Meccer, so since Meccer is a manufacturer and there are other manufacturers of similar machinery, should this be specifically Meccer or any other can be used?</p> <p>✓ Answer: The machine must be able to provide TXN file that will be in line with the current system used by the department.</p> <p>Q5: What will be happen in terms of clearing the compartments, will there be specific rates for that or should there be more personnel for that?</p> <p>✓ Answer: As bidders will be shown the real feel of the plantation with the site visit, it is so that they can be able</p> | | |



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| | | <p>to do their costings properly, and there is also EPWP members in some compartments who are assisting in the clearings.</p> <p>Q6: Do bidders have to attend all briefings in all provinces in order to tender for all provinces?</p> <p>✓ Answer: Yes, bidders should attend briefings in all provinces to all apply for all provinces or apply for only the ones which they attended briefings.</p> <p>Q7: If there is a reduction in hectares, how is it going to be worked out since the costs/overheads will still be the same, will there be any formula used to accommodate such costs?</p> <p>✓ Answer: There is no formula, once all evidence for reduction of ha's has been provided. Between a service provider and the department, the available ha's will be searched and made available to the service provide to compensate for the ones lost, once all completed then paragraph 12.9 on the TOR document will apply.</p> <p>Q8: Banks are no longer easily agreeing to putting stamps on the BAS form, will a bank letter be accepted in such instance?</p> | | |



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| | | ✓ Answer: Bidders can submit the completed BAS form together with the bank letter | | |
| 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 them a real feel of the plantations to be worked on. | | |
| 7. | CLOSURE | 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: Tenders@dfffe.gov.za , meeting adjourned at 12:00 PM. | Meeting was adjourned | None |