

**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 VOORSPOED PLANTATION, SOEKMEKAAR, 0810, LIMPOPO PROVINCE.

**DATE:** 14 JUNE 2024

**TIME:** 11:00 – 12:00

NO	ITEM	DISCUSSION	DECISION	COMMENTS
1.	<b>OPENING AND WELCOME</b>	The chairperson officially opened the meeting and welcomed the members in attendance.	Noted	None
2.	<b>PRESENT/ ATTENDEES AND APOLOGIES</b>	<p>Ms. Mbali Luthuli (DFFE)  Mr. Zibuyile Mthlane (DFFE)  Mr. Khaukanani Nelson Nemukula (DFFE)  Mr. Hector Muthabo (DFFE)</p> <p>No apologies tendered.</p> <p>• Attendance Register is attached.</p>		None



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NO	ITEM	DISCUSION	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 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"><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> <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. Hector Muthabo (SCM)</p> <ul style="list-style-type: none"><li>• Mr Muthabo indicated that the tender will close on the 26 June 2024 at 11h00 and late proposal will not be considered, and appeal to bidders to at least submit their proposal two days or a day before to avoid being late.</li><li>• Mr. Muthabo further stated that the Departmental tender box is 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@dffe.gov.za">tenders@dffe.gov.za</a>), at least 7 days before the tender closed.</li><li>• Mr. Muthabo added that the briefing was compulsory and bidder who fail to attend their proposal will not be considered for evaluation process.</li><li>• Mr. Muthabo then indicated that 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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		<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>Mr. Muthabo further added that 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><li>He also explained that the General Conditions of Contract (GCC) will be applicable to the successful bidder during contracting stage and is part of the bid document, bidders are required to read it and familiarised themselves with it.</li></ul> <p><b>STAGES OF THE EVALUATION OF TENDER/ BID</b></p> <ul style="list-style-type: none"><li>Mr. Muthabo indicated that the tender will be evaluated in three phases as follows:</li><li><b>Phase 1:</b> Pre-compliance.</li></ul>		



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
		<ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <li>Mr. Muthabo the explained that on phase 1 bidder should complete and signed all SBD's (SBD 1, 3.3, 4, 6.1.</li> <li>Mr. Muthabo further explained that all bidders doing the business with the state 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.</li> <li>My. Muthabo added that in a 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>Mr. Muthabo concluded that bidders should submit one proposal for all areas however, each area should have its own team leader.</li> </ul>		



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		<p><b>PHASE 2: FUNCTIONALITY CRITERIA</b></p> <ul style="list-style-type: none"><li>• Mr. Muthabo indicated that under these criteria bidders will be tested their capability and ability to execute the project.</li><li>• Bidder must score a minimum score of 70% and bidders who will score less that the minimum score will be disqualified.</li><li>• Mr. Muthabo added that, if a bidder scored 69.99 in SCM we do not round it off and that bidder will be disqualified.</li><li>• He further appealed to the bidders to ensures that their Curriculum Vitae are attached and are more details and bidders should not limit themselves.</li><li>• Mr. Muthabo further explained that each evaluation method must have its own team leader, if the bidder submitted same team leader the bidders will lose marks because they will only ne scored for one area.</li><li>• He concluded that the main reasons for bidder to submit different team leader is to ensure that all provinces are implemented smoothly without delays.</li></ul>		



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		<p><b>PHASE 3: PRICE AND PREFERENCE POINTS SYSTEM.</b></p> <ul style="list-style-type: none"><li>• Mr. Muthabo indicated only bidders who achieved 70% or more will be evaluated on price and preference point system.</li><li>• He added that the applicable point system in this tender is 80/20, where price will be 80 points and 20 points will be for specific goals.</li><li>• Mr. Muthabo explained that a bidder might be lowest when the tender close; however, if that bidder was disqualified in any of the evaluation criteria or due to any material of irregularity or due to any condition of the tender that bidder is no longer considered the lowest because is no longer in the race.</li><li>• It means the lowest bidder on price will be from bidders who are evaluated on price and preference point system.</li><li>• Mr. Muthabo then explained that for bidder 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>• He added that 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 submit this document will result on bidder losing 20 points on specific goals.</li> <li>• Mr. Muthabo concluded 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.	FOR <p><b>Q1:</b> A bidder wanted to know if they are allowed to bring their own Radio and leave one in the Office because they use one channel to enhance security in the Plantation.</p> <ul style="list-style-type: none"> <li>✓ Answer: Bidders are allowed to bring their own resources/ Radio to enhance communication and security.</li> </ul>	Noted	None





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		<p>✓ Other plantations have the Radio telephone however the there is a challenge for the network.</p> <p><b>Q2:</b> A bidder wanted to know if the changes on the compartment would affect them after the work has been done and they have bidder has left the site.</p> <p>✓ Answer – Once the bidder has been enumerated is no longer responsible and cannot enumerated twice unless the bidder will be in the area.</p> <p><b>Q3:</b> A bidder wanted to whether they cannot use same personnel if they applied for all three Provinces (Kwazulu-Natal, Eastern Cape and Limpopo Province)</p> <p>✓ Answer: Yes, bidder cannot use the same peronnel in all three province, it should be three different personnels.</p> <p><b>Q4:</b> A bidder wanted to know whether the starting date would be the same time.</p> <p>✓ Answer: Starting date would depend on the finalisation of signing SLA's by both parties and issuing an official purchase</p>		



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		order. It might not be the same date in case other Province (s) SLA's is not yet signed by both parties and an official purchase order has not been issued.		
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.	<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@dfre.gov.za">Tenders@dfre.gov.za</a> , meeting adjourned at 12:00 PM.	Meeting was adjourned	None