



# forestry, fisheries & the environment

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

## MINUTES FOR DFFE-T010 (24-25)

### NON-COMPULSARY INFORMATION SESSION

**DATE:** 10 JULY 2024 **VENUE:** MICRO SOFT TEAMS **TIME:** 10:00 – 11:00

#### CHAIRPERSON:

Mr Malcom Mogotsi

**MINUTES OF NON-COMPULSORY INFORMATION SESSION FOR THE INTERESTED BIDDERS – TITLE:** Department of Forestry, Fisheries and the Environment (DFFE), invites suitably bidders for the appointment of the professional service provider/s to develop municipal integrated waste management plans (IWMPs) for five (05) district municipalities and their local municipalities for a period of eighteen (18) months.

NO	ITEM	DISCUSSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed all members in attendance.  Everyone introduced themselves.	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"><li>• Mr. Hlayisani Ntsanwisi (Project Manager MWS)</li><li>• Mr. Malcolm Mogotsi (Chairperson &amp; Director:</li></ul>	Noted	None



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NO	ITEM	DISCUSION	DECISION	COMMENTS
		<p>MWS)</p> <p>Mr Chucheka Tivani ( Control Environmental Officer: Grade B, MWS)</p> <ul style="list-style-type: none"> <li>• Mr Andrew Motha ( Control Environmental Officer Grade B, MWS)</li> <li>• Ms Sindiswa Duma( Control Environmental Officer Grade B, MWS)</li> <li>• Mr. Karabo Mmekoa (SCM Support)</li> <li>• Attendance Register of bidders is attached.</li> </ul>		

NO	ITEM	DISCUSION	DECISION	COMMENTS
3.	PURPOSE OF THE MEETING	<p>The purpose of the meeting was to present the ToR's and provide clarity in the scope and extent of work to be conducted by the prospective bidders in developing the IWMPs</p>	Noted	None
4.	INTRODUCTION AND BACKGROUND OF THE	<p>The chairperson gave an overview in so far:</p> <ul style="list-style-type: none"> <li>• Scope of work</li> </ul>	Noted	None



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
	PROJECT	<ul style="list-style-type: none"> <li>• Provided an interpretation of each of the different phases of the project that prospective bidders would need to address as part of the bid.</li> <li>• Upon completion of the overview session an opportunity for comments / questions and project clarification was provided.</li> </ul>		
5.	INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION	<p>Mr Karabo Mmekoa (SCM)</p> <ul style="list-style-type: none"> <li>• Proceeded with presentation in so far, the bid documents and bidding process</li> <li>• Presentation displayed and interpreted bid submission requirements, returnable documents and elaborated on the Three (03) phases of Evaluation Criteria.</li> <li>• Upon completion of the explanation session an opportunity for comments / questions and or clarification was provided.</li> </ul>	Noted	None
7	QUESTIONS FOR CLARIFICATION.	Q- In terms of ground truthing, you have mentioned a minimum of 5 days, is it per local municipality or for that particular district?		



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		<p><b>A- Other districts have 7 local municipalities and if you had to say 5 days for the districts then it will be a difficult process because obviously you won't be able to cover. So for the sake of costing and consistency it would be 5 ground truth in five days per LM.</b></p> <p><b>Q- Is it similar or strictly IWMP projects in the municipality?</b></p> <p><b>A- This is specifically says IWMP project and not other projects.</b></p> <p><b>Q- On Annexure C the CV template, Can you generate it so that it gives you space but following the format or you have to write it on the bid document?</b></p> <p><b>A- Bidders can also attach CVs for leader and team member and not to necessarily to fill in the template.</b></p> <p><b>As long as it's clear CV with all the details that are needed, it's fine.</b></p>		



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		<p><b>Q-</b> I just want clarification on the waste characterization study. Would that only be conducted in one season and not all four seasons?</p> <p><b>A-</b> Five days of ground truthing will also include characterization study because its part of the status quo, so it will be only for one season. It won't be for four seasons, because then you would have moved on to other phases of the project.</p> <p><b>Q-</b> If you're only applying for one district, is the duration of the project still 18 months or is that for all of the districts combined?</p> <p><b>A-</b> Even for one district, the project is planned 18 months period as stated on the TOR.</p>		
6.	CLOSURE	The chairperson thanked all attendees for their time and presence and for their contribution and SCM will publish minutes and presentation within seven working days, meeting adjourned at 11:00 am.	Meeting was adjourned	None



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