



# forestry, fisheries & the environment

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

## MINUTES FOR DFFE-T014 (24-25)

### NON-COMPULSORY INFORMATION SESSION

**DATE:** 10 JULY 2024 **VENUE:** MICROSOFT TEAMS **TIME:** 09:00 – 11:00

#### CHAIRPERSON:

Mr. Kgauta Mokoena

### MINUTES OF THE NON-COMPULSORY INFORMATION SESSION

#### FOR

THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A NATIONAL CIRCULAR ECONOMY ACTION PLAN WITHIN TWENTY-FOUR (24) MONTHS.

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	<p>The chairperson, Mr. Kgauta Mokoena officially opened the meeting and welcomed all prospective bidders in attendance.</p> <p>Furthermore, the officials from the Department of Forestry, Fisheries and the Environment in attendance introduced themselves.</p>	Noted	None
2.	AGENDA AND PURPOSE OF THE MEETING	<p>The agenda of the meeting was presented as follows:</p> <ul style="list-style-type: none"><li>▪ Technical Presentation (Terms of Reference of the project) by the Project Manager, Ms. Hombakazi Blou.</li><li>▪ Q&amp;A relating to the technical aspect of the project.</li><li>▪ Presentation of the Bid Evaluation process by the Supply Chain Management Representatives, Ms. Doreen Gadebe.</li><li>▪ Q&amp;A relating to the Evaluation/Administration process.</li></ul>	Noted	None



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2.	ATTENDANCE	<p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none"><li>▪ Mr. Kgauta Mokoena (Chairperson)</li><li>▪ Ms. Hombakazi Blou (Project Manager)</li><li>▪ Ms. Doreen Gadebe (SCM Support)</li><li>▪ Ms. Ontlametse Tlape (SCM Support)</li></ul> <p>All prospective bidders who were in attendance were requested to provide their information in the Microsoft Teams chat panel as a form of registration.</p> <p>No apologies tendered.</p>	Noted	None
3.	PURPOSE OF THE MEETING	<p>The chairperson indicated that the purpose of the meeting was to provide clarity on what the project entails regarding the circular economy action plan and initiatives on the national waste strategy implementation plan in South Africa. He therefore gave a brief introduction outlining what the project entails. He further confirmed that this is a non-compulsory briefing session therefore, those who did not attend will still be considered accordingly.</p>	Noted	None
4.	TECHNICAL PRESENTATION OF THE PROJECT	<p>Ms Blou, the project manager gave a brief overview of the project and emphasis was made on the following:</p> <ul style="list-style-type: none"><li>▪ The alignment of the National Waste Strategy 2020 and its pillar on waste minimization that is aligned to the newly gazetted EPR regulations and schemes, ensuring that the main project is standardized in design and packaging of sustainable products ensuring that there is reduction in production of waste and that we maximizin the purpose of recycling or reuse of prolonged life for materials and products. This will therefore minimize the risk of waste management strategy.</li></ul>	Noted	None



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		<ul style="list-style-type: none"><li>▪ The development of the national circular economy action plan is the key intervention to identify waste stream that have high potential for circularity.</li><li>▪ The linear economy promotes unsustainable consumption patterns which depletes natural resources and contribute to environmental degradation and extreme climate events that are experienced.</li></ul> <p>She further explained the objective of the project outlining that the “take, make and dispose” linear economy that promotes unsustainable consumption patterns that deplete our natural resources and a need to move to a “circular economy” a system that is restorative and generative intention as well as by designed.</p> <p>The implementation of the circular economy is aligned to goals 12 and 13 of the United State Sustainable Development Goals in 2023:</p> <ul style="list-style-type: none"><li>▪ South African government would be contributing significantly in unlocking value found in waste products.</li><li>▪ Circular Economy approaches a system that there is no such thing as waste and focuses on the development of waste economy in the circularity that goes beyond waste prevention and reduction which is inspired by technology, organisational and social innovation across all value chains which will create more jobs in the formal and informal sectors.</li><li>▪ A successful transition to a circular economy ensures that principles are implemented across the waste management value chain that needs to develop</li></ul>		



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		<p>subsequent implementation to develops standardized policy instrument that reduces production of waste, maximizes resource recovery for recycling or re-use and supports consumption of materials and products with a prolonged life.</p> <p>She further explained the project scope of work, that service providers are expected to deliver on the following key areas not limited to the listed below six:</p> <ul style="list-style-type: none"><li>▪ Review existing studies and existing baseline data on waste streams with their opportunity for circularity.</li><li>▪ Conduct a full market assessment and research in line with the latest developments and industry trends identified.</li><li>▪ In the economy value, social benefits as well as environmental benefits to advocate for circular economy to also identify any existing and planned programmes and initiatives. In South Africa through respective sectors, industry and business level transition to waste clarity and these plans initiative should not limit industry, business and government to identify any existing or potential institutional frameworks.</li><li>▪ Bidders need to assist to identify any gaps and opportunities that existing within our legislation covering the relevant national, regional and global policies including but not limited to Multilateral Environmental Agreements (MEAs), the Africa Continental Circular Economy Action Plan, and the Plastic Treaty.</li><li>▪ Negotiations around product it designs as well as the</li></ul>		



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		<p>EPR regulations and schemes in identifying priority or emerging waste streams that were previously regarded as problematic or having potential circularity to develop a comprehensive plan that would have actionable thematic areas.</p> <ul style="list-style-type: none"><li>▪ Lastly, identify mechanisms and institutional framework for the implementation of a comprehensive plan.</li></ul> <p>Upon conclusion of the technical presentation, prospective bidders were given an opportunity to ask questions and clarification was provided.</p>		
5.	<b>PRESENTATION OF THE BID EVALUATION PROCESS</b>	<p>The Supply Chain Management Representative, Ms. Doreen Gadebe, gave a brief overview of the process as follows:</p> <ul style="list-style-type: none"><li>▪ Emphasis was made on the closing date and time which is the 25<sup>th</sup> of July 2024 at 11: 00AM, the delivery address, and delivery instructions when using courier services (<b>bidders are to ensure that the courier personnel register the submission of the proposals when depositing into the tender box</b>).</li><li>▪ Only physical bid proposals will be accepted (no emailed or faxed proposals).</li><li>▪ Late bids will not be accepted.</li><li>▪ All queries of the tender document post the briefing session should still be sent to <b>Tenders@dffe.gov.za</b> at least seven (07) calendar days before the stipulated closing date.</li></ul> <p>Ms. Gadebe outlined the three (03) evaluation phases that will be followed for this tender:</p> <ul style="list-style-type: none"><li>- Phase 1: Pre-compliance</li></ul>	Noted	None



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		<ul style="list-style-type: none"> <li>- Phase 2: Functionality Criteria</li> <li>- Phase 3: Price and Specific Goals</li> </ul> <p><b>PHASE 1: Pre-compliance</b></p> <ul style="list-style-type: none"> <li>▪ Bidders are to submit a master bid document and electronic copy (USB).</li> <li>▪ Bidders should complete and sign all the SBD forms which are SBD 1, 3.3, 4, 6.1</li> <li>▪ Bidders should attach their Tax Certificate, Tax Pin and should be registered on the Central Supplier Database (CSD) Report or should provide their MAAA number together with their bid document upon submission.</li> <li>▪ Bidders should also take note of section 7 in the Terms of Reference for Costing/ Comprehensive budget, where Annexure A for Pricing should be duly completed together with SBD 3.3.</li> <li>▪ In the case where a bidder is a Joint Venture/ Consortium, a JV agreement should be completed and signed together with their Tax Certificate and CSD Summary Report.</li> </ul> <p><b>PHASE 2: Functionality Criteria</b></p> <ul style="list-style-type: none"> <li>▪ Only bid proposals that meet pre-compliance requirements will be evaluated on functionality criteria.</li> <li>▪ The bidder must score a minimum of 75%, during Phase 2 (functionality) of the evaluation to qualify for Phase 3 of the evaluation where only points for price and preference points will be considered.</li> <li>▪ Bidders will be evaluated based on the criteria indicated in the Terms of Reference.</li> </ul>		



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		<ul style="list-style-type: none"> <li>The following values/ indicators will be applicable when evaluating functionality: 0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent.</li> <li>The Functionality weights and indicators were briefly explained. She further emphasised that bidders should clearly indicate who will be the project team leader, key expert 1 and key expert 2 when drafting their proposals. Their CVs and qualifications should be attached as per their role for the project.</li> </ul> <p><b>PHASE 3: Price and Preference Points</b></p> <p>Ms Gadebe indicated that all bidders that achieved the minimum 75% for functionality criteria will therefore be evaluate for price and preference point as follows:</p> <ul style="list-style-type: none"> <li>Points systems applicable for the tender will be 80/20 principle, where 80 points is for price and 20 points will be for specific goals. The bid will be awarded to a bidder with the highest points on price and specific goals on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document.</li> <li>However, a contract may be awarded to a tenderer that did not score the highest points only by section 2(1)(f) of the PPPFA</li> <li>A maximum of 20 Points will be allocated for either of the specific goals:             <ul style="list-style-type: none"> <li>✓ 50% more for ownership by black people;</li> <li>✓ 50% more for ownership by women; and/or</li> <li>✓ 50% more for ownership by people with disabilities.</li> </ul> </li> <li>The department reserves the right to negotiate prices that are not deemed market related and not to award the tender to the bidder with the lowest price.</li> </ul>		



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		Upon conclusion of the bid evaluation process presentation, prospective bidders were given an opportunity to ask questions and clarification was provided.		
7	QUESTIONS & ANSWERS (Q & A)	<p><b>TECHNICAL QUESTIONS:</b></p> <p><b>Q</b> – In the legislative review, to what extend do they want to pitch the project as it covers national, regional and global levels, will the municipalities be excluded or covers as IWMP is a legislation within this level and noting cost implication on the scope?</p> <p><b>A-</b> In terms of what level nationally pitched, the national level includes all spheres of government, covering provincial and local government.that have a waste management legislative role. As mentioned in the scope of work, the indicated areas of work may not be limited to those and of course there will be financial implication in terms of conducting the work. Mr Mokoena further elaborated on the review of IWMP guidelines which enables new integration and development of Circular Economy as it links to the Extended Producer's Responsibility (EPR) to further work in reflection at the municipality side or IWMP level aligned with EPR regulations .</p> <p><b>Q</b> – There is no indication in the terms of reference for the requirement of a project steering committee, so if its established, how often will they meet and who is responsible for scribing the minutes?</p> <p><b>A</b> – The project steering committee will be comprised of internal officials and other sectorial department, of which its final formation and information will be discussed during the project initiation/inception stage and that would be discussed with the respective appointed service provider.</p>	None	None





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		<p><b>Q</b> – Will the action plan developed be published in the Government Gazette for public comments and does it have legal standing enforceable by law?</p> <p><b>A</b> – Mr Mokeona indicated that the action plan will be gazetted through the cabinet approval process and engagement with other sector departments. This work has a legal standing, as part of the implementation of national waste management strategy and the Waste Act which as a guiding legislative framework.</p> <p><b>Q</b> – If bidders are expected to identify certain waste stream with high risk circularity potential, will the market assessment focus mostly on the mentioned streams or the full assessment of all the streams identified?</p> <p><b>A</b> – In terms of the market assessment, bidders are to focus but not limited to the prioritized waste streams and latest development, whether there has been developments around the prioritized streams emerging waste streams that are problematic or have potential circularity. The key issue of social and environmental benefits is key for the full transition to circular economy, to ensure no one is left behind.</p> <p><b>Q</b> – The assessments for the different streams have been previously completed, a lot of reliance on the integrated waste management plans, compositional analysis have done in municipalities and are outdated. Does the bidders need to engage in primary research and actually conduct their own compositional studies or would you like the leverage of what has been done?</p>		



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		<p><b>A</b> _ Various studies have been conducted by the department on waste circularity, including studies by other sector departments, at a Regional Level through the Africa Circular Economy Alliance and the African Union. All these studies are accessible on line and the department can also share on request.</p> <p><b>Q</b> – The market has partnership with other countries. Are these marked restricted to only South Africa or they are planning to expand to neighbouring countries?</p> <p><b>A</b> – The partnership that department has is at a regional level representing the country and are a member of the African Circular Economy Alliance which is a government led-coalition on the promotion of circular economy agenda, and has developed policies to advocate for Circular Economy and further more South Africa being a member of the African Union, there has been a Continental Circular Economy Action Plan that was developed for initiative expectation aligned to that action plan or interventions.</p> <p><b>Q</b> – Will they go through the cabinet process with a plan that is inside or outside twenty-four (24) months?</p> <p><b>A</b> – As soon as the project duration has been concluded the cabinet process will commence. The document will be noting and integrating feedback from public comments, but the cabinet approval process will be outside the project operation.</p> <p><b>Q</b> – Do you already have a view or list of studies that would be incorporate in the review or do you leave that fully to the contractor?</p>		



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		<p><b>A</b> –The existing studies that have been conducted by the department or in the country as part of their regional alliance are available online but upon request we can make them available.</p> <p><b>Q</b> – Do the external or global experts need to be on site in South Africa or they can engage remotely?</p> <p><b>A</b> – The advantage of global village or virtual world, hence the innovation of international experts and involvement in their work that needs to be done will be appreciated. Certain workshops will need physical engagement therefore the expectation is that involving international experts to be part of the project shouldn't be difficult to access them.</p> <p><b>SUPPLY CHAIN MANAGEMENT QUESTIONS:</b></p> <p><b>Q</b> – The department defines an international expert and determines whether a local expert with a worldwide profile and experience is considered an international expert. Do you consider them to be an international expert, or do you think they should be situated in a different country?</p> <p><b>A</b> – International experts based outside South Africa's involvement will be appreciated.</p> <p><b>Q</b> – In terms of the evaluation criteria, there should be the project leader and two experts. How will they handle the suggested key experts indicated?</p> <p><b>A</b> – It is imperative that all project leaders and key experts are made aware of the specific criteria they must meet in order for their evaluation to be based on their allocation of a particular area.</p>		



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		<p><b>Q</b> – Since that the circular economy initiative is the first of project in South Africa, does the experience in terms of the number of projects have to be on a local or global?</p> <p><b>A</b> – Any relevant international experience will be taken into account while determining their evaluation criteria. The bidder must make sure that the company is compliant and registered with the Central Supplier Database.</p> <p><b>Q</b> – Can a bidder sub-contract with multiple companies?</p> <p><b>A</b> – Bidders must take note that this tender is not subjected to subcontracting by the department. However, Bidders must notify the Department of their intention to subcontract and the Organs of state can determine whether the subcontracting is necessary for their operations. Bidders must take note that, company that will be subcontracted can not be used for scoring preferential points and attainment of evaluation criteria points.</p> <p><b>Q</b> – Would you like to view the entire team working on the project based on the submission of CVs and the qualifications for the positions of key expert one (1) and two (2), as well as project team leader?</p> <p><b>A</b> – The three are the ones that would be evaluated based on the CV. It's also up to you if you wish to disclose the entire team, but if you do, it will be taken into consideration as part of the evaluation process for the functionality. Therefore, it's crucial that you specify which ones are designated for evaluation when you submit the full team, but you are welcome to incorporate your whole team after that. Bidders should take note that qualifications obtained outside South Africa must be accompanied by the SAQA Certificate of Evaluation (SCoE). The SCoE must indicate the recognition decision taken by SAQA</p>		



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		<p>concerning the foreign qualification and the comparability of that qualification with a South African qualification registered on the National Qualification Framework (NQF). Foreign qualifications that are not accompanied by the SCoE will not be considered for evaluation in this contract as per item no. 12.19 in the Terms of Reference.</p> <p><b>Q</b> – Should the bidder attach Central Supplier Database (CSD) report of the whole proposed project team or only for the project leader and the two experts?</p> <p><b>A</b> – The bidders should attach a Central Supplier Database of the company which clearly indicate the project leader and the two experts.</p> <p><b>The chairperson made emphasis on the Joint Venture</b></p>		
6.	CLOSURE	<p>The chairperson made closing remarks, indicating that this was a non-compulsory briefing session. He further stated that this discussion is to enable bidders to better prepare for your submission of the bid documents for this project so there would be involved directly on the actual development of the national circular economy action plan as we have been waiting for it for some time already.</p> <p>Ms Blou indicated that all enquiries will be coordinated through contact information mentioned in the Terms of Reference.</p> <p>The chairperson thanked all attendees for their time and attendance.</p>	Meeting was adjourned	None