



forestry, fisheries & the environment

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

MINUTES FOR DFFE-T023 (24-25)

NON-COMPULSORY INFORMATION SESSION

DATE: 14 NOVEMBER 2024 VENUE: MICROSOFT TEAMS TIME: 10:00 – 11:00

CHAIRPERSON:

Mr. Ntshavheni Matsea

MINUTES OF THE COMPULSORY INFORMATION SESSION FOR

APPOINTMENT OF A SERVICE PROVIDER (S) FOR THE SUPPLY AND DELIVERY OF FRUIT AND INDIGENOUS ORNAMENTAL TREES IN THE PROVINCES OF NORTHWEST, NORTHERN CAPE, GAUTENG, MPUMALANGA, LIMPOPO, EASTERN CAPE AND WESTERN CAPE FOR USE IN THE TWO MILLION TREES PER ANNUM PROGRAMME OF THE DEPARTMENT FOR THE PERIOD OF TWENTY (24) MONTHS.

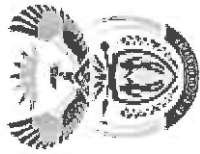
NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	<p>The chairperson, Mr. Ntshavheni Matsea officially opened the meeting at 10h00 and welcomed all prospective bidders in attendance.</p> <p>Furthermore, the officials from the Department of Forestry, Fisheries and the Environment and all the prospective bidders in attendance introduced themselves.</p> <p>The following DFFE officials were in attendance:</p> <ul style="list-style-type: none"> ▪ Mr. Ntshavheni Matsea (Chairperson) ▪ Mr. Michael Modise (Project Manager) ▪ Ms. Doreen Gadebe (SCM Support) ▪ Ms. Malebo Rammushi (SCM Support) 	Noted	None
2.	ATTENDANCE	All prospective bidders who were in attendance were requested	Noted	None



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		to provide their information in the Microsoft Teams chat panel as a form of registering attendance. He emphasized that bidders are to share their name, contact details, and the company they will be representing.		
3.	AGENDA OF THE MEETING	<p>There were no apologies.</p> <p>The agenda of the meeting was presented as follows:</p> <ul style="list-style-type: none"> ▪ Technical Presentation (Terms of Reference of the project) by the project manager, Mr. Michael Modise. ▪ Presentation of the Bid Evaluation process by the Supply Chain Management Representatives, Ms. Doreen Gadebe. ▪ Q&A relating to the Technical Presentation and Evaluation/Administration process. 	Noted	None
4.	PURPOSE OF THE MEETING	Mr. Matseba indicated that the purpose of the meeting was to provide clarity on the objective of the project. He confirmed that this is a non-compulsory briefing session therefore, bidders who did not attend will be considered further for the evaluation process.	Noted	None
5.	TECHNICAL PRESENTATION OF THE PROJECT	<p>The project manager, Mr. Modise gave an overview of the project and emphasised that the project is for an appointment of a service provider(s) for the supply and delivery of fruit and indigenous/ornamental trees in the seven provinces indicated in the Terms of Reference. The two provinces which were not indicated namely, Free State and Kwa-Zulu Natal have been advertised and a bidder has been appointed.</p> <p>The Department is responsible for the greening function, with the program's main goal being to supply trees from its nurseries. Its</p>	Noted	None



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		<p>secondary objectives are to support South Africa's climate change mitigation strategy through tree planting and assist municipalities, NGOs, and community-based organizations in need of trees.</p> <p>He further discussed the scope of work, which bidders need to take note of. Bidders should supply trees and new cultivars which can withstand pest and diseases, ensure that they work closely with the Department to supply fruit and indigenous trees that are suitable and endemic to specific areas. The required supply ratio is 60:40, with 60% being fruit trees and 40% ornamental/indigenous trees. The total quantity for the regions or provinces is 182,000 trees, consisting of 109,200 fruit trees and 72,800 ornamental trees. The fruit trees should be 1.8 meters in height and in 10-liter containers, while the indigenous trees should be 1.5 meters in height and in 20-liter containers, both supplied in acceptable plastic bags. The fruits that are supplied should be in agroecological zones of our country. Bidders should note that there must be a constant supply of trees throughout the twenty four months period of the contract.</p> <p>The bidders should note paragraph 4.7 in the terms of references with self-explanatory figures. All trees supplied should be healthy, free of defects and diseases. The root pruning must be intact and stable. The DFFE official will inspect the trees upon delivery against any defects.</p> <p>Mr. Matsea further elaborated on the delivery addresses outlined in Annexure B of the Terms of References for each province.</p>		



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6.	<p>PRESENTATION OF THE BID EVALUATION PROCESS</p>	<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"> ▪ Emphasis was made on the closing date and time which is the 28th of November 2024 at 11: 00AM, the delivery address, and delivery instructions when using courier services (bidders are to ensure that the courier personnel register the submission of the proposals when depositing into the tender box). ▪ Only physical bid proposals will be accepted (no emailed or faxed proposals). ▪ Late bids will not be accepted. ▪ All queries of the tender document post the briefing session should still be sent to Tenders@dffe.gov.za at least seven (07) calendar days before the stipulated closing date. ▪ The three (03) evaluation phases that will be followed for this tender were outlined: <ul style="list-style-type: none"> ➤ Phase 1: Pre-compliance ➤ Phase 2: Functionality Criteria ➤ Phase 3: Price and Specific Goals ▪ She highlighted the key forms to be completed and signed and the submission of supporting administrative documents. ▪ She further indicated that the bidders may apply for any province where they have the capacity to perform the task. They must indicate the provinces they are bidding for by ticking the relevant box (YES/NO). If bidding for 	Noted	None



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		<p>multiple provinces, the bidder should submit one bid document, including a proposed methodology and a fully completed Annexure A - Pricing Schedule for each province, with unit rates listed in thousands (000).</p> <p>Upon conclusion of the technical presentation and bid evaluation process presentation, prospective bidders were allowed an opportunity to ask questions and clarification was provided.</p> <p>Mr. Matsea further explained the pricing schedule (Annexure A) and that bidders should take note that they need to consider the province and not just part of the details in the province. He also mentioned that prospective bidders will be allowed to quote for the total number of ornamentals/indigenous be it detailed or in total.</p>		
7	<p>QUESTIONS & ANSWERS (Q & A)</p>	<p>Q – Are you looking for a supplier that can supply for the whole province or in each province?</p> <p>A- The Department does not limit the number choice of provinces that the bidder wants to bid for, that is, bidders can choose more than one province, however, based on experience, we advise bidders that taking more than three provinces may lead to delays in performance hence we recommend that you not exceed three provinces but it will be solely on the bidder's discretion. Bidders are encouraged to peruse paragraph 7, line items 7.5 to 7.7.</p> <p>Q – Can you elaborate on the 60:40 ratio percentage which is 60% fruit and 40% Indigenous trees?</p> <p>A – The ratio refers to the distribution of trees for bidders. As outlined in your document, of the total 182,000 trees, 60% should be fruit trees and 40% should be indigenous/ornamental</p>	None	None



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		<p>For each province you have selected, you will notice that the total number of trees to be supplied is calculated to allocate 60% for fruit trees and 40% for ornamental trees based on the total.</p> <p>Q – The Gauteng province, under fruit trees under 6000 citruses, in brackets it states 2000 lemons, 1000 naartjies and 1000 oranges which is 4000 and there is a discrepancy. Can you provide clarity?</p> <p>A – The DFFE will formally communicate with prospective bidders via email to specify that we are seeking a total of 6,000 citrus trees, consisting of 2,000 lemons, 2,000 naartjies, and 2,000 oranges. In the meantime prospective bidders should quote according to the advertised ToR.</p> <p>Q – You mentioned that the trees need to be endemic, but the trees listed for the Western Cape and Eastern Cape are endemic, as the indigenous trees listed are not endemic.</p> <p>A – The DFFE is aware that some of the species listed are not endemic to the region, and have considered this as in certain areas, there has been a specific request for these non-endemic species, and market exists for them. Therefore, bidders are requested to provide these species if they are available. If not, we encourage them to consult with the DFFE for guidance.</p> <p>Additionally, before proceeding further, we will seek advice from ARC and the Department of Agriculture. We can contact them directly to clarify any concerns and avoid any issues in these specific areas."</p>		



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		<p>Q – Apples are listed for the Western Cape, but are they suitable for the specific areas where they are grown, considering the issues with pests and fruit flies? Are fruit farmers facing similar problems to vineyards? Could the presence of commercial apple farmers discourage the inclusion of apple trees in these projects? Additionally, how can we address these concerns while working with the specifications for both indigenous and fruit trees in the provinces?</p> <p>A – I fully agree with Caroline regarding the issue of apples. However, as you know, community preferences can vary, and some people specifically request apples, despite the concerns from the industry.</p> <p>That said, it is the responsibility of the Department of Agriculture to provide extension services and advise communities on how to manage fruit flies and related issues. As far as I know, fruit fly zones are demarcated in our country. Therefore, we will ensure that apples are not distributed in areas known to be within these zones, to prevent any risk of disease transmission, which could be attributed to the department's actions. The Department will be consulting with the counterparts of other department and avoid those areas.</p> <p>What was essentially asked was confirmation from our side regarding the presence of a footprint in the affected provinces, as we are speaking from a national perspective. Currently, we are not visible in the provinces. The answer is yes—once we are satisfied with the proposals from prospective bidders, we will proceed with the appointment. At that point, we will provide the prospective bidder(s) with the specific details for each province, in addition to the areas listed in Annexure B with the indicated provinces and addresses.</p>		



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		<p>Q – I have a question regarding the tree sizes. From what I understand, the specifications for fruit trees are 1.8 meters in height, while for the indigenous trees in 20-liter containers, it's 1.5 meters. However, these are different species, and they grow in various ways. Specifically, some fruit tree and indigenous tree species may not reach the required height. Will there be someone on the ground in each province, such as in the Eastern Cape, to address these issues at the local level?</p> <p>A – In terms of size, particularly regarding the fruit trees, I agree with him that some trees may not even reach 1.8 meters, and that's perfectly fine. What we've done is set an average size. While some trees can grow well beyond 1.8 meters, we've established 1.8 meters as a standard. If the tree's growth potential is limited by its species and cannot exceed that height, we'll accept the maximum size allowed by the standards.</p> <p>The reason we set this specification is that many bidders, once they are awarded contracts, tend to purchase bare-rooted trees from wholesale nurseries. These trees are often small when bought, and the bidders quickly bag them and attempt to supply them, even though the trees haven't had sufficient time to grow. By emphasizing the height requirement, we're ensuring that the trees have been in plastic bags long enough to reach the 1.8-meter mark. This also protects us, as it means the trees won't be sold too early at a smaller size, which would require replanting.</p> <p>Q – How many service providers are you looking for per province? Regarding the pricing schedule, we have different types of avocados. Should we base our quotes on a specific variety, or are we quoting for the least expensive variety?</p>		



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8.	CLOSURE	<p>A – When it comes to avocados, we recognize that they thrive best in subtropical climates, such as those found in certain provinces. Ideally, if you're providing avocados for a specific area, the cultivar should be well-suited to that climate. We're not specifying a particular cultivar, but rather emphasizing that the cultivar you choose must be of high quality. For example, if you're supplying avocados in Limpopo, ensure that you provide the best possible cultivar available for that region—one that has been researched and developed to withstand local conditions and resist potential issues. The key is to supply a good, climate-appropriate cultivar, not necessarily a specific variety.</p> <p>SCM representative indicated that minutes for the briefing session will be shared with the bidders before the closing date of the bid advert.</p> <p>The chairperson thanked all attendees for their time and attendance and declared the meeting officially closed at 11h00.</p>	Meeting was adjourned	None