



**MINUTES FOR DFFE-T034 (24-25)**

**COMPULSORY INFORMATION SESSION**

**DATE:** 29 JANUARY 2025 **VENUE:** MICROSOFT TEAMS **TIME:** 11h00 – 12h30

**CHAIRPERSON:**

Ms Thobekile Ngcobo

**MINUTES OF THE COMPULSORY INFORMATION SESSION**

**FOR**

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE BUSINESS CONTINUITY MANAGEMENT PROCESSES  
WITHIN THE DEPARTMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	<p>The chairperson, Ms. Thobekile Ngcobo 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 and all the prospective bidders 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 Ms Thobekile Ngcobo</li><li>▪ Presentation of the Bid Evaluation process by the Supply Chain Management Representatives, Ms Greta Shikwambane.</li><li>▪ Q&amp;A relating to the Technical Presentation and 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>▪ Ms. Thobekile Ngcobo (Chairperson)</li><li>▪ Ms. Goitsewang Monageng (Branch support)</li><li>▪ Ms. Greta Shikwambane (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>There were no apologies.</p> <p><b>The following bidders were in attendance</b></p> <ol style="list-style-type: none"><li>1. Olix Technologies</li><li>2. Interstellar Holdings Pty Ltd</li><li>3. Dean Reeve - RED -Reeve Enterprise Development</li><li>4. Peo Information Technologies (Pty) Ltd</li><li>5. Providence Software Solutions Ltd (Pty)</li><li>6. ACES India Private Limited</li><li>7. Oksigen Pty Ltd</li><li>8. Motau Consulting (Pty) Ltd</li><li>9. Iqbusiness</li><li>10. KPMG Services (Pty) Ltd</li><li>11. Kuena Technology Advisory Solutions (Pty) Ltd</li><li>12. MysticBlue</li><li>13. Redefine Brands Group</li><li>14. Rathe Consulting.</li><li>15. Sekedi Consulting (Pty) Ltd</li><li>16. Governance Management Consulting</li><li>17. Alatha Consulting &amp; MLKWAY JV</li></ol>	Noted	None



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		18. PricewaterhouseCoopers (PwC) 19. Next Frontier Professional Services 20. Waraco (Pty) Ltd 21. Ntiyiso Consulting Group 22. Gijima Holdings 23. Morar Incorporated 24. ACES 25. Governance Management Consulting 26. Hlamalane Projects Pty. Ltd. 27. Mint Group (MMT Inland) 28. Mogale Solution Providers (Pty)Ltd 29. Lebogang Khunou 30. Afrocentric Intellectual Property (PTY) Ltd 31. WildBloom Eco-Label Specialists 32. Mamadi and Company SA(Pty)Ltd 33. Mmamontsho Senosi, Mmamontsho Consulting and Training Services, 34. Faranani DocTec (Pty) Ltd 35. Intellehub (Pty)Ltd, 36. RSM South Africa 37. Gijima 38. KPMG Services (Pty) Ltd 39. Alatha Consulting & MLKWAY JV 40. Waraco (Pty) Ltd 41. Vivo Group (Pty) LTD 42. Waraco (Pty) Ltd 43. Ndlela Kunene (Pty)Ltd 44. Faranani DocTec 45. MysticBlue 46. RED- Reevell Enterprise Development 47. Mpho Maimane		



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		48. 3LM Projects 49. Dupleix Institute. 50. REDEFINE BRANDS GROUP 51. PHUNGELA 52. IQ Business (Pty) Ltd 53. Ntiyiso Consulting Group. 54. Afrocentric Intellectual Property (PTY) Ltd 55. WestFord Training Solutions 56. Alsson Network 57. Redefine brands group 58. Hosi technologies 59. Ntikile sandlana pkf vga		
3.	PURPOSE OF THE MEETING	<p>Ms Thobekile Ngcobo indicated that the purpose of the meeting was to provide clarity on the objectives of the project. She confirmed that this is a compulsory briefing session therefore, bidders who did not attend will not be considered further for the evaluation process. She further emphasized that bidders are to share their name, contact details, and the company they will be representing.</p>	Noted	None
4.	TECHNICAL PRESENTATION OF THE PROJECT	<p>The Chairperson , Ms. Thobekile Ngcobo gave an overview of the project and emphasised that the project is for an appointment of a service provider to facilitate business continuity management processes within the department for a period of thirty-six (36) months</p> <p>She also emphasised that the main purpose of the bid is is to have a comprehensive business continuity plan inclusive of implementation plan that is implementable at DFFE Head Office and its regional Offices</p>	Noted	None



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		<p>MS Ngcobo further elaborated on the scope of work and expected deliverables as follows:</p> <p>The successful service provider will be required to deliver a Business Continuity Management (BCM) project according to the following six (6) phases of the BCM project lifecycle.</p> <p>She further explain that on commencement, during the execution, and upon completion of the assignment, the following deliverables are expected from the preferred bidder:</p> <p><b>The expected deliverables:</b></p> <ul style="list-style-type: none"> <li>• BCP Maturity scorecard</li> <li>• DRP Maturity scorecard</li> <li>• Project Charter</li> <li>• Threat Risk Assessment and Business Impact Analysis Report /Results</li> <li>• Operational BCPs</li> <li>• Disaster Recovery Plans</li> <li>• Evacuation Plan</li> <li>• Facilities Master Reserve plan</li> <li>• HR Continuity Plan</li> <li>• Organisational Business Continuity Plan</li> <li>• Crisis Management Plan</li> <li>• Awareness and training schedule</li> <li>• Business Continuity Management System Maintenance Schedule</li> <li>• BCM Testing Methodologies</li> <li>• ISO22301 (2019 )Organisational Certification</li> </ul>		



NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		<ul style="list-style-type: none"> <li>• BCMS Improvement Plan</li> <li>• BCM Strategy, Policy, Framework /Methodology and Standard Operating Procedures</li> <li>• BCM Project Plan accompanied by relevant templates. timeframes and checklist for implementation.</li> <li>• BCM planning and monitoring tool inclusive of (role players of BCM Projects, responsibilities, work schedule and clear timelines for all activities, and issue log.)</li> <li>• Monthly progress reports detailing milestones completed</li> </ul>		
5.	<b>PRESENTATION OF THE BID EVALUATION PROCESS</b>	<p>The Supply Chain Management Representative, 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 <b>17<sup>th</sup> of February 2025 11:00 AM</b>, 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).</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 Tenders@dffe.gov.za at least seven (07) calendar days before the stipulated closing date.</li> <li>▪ Outlined the four (04) evaluation phases that will be followed for this tender: <ul style="list-style-type: none"> <li>- Phase 1: Pre-compliance</li> </ul> </li> </ul>	Noted	None



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		<ul style="list-style-type: none"> <li>- Phase 2: Mandatory</li> <li>- Phase3:Functionality</li> <li>- Phase 3: Price and Specific Goals</li> </ul> <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>		
7	QUESTIONS & ANSWERS (Q & A)	<p><b>Q – Des BAS entity form need to be stamped by the bank?</b></p> <p><b>A-</b> Yes ,the bidder can complete the form and get it stamped by the bank</p> <p><b>Q – Can International bidder participate as international bidders?</b></p> <p><b>A –</b> The department will accept the proposal from International bidders provided they have representatives in South Africa in case physical activities are necessary.</p> <p><b>Q – In terms organisational ISO 222301 certification, if this cannot be provided, will this result to disqualification of the proposal as we are not the certification body?</b></p> <p><b>A –</b>The TOR clearly states that the certification should be for ISO22301 as the Department aligns to ISO22301, however benchmark can be conducted with the current BCM best practices.</p>	None	None



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		<p><b>Q – How many regional offices do we have except the head office?</b></p> <p><b>A</b> –We have Regional Offices in all nine priovinces. The national footprint of the DFFE Offices was illustrated.</p> <p><b>Q</b> – Do you require the Service Provider to provide the Department with ISO 22301(2019) Organasational Certification or do you require the service provider to assist in getting the Department ready for the ISO 22301 because we can assist with everything but we are not the certification body to give the Department the actual ISO 22301 certificate.</p> <p><b>A</b> It is the Service Provider responsibility prepare the Department to be ready for such certification, though certification will be provided by the accredited external body.</p> <p><b>Q. Can we propose for other certification beside ISO 22301 ?</b></p> <p><b>.A</b> In terms of scope of this project, only Organisational certification for ISO22301 that is required in this regard.</p> <p><b>Q – Does the bidder required to be ISO certified?</b></p> <p><b>A</b> – In terms of the ToR mandatory requirements, the Team Leader to be assigned to the assignment should be certified in <b>either</b> one of the following Professions:</p> <ul style="list-style-type: none"> <li>i. Certified Business Continuity Professional (CBCP) by Disaster Recovery Institute by the Disaster Recovery Institute International (DRII)</li> <li>ii. Certified Information Systems Auditor (CISA)</li> <li>iii. Certified Business Continuity Manager (CBCM) by (BCI)</li> </ul>		



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		<p>iv. ISO 22301 Lead Implementer</p> <p>v. Master of Business Continuity, Security, and Risk Management (MBCP) by DRII</p> <p>vi. Certified Risk Manager (CRM) by (IRMSA).</p> <p>xiii Certified Internal Auditor (CIA)</p> <p><b>Q – Can the bidder build up the travelling cost on the pricing schedule</b></p> <p><b>A –</b> yes ,you can build up the traveleding cost on the pricing schedule and also indicate on the SBD 3.3</p> <p><b>Q –</b> Will the Service Provider be expected to cover the costs of the training in their proposals or the trainig costs will be accomodated by the Department as it will be very expensive for the Service Provider to cover all the training costs for the entire Department?</p> <p><b>A –</b> The sucessful Service Provider will be expected to conduct BCM awareness to the organisation as part of execution of the scope. Furthermore the sucessful service provider will be expected to conduct training to existing BCM structures (such as BCM Forum, Crisis Response Team and Emergency Management Team). Such awareness and training can be conducted online through MS Teams to minimise the costs. Therefore the prospective Service Provider should include such costs in their proposals.</p> <p><b>Q –</b>Will the Department cover the costs for ISO22301 Certification as the Service Provider can facilitate the process and prepare the Department to get ready for certification, however there are some financial implications attached to the certification itself as it is offered by the external body.</p>		



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		<p>A – .The prospective Service Provider is expected to prepare the Department to be ready for ISO22301 Certification and therefore expected to include costs related to certification in their proposals over and above the costs of preparing the Department.</p> <p><b>Q</b> – It has been noted that the scope of work should be delivered in line with the six(6) phases of the BCM lifecycle and the relevant methodology in this regard is different from ISO 22301 in which the Department requires certification.</p> <p><b>A</b> – .The prospective Service Providers are allowed to benchmark with other methodologies which are regarded as the best practices when they prepare their proposals and during implementation as long as the deliverables will be inline with the ones stated under the six(6) phases of the BCM lifecycle in the TOR and such exercise should prepare the Department to be certified in ISO22301.</p>		
6.	CLOSURE	<p>SCM representative indicated that minutes for the briefing session will be published on Departmental website before the closing date of the bid advert.</p> <p>The Chairperson thanked all attendees for their time and attendance.</p>	Meeting was adjourned	None