



MINUTES OF THE COMPULSORY BRIEFING SESSION REGARDING DFFE-T035 (24-25): TO APPOINT SUITABLE SERVICE PROVIDERS TO BUY, CLEAR-FELL AND TRANSPORT THE EUCALYPTUS GUM TIMBER COMPARTMENTS FROM PLANTATIONS IN LIMPOPO PROVINCE FOR A PERIOD OF TWELVE (12) MONTHS

VENUE: DFFE PHIPHIDI ESTATE PLANTATION, LIMPOPO PROVINCE

DATE: 21 JANUARY 2025

TIME: 09:00 – 11:00

NO	ITEM	DISCUSSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed the members in attendance.	Noted	None
2.	PRESENT/ ATTEENDEES AND APOLOGIES	<ul style="list-style-type: none">• Mr. Ntshavheni Matsea (Forestry)• Mr. Freddy Make (Forestry)• Mr. Hector Muthabo (SCM Support)• Mr. Karabo Mmekoa (SCM Support) No apologies tendered. • Attendance Register is attached.		None



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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 buy, clear-fell and transport the eucalyptus gum timber compartments from plantations in limpopo province for a period of twelve (12) months	Noted	None
4.	INTRODUCTION AND BACKGROUND OF THE PROJECT	<p>The Mr Ntshavheni Matsea 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">• The purpose of the project.• The introduction and background of the project.• The objectives of the project.• The scope and extent of work of the project.• The expected deliverables or outcome of the project.• The period/ duration of the project <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) explained the following regarding bid documents, submission requirements and the bidding process:</p> <ul style="list-style-type: none">• The tender will close on the 07 February 2025 at 11h00 and late proposal will not be considered.• Submission at DFFE Head Office in the tender box situated at the Environment House Reception, 474 Steve Biko Roda, Arcadia, Pretoria.• All queries should be submitted through central email (tenders@dffe.gov.za), at least 7 days before the tender closed.• Briefing was compulsory and bidder who fail to attend their proposal will not be considered for evaluation process.• The tender allowed bidders to bid for Phiphidi Plantation, Luvhola Plantation and Voorspoed Plantation. Bidders are required to tick (s) / Area they intend to bid and complete pricing schedule for the plantation they intend to bid and complete SBD 3.3 for each plantation.• In case where there are discrepancies between price on SBD 3.3 and Pricing Schedule/ Annexure A, the	Noted	None



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NO	ITEM	DISCUSION	DECISION	COMMENTS
		<p>Department will publish price/ offer on SBD 3.3 on the Department website within 10 days.</p> <ul style="list-style-type: none">• When there are discrepancies, Department may write to the bidder involved to confirm their price in writing within 7 days.• 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. <p>STAGES OF THE EVALUATION OF TENDER/ BID</p> <ul style="list-style-type: none">• Mr. Muthabo indicated that the tender will be evaluated in four phases as follows:• Phase 1: Pre-compliance.• Phase 2: Mandatory.• Phase 3: Functionality Criteria.• Phase 4: Preference point System. <p>PHASE 1: PRE-COMPLIANCE</p> <ul style="list-style-type: none">• Phase 1 bidder should complete and sign all SBD's (SBD 1, 3.3, 4, 6.1.		



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		<ul style="list-style-type: none">Bidders 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.In 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.Bidders should submit one proposal for all areas however, each area should have its own team leader. <p>PHASE 2: MANDATORY CRITERIA</p> <ul style="list-style-type: none">During this evaluation phase, the bidder's responses will be evaluated based on the documents submitted under mandatory requirements.Bidders who fail to comply or meet mandatory requirements will be disqualified and will not be evaluated further.		



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		<ul style="list-style-type: none">• Bidders are required to complete a table provided, answer YES or NO and attach proof of the document required:<ol style="list-style-type: none">1. Bidders must submit certified copies of timber transport truck/s' valid registration certificate(s) as proof of ownership. If the bidder doesn't own timber transport truck/s, a signed letter of commitment to enter into a lease agreement must be submitted.2. Bidders must submit certified copies of tractor/s and trailer/s or forwarder/s valid registration certificate(s) as proof of ownership. If the bidder doesn't own tractor/s and trailer/s or forwarder/s, a signed letter of commitment to enter into a lease agreement must be submitted.3. Bidders must submit certified copies of Three-wheeled-loader/s or Front-end-loader/s valid registration certificate(s) as proof of ownership. If the bidder doesn't own Three-wheeled-loader/s or Front-end-loader/s, a signed letter of commitment to enter into a lease agreement must be submitted.4. Bidders must submit certified copies of cable-skidder/s valid registration certificate(s) as proof of ownership.		



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		<p>If the bidder doesn't own Cable skidder/s, a signed letter of commitment to enter into a lease agreement must be submitted.</p> <p>PHASE 3: FUNCTIONALITY CRITERIA</p> <ul style="list-style-type: none">• Mr. Muthabo indicated that under these criteria bidders will be tested their capability and ability to execute the project.• Bidder must score a minimum score of 75% and bidders who will score less that the minimum score will be disqualified.• Bidders will be evaluated based on the criteria set in the TORs on the document as advertised. <p>PHASE 4: PRICE AND PREFERENCE POINTS SYSTEM.</p> <ul style="list-style-type: none">• Mr. Muthabo indicated only bidders who achieved 75% or more will be evaluated on price and preference point system.• The 80/20 points system will apply, where price will be 80 points and 20 points will be for specific goals.		



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		<ul style="list-style-type: none">• The department will appoint the lowest acceptable bidder who obtains highest points for price and specific goals.• For bidders 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. • If the application is made by a Joint Venture or partnership both partners must submit an accreditation credentials in the name of Joint Entities. • Failure to submit to complete and signed SBD 6.1 and other required document will result on bidder losing 20 points on specific goals. • For bidders qualify for 20 points of the specific goals if the company meet the following requirements:<ul style="list-style-type: none">✓ A company has more than 50% ownership by black people.✓ A company has more than 50% ownership by women.✓ A company has more than 50% ownership by black people with disability and a letter from the doctor confirming dis ability must be submitted.		



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7	QUESTIONS FOR CLARIFICATION.	<p>Q1: Do bidders have to attend all briefings in all plantations in order to tender for all plantations?</p> <p>✓ Answer: Yes, bidders should attend briefings in all plantations they intend to apply for or apply for only the one which they attended the briefing for.</p> <p>Q2: Is the submission of the bid only required at the address mentioned and can it not be submitted electronically?</p> <p>✓ Answer: The address mentioned in the bid document is the only the address for submission and the bid documents cannot be submitted electronically, only physical submission is required in hard copies.</p>	Noted	None
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.	CLOSURE	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: Tenders@dffe.gov.za , meeting adjourned at 12:00 PM.	Meeting was adjourned	None



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