forestry, fisheries & the environment

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

MINUTES FOR DFFE-T037 (24/25)

COMPULSORY INFORMATION SESSION

DATE: 12 FEBRUARY 2025 **VENUE:** MICROSOFT TEAMS **TIME:** 10:00 – 11:00

CHAIRPERSON:
Dr. Zakariyyaa Oumar

MINUTES OF THE COMPULSORY INFORMATION SESSION WITH INTERESTED BIDDERS

FOR

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ANNUAL ENTERPRISE GIS SOFTWARE LICENCES AND SUPPORT SERVICES COMPATIBLE TO THE CURRENT GIS APPLICATIONS OF THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AND ITS ENTITIES FOR A DURATION OF THREE (03) YEARS.

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
1.	OPENING AND WELCOME	The chairperson officially opened the meeting and welcomed all attendees to the briefing session.	Noted	None
2.	PURPOSE OF THE MEETING	The purpose of the meeting was to provide clarity to prospective bidders on the Terms of Reference published for the appointment of a service provider to provide annual enterprise GIS software licences and support services compatible to the current GIS applications of the department of Forestry, Fisheries and the Environment (DFFE) and its entities for a duration of three (03) years.	None	None
3.	AGENDA	The agenda of the meeting was presented as follows: ▪ Opening and Welcome ▪ Introductions of DFFE Officials ▪ Registration of Propective Bidders	Noted	None

NO	ITEM	DISCUSSIONS	DECISION	COMMENTS
		▪ SCM Presentation ▪ Technical Presentation ▪ Q&A ▪ Closure		
4.	**ATTENDANCE**	The following DFFE officials were in attendance for the facilitation of the briefing session: ▪ Dr. Zakariyyaa Oumar (Chairperson) ▪ Dr. Dee Fischer (DFFE Support) ▪ Mr. Deon Marais (DFFE Support) ▪ Ms. Malebo Rammushi (SCM Support) All prospective bidders who were in attendance were requested to provide their information in the Microsoft Teams chat panel as a form of registration. The following prospective bidders were in attendance: ▪ Intellehub (Pty) Ltd ▪ Dataproof Communications (Pty) Ltd ▪ Esri South Africa ▪ Chimera Holdings (Pty) Ltd ▪ ETS Innovations ▪ Oracle Corporation ▪ Intergraph Systems Southern Africa ▪ Setsibi IT Support Services ▪ Penta-b for GIS ▪ Ernst&Young ▪ Brilliware (Pty) Ltd ▪ Africonology Solutions No apologies tendered.	Noted	None

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5.	**SCM PRESENTATION OF THE PROJECT**	The Supply Chain Management Representative, Ms. Malebo Rammushi, gave a brief overview of the Bid evaluation process for the bid as follows:
		
		▪ Emphasis was made on the closing date and time, the delivery address, and that bidders should make use of the Telkom line 1026 to get the most accurate time.
		▪ 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.
		▪ This was a compulsory briefing; therefore, bidders who failed to attend it will be disqualified.
		▪ Outlined the four (04) evaluation phases that will be followed for this tender:
		
		- **Phase 1: Pre-compliance**
		  ▪ All SCM Administrative documents are to be duly completed and signed.
		  ▪ The information and amounts on SBD 3.3 and Annexure A – Pricing Schedule should correlate.
		  ▪ In cases where bidders bid as a Consortia/ Joint Venture, such an agreement must be signed by all parties and submitted with the bid document.
		
		- **Phase 2: Mandatory Requirements**
		  ▪ Bidders must have attended the briefing session
			Noted	None

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		and must submit the following mandatory documents: ✓ Key Expert 1 - Project manager with PMBok certification. ✓ Key Expert 2 - GIS specialist, registered with South African Geomatics Council (SAGC) as a Professional Geo-informatic Practitioner. ✓ Key Expert 3 - IT professional with Azure certification. ▪ Failure to submit ALL the above documents will lead to a disqualification, and the bidder will not be evaluated to the next phase. - **Phase 3: Functionality Criteria** ▪ Bidders will be evaluated according to the criteria stipulated in the Terms of Reference and must score a minimum of 75 out of 100 in order to be evaluated further. ▪ Bidders were advised to clearly stipulate the proposed roles of their experts on the provided Annexure B template (i.e. Key Expert 1 - Project Manager OR Key Expert 2 - GIS specialist OR Key Expert 3 - IT Professional) and also provide Curriculum Vitae with contactable references. - **Phase 4: Price and Preference Points** ▪ The Preference Point System applicable for this bid is 80/20 - where 80 is the maximum points allocated to the lowest acceptable		

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		tender for price, and 20 is the maximum points for the specific goals as per the table below. ▪ Bidders must meet any of the three (03) specific goals (viz. more than 50% ownership by black people OR women OR people with disability), provide proof of such and duly complete SBD 6.1 to claim in order to be allocated the preference points.		
6.	**TECHNICAL PRESENTATION OF THE PROJECT**	Dr. Zakarriyya Oumar facilitaed the technical presentation and elaborated on the following: ▪ **Purpose of the project** - To appoint a service provider for the provision of annual enterprise GIS software and licences which are compatible with the current GIS applications of the Department and its entities and to ensure seamless operations of all current applications. - The project will encompass the delivery of GIS software for desktops, servers, cloud/online, and on-premises environments, along with enterprise support. It will also include formal GIS training through certified courses (virtual/e-learning and/or classroom) over a period of three (3) years, as well as the support and maintenance of all existing and/or legislatively mandated spatial applications. - DFFE Entities currently comprise of the South African National Parks (SANParks), the South African National Biodiversiry Institute (SANBI), the	Noted	None

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		South African Weather Services (SAWS), iSimangaliso Wetland Authority and the South African Forestry Company SOC Limited (SAFCOL).
		
		▪ **Detailed services required**
		- Annual Desktop Software and Licence
		  ✓ The service provider must provide GIS desktop software licences that have a user-friendly interface with the ability to explore, visualize and analyse spatial data, are compatible with various data formats and have the ability to support advanced analytical tools.
		  ✓ The service provider must have a demonstratable continuous programme of development and improvements to the desktop software offerings.
		
		- GIS Server Software and Licence
		  ✓ The service provider must provide GIS Server software and licencing with the ability to manage and serve geospatial data efficiently. The server software must have robust security features and support multi-user access and collaboration. Further to this, server software must allow for the publishing of services, hosting of layers, image and raster capability and must have the capability of connected and disconnected deployment. The GIS Server		

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		capabilities must include Open Geospatial Consortium (OGC) web services and geoprocessing (viz, Standard level and advanced level).
		
		- GIS Cloud/online and On-Premise License
		  ✓ The service provider must provide GIS Cloud/online and On-Premise licence software, which is accessible from any device with internet connectivity. The environment must allow for feature data sharing and collaboration among users and for flexible solutions that can adapt to our evolving needs.
		
		- Training
		  ✓ The service provider must offer comprehensive training programs for both desktop, server and online GIS software. The training must be accessible to all users and delivered in a flexible format that accommodates various learning styles, including on-demand access, interactive session, role-based training, continuous learning opportunities and certificate options.
		
		- Premium Support with Maintenance and Enhancement of System
		  ✓ The service provider must offer comprehensive support for software licences		

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		and applications. ✓ Minimum requirements for support must ensure that there is a 24-hour turnaround timeframe for all support queries and an 8-hour response timeframe to critical systems. ✓ Application downtown time to be resolved within an RTO of 24 hours and an RPO of 8 hours. ✓ Time spent in management or support meetings will be allocated from support hours. ▪ **Functionality Criteria** - Criteria 1 requires bidders to provide a detailed proposal plan which responds to the reuirements as stipulated in section 4 of the Terms of Reference. Proposals must demonstarte how existing projects/systems and applications will be maintained. The maximum weight for this criteria is 20%. - Criteria 2 requires bidders to provide a detailed timeline or roadmap showing updates and enhancements to the software over the past 10 years. Demonstrating consistency of updates (e.g. version releases, feature additions, performance improvements) and evidence of periodic development actvities. The maximum weight for this criteria is 15%. - Criteria 3, 4 and 5 require bidders to demonstrate that they have the necessary resources and		

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		technical experience to undertake and successfully complete the project. Bidder (s) should submit Curriculum Vitae (CV) for: ✓ Team Leader (**Key Expert 1 – Project Manager**) proposed to be employed on the project. The CV is to include specific details of the Team Leader, inter alia, relevant experience, and to include three contactable references, and proven record of experiences in GIS Enterprise deployment and project management. The maximum weight for this criteria is 10%. ✓ **Key Expert 2 – GIS Specialist** proposed to be employed on the project. The CV is to include specific details of the Key expert 2, inter alia, relevant experience, and to include three contactable references, and proven record of experiences in GIS Enterprise deployment. The maximum weight for this criteria is 10%. ✓ **Key Expert 3 – IT Professional** proposed to be employed on the project. The CV is to include specific details of the Key expert 2, inter alia, relevant experience, and to include three contactable references, and proven record of experiences in GIS Enterprise deployment. The maximum weight for this criteria is 10%. - Criteria 6 - Bidder(s) are required to demonstrate relevant experience and competency of the		

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		company for all completed projects. Bidder(s) should submit full details of reliable contactable positive signed reference letters and project completion certificates in software development, support and systems development in a GIS Enterprise in line with scope and extent of work required with accredited training facilities. Upon conclusion of the technical presentation, prospective bidders were given an opportunity to ask questions and clarification was provided. (*See Q & A below*)		
7.	QUESTIONS & ANSWERS (Q & A)	**Q** – How will each criteria be weighted in the evaluation process? Will the functionality be prioritised over price or vice versa? **A** – The process requires you to meet each phase's requirements to be evalauted to the next. In other words, in order to be evaluated for the functionaly, you must have met the mandatory requirements, and in order to be evaluated on price, you must have met the 75% threshold for the functionality evaluation phase. There were no further questions from the prospective bidders.	Noted	None
8.	CLOSURE	The chairperson thanked all attendees for their time and attendance. The meeting was adjourned.	Meeting was adjourned	None