



forestry, fisheries & the environment

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

MINUTES FOR DFFE-T038 (23/24)

COMPULSORY PRE-BRIEFING SITE MEETING

DATE: 28 NOVEMBER 2023 | **VENUE:** KOUGA LOCAL MUNICIPALITY, EASTERN CAPE | **TIME:** 08H40 – 12H30

CHAIRPERSON:

Ms. Hombakazi Blou

MINUTES OF THE COMPULSORY INFORMATION SESSION FOR INTERESTED BIDDERS FOR:

THE APPOINTMENT OF A SUITABLE MULTI-DISCIPLINARY BUILT ENVIRONMENT SERVICE PROVIDER TO PROVIDE PROFESSIONAL SERVICES IN PLANNING, DESIGNING, AND CONSTRUCTION MONITORING FOR THREE (3) SUSTAINABLE RECYCLING FACILITIES AND A MATERIAL RECOVERY FACILITY (MRF) IN KOUGA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE.

NO	ITEM	DISCUSSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	<p>The chairperson, Ms. Hombakazi Blou, officially opened the meeting and welcomed all those who were in attendance.</p> <p>She furthermore introduced the officials from the Department of Forestry, Fisheries and the Environment, and those from the Kouga Local Municipality who have been part of the project from conceptualization.</p>	Noted	None
2.	AGENDA	<p>The chairperson presented the agenda for the day as follows:</p> <ul style="list-style-type: none">▪ Presentation of the Terms of Reference of the project and Q&A▪ Presentation of the Bid Evaluation Process and Q&A▪ Departure to the project sites as follows:	Noted	None



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
		<ul style="list-style-type: none"> - Jefferys Bay - Ocean View Site - St Francis Bay - Sea Vista Site - Kwa-Nomzamo - Humansdorp Landfill Site - Gamtoos Valley - Hankey Landfill Site <p>The agenda was adopted as such.</p>		
3.	ATTENDANCE	All prospective bidders in attendance were requested to sign the attendance register for the pre-site briefing meeting.	Noted	The attendance registers were circulated to the prospective bidders and signed at each project site.
4.	PURPOSE OF THE MEETING	The Chairperson outlined that purpose of the on-site meeting is to provide prospective bidders an opportunity to view the project sites and provide clarity on any questions that the bidders may have related to the technical, scope of work and administrative aspects of the project.	Noted	None
5.	PRESENTATION OF THE TERMS OF REFERENCE	<p>The chairperson gave a brief overview of the project in so far:</p> <ul style="list-style-type: none"> • The project responds to the National Waste Management Strategy (Waste Minimisation Pillar). • The project sites and their required facilities, centres and/or machinery. • The cost estimates for basic professional fees which are based on the Gazetted rates for the relevant profession (engineering), time-based fees and disbursements, and summary costing; with emphasis that bidders must ensure 	Noted	None



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		<p>that they complete both the Annexure A – Pricing Schedule and SBD 3.3.</p> <p>Furthermore, the project manager, Ms. Tandiwe Siyema highlighted on the scope of work in terms of multidisciplinary professional services required, the designs for each project site and other additional services required as per the TOR.</p> <p>Upon completion of the presentation session, prospective bidders were given an opportunity to ask questions and clarification was provided.</p>		
6.	PRESENTATION OF THE BID EVALUATION PROCESS	<p>The Supply Chain Management Representative, Ms. Malebo Rammushi, 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, 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 proposals).• Outlined the four evaluation phases that will be followed:<ul style="list-style-type: none">• Phase 1: Pre-compliance• Phase 2: Mandatory Requirement• Phase 3: Functionality Criteria• Phase 4: Price and Specific Goals• Highlighted the key forms to be completed and signed, and the submission of supporting administrative documents such as TCC & CSD.	Noted	None



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		<p>Furthermore, the prospective bidders were urged to ensure that they sign the attendance register at every site as under the mandatory phase.</p> <p>Upon completion of the presentation session, prospective bidders were given an opportunity to ask questions and clarification was provided.</p>		
7.	QUESTIONS FOR CLARIFICATION.	<p>Q – With regards to the Joint Venture, can we not sub-contract and submit sub-contracting agreements instead?</p> <p>A – Yes, you can submit proof of subcontracting arrangement between the main tenderer and the subcontractor, and such must be signed by both parties. Furthermore, you must indicate on the SBD Documents the subcontracted entity/entities.</p> <p>Q – Is there a limit to the subcontract percentage?</p> <p>A – No, there is no limit – however, the general rule is that the percentage must not exceed that of the main contractor.</p>		
8.	DEPARTURE TO THE PROJECT SITES	<p>The site visits were conducted to all four sites (viz. Jefferys Bay - Ocean View Site; St Francis Bay - Sea Vista Site; Kwa-Nomzamo - Humansdorp Landfill Site, and Gamtoos Valley - Hankey Landfill Site).</p> <p>The scope of work and requirements for each site were presented once more, and all prospective bidders were given an opportunity to do a walk about at each site.</p>	Noted	None



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9.	FOLLOW UP ACTIONS	<ol style="list-style-type: none">1. Municipality to share layout diagrams for each project site.2. Attendance register, minutes and the site layout diagrams to be then shared with all the prospective bidders in attendance.	Noted	None
10.	CLOSURE	<p>The chairperson thanked all attendees for their time and presence.</p> <p>The meeting was adjourned at 12H30.</p>	Meeting was adjourned	None