



**forestry, fisheries
& the environment**

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

Reference: DFFE-T014 (23/24)

Compiled by: Ms. Greta Shikwambane

Chairperson: Mr. Ntshavheni Matsea

Document Type:

MINUTES OF COMPULSORY BRIEFING SESSION

Title:

THE APPOINTMENT OF THE SERVICE PROVIDER(S) TO UNDERTAKE ENVIRONMENTAL IMPACT ASSESSMENT STUDIES FOR AFFORESTATION IN KWAZULU-NATAL AND EASTERN CAPE, FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.

Venue:	MS Teams (Virtual meeting)	Date of initial meeting	20 November 2023 2023	Time	10h00
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ITEM		DETAILS
1.	Opening, Welcoming and Purpose of The Meeting	<p>Mr. Ntshavheni Matsea opened the compulsory tender briefing meeting and welcomed all present.</p> <p>Mr. Ntshavheni Matsea introduce himself and then requested DFFE officials to introduced themselves as well as all contractors.</p> <p>Bidders were requested to register their company details on chart box as the proof of attendance and all were requested to fill in their details clearly, as the contact details would be used for communicating all matters pertaining to this.</p> <p>Tender, see attached attendance register.</p>
2.	Meeting Protocol	<p>The Chairperson outline the following as the protocol of the meeting and pleaded with all in attendance to respect the rules/protocol.</p> <ol style="list-style-type: none">1. The meeting will be recorded.2. Please mute your microphone when you are not talking.3. Please use the raise your hand button when you wish to speak.4. You will be acknowledged by the chairperson and asked to speak.5. Please check that you are unmuted before speaking.6. Please identify yourself before speaking, this will help with minute taking.7. Please lower your hand when you have finished speaking. <p>The attendees were informed that, the meeting constitute a compulsory briefing session. All attendance to complete the attendance register with the following particulars: name, surname, company name, tell/cell and e- mail address in the MS teams chat box for the secretariat to record.</p>

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3.	Attendance Register	<p>The following officials were in attendance:</p> <ul style="list-style-type: none"> • Mr. Ntshavheni Matsea • Ms previledge Bilankulu • Ms.Greta Shikwambane <p>Bidders were requested to register their company details on chart box as the proof of attendance and all were requested to fill in their details clearly, as the contact details would be used for communicating all matters pertaining to this. see attached attendance register</p>
4.	ToR Discussion	<p>Mr. Ntshavheni Matsea presented the overview of The Tender Document informing the bidder that the tender document was structured per district and bidders can choose the district of their choice to bid for or the can bid all district but name the document which district are they bidding for .</p> <p>Mr Ntshavheni Matsea further advised the bidders about filling-in / completing the tender document, and submitting the documents as per the requirements, to avoid being disqualified. He advised the bidders to read through the entire document and understand the contents to submit the compliant documents.</p> <p>Mr. Ntshavheni Matsea informed the meeting that for any queries the bidders can contact the numbers and e-mail addresses that are provided on the tender document.</p>

ITEM	DETAILS
5.	<p data-bbox="126 254 188 287">SCM</p> <p data-bbox="451 233 1539 338">Ms. Greta Shikwambane and Privileged Bilankulu went through phases of evaluations and the SCM requirements and returnable documents for the submission of a complete and compliant document.</p> <p data-bbox="451 380 894 413">PHASES/ STAGES OF EVALUATION</p> <ul data-bbox="500 457 1555 632" style="list-style-type: none"> ● Pre-Compliance Criteria: <ul style="list-style-type: none"> ○ Notice and Invitation to Tender, completion of SBD 1 - Invitation to Tender. ○ Completion and signing of SBD 4 – Bidder’s Disclosure ○ Completion and signing of SBD 6.1 - Preference Points Claim Form in Terms of the Preferential <p data-bbox="451 638 1549 707">In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal</p> <ul data-bbox="500 789 1555 1037" style="list-style-type: none"> ● Mandatory Requirements: <ul style="list-style-type: none"> ○ The mandatory requirements will apply and bidders must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. 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 <ul data-bbox="500 1119 1539 1367" style="list-style-type: none"> ● Functionality Evaluation Criteria: <ul style="list-style-type: none"> ○ Only bid proposals that meet the Mandatory requirements will be evaluated on functionality criteria. ○ The bidder must score a minimum of 75%, during Phase 3 (functionality/technical) of the evaluation to qualify for Phase 4 of the evaluation where the Price and Preference Points will be considered. ○ <ul data-bbox="500 1413 1549 1625" style="list-style-type: none"> ● Preference Point and Price Calculation <ul style="list-style-type: none"> ○ The following preference point system will be followed to advance the categories of persons: ○ For contracts with a Rand value below R50 000 000, a total of 20 points may be allocated for specific goals as contemplated above, provided that the lowest acceptable tender scores 80 points for price. <ul data-bbox="500 1671 1516 1850" style="list-style-type: none"> ● Closing of the Tender <ul style="list-style-type: none"> ✓ Tender will close on the 8th of December 2023 at 11h00am ✓ Late submission will not be considered. ✓ Bid proposal must be submitted inside the tender box situated at 473 Steve Biko RD, Environmental Building, Reception, Arcadia, Pretoria. <p data-bbox="451 1885 1544 1919">Ms. Greta Shikwambane informed the bidders that a completed bid document including a copy</p>

		<p>on a USB flash drive to be submitted in the Tender box as stipulated in the tender document. Emailed bids will not be accepted. Late submissions will not be accepted</p>
6.	Questions and Answers	<p>Questions were proposed from the bidders seeking clarity and satisfactory responses provided.</p> <ul style="list-style-type: none"> • Lyn Smith : This tender is advertised for the third time what are the reasons for re-submission? • Answer The chairperson requested that since this question is not related to the ToR that was presented, it should be directed to the enquiries as reflected in the ToR to ensure fair and equitable bidders that are attending the session. • Ayanda Sigwela : Regarding the project list and coordinates that has been provided in the tender documents are they delineated or it's an assumption? • Answer The chairperson indicated that they are delineated. • ECA 02: In terms of the experience required will those without experience in the similar projects be considered? • Answer The chairperson indicated that the documents will be dealt with as prescribed in the tender documents. • Environmental days: How many service providers are required for this work? • Answer The chairperson indicated that bidder(s) are free to apply for any province where they have the capacity and capability to deliver. In case a bidder intends to bid for two (2) provinces they should submit separate documents for each province, however, the proposed key personnel (names and CVs) for each province should be clearly indicated and the Annexure (s) A - Pricing schedule filled out for each province. • Clayton Weatherall : Are all these projects combined in one EIA, that is, whether it will be done at the district municipality level? • Answer: The chairperson indicated that they are packaged per province with each province having a certain number of areas in the district municipalities. • Dudu Ngidi : Will the information provided on enquiries be good enough to deal with enquiries that may arise? • Answer: The chairperson indicated that the information provided is sufficient and furthermore that the information is checked regularly and assured the bidders of its efficiency.

		<ul style="list-style-type: none"> • Maxwell Dudula : Will the bid be single or multiple? • Answer: Ms Nokuthula Manzini indicated that this will be multiple and bidders are expected to provide the pricing per district municipality in the province where they will be bidding for. • Simphiwe : reported that he is unable to write on the chatbox as requested because he cannot type> The chairperson allowed him to provide the details which were provided as Simphiwe@outlook.com for Mvuleni Capital Investment • Ayanda Sigwale: (Follow up) Considering that the delineation process is time-consuming, will it affect the timelines. Will the process allow / accommodate an extension of the set timeline? • Answer: Ms Nokuthula Manzini indicated that the delineation is confirmed and moreover, some communities have partnered with big companies who are assisting with delineation. • Nicholas : reported that he is unable to write in the chat box as requested and provided admin@nnr.co.za for NMR projects • Question: Is it allowed to sign in on behalf of someone who is unable to attend? • Answer: The chairperson responded by saying that since this is a compulsory briefing, anyone interested is expected to be part of the meeting
7.	Closing Remarks	<p>Ms. Shikwambane emphasized that prospective bidders should read the documents and if they still need clarity, they should contact relevant officials on the contact details listed on the tender and also encouraged potential bidders to submit their proposals in time.</p> <p>The Chairperson thanked everyone who attended the meeting</p>