



forestry, fisheries & the environment

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

MINUTES FOR DFFE-RFQ010 23-24 COMPULSARY INFORMATION SESSION

DATE: 20 NOVEMBER 2023 VENUE: MICROSOFT TEAMS TIME: 14:00 – 15:00

CHAIRPERSON:
Mr. Ntshavheni Matsea

MINUTES OF NON-COMPULSORY INFORMATION SESSION INTERESTED BIDDERS – TO APPOINT A SERVICE PROVIDER FOR THE DEVELOPMENT OF THE TOOLKITS TO ASSIST AND SUPPORT SMALL, MICRO AND MEDIUM ENTERPRISES (SMMES) IN FOREST ENTERPRISE DEVELOPMENT FOR A PERIOD OF TWELVE (12) MONTHS

NO	ITEM	DISCUSSION	DECISION	COMMENTS
1.	OPENING AND WELCOME	<p>The chairperson officially opened the meeting and welcomed all members in attendance.</p> <p>Everyone introduced themselves.</p>	Noted	None
2.	PRESENT/ ATTENDEES AND APOLOGIES	<p>Information provided by attendees via MS Teams chat function were as follows:</p> <ul style="list-style-type: none">• Mr. Ntshavheni Matsea (Chairperson)• Mr. Kholofelo Mashavha (SCM Support)• Ms. Mmamotshela Seema (SCM Support)• Ms. Malebo Rammushi (SCM Support)• Mr. Zibo Majola (DFFE)	Noted	None



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
		<ul style="list-style-type: none"> Ms. Goodness Wongeka Kutshwa (DFFE) Ms. Matema Mashita (DFFE) Attendance Register for bidders is attached. 		

NO	ITEM	DISCUSSION	DECISION	COMMENTS
3.	PURPOSE OF THE MEETING	<ul style="list-style-type: none"> The purpose of the meeting is to brief service providers for the appointment of a service provider to develop the toolkit to assist and support SMMEs in Forest Enterprise Development for a period of twelve (12) months. Give clarity to the interested bidders regarding the scope and extent of work. The bidders will have the opportunity to ask questions where needed. 	Noted	None
4.	INTRODUCTION AND BACKGROUND OF THE PROJECT	<p>Mr. Matsea took the bidders through the technical requirements of the bids and covered the following topics in the presentation:</p> <ul style="list-style-type: none"> Introduction and Background on scope of work Period /Duration of the Project/ Assignment Evaluation Criteria specifically on Functionality criteria 	Noted	None



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NO	ITEM	DISCUSSION	DECISION	COMMENTS
		<ul style="list-style-type: none"> Pricing schedule 		
5.	INTRODUCTION AND EXPLANATION OF TENDER PROCESS AND EVALUATION	<p>While the SCM Representative, Ms. Rammushi explained the SCM processes as follows:</p> <p>The attendees were informed that the meeting constitutes as a non-compulsory briefing session and bidders who failed to attend the Briefing Session will still be considered.</p> <p>Furthermore, emphasis was made on the following:</p> <ul style="list-style-type: none"> Compliance with the stipulated closing date and time Submission point of the bid The completion of SBD Documents <p>SCM Representative outlined the evaluation criteria's to be applied which includes:</p> <ul style="list-style-type: none"> Phase 1 – Pre-compliance requirements Phase 2 – Functionality criteria Phase 3 – Price and Preference Points 	Noted	None
7	QUESTIONS FOR CLARIFICATION.	<p>Q - One of the service providers asked "If you don't have experience in Agriculture does it mean that I will be penalized "?</p> <p>A - Project Manager indicated that the department requires service providers that have experience in</p>		



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NO	ITEM	DISCUSION	DECISION	COMMENTS
		agriculture and further indicated that if you don't have experience in Agriculture, it doesn't mean you will be penalized but you will be scored in line with that scoring criterion and experience presented.		
6.	CLOSURE	The chairperson thanked all attendees for their time and presence, and for their contribution. SCM will publish minutes and presentation within seven working days, meeting adjourned at 15:00 AM	Meeting was adjourned	None