



**basic education**

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Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**DRAFT INVITATION AND TERMS OF REFERENCE TO SUBMIT MATERIALS FOR GRADES 1 – 3  
NATIONAL CATALOGUE WHICH WILL LIST THE MINIMUM PACKAGE OF RESOURCES FOR  
FOUNDATION PHASE AS WELL AS FOR EVALUATION AND ADOPTION IN THE NATIONAL  
CATALOGUE, DEPARTMENT OF BASIC EDUCATION, SOUTH AFRICA**

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## 1. INTRODUCTION

- The Invitation and Terms of Reference (TOR) to submit Learning and Teaching Support Material (LTSM) for Evaluation and Adoption in the National Catalogue will list the minimum package of resources for Foundation Phase (Grades 1-3) of the Department of Basic Education (DBE). The TOR relates to the evaluation and adoption of Grades 1 - 3 materials for use in South African public schools.
- This document, including all attachments, provides for functionality and price, giving an overview of the process for submission, evaluation and adoption of the National Catalogue for Grades 1 - 3.
- The National Catalogue for Grades 1 – 3 will provide a listing of all approved materials for use in South African public schools, which will thereafter be available for procurement by provincial education departments/districts/circuits/schools. The National Catalogue will provide a maximum of three (3) titles per category, per language and per grade, etc.
- The Grades 1-3 Coding and Robotics has been approved and will also be evaluated/screened and included on the Foundation Phase national catalogue.

## 2. SPECIAL CONDITIONS OF CONTRACT (SCC)

- This Invitation and Terms of Reference sets out a framework agreement between the Department of Basic Education, provincial education departments, districts, circuits, schools and Publishers for the submission of the requested material to be included in the National Catalogue for Grades 1 – 3.

- The catalogue sets the ceiling price for the textbooks but does not guarantee their purchase or sale. By submitting the requested material for evaluation, Publishers agree to follow the procedures set forth in this invitation and terms of reference.

### 3. REGISTRATION, PAYMENT AND SUBMISSION PARAMETERS

#### 3.1. REGISTRATION

- 3.1.1. Publishing companies are limited to register manually, not more than **ONE** submission per category, per language and per grade, etc. **Appendix A - *Intention to submit template for Grades 1 to 3 National Catalogue*** is attached for completion.
- 3.1.2. On the template, Publishers must provide a company, name, registration number (mandatory) and a VAT number (where applicable), etc, together with the contact person and contact details and other details as required in **Appendix A**.
- 3.1.3. Publishers must note that, if all the details in **Appendix A** are not provided, that submission will not be considered.
- 3.1.4. No further opportunities will be given for the correction of the submission.
- 3.1.5. Publishers must ensure that state employees are not part of the submission as that will be deemed as doing business with the state. The process is regulated by the Department of Public Service and Administration (DPSA).
- 3.1.6. Publishing companies are be required to complete a declaration form attached as **Appendix B**, indicating whether they have **ONE** beneficial owner(s) as other companies that would be submitting material for evaluation for this period. The declaration would also give consent to the DBE to request the Companies and Intellectual Property Commission (CIPC) and other authorities to provide requested information regarding all companies who will be submitting materials for evaluation. Licencing agreements and permissions between publishers are excluded.

- 3.1.7. Licensing agreements and permissions between publishers are excluded to broaden the representation of publishers in the impending National Catalogue.
- 3.1.8. In addition, it is compulsory for each publishing company to submit their recent Central Supplier Database (CSD) report.
- 3.1.9. It is the responsibility of the Publishing company to ensure that their tax matters are up to date at the time of submission and at the time of procurement by the procuring entity.
- 3.1.10. Publishers may submit for any category provided on the table indicated below.
- 3.1.11. Publisher must use the attached Appendix A to register what they will submit and it must be completed in full.
- 3.1.12. Only registered materials will be accepted for submission.

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<sup>1</sup> *A publishing company is deemed to be a registered legal entity and not a publishing imprint. A company registration number must be provided on submission. For the purposes of clause 3.1.8, separately registered companies with the same beneficial owner will be considered to be a single publishing company.*

## CATEGORY OF SUBMISSION FOR GRADES 1 – 3

- Submissions for Home Language must include all items from FP-1 to FP-8
- Submissions for FAL must include all items from FP-9 to FP-16
- Submissions for Mathematics must include all items from FP-17 to FP-18
- Submissions for Life Skills must include all items from FP-19 to FP-20
- Submissions for Coding & Robotics must include all items from FP-21 to FP-23
- The following items from FP-24 – FP-26 may be submitted as stand-alone items

Category	Description	Components	Languages	Language level	Number of submission
FP-1	Grades 1, 2 and 3 Home Language Teacher's Guide	One (1) Teacher's Guide per grade, that covers all components i.e.: integrated phonics programme; Core Reader; Vocabulary Lists; Anthology; Graded / Levelled Readers; Big Books; Classroom Resources; etc.	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Home Language	5 copies of each
FP-2	Grades 1, 2 and 3 Home Language Core Reader	One (1) Core Reader for each grade that integrates but is not limited to the inclusion of phonics	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Home Language	5 copies of each
FP-3	Grades 1, 2 and 3 Home Language Anthology	One (1) Anthology with 20 read-aloud stories for each grade (to be read to class by the teacher)	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Home Language	5 copies of each
FP-4	Grades 1, 2 and 3 Home Language Graded / Levelled Readers	A set of 40 Graded / Levelled Readers for each grade to supplement the core reader and extend the selection of books for learners	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Home Language	5 copies of each
FP-5	Grades 1, 2 and 3 Home Language Big Books	A set of 8 Grade 1 Big Books, a set of 8 Grade 2 Big Books and a set of 8 Grade 3 Big Books to be used to model reading skills	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Home Language	5 copies of each
FP-6	Grades 1, 2 and 3 Home Language Phoneme / Graphemes Frieze	Home Language specific Phoneme / Grapheme Frieze per grade that illustrates the phonemes /graphemes taught per grade	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Home Language	5 copies of each
FP-7	Posters	A set of 8 posters per grade to be used as a Listening & Speaking resource to support teaching and learning in HL	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	HL	5 copies of each
FP-8	Grades 1, 2 and 3 Handwriting Charts	A set of Print Handwriting Charts (lower and uppercase) for Grades 1 -3; A set of Cursive Handwriting Charts (lower and uppercase) for Grades 2-3	Non-language specific	N/A	5 copies of each
FP-9	Grades 1, 2 and 3 FAL Teacher's Guide	One (1) Teacher's Guide per grade, that covers all components i.e.: Phonics Programme; Core Reader; Vocabulary Lists; Anthology; Graded / Levelled Readers; Big Books; Classroom	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	FAL	5 copies of each

		Resources; etc.			
FP-10	Grades 1, 2 and 3 FAL Core Reader	One (1) Core Reader for each grade that integrates but is not limited to the inclusion of phonics	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	FAL	5 copies of each
FP-11	Grades 1, 2 and 3 FAL Anthology	One (1) Anthology with 20 read-aloud stories for each grade (to be read to the class by the teacher)	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	FAL	5 copies of each
FP-12	Grades 1, 2 and 3 FAL Graded / Levelled Readers	A set of 40 Graded Readers per grade to supplement the core reader and extend selection of books for learners to read	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	FAL	5 copies of each
FP-13	Grades 1, 2 and 3, FAL Big Books	A set of 8 Grade 1 Big Books, a set of 8 Grade 2 Big Books and a set of 8 Grade 3 Big Books to be used to model reading skills	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	FAL	5 copies of each
FP-14	Grades 1, 2 and 3 FAL Phoneme / Graphemes Frieze	Grapheme Frieze per grade that illustrates the phonemes / graphemes taught per grade	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	FAL	5 copies of each
FP-15	Posters	A set of 8 posters per grade to be used as a Listening & Speaking resource to support teaching and learning in FAL.	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	FAL	5 copies of each
FP-16	Grades 1, 2 and 3 Handwriting Charts	A set of Print Handwriting Charts (lower and uppercase) for Grades 1 -3; A set of Cursive Handwriting Charts (lower and uppercase) for Grades 2-3	Non-language specific	N/A	5 copies of each
FP-17	Grades 1, 2 and 3 Mathematics Teacher's Guide	One (1) Teacher's Guide per grade that includes guidelines to the approach and recommended pedagogies.	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	N/A	5 copies of each
FP-18	Grade 1, 2 and 3 Mathematics Learner Book	One (1) Learner Book per grade that includes the required activities.	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	N/A	5 copies of each
FP-19	Grades 1, 2 and 3 Life Skills Teacher's Guide	One (1) Teacher's Guide per grade that includes guidelines to the approach and recommended pedagogies.	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	N/A	5 copies of each
FP-20	Grades 1, 2 and 3 Life Skills Learner Book	One (1) Learner Book per grade that includes the required activities.	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	N/A	5 copies of each
FP-21	Grades 1, 2, and 3 Coding and Robotics Teacher's	One (1) Teacher's Guide per grade that includes guidelines to the approach and recommended	Afrikaans, English, isiNdebele isiXhosa, isiZulu, Sepedi, Sesotho,	N/A	5 copies of each

	Guide	pedagogies.	Setswana, SiSwati, Tshivenda and Xitsonga		
FP-22	Grades 1, 2, and 3 Coding and Robotics Learner Book	One (1) Learner Book per grade that includes the required activities.	Afrikaans, English, isiNdebele isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	N/A	5 copies of each
FP-23	Grades 1, 2, and 3 Coding and Robotics Learner Coding Cards	A set of Coding Cards to complete activities in the Learner Book	Afrikaans, English, isiNdebele isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	N/A	5 copies of each
FP-24 Stand-alone item	Flashcards	A set of flashcards per grade that may be used in the teaching of phonics, theme vocabulary, morphology, etc.	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	HL	5 copies of each
FP-25 Stand-alone item	Flashcards	A set of flashcards per grade that may be used in the teaching of phonics, theme vocabulary, morphology, etc.	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	FAL	5 copies of each
FP-26 Stand-alone item	Foundation Phase Mathematics Bilingual Teacher's Dictionary	One (1) Teacher's Dictionary for the Phase. A Bilingual Mathematics dictionary that illustrates the meanings of words through diagrams, bilingual references, simple explanations and / or use in simple sentences	Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda, Xitsonga and English	N/A	5 copies of each

3.1.13. Publishers may not submit readers that were listed on the previous National Catalogues.

3.1.14. All submissions should be in the original language and no versions from other languages may be submitted.

NB: Failure to comply with the above may result in the whole submission being disqualified.



### 3.2. PAYMENT OF SUBMISSION FEES

3.2.1 For this submission, **NO** fees will be levied against publishers.

### 3.3. SUBMISSIONS

3.3.1 It is the responsibility of the publisher to ensure that each submission is complete and anonymous and that the material to be evaluated is delivered to the designated submission venue. DBE cannot be held responsible for material that is incomplete, not anonymous or delivered to an undesignated submission venue.

3.3.2 All submissions must be anonymous:

3.3.2.1 Author/compiler names, publisher imprint and publisher details must not appear at all in the material submitted for evaluation. The submissions must not reveal details relating to the publisher, publisher imprint or author/s. This may include slogans, graphics or logos that are synonymous with the publisher or in some cases the series.

3.3.2.2 The book cover should include the subject, type of component (i.e. Learner book), language, and grade. All copies must include this information on their book covers. The book cover should be white with black print. No colour, additional text, graphics or logos may appear on the book cover.

- 3.3.2.3 Each submission should be packaged in a separate container. The language of the submission must be clearly indicated on the anonymous exterior identification sheet, see **Appendix C**, which must be pasted onto the exterior of each container.
- 3.3.2.4 The evaluation is limited to print material, unless specified otherwise.
- 3.3.2.5 Submission copies
- must be in final form.
  - must include all illustrations where applicable;
  - must be printed and bound in book form (DBE will not take responsibility for missing pages);
  - must be edited and proofread;
  - must contain all intended pages; and
  - must be presented in final design (take note of paragraph 3.3.2.1 and 3.3.2.2) and typesetting, with accurate pagination.
- 3.3.2.6 A submission is deemed to be complete if on submission the following are provided:
- A submission which covers Grades 1 – 3 materials;
  - The correct component per submission with all the required information as in paragraph 3.3.2.1 and 3.3.2.2).
  - The correct number of copies of the submission as set out in the invitation; each copy must be complete, identical and contain the same number of pages.

**NB:** By the date of submission of materials for evaluation, the correct number of copies of each submission must have been submitted. If this requirement is not met, the submission will not be accepted.

Submissions that do not meet the requirements as listed in paragraphs above, will be disqualified and will not be screened or considered for incorporation in the national catalogue.

The DBE will **NOT** assist in adding missing documents or information to a submission.

### **3.4 SUBMISSION DATES**

3.4.1 Publishers must submit **Appendix A and B** on or before **31 July 2024**. The annexures may be emailed to [LTSMGrades1to3@dbe.gov.za](mailto:LTSMGrades1to3@dbe.gov.za) or be hand delivered to the Department of Basic Education, 0002. 222 Struben Street, Pretoria between 08:00 and 16:00.

3.4.2 Physical Submissions/manuscripts will be accepted from 09.00 until 16.00 from 11-13 November 2024. The closing time for submissions will be strictly adhered to; publishers need to allow adequate provision for possible delays when sending/delivering material to the submission venue (Department of Basic Education, 222 Struben Street, Pretoria, 0002. Late submissions will not be accepted and will therefore not be considered for inclusion in the national catalogue. Guidelines for the development of Foundation Phase.

## **4. THE SCREENING PROCESS**

4.1 Submissions will be evaluated against broad criteria by the screening teams for each of the categories as set out in the attached guidelines. The screening teams will recommend titles that are considered of appropriate quality for a particular Category, per grade, per language and per language level. The recommended titles, per genre, per grade, per language and per language level will be submitted to DBE for approval.

## **5. THE SELECTION PROCESS**

5.1 The DBE approval process by DBE will be guided by the General Procurement Guidelines issued by the National Treasury of South Africa which states that *“proper and successful government procurement rests upon certain core principles of behaviour. The Five Pillars of Procurement. They are described as pillars because if any one of them is broken the procurement system falls down”*.

The Five Pillars are:

- a) Value for Money
- b) Open and Effective Competition
- c) Ethics and Fair Dealing
- d) Accountability and Reporting
- e) Equity

## **6. REPORTING**

- 6.1 Reports for all submission will be made available to individual Publishers.
- 6.2 The contents of evaluation reports are confidential to the publisher and no part thereof may be reproduced, shared with other publishers or used for marketing.
- 6.3 Publishers of titles accepted for inclusion in the National Catalogue, are obligated to lodge ten (10) copies of the final version of each approved title with the DBE.

## **7. PRICES OF TITLES ON THE CATALOGUE**

7.1 Publishers are required to provide the price per item. Prices must be net including VAT but exclude distribution cost. However, the publisher will distribute to a designated address to a particular province. These prices will be applicable for a period of three years, after which, if there is no new catalogue, prices will be revised by publishers so that they are in line with the Consumer Price Index (CPI).

7.2 Provinces will be responsible for distribution to schools.

## **8. EXCEPTIONAL CONDITIONS**

8.1. The DBE reserves the right to:

8.1.1. call for a resubmission, or make any other determination by increasing or decreasing the number of titles where no or more submissions of appropriate quality are received for a particular grade/subject/language, etc;

8.1.2. use different processes (other than calling for submissions from publishers) for the development and/or provision of titles where necessary;

8.1.3. internally produce / commission the development of titles where necessary;

8.1.4. purchase and distribute additional titles for use in schools from sources other than the National Catalogue; and

8.1.5. select titles from the catalogue to be Brailled for use by blind/visually impaired learners in schools.

8.2. By submitting titles onto the catalogue publishers agree to:

8.2.1 allow their approved material to be used for Brailing, and

8.2.2 make available the electronic copy (EPUB/PDF, etc) of the material for Brailing purposes.

## **9. CONFLICT OF INTEREST**

- 9.1. To manage any potential conflict of interest and limit undue influence, screening committee members will be required to sign declaration forms, making undertaking that they have no vested interest in LTSM development, be it as an author or beneficiary from a publishing company. Furthermore, the declaration forms will include an undertaking to report approaches by LTSM developers, be it companies or authors, pre, during and post the screening process.
- 9.2. Any publishing company or author found to be seeking to directly or indirectly, positively or negatively influence the evaluation process will be reported to the National Treasury and will, in terms of National Treasury's processes, be barred from doing business with government in future.

## **10. QUERIES**

- 10.1. All queries regarding the process outlined herein should be submitted via the email address: [LTSMGrades1to3@dbe.gov.za](mailto:LTSMGrades1to3@dbe.gov.za).

## **11. COMPLIANCE BY PUBLISHERS**

- 11.1. By submitting LTSM for evaluation, publishers agree to subscribe to the procedures and deadlines set forth in this Invitation and Terms of Reference. Failure to comply with any of the procedures and deadlines will result in disqualification from the evaluation and adoption process. The DBE will not entertain approaches by publishers to discuss issues of non-compliance.

- 11.2. By making a submission in terms of this Invitation and Terms of Reference, publishers agree to adhere to the general conditions of contract for all bidders for State procurement. These include but are not limited to:
- 11.3. not seeking to influence the selection committee in any way;
- 11.4. not soliciting privileged information, regarding the selection process or requirements, from any DBE official or appointed screener; and
- 11.5. not to make any misleading representations, such as presenting intellectual property they do not have the permission to reproduce from other sources, including Artificial intelligence (AI).
- 11.6. By submitting LTSM for evaluation publishers warrant that they are a going concern and, in a position, to fulfil **ALL** orders ranging from the lowest price band quantity to the highest. Failure in this regard publishers will submit the print ready file to DBE, for the Department to find alternative means for distribution of the said material. Failure to submit the print ready file to DBE, the Department reserves the right to remove the related title from the National Catalogue and request National Treasury to institute processes ensuring the said company does not conduct business with the State going forward.