



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION

DATE: 14 DECEMBER 2021

TIME: 11:00 to 12:00

TENDER NUMBER DBE 176

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS FOR PRINTING, STORAGE, PACKAGING AND DISTRIBUTION OF WORKBOOKS FOR THE DEPARTMENT OF BASIC EDUCATION FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR ANOTHER TWO (2) YEARS

1. WELCOME AND INTRODUCTION

Ms Thebe welcomed everyone and introduced herself and the DBE team as follows: Mr M Tshitema, Mr S Sibiya (Project Management), Mr D Moukangwe, Ms L Ledwaba, and Ms N Metula (Supply Chain Management). She indicated that the Department is having a non-compulsory briefing session for the tender: *Appointment of a service provider or a consortium of service providers for printing, storage, packaging and distribution of workbooks for the Department of Basic Education for a period of three (3) years with an option to extend for another two (2) years*. The reason the Department is having this non-compulsory briefing session is because there were amendments effected on the initial Terms of Reference (TORs) and the potential Bidders would be briefed on those amendments.

2. PRESENTATION OF THE AMENDMENTS MADE ON THE TERMS OF REFERENCE

Mr Sibiya indicated that there was a briefing session on 29 November 2021 and there were questions of which the Department responded to during the briefing session and subsequently responded to those questions the Department could not respond to during the briefing session. Those questions and answers were uploaded on the websites. Furthermore, the Department received written questions which were also responded to and uploaded on the websites. He indicated that for ease of reference the “*Summary of the amendments to the TOR*” was developed.

He presented the Summary of the amendments to the TORs.

He indicated that the DBE has since received a letter from one potential Bidder where clarity was required in terms of the sub criteria that carries 90% within themselves.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- The closing date for the bid has been revised to close on 10 January 2022 at 11:00. Bidders must ensure that they submit their bids on time.
- Bidders should forward all their enquiries related to this bid to the email provided (Tenders@dbe.gov.za). Enquiries must be in writing and the last date of taking questions is at least seven days before the closing date. Bidders must ensure that they send their questions on time so that the Department is able to consolidate all the enquiries, respond to and upload them on the DBE website and the eTender Portal. As indicated earlier by Mr Sibiya, other enquiries that were received during the last briefing session and those that were received in-writing after the briefing session have been responded to and uploaded on the eTender Portal and DBE website.

4. QUESTIONS RAISED AND RESPONSES PROVIDED (during the briefing session)

No.	Question raised	Response/ clarity
1.	<p>a. Would there be an amendment to the SBD1?</p> <p>b. Would the closing date on Annexure B be amended to the new closing date as well? In terms of paragraph 5.1, there is a request for the SBD3.1 but the SBD3.1 was not provided in the tender documents; will it be required or the Annexure B is replacing the SBD3.1</p>	<p>a. The SBD1 form will be revised to reflect the current closing date. The revised SBD1 form will be uploaded on the DBE website and eTender Publication Portal.</p> <p>b. The SBD3.1 has been replaced by Annexure B. The closing date on the currently uploaded Annexure B was amended to reflect the closing date of 10 January 2022.</p>
2.	<p>Is the extension of the tender not going to result to the delay in the appointment of the service provider which might impact the critical dates in terms of the project plan because there are critical items like ordering of the paper which a service provider must comply with?</p>	<p>The DBE would do everything in its power that the award of the tender is done on time and the project starts on time.</p>
3.	<p>Bidders would be providing Occupancy Certificate, if the DBE considers that there is more required under that provision; will the DBE indicated precisely what the Bidders must submit?</p> <p>Bidders have checked the legislation and are confused on what is required.</p>	<p>In terms of the legislation there are different provisions around the OHS on different aspects of any project therefore Bidders are required to seek the relevant legislation around any matter that deals with their project.</p>
4.	<p>When submitting commercially sensitive contracts; some of their suppliers are unhappy about certain commercial terms, would it be acceptable to redact those from the submission?</p>	<p>The DBE treats all bid documents as confidential and all necessary steps would be taken to protect the information in these documents.</p>
5.	<p>On submission of the bid, Bidders must submit the certificate from the Auditor; the DBE's provision said it must be a guarantee, no one gets a guarantee from an Auditor; why use the word "guarantee" while you need an "assurance"? If the date of the letter is before the date of the bid would the Bidders be disqualified?</p>	<p>If the wording "guarantee" or "assurance" are posing a challenge; the DBE would look at that and come back to the Bidders.</p>
6.	<p>a. As much as today's session is non-compulsory does it mean all the Bidders who came to the original/ initial briefing</p>	<p>a. The first session was compulsory, and this one is non-compulsory so if the Bidder attended the first briefing session and did not attend this second briefing session;</p>

	<p>session are the only ones that have attended the compulsory briefing session?</p> <p>b. Does that mean any new Bidder/s that would want to come on-board would still be allowed to do so?</p>	<p>the Bidder is still eligible to submit their bid. With the previous briefing session, the numbers of COVID 19 cases were low and it was possible to have a physical briefing session. Since the numbers have increased, the Department has decided to make the second briefing session non-compulsory and be held virtually so that the Department does not contribute to the COVID19 statistics.</p> <p>b. As stated that the first briefing session was compulsory, if the Bidder did not attend the first briefing session, their bid would be non-compliant and would be disqualified but with this (second) briefing session whether the Bidder has attended or not that would be fine as long as the Bidder had attended the first compulsory briefing session.</p>
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Mr Jenkins complimented the DBE for responsiveness (providing clarity to the questions) and working hard on this process.

5. CONCLUSION

- All the amendments regarding the closing date will be done and the correct documents will be uploaded on the DBE website and eTender Publication Portal.
- The Attendance Register would be published on the websites (DBE website and eTender Publication Portal).
- Bidders were reminded that they could still ask questions after the briefing session, the questions should be directed to Tenders@dbe.gov.za. The DBE will respond and put all the responses on the DBE website and the eTender Publication Portal.
- The closing date is 10 January 2022 at 11:00. Bidders must ensure that they submit on time; late (a minute after 11:00) bid/s will not be accepted.

Ms Thebe thanked the Bidders for attending the briefing session and wished them well with the preparation and submission of their bids.

The session was adjourned.

THE TENDER CLOSING DATE IS EXTENDED TO 10 JANUARY 2022 AT 11:00.

6. QUESTION/S RAISED (after the briefing session) AND RESPONSE/S PROVIDED

No.	Question raised	Response/ clarity
1.	Tender for printing, distribution of textbooks In reference to the above tender which is now extended for January 2022, I would like to check if the briefing was Compulsory hence I'm now confused as to whether it was Compulsory or not	The briefing session for tender DBE176 held on 14 December 2021 was non-compulsory.