



## COMPULSORY BRIEFING SESSION

**DATE:** 29 NOVEMBER 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 the Department of Basic Education's (DBE) team; Mr M Tshitema, Mr S Sibiya and Ms N Metula. She indicated that this was a compulsory briefing session, all attendees must complete the Attendance Register, clearly stating the name of the Bidder which will be submitting a bid.

The Tender Unit's staff who attended the briefing session were Mr D Moukangwe, Mr R Legodi, Ms N Banda, Mr T Maluleka and Mr R Mabilo.

### 2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Mr Sibiya.

### **3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS**

The SCM indicated that:

- Bidders must ensure that their details are clear in the Attendance Register so that the DBE is able to read what is written in case there is a need to communicate with the Bidders who attended the briefing session.
- Annexure B (pricing) has been revised and uploaded on the DBE website and eTender Portal where the tender is advertised and bid documents are uploaded. Bidders must complete the correct Annexure B and not the one presented during the briefing session.
- The SBD 3.1 has been taken out of other SBD forms that should be completed. The forms to be completed are SBD1, SBD4, SBD6.1, SBD8 and SBD9. Bidders must complete the documents uploaded/ published with the tender documents and not present any other SBD forms e.g generic SBD forms.
- Bidders must pay attention to the details required in the mandatory requirements from paragraph 6.1 to 6.18. If one misses something your bid will be non-compliant and will be disqualified.
- This was part of the presentation Enquiries must be sent to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za). Questions will be consolidated, responded to and uploaded on the websites (DBE website and eTender Portal). The latest date for taking questions will be seven (7) days before the tender closing date.
- The tender closing date is 14 December 2021 at 11:00. Bidders must ensure that they submit on time. A bid submitted after 11:00 would be regarded as late and would not be accepted by the DBE.

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

No.	Question raised	Response/ clarity
1.	a. Pricing: What is meant by ceiling price; why would it be two different prices?	a. It is the total price for the first year, the total number of Workbooks multiply by the unit price to get to the price required. The ceiling price is the total price for the particular year.
2.	a. There is no matrix for scoring the Local Economic Development (LED) Strategy. Can one score in-between e.g 1 to 4 which will be a positive assessment? If for example one has LED Youth benefits in three provinces, would they obtain 5 points? The way the points are structured, it is either the	a. It will be assessed qualitatively if those groups are involved and will be scored accordingly, either 3 or 4 or 5 points. The way the requirement is stated, a Bidder would either get 5 or 0 points. When preparing your LED strategy

	<p>Bidder gets “5” or “0”. If one has met all the requirements in that specific area, would they get 5 points?</p> <p>b. LED Strategy in 6.2 has stated how it will benefit in all provinces; but in the functionality evaluation 1 (a) it requires “The Bidder to submit their LED Strategy on how SMMEs designated groups and local communities will benefit from the project in <u>more than one province</u>”. Does “more than one province” mean all nine or two or three provinces?</p>	<p>ensure that the designated groups will benefit from this project in more than one province. The strategy must address all which is required in this criterion. If the requirements are not all addressed, 0 points will be allocated.</p> <p>However the Department promised to clarify this evaluation criteria post the briefing.</p> <p>b. DBE noted the issue and promised to clarify the issue post the briefing.</p>
4.	a. In this context, how is the SMMEs defined?	a. No response was provided on the day of the briefing.
3.	<p>a. The scoring on reference letters totals up to 20 but the way they are structured they count to 24 points; how did you arrive to that?</p> <p>b. If you have 10 years of experience; what is the rationale for asking the letter not older than five (5) years?</p>	<p>b. No response was provided on the day of the briefing.</p> <p>c. In terms of the reference letters we understand that in 2019 and 2020, there was less activities that cover this activity because of the pandemic that is why the date has been stretched to request that the date on the letter should not be more than five years.</p>
4.	<p>a. In the mandatory requirements; the experience, Service Level Agreements, contracts, reference letters are required but in the functionality evaluation only the company profile and references were taken into account; what is the reason for that discrepancy?</p> <p>b. Under mandatory requirements, there seemed to be a difference between the consortium and joint venture.</p>	<p>a. One should be mindful that these are evaluation phases. The mandatory requirements will be evaluated first, if one passes that phase (mandatory requirements) you are therefore evaluated on <i>functionality</i>. It is not a <i>must</i> that whatever is stipulated under mandatory requirements must also be on functionality evaluation.</p> <p>b. No response was provided on the day of the briefing.</p>

5.	a. Is the number of books given based on the year or for a period of a contract (3 years)?	a. 60 million is the number of books annually. For three years, 60 million will be multiplied by 3 which comes to 180 million books.
6.	a. The mandatory requirements for 30 000 tons of paper; it will be a stock holding of R450 million which is quite excessive and needs to be re-looked at. b. Demonstrating financial viability of at least 50% of the project in year 1, assuming that the project value is worth than 3 billion, one would be looking at financial viability of R1 billion which is quite excessive as well. Instead of that, a service provider could be required to sign a performance contract.	a. This requirement does not necessarily mean that one must have that kind of stock at hand but a guarantee that proves that you can have access to that paper b. The Department will not know what would be the Bidder's 50% financial viability. The bidder must demonstrate that they can carry the cost of the project as the DBE will not do upfront payment.
7.	a. Why can't the Department consider awarding the contract to multiple service providers instead of one service provider (consortium of service provider) to ensure that wealth is equally distributed? b. Considering the suggestions made by the Bidders, would the DBE be willing to have another meeting with the Printers to make these suggestions in a more formal environment and still seek to maintain the DBE's aim of delivering the workbooks?	a. <b>No response was provided on the day of the briefing.</b>   b. <b>No response was provided on the day of the briefing.</b>
8.	a. The 30 000 <b>square meter</b> warehouse centrally, does it have to be under one roof or the same business park.  b. What kind of proof is required for warehouses in provinces? If you have to supply a lease agreement for the duration of the tender that comes at a cost of approximately R1.2 million which is unfair. This should be a condition after award.  c. Should the 30 000 square meters' space be solely dedicated to the DBE?	a. The minimum 30 000 square meters is required for the central warehouse and the other different warehouses will be in other provinces where delivery to schools will take place from. b. It is understood that some Bidders will not have these warehouses readily available that is why the lease agreement or letter of commitment is required.  c. The minimum 30 000 square meters will only be used by the DBE. When all books are there (e.g 30 million books – grade R to 9 in different languages) at the same time, the space for picking and packing must be created, one will see that 30 000 square meters is necessary.

	d. Should there be nine letters of intent to lease the warehouses or one letter will be sufficient?	d. Letters of intent for all nine warehouses are required.
9.	a. Confirm if the last day of asking questions is 6 December 2021. When will the response/s be provided if Bidders ask questions on the last day?	a. The seven (7) days before the closing date will be 7 December 2021. One cannot ask the question/s on the last day because the Department has to respond to all questions and publish them on the websites (DBE and eTender Portal).
10.	a. Can the distribution list be provided in Ms Excel?	a. The spreadsheet indicating the distribution list (database of schools) will be made available.
11.	a. This is a massive tender, with size and magnitude; one is inclined to think that this is the largest tender for the sector and it excludes many medium to small enterprises who have attended the briefing session. It might be a good idea to break it to smaller lots, provincially or otherwise to also get smaller enterprises involved in this project.	a. <b>No response was provided on the day of the briefing.</b>
12.	a. It is important to the players (small and big) in the industry that this tender is successful and that it works but there is one mandatory requirement in paragraph 6.18 that is incapable of being met by anyone. That means no Bidder will go through the mandatory requirements and that the entire tender is going to fail since this is a mandatory requirement. That is a forward looking statement about the future. The guarantee is something that one takes to the bank. Who will be able to guarantee that a Bidder will be around in three years' time. It is an impossible guarantee to obtain. The Department needs to seriously re-look at that requirement.	a. <b>No response was provided on the day of the briefing.</b>
13.	a. This is a very complex tender; the smaller Bidders will battle to get the information required within the two weeks.	a. The National Treasury requires the departments to advertise tenders for a minimum of 21 days. The bid was advertised on 19 November 2021 and is closing 14 December 2021 which is more than the prescribed minimum of 21 days.
14.	a. There is no breakdown on the quantities for languages to be printed.	a. The dominant languages in each province have been stated/ mentioned.

15.	<p>a. The understanding is that this tender will change many people's lives in different industries. This document is kind of flawed in a certain way. Paragraph 6.16, the cover required might be around six hundred million of which no one will be able to provide. It was suggested that the Department goes back and re-assess this tender so that everyone in the industry can take part in this tender. If the President is serious about job creation in different industries government must help but tenders like these are not helping anyone.</p> <p>b. With the previous tender document, the threshold was 80 points but on this one the threshold has gone up to 90 points, why?</p>	<p>a. <b>No response was provided on the day of the briefing.</b></p> <p>b. <b>No response was provided on the day of the briefing.</b></p>
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The Project Manager indicated that some of the questions will be responded to and some will not be able to be responded to immediately. Responses will be provided post the briefing session.

## 5. CONCLUSION

- Bidders were reminded that they can still ask questions until at least seven (7) days before the tender closes; questions should be directed to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za).
- Bidders were informed that their concerns were noted and will be discussed with management. If there is any change that should be done it will be communicated.

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 14 DECEMBER 2021 AT 11:00.**