



**basic education**

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## **ANNEXURE A: SCOPE OF WORK**

### **SCOPE OF WORK FOR THE PRINTING, STORAGE, PACKAGING AND DISTRIBUTION OF GRADES R TO 9 LEARNER WORKBOOKS TO PUBLIC SCHOOLS, EDUCATION DISTRICT OFFICES, PROVINCIAL OFFICES AND THE NATIONAL OFFICE FOR THE DEPARTMENT OF BASIC EDUCATION FOR A THREE YEAR PERIOD**

#### **1. PURPOSE OF THE PROJECT**

The purpose of this project is to appoint a suitable service provider or a consortium of service providers to print, store, package and distribute learner workbooks in two volumes for learners from Grades R – 9 to all public schools, DBE, education district offices and PED offices in the 9 provinces for a period of three (3) years from 01 April 2022 to 31 March 2025.

The workbooks must be distributed at a date as stipulated by the Department of Basic Education (DBE) for the beginning of each school academic year. The delivery of learner workbooks to education districts, PED offices as well as DBE will be made as a special request but forms part of the contract.

In each case of distribution, accurate language and numbers of workbooks must be distributed to each of the identified schools, education districts, PED offices and the national office of the DBE as per the approved data.

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**2. TASK DIRECTIVE**

The service provider or a consortium of service providers is required to print, store package and distribute the following specified Grade R – 9 learner workbooks:

- i. Grade R (terms 1, 2, 3 and 4 workbooks) in 11 Languages
- ii. Grades 1 to 6 Home Language workbooks in 11 languages for Volumes 1 and 2;
- iii. Grades 1 to 3 Mathematics workbooks in 11 languages for Volumes 1 and 2;
- iv. Grades 4 to 9 Mathematics workbooks in English and Afrikaans Volumes 1 and 2;
- v. Grades 1 to 3 Life Skills Workbooks in 11 Languages Volumes 1 and 2; and
- vi. Grades 1 to 6 English First Additional Language Volumes 1 and 2.

**3 SPECIFICATIONS OF WORKBOOKS**

**3.1 GRADE R WORKBOOKS**

**3.1.1 TEXT PAGES**

- i. The paper for each text page must be 70gsm in weight, virgin white, and bond.
- ii. The paper size for each workbook must be portrait 195 X 265 mm.
- iii. The paper must be wood free.
- iv. The paper must be dust free.
- v. Each of Grade R workbook contains an average of about 55 Pages excluding cover pages.

**3.1.2 COVER**

- i. Each workbook must have 4 page full colour cover art board, 1 sided high;
- ii. The cover page must have a minimum weight of 250gsm, with the grain direction running parallel to the spine (long grain); the front and back covers and spine must be machine varnished;
- iii. Social messages to be supplied by the DBE must be printed on the inside back cover page of each workbook.
- iv. The multiplication time tables to be supplied by the DBE must be printed on the backcover page of the term 3 and 4 workbooks

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**3.1.3 CUT OUTS AND STICKERS**

Each Grade R workbook must have:

- i. 8 pages of cut outs.
- ii. 8 pages of peel off stickers die cut on each page (including 4 blank pages at the back of each)

**3.1.4 PRINTING**

- i. Each workbook must be printed in full colour throughout the book in heat set web offset
- ii. /Litho process;
- iii. Stickers must be printed in line.
- iv. The printing ink, 4 colours (CMYK), must be suitable for use on the specified paper and cover board;
- v. The printing ink must not fade, or smudge under conditions of normal physical use; only alcohol free and environment friendly ink or any other similar quality ink is permitted.
- vi. The printing ink must have light resistance of mid-range according to the wood scale of 1- 8.
- vii. Printing must be as per specified number of pages of text, full colour, printed on both sides.
- viii. Below is the colour coding for all the languages and the brake down for each colour.
  - English – Blue (100C, 0M, 0Y, 0K)
  - Afrikaans – Red (0C, 100M, 100Y, 0K)
  - IsiNdebele – Dark Purple (100C, 100M, 0Y, 0K)
  - Sepedi – Green (100C, 0M, 100Y, 0K)
  - SeSotho – Light Green (50C, 0M, 100Y, 0K)
  - SiSwati – Orange (1C, 49M, 100Y, 0K)
  - Xitsonga – Pink (0C, 45M, 1Y, 0K)
  - Setswana – Yellow (4C, 3M, 92Y, 0K)
  - Tshivenda – Maroon Wine Red (30C, 100M, 100Y, 0K)
  - IsiXhosa – Darker Yellow (0C, 25M, 100Y, 0K)
  - IsiZulu – Light Purple (69C, 99M, 0Y, 0K)

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**3.1.5 BINDING**

- i. Each Grade R workbook must be saddle stitched to ensure that pages do not tear apart during use.
- ii. Hot melt adhesive glue is not permissible.

**3.1.6 PACKAGING**

The successful service provider or a consortium of service providers is to package according to the following:

- i. Packs per title in quantities of 10 shrink wrapped in 50 microns of clear polyethylene plastic.
- ii. Packs are to be stacked on a standard (100cm x 100cm) pallets;
- iii. Pallets max 1.6 meters high and shrink-wrapped with minimum 6 layers of shrink wrap per pallet.
- iv. The consignment must be clearly labelled with the book title, ISBN, Grade, language and number of books.

**3.2 GRADES 1 TO 9 WORKBOOKS**

**3.2.1 TEXT PAGES**

- i. The paper for each text page must be 70gsm in weight, virgin white, and bond.
- ii. The paper size for each Life Skills workbook must be portrait 195 X 265mm
- iii. The paper size for each Life Skills workbook must be portrait 195 X 265mm
- iv. The paper must be wood free
- v. The paper must be dust free.
- vi. Each of Language and Mathematics workbook contains an average of about 150 Pages excluding cover pages, while the Life Skills workbooks contain an average of about 65 pages.

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**3.2.2 COVER**

- i. Each workbook must have 4 page full colour cover art board, 1 sided high;
- ii. The cover page must have a minimum weight of 250gsm, with the grain direction running parallel to the spine (long grain); the front and back covers and spine must be machine varnished;
- iii. Social messages to be supplied by the DBE must be printed on the inside back cover of each workbook.
- iv. The multiplication time tables to be supplied by the DBE must be printed on the back cover page of each mathematics workbooks.

**3.2.3 CUT OUTS**

- i. Each Language and Mathematics workbooks must have cut outs of 180gsm at the back, die cut along the spine for each tear out.
- ii. The Grades 1-3 First Additional Language workbooks must provide for A4 peel off stickers die cut on each page.

**3.2.4 PRINTING**

- i. Each workbook must be printed in full colour throughout the book on heat set web offset/Litho process;
- ii. The printing ink, 4 colours (CMYK), must be suitable for use on the specified paper and cover board;
- iii. The printing ink must not fade, or smudge under conditions of normal physical use; only alcohol free and environmentally friendly ink or any other similar quality ink is permitted.
- iv. The printing ink must have light resistance of mid-range according to the wood scale of 1- 8.
- v. Below is the colour coding for all the languages and the break down for each colour.
  - English – Blue (100C, 0M, 0Y, 0K)
  - Afrikaans – Red (0C, 100M, 100Y, 0K)

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- IsiNdebele – Dark Purple (100C, 100M, 0Y, 0K)
- Sepedi – Green (100C, 0M, 100Y, 0K)
- SeSotho – Light Green (50C, 0M, 100Y, 0K)
- SiSwati – Orange (1C, 49M, 100Y, 0K)
- XiTsonga – Pink (0C, 45M, 1Y, 0K)
- Setswana – Yellow (4C, 3M, 92Y, 0K)
- Tshivenda – Maroon Wine Red (30C, 100M, 100Y, 0K)
- IsiXhosa – Darker Yellow (0C, 25M, 100Y, 0K)
- IsiZulu – Light Purple (69C, 99M, 0Y, 0K)

**3.2.5 BINDING**

- Each Language and Mathematics workbook must be bound using Polyurethane Reactive (PUR) binding to ensure that pages do not tear apart during use.
- Hot melt adhesive glue is not permissible.
- Grades 1 to 3 Life Skills workbooks must be saddle stitched.

**3.2.6 PACKAGING**

The successful service provider or a consortium of service providers is instructed to package according to the following:

- Packs per title in quantities of 5, 10 and 20 shrink wrapped in 50 microns of clear polyethylene plastic. The number of 5, 10 and 20 packs respectively, must be informed by the signed off data for each school and title.
- There should be no mix of grades, packs, titles, and subjects in one pallet.
- Packs are to be stacked on a standard (100cm x 100cm) pallets;
- Pallets max 1.6 meters high and shrink-wrapped with minimum 6 layers of shrink wrap per pallet.
- The consignment must be clearly labelled with the book title, ISBN, Grade, language and number of books.

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**4 WORKBOOKS TO BE PRINTED, STORED, PACKAGED AND DISTRIBUTED**

4.1 The Department of Basic Education has developed titles for Grade R – 9 learner workbooks in all 11 official languages. Grade R has four (4) titles which caters for terms 1, 2, 3 and 4. Table 1 below indicates the number of titles per language.

**Table 1: Grade R: Terms 1 and 2 (Volume 1), Term 3 and 4 (volume 2) learner workbooks**

<b>Language</b>	<b>Number of Titles</b>
Afrikaans	4
English	4
IsiNdebele	4
IsiXhosa	4
IsiZulu	4
Sepedi	4
SeSotho	4
Setswana	4
SiSwati	4
Tshivenda	4
Xitsonga	4

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**4.2** Grade 1-9 has three hundred (300) titles which caters for terms 1, 2, 3 and 4 in two volumes. Table 2 below indicates the number of titles per language.

**Table 2: Volume 1 and 2 Grades 1 TO 9 learner workbooks**

<b>TITLE</b>	<b>Number of Titles</b>
Grades 1 to 6 Home Language workbooks in 11 Languages Volume 1	<b>66</b>
Grades 1 to 6 Home Language workbooks in 11 Languages Volume 2	<b>66</b>
Grades 1 to 3 Mathematics workbooks in 11 Languages , Volume 1	<b>33</b>
Grades 1 to 3 Mathematics workbooks in 11 Languages , Volume 2	<b>33</b>
Grades 4 to 9 Mathematics workbooks in English and Afrikaans , Volume 1	<b>12</b>
Grades 4 to 9 Mathematics workbooks in English and Afrikaans, Volume 2	<b>12</b>
Grades 1 to 6 First Additional Language workbooks in English Volume 1	<b>6</b>
Grades 1 to 6 First Additional Language workbooks in English Volume 2	<b>6</b>
Grades 1 to 3 Life Skills workbooks in 11 Languages , Volume 1	<b>33</b>
Grades 1 to 3 Life Skills workbooks in 11 Languages , Volume 2	<b>33</b>
<b>TOTAL</b>	<b>300</b>

The links to the workbooks are as follows:

**Workbook 1:**

[https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials\(LTSM\)/Workbooks/2021Workbook1.aspx](https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials(LTSM)/Workbooks/2021Workbook1.aspx)

**Workbook 2:**

[https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials\(LTSM\)/Workbooks/2021Workbook2.aspx](https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials(LTSM)/Workbooks/2021Workbook2.aspx)

**4.3** The Department of Basic Education has been printing, storing, packaging and distributing Grade R – 9 learner workbooks in all 11 official languages to public schools. Table 3 and 4 below indicates the indicative number learners per province, indicative number of books to be printed as well as dominant languages in each of the nine (9) provinces. These indicative numbers below may fluctuate due to a variety of reasons such as learner migration, new schools, school closures, etc. The database of schools is attached as **Appendix A**.

**4.4** The DBE will provide datasets (learner enrolment numbers, school information, etc), and electronic material such as print ready copies, art work and any other materials required for the project.



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**Table 3: Indicative Grade R number of learners per province, indicative number of books to be printed as well as dominant languages in each of the nine (9) provinces.**

Province	No of learners	Total no of books	Dominant Language
Eastern Cape	143982	575928	Afrikaans, English, IsiXhosa and Sesotho
Free State	45995	183980	Afrikaans, English, Sesotho, Setswana, and IsiZulu
Gauteng	150450	601800	All Languages
KwaZulu Natal	234795	939180	Afrikaans, English, IsiZulu and IsiXhosa
Limpopo	138065	552260	Afrikaans, English, Sepedi TshiVenda and Xitsonga
Mpumalanga	93855	375420	Afrikaans, English, IsiZulu, IsiNdebele, Siswati, Xitsonga
Northern Cape	23855	95420	Afrikaans, English, Setswana, Sesotho
North West	56140	224560	Afrikaans, English, Setswana
Western Cape	82810	331240	Afrikaans, English, IsiXhosa
<b>Total</b>	<b>969947</b>	<b>3879788</b>	<b>All Languages</b>

**Table 4: Volume 1 and 2 Indicative Grade 1 - 9 number learners per province, indicative number of books to be printed as well as dominant languages in each of the nine (9) provinces.**

Province	No of learners	Total no of books Vol. 1	Total no of books Vol. 2	Dominant Language
Eastern Cape	1533810	4354030	4354030	Afrikaans, English, IsiXhosa and Sesotho
Free State	638825	1667870	1667870	Afrikaans, English, Sesotho, Setswana, and IsiZulu
Gauteng	1970460	5071775	5071775	All Languages
KwaZulu Natal	2451440	6313110	6313110	Afrikaans, English, IsiZulu and IsiXhosa
Limpopo	2007985	4516370	4516370	Afrikaans, English, Sepedi TshiVenda and Xitsonga
Mpumalanga	978825	2767385	2767385	Afrikaans, English, IsiZulu, IsiNdebele, Siswati, Xitsonga
Northern Cape	257680	697600	697600	Afrikaans, English, Setswana, Sesotho
North West	679305	2267925	2267925	Afrikaans, English, Setswana
Western Cape	1015220	2511355	2511355	Afrikaans, English, IsiXhosa
<b>Total</b>	<b>11533550</b>	<b>30167420</b>	<b>30167420</b>	<b>All Languages</b>

## **5 DISTRIBUTION OF GRADE R – 9 LEARNER WORKBOOKS**

- 5.1** Grades 1 – 9 - Volume 1 of each workbook must be printed and delivered to schools by the 30 September annually.
- 5.2** Grades 1 – 9 - Volume 2 of each workbook must be printed and delivered to schools by 30 November annually.
- 5.3** Grade R both volumes 1&2 must be printed and delivered by 30 September annually.

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- 5.4** The successful service provider or a consortium of service providers must arrange for delivery of all learner workbooks in the specific number and language to each public school, DBE, education district and PED office in each of the 9 provinces.
- 5.5** The successful service provider or a consortium of service providers will be expected to adhere strictly to the deadlines specified by the DBE at all times.
- 5.6** The DBE reserves the right to negotiate revised timeframes with the service provider at no additional cost.
- 5.7** The service provider must contact the school, district, PED three (3) days prior to delivery, a day before delivery and on the day of delivery to notify the institution.
- 5.8** The service provider for delivery must provide a delivery plan and schedule for delivery and mechanisms to deal with risks.
- 5.9** Unless there is a prior special arrangement, delivery to schools, education district and PEDs must take place on weekdays between 08h00 and 14h00 and not on public holidays and weekends.

**6 PROOF OF DELIVERIES**

- 6.1** All Proof of Deliveries (PODs) must be provided to the DBE on or before 01 March in order to complete all administrative processes. In addition, electronic images of the PODs must be provided.
- 6.2** The actual delivery note should meet the following minimum requirements:
  - i. Quantities for each item as indicated above;
  - ii. Printed name, surname, identity number and signature of the person delivering to each school;
  - iii. Name, surname, signature, persal or identity number of the person receiving the item, date, time as well as School stamp in the case of a school, education district stamp in the case of an education district, PED office stamp in the case of PED office and DBE stamp in the case of DBE respectively.

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## **7 REPORTING**

7.1 Once all deliveries are complete, a Freight Management Report (FMR) must be provided.

This electronic report in Microsoft excel format must provide the following details: name of institution, province, district, date and time of delivery, quantities ordered and quantities delivered, per grade and language. These PODs for each delivery must be hyperlinked into Microsoft excel document. The report will be audited before payment is affected.