



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE: 19 JULY 2022

TIME: 14:00 to 15:00

TENDER NUMBER: DBE 178

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS FOR PRINTING, WAREHOUSING, PACKAGING AND DISTRIBUTION OF TEACHER TOOLKITS TO SCHOOLS IN TWO DISTRICTS IN THE MPUMALANGA PROVINCE.

1. WELCOME AND INTRODUCTION

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr S Banda, Mr R Legodi, Mr R Mabilo (Supply Chain Management) and Ms K Modiba, Mr S Boikanyo (Project Management Team). She apologised for starting later than the scheduled time and stated that, that was because of connectivity challenges. The DBE website had been down since the morning and was restored after 13:00.

She acknowledged that:

- the Annexures were not uploaded with the tender documents and they have been trying to upload them from the morning but were unsuccessful to do that since the network has been down.

- The time of the briefing session was erroneously published as 10:00 until 11:00 on the DBE website and they were alerted of such by one of the Bidders.

2. BID PRESENTATION

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

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- The briefing session is non-compulsory as indicated in the Tender advert. Non-attendance to the briefing session does not lead to disqualification of the Bidders' proposal/s.
- The tender is closing on **05 August 2022 at 11:00**. A bid which is submitted after 11:00 will be regarded as late and will not be accepted by the DBE. The Tender box is situated on the right before accessing the door to the reception; and is clearly marked "TENDERS". With regard to the submission of bigger documents, the reception will call the SCM officials who would register your document/s in the Register for receiving the tender documents.
- The discussions during the briefing session and the questions raised after the briefing session will be consolidated, responded to and uploaded on the Department's website (www.etenders.gov.za) e-Tender Portal (www.etenders.gov.za) where the tender advert and documents are published. Bidders can still forward the clarity seeking questions regarding the bid until at least seven days before the tender closing date. The questions should be directed to Tenders@dbe.gov.za.
- Bidders must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.
- Bidders must fully complete, sign and submit (with their bid document) the SBD Forms which were uploaded by the Department with the tender document. Alteration or re-typing of the SBD Forms is not allowed and will lead to the disqualification of the bid submitted.

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

No.	Question raised	Response/ clarity
1.	With regard to the requirement for the building space, would that be the existing facility of the company tendering or would that be an additional space that needs to be acquired in order to run the tender successfully? Should that be in one property or should be split over multiple properties. Where should this space/ place be located?	The service provider tendering should have an existing facility or can lease the warehouse for the duration of the project. Proof of lease agreement should form part of the documents to be submitted. The warehouse can be in any province.
2.	With regard to the fleet; what documents should be submitted to show that the company/ Bidder has the fleet that is required in terms of the functionality evaluation?	The bidder must submit valid NaTIS (Car registration certificate) document.
3.	On page 13 number 2.4, the Bidder is required to show that they have "Tracking"; is it tracking on the delivery or tracking for the vehicles?	The tracking fitment certificates of the vehicles. It will be imperative that the vehicles have electronic systems which can track and trace the movement of the vehicle.
4.	What is meant by occupational health and safety insurance; does it mean workmen compensation?	The bidder must submit insurance documents for the warehouse in relation to Occupational Health and safety.
5.	On page 7, the Bidders are required to submit the detailed work; what is meant by detailed work plan versus the project plan indicated on number 2 on page 12.	The detailed work plan and the project plan means the same thing.
6.	What is meant by <i>non-mandatory requirements</i> on page 8 because in paragraphs 8.1 and 8.2 the words, "should have" and "must be" have been used and they sound like the mandatory requirements. Would paragraphs 8.1 and 8.2 rather be seen as part of <i>mandatory requirements</i> ?	Paragraph 8.1 and 8.2 are Non-Mandatory Requirements.
7.	Where will these <i>Minutes</i> be posted; will they be sent to the Bidders individual emails or there is a specific platform where they will be posted.	The <i>Briefing Session Minutes</i> will be uploaded on the e-Tender Publication Portal and DBE website where the tender documents are uploaded.

8.	When will the Annexures A&B be received by the Bidders as they are critical for this tender process.	They would be upload today (19 July 2022), the latest would be tomorrow (20 July 2022) morning.
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5. CONCLUSION

Bidders were reminded:

- That they can still ask questions until 29 July 2022 at 16:00; questions should be directed to Tenders@dbe.gov.za
- To be mindful of the tender closing date as indicated in the Tender advert.

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

The session was adjourned.

6. QUESTIONS RAISED (after the briefing session) AND RESPONSES PROVIDED

No.	Question raised	Response/ clarity
1.	Can you please advise when the relevant Annexures will be posted online? Are you able to forward them to us?	Annexures uploaded
2.	Please clarify, the Annexure B on the DBE website and eTenders Portal, list only Grade 3 Languages, whereas the tenders refer to Grades 1-3 Languages.	Annexures uploaded
3.	The information supplied in Annex A and B does not balance with the tender document. <ul style="list-style-type: none"> • Annexure A only has 297 schools and the tender refers to about 555 schools. • Annexure B only shows the Grade 3 language materials. Can you urgently advise.	Annexures uploaded
4.	Please can you email me Annexure A and B please.	Annexures uploaded

5.	<p>Wanted to inquire about this tender with reference DBE178.</p> <p>On the submission of the tender documents that we are to submit before the 5th of August, must we include the lease agreement and does it matter where the warehouse is located?</p>	<p>When submitting the tender documents, all relevant documents such as lease agreement, proof of ownership should form part of the source documents to be provided by the bidder/s.</p> <p>The warehouse/s can be in any province.</p>
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THE TENDER CLOSING DATE WAS 05 AUGUST 2022 AT 11:00, EXTENDED TO 05 SEPTEMBER 2022 AT 11:00.