



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE: 16 NOVEMBER 2022
TIME: 14:00 to 15:00
TENDER NUMBER DBE182

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS TO MANAGE, COORDINATE AND MONITOR THE IMPLEMENTATION OF A PROGRAMME THAT WILL UTILISE EARLY GRADE YOUTH ASSISTANTS (EGYAs) FOR THE SYSTEMIC IMPROVEMENT IN LANGUAGE AND MATHEMATICS IN FOUNDATION PHASE PROGRAMME IN THE MPUMALANGA PROVINCE

1. WELCOME AND INTRODUCTION

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms N Thebe, Mr S Banda, Mr R Legodi, Ms N Banda (Supply Chain Management) and the Project Managers are Mr B Lubisi and Ms K Modiba. She gave the Bidders an opportunity to introduce themselves (indicating the individual's name and the name of the company/organisation one is presenting).

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs).

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 **01 December 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 hand side before accessing the main entrance (from the gate) to the Reception; and is clearly marked "TENDERS". With regard to the submission of bigger documents, the Receptions will call the SCM officials who would register the document/s in the Register for receiving/ submission of the tender documents. Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.
- 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) and eTender 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 twelve (12) days before the tender closes. The questions should be directed to Tenders@dbe.gov.za.
- When sending the clarity seeking questions, Bidders must state the tender reference (DBE182) in order to pick them up because there are other tenders running.
- 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 with this tender document by the Department. 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.	a) Is there an indication of the schools that will be selected for placement of the youth? How would the schools be selected; is there any geographical indication of where schools are situated?	a) The list of schools in the two districts as well as the EGYAs that have qualified as teachers for Foundation Phase, will be provided.

2.	<p>a) With regard to the youth that will be employed, is the geographical location where they are coming from and where the schools are; going to be taken into consideration; or it would just be a list of schools and the youth without correlating the two?</p> <p>b) When would the list be provided; would it be provided with the Minutes or after the appointment of the service provider?</p>	<p>a) The DBE would assist with the list of schools, the screening on the basis of helping with the geographical location. The DBE is looking for people from a geographical area where they will be placed as EGYAs.</p> <p>b) The lists and all the necessary information that will be needed; would be provided a week after the service provider is officially appointed. The meeting will be held for clarity and preparation to start the work.</p>
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5. CONCLUSION

Bidders were reminded 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

1.	<p>a) Is it possible that you could send me the additional instructions regarding the bid? If it is permissible? I'd like to know exactly how to package the submission in terms of electronic/power-point presentations.</p>	<p>a) The submission doesn't need a power point presentation, based on the key functionalities from the sub-headings on the TORs: The Scope of work, Rollout of the project, Summary of tasks, Capacity required, Terms and conditions and Mandatory requirements. The aforementioned will be used as a guide of which information should be included or infused on the Project Plan narrative to be provided and also on the mitigation strategy on the risks with regard to attrition of the EGYA.</p>
2.	<p>a) Who will host the screening process for selecting the EGYAs; as in, where does this take place? Do we need to arrange and include the venue in our budget?</p>	<p>a) The DBE together with Mpumalanga Department of Education (MDoE) will host the process of selections</p>

	<p>and the venue will be arranged to take place in Mpumalanga by the MDoE.</p> <p>b) The screening (paper-based only) will take place in one day, arranged by the MDoE and DBE to a venue in Mpumalanga, the exact date and venue will be announced once the Service provider has signed the contract. The assistants will be informed once the paper-based selections have taken place and the recommended applicants will be informed by the Service Provider telephonically. The prospective Assistants will be required to send their CVs to the Service Provider through which it will be used for verifying the required traits from the applicants. No interviews are required. The criteria will include the academic performance of the applicants from the final year academic record together with the CV to be sent to the Service Provider.</p> <p>c) No questionnaires are required only a set of criteria and/or requirements will be used to screen the suitability of the appropriate applicants.</p> <p>d) The paper-based screening means, from the list CVs and academic records provided to the Service Provider, there will be a set of criteria which will be used to determine the qualifying applicants by the Service Provider during the screening of the applicants.</p>
	<p>b) Does the screening take place on one day? Or, does it take place in both districts separately or as a combined effort?</p> <p>c) Who designs the questions for the screening / selection process?</p> <p>d) Do we need to factor in travel expenses for the candidates on the day of the screening?</p>

THE TENDER CLOSING DATE IS 01 DECEMBER 2022 AT 11:00.