

NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE: 13 SEPTEMBER 2023

TIME: 10:00 to 11:00

TENDER NUMBER: DBE 193

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS TO TRAIN TEACHERS, SUBJECTS ADVISORS AND SCHOOL MANAGEMENT TEAMS (SMTs) IN THE SYSTEMIC IMPROVEMENT OF LANGUAGES AND NUMERACY IN THE FOUNDATION PHASE IN TWO DISTRICTS IN MPUMALANGA PROVINCE.

1. WELCOME AND INTRODUCTION

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr D Moukangwe, Mr R Legodi, Ms N Banda, Ms T Skosana and Ms R Ngobeni (Supply Chain Management) and Ms K Modiba, Mr S Mabaso, Mr P Prinsloo (Project Management Team).

She gave the Bidders an opportunity to introduce themselves (indicating the individual's name/s and the name of the company or organisation one was representing).

2. BID PRESENTATION

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

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 **29 September 2023 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 side before accessing the door to the reception; and is clearly marked "TENDER BOX". 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.
- Bids must be submitted as hard copies, no emailed documents will be accepted.
- 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.
- Paragraphs "0" and "p" under **Conditions** is one sentence.
- 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 twelve (12) days before the tender closing date. The questions should be directed to Tenders@dbe.gov.za. When asking questions, quote the tender reference number in order to easily locate the questions.

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

No.	Question raised	Response/ clarity
1.	Will the Department provide the Toolkits for Mathematics manipulatives and Languages? Will the toolkits be given to the successful bidder all at once in order to work on the manuals related to that or they will be given prior to each term? When will the SMT modules be delivered to the selected Service Provider? Would the six SMT modules be provided all at once or they be given at different points.	The Toolkits and SMTs will all be provided once at the beginning of the project to allow the Service Provider to work on them.
2.	Will the Subject Advisors be trained by the Service Provider	For Subject Advisors, the same toolkit will be used but different approach. Subject Advisors are trained to provide instructional leadership in the districts on how to support schools to implement this project. Departmental guidelines will be used in training the Departmental heads in order to play their role in terms of monitoring and supporting the teachers and ensuring curriculum coverage. The manuals should be in such that they assist the Subject Advisors, Departmental Heads and Teachers to do their work.
3.	SACE endorsement takes time and the Service Provider will be under pressure to get the training modules; what is the Department's thinking around the timing in terms of getting the material endorsed and then the training taking place.	The DBE will assist and facilitate the endorsement process to be as quick as possible.
4.	Any critical elements of the Work Plan that we need to be aware of that will materially affect the functionality score?	The work plan should be in response to the evaluation criteria stated in the TORs. There should be four different plans, one for Subject Advisors, Departmental Heads, School Principals & Deputy Principals and Teachers.

5.	How long will be the training of each teacher be?	The training will be for 1 day and not less than 5 hours contact time. In the manual provide the after training support, For Subject Advisors, Departmental Heads and Teachers; there will be three 1 day training. However for Principals and Deputy Principals there would be six 1 day training for each of those 6 manuals.
6.	Is there any opportunity or period before 29 September 2023 that allows for further follow-up questions/enquiries after the session?	The period is stated on paragraph 14 of the Terms of Reference, which is twelve (12) days before the closing date of the bid.

5. CONCLUSION

Bidders were reminded 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 AND RESPONSES PROVIDED (after the briefing session)

No.	Question raised.	Response/ clarity
1.	<p>a) Are the teachers who are trained – trained in an evidence-based reading approached?</p> <p>b) Several languages are mentioned in the document are the training sessions to be conducted in those languages or in English?</p> <p>c) I may be wrong but appears that this training is to familiarize teachers with the toolkit developed by the Department. Is that right?</p>	<p>a) Teachers are to be trained to be able to use the tool kits and manipulatives in their teaching.</p> <p>b) Training sessions will be conducted in English-examples can be made in other languages.</p> <p>c) That is right.</p>

	<p>d) I also gather that the training is more based on management than on instruction, is that right?</p> <p>e) Do I have to obtain original documents for the submission of the bid or are the documents that I downloaded from your site regarded as official?</p>	<p>d) Yes, there is a six (6) modules training programme for Principals and Deputy Principals.</p> <p>e) The uploaded forms are official- no changes have to be made on the forms. Uploaded forms must be downloaded, completed and submitted with the Bidder's proposal.</p>
2	<p>a) We understand that the contents of the prescribed literacy and numeracy kits will only be shared after the winning bidder has been announced. However, we would like to ask if it is possible to get the general specs of each kit, i.e. the scope of what each kit contains. This would be extremely helpful in determining the time and effort involved in developing all the training manuals.</p> <p>b) We would like to know if the Toolkits are available to prospective bidders. If so kindly advise?</p>	<p>a) The specification for the toolkits are attached as Annexure A and Annexure B.</p> <p>b) The specification for the toolkits is attached as Annexure A and B.</p>

THE TENDER CLOSING DATE IS 29 SEPTEMBER 2023 AT 11:00.

ANNEXUER A- Inventory List: Mathematics Manipulatives

Name of School: _____

Number of Grade 1 Classes: _____

Number of Mathematics Manipulatives Containers Delivered: _____

No.	Item	Quantity
1	Teacher Demonstration Clock	
2	Flard Cards: Teacher Demonstration set	
3	Play Money	
4	Magnetic Number Line	
5	Teachers Dice	
6	Interlocking cubes	
7	Plastic Measuring jugs set of 3 (No Imperial Measurements)	
8	Fraction wall chart (Fraction strips to build up wall chart)	
9	Geoboards with multi-coloured elastics	
10	Tape Measure	
11	Tangram	
12.	Container with Fitted Lid and non-detachable handles	

Checked and received by:

Name and Surname: _____

Position: _____

Date Received: _____

School Stamp:

ANNEXURE B- Inventory List: Classroom Library Boxes

Name of School: _____

Home Language (HL): _____

Number of Grade 1 Classes: _____

Number of Classroom Library Boxes Delivered: _____

English First Additional Language (EFAL)		
No	Book Title & Author's Name and Surname	Number of Books with this title
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Home Language (HL)		
No	Book Title & Author's Name and Surname	Number of Books with this title
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Other Accompanying Material		
No	Item	Amount
1	Hard plastic Box	
2	Book Dividers: Hard Cardboard Sheets – 30 per Classroom Library Box	
3	Classroom Library Box Label – One label fitted on each Classroom Library Box	
4	Book Management Chart – One per Classroom Library Box	
5	Book Display Poster – One per Classroom Library Box	
6	Book Bag (A4 size Plastic filling sleeve) – 55 per Classroom Library Box	
7	A4 size Reading Card - 55 per Classroom Library Box	
8	A5 size Individual Reading Cards - 55 per Classroom Library Box	
9	A5 size plastic filling sleeves - 55 per Classroom Library Box	
10	Colour Stickers: 5 Boxes of different colours) per Classroom Library Box	
11	One Manuel per Classroom Library Box	

Checked and received by:

Name and Surname: _____

Position: _____

Date Received: _____

School Stamp: