



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 17 April 2025

TIME: 10:20 to 11:30

TENDER NUMBER DBE204

DESCRIPTION: Appointment of a service provider or a consortium of service providers for school monitoring survey 2025-2026.

1. WELCOME AND INTRODUCTION

Ms N Metula:

- i. Welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr D Moukangwe, Ms T Skosana, Mr R Legodi and Ms N Banda (Supply Chain Management) and Dr S Taylor, the Project Manager.
- ii. She gave the bidders an opportunity to introduce themselves (indicating the individual's names and the name of the company/ organisation one is presenting).

2. BID PRESENTATION

Dr Taylor presented the Terms of Reference (TORs).

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- i. 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.
- ii. The tender is closing on **08 May 2025 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, reception will call the SCM officials who would register the document/s in the Register for receiving the tender documents.
- iii. Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.
- iv. An original bid proposal/ document will suffice, there is no need for copies as well.
- v. 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.education.gov.za), 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 12 days before the tender closes. Make a reference to a tender number when raising a question regarding that tender. The questions should be directed to tenders@dbe.gov.za and tender number used as a reference.
- vi. Bidders must read Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required. Also see the tax requirements listed on SBD1, Part B. Below the table it is stated that "Failure to provide/ or comply with any of the above particulars may render the bid invalid".
- vii. 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	Response/ clarity
1.	Are there any major lessons learnt, especially regarding sample design from the previous survey (SMS 2022) that may inform the sampling design for the current study?	No, the sample designs worked quite well up to this point and were left unchanged from last time.
2.	Are there any schools where accessibility may be restricted due to external factors such as union issues or security factors?	The survey does not aim to exclude any schools based on their location or accessibility. All schools are included in the potential

		sample and the service provider is expected to access all schools. However, in extreme cases where accessibility is genuinely not possible, the DBE has catered for replacement of schools where such events happen. Such cases must be in minority and be something that is unavoidable and not something that the service provider deliberately do to avoid going to inconvenient areas.
3.	What has been the level of cooperation experienced in the past from schools?	The level of cooperation from schools has generally been good. The DBE supports this by sending communication to Provincial Education Departments to inform and encouraged schools to participate. The service provider is also required to notify schools ahead of time. Effective planning and clear communication with schools in the weeks leading up to the survey is critical to ensure cooperation from schools.
4.	Were there any pain points that have been experienced with the previous service providers that the Department may share with the Bidders?	Nothing specific or relevant to report about the previous service provider/ surveys and the Department managed to get good reports.
5.	Would the DBE provide access to previous raw datasets so that the new service provider could just align with the data sets that the Department already has?	The DBE would provide raw datasets to the successful service provider upon appointment. It is not necessary to provide datasets to everyone interested in bidding at this stage.
6.	Is there a range for the budget (minimum and maximum expected amount set) or is open to the service provider to provide a number for that?	As explained in paragraph 11 of the TORs that the bid will be evaluated in terms of 80/20 preference point system where 80 points will be used for price only and 20 points for DBE specific goals. Paragraph 1.1 of the SBD6.1 explains that the 80/20 is for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included) and 90/10 is for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).
7.	The timelines listed under phase 7 stated; 130 working days for the draft main quantitative and technical reports, 120 working days for the online research survey report, and 130 working days for the full datasets and technical documentation; are these separate or they should be happening concurrently?	The main quantitative and technical reports, the draft reports need to be submitted 130 days after the field work ends. The main online research report need to be submitted 120 days after the online research survey is administered. Those 120 and 130 days are overlapping because the 2 data collections happen soon after each other and the two analyses happen after those surveys.

8.	Would the sample size of 2,000 schools apply to the follow-up online survey as well, or will a smaller sample be used?	The same sample of 2 000 schools comprising of 1 000 schools offering Grade 6 and 1 000 schools offering Grade 12 would also participate in the online survey. This phase is not considered a follow-up in the traditional sense but rather a continuation involving the same schools.
9.	How many interviews are planned with the DBE officials; would they cover all provinces, and what methodology will be used? Should the interviews be conducted face-to-face, or can telephonic or online interviews also be used?	<p>The interview component is a relatively small part of the project, with about 20 person-days allocated for these activities, and the activities themselves are not specified but will be flexible depending on what sort of follow-up is needed. The methodologies and geographical coverage are therefore not specified, but will need to be agreed upon at the time between the service provider and the DBE based on what appropriate areas and activities for follow-up arise. It could be 1 person/analyst working on the report allocated 20 days or 2 persons allocated 10 days each. The format and number of interviews has not been dictated. The idea is that one would collect the data, analyse the data and write reports. In the analysis and report writing phase one may need to know more about the policy context for interpreting the indicator values that appear in the report.</p> <p>For example, with the previous survey in the Eastern Cape (EC), it appeared that a lot of schools were not meeting the indicator for receiving the minimum funding that was required. Over time the DBE came to understand that in the EC there is different spending model going on where there is an increased centralised procurement of certain items such as textbooks.</p>

5. QUESTIONS RAISED AFTER THE BRIEFING SESSION AND THE RESPONSES

No.	Question	Response/ clarity
1.	Should the online survey be based on the additional priority areas only, whilst the on-site questionnaires be on the identified 13 indicators?	The online survey will cover both the 13 Action Plan indicators and the 8 additional priority areas, but a much reduced set of questions will be administered. The exact questions to be included will be established as part of the instrument development activities of the project.

2.	Should the online survey be administered to the same population in the same 2000 schools, or should the sampling strategy be different here?	The online survey will be administered to the same population of the 2,000 schools. However, these same 2,000 schools will be subdivided into 4 groups, each to receive the online survey through a slightly different communication method. This is described in the Terms of Reference in section 5.9.
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6. CONCLUSION

Bidders were reminded:

- To submit the question of clarity twelve (12) days before the closing date. Questions must be in written and sent to Tenders@dbe.gov.za
- To be mindful of the tender closing date as published

Ms N Metula thanked all the Bidders for attending the briefing session and wished them well on the preparation and submission of their bids

The session was adjourned.

TENDER CLOSING DATE WAS 08 MAY 2025 at 11:00 AND IS EXTENDED TO 15 MAY 2025 at 11:00.