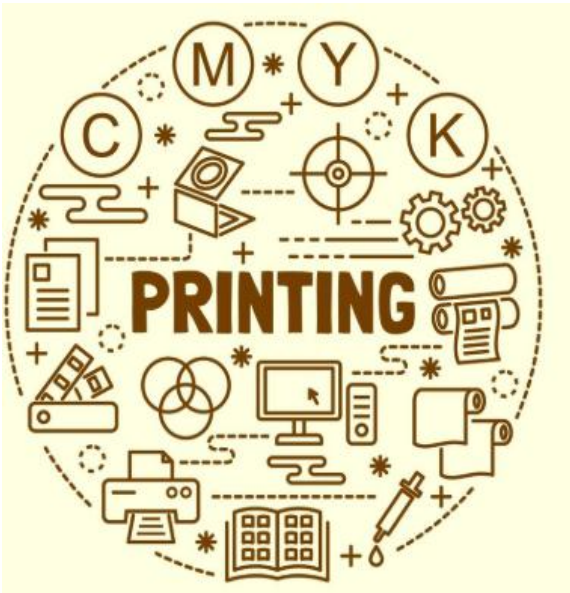


Printing of 2026 SE Materials

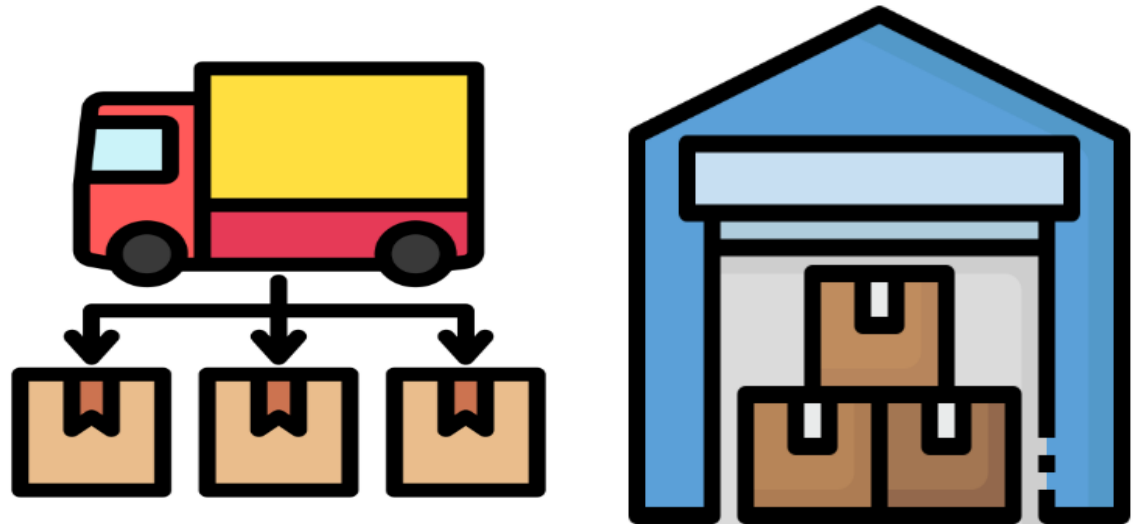
16 July 2026: Briefing Session





DBE213

Terms of reference for appointment of a service provider or consortium of service providers with professional and technical expertise to print, pack, distribute and collect the 2026 systemic evaluation material in nine provinces and store at a central facility



Aim

To appoint a suitable service provider or Consortium of Service Providers who will be responsible to print, pack, distribute, collect and store the Department of Basic Education's material for Grades 3, 6 and 9 for the subjects Language and Mathematics as well as other materials.

Distribution to and collection from provinces, are at various nodal points, while storage after collection is at a single central venue. The printing will include materials for sighted (standard printing), partially sighted (large print) and blind (Braille) learners.

Background

The Systemic Evaluation is a triennial study that will be conducted on a sample of Grade 3, 6 and 9 learners in a nationally representative sample of mainstream and special schools and classes. The printed materials will be used to administer the Systemic Evaluation study in October 2026. The broad purpose of the study is to:

- monitor system-level performance trends in local and national contexts;
- evaluate the implementation and impact of policies and programmes;
- inform educational policies and programmes;
- identify any areas and factors that enable or constrain learner performance; and
- obtain information about the education system and school contexts.

Scope of Work



Material to be printed

All the materials that must be printed must have a 5% top up.

The 5% must be calculated from the total number of booklets per grade per subject per test language per province to accommodate emergency packs that may be needed due to possible changes in schools' statistics.

- Grade 3, 6 and 9 Language and Mathematics tests available in various languages and forms;
- A set of contextual questionnaires for each of Grades 3, 6 and 9;
- Manuals; and
- Other forms

Test Forms and Questionnaires

- The Grade 3 Language and Mathematics tests are in all eleven (11) official languages while Grade 6 and 9 Language and Mathematics tests are set in English and Afrikaans.
- The Language tests are presented in five (5) forms (booklets) and Mathematics tests are in seven (7) forms (booklets) per grade per subject and language.
- An in-test field trial will be conducted in Grade 6 in one subject i.e. Mathematics. There are (10) forms that have 10 sets of language variations. Each test will have English with one of the African languages or Afrikaans items. English is the common language in all sets. This means that one test will have two languages i.e. English and one of the African languages including Afrikaans.
- The learner questionnaires and parent questionnaires in Grade 3 are in 11 languages. However, Grade 6 and 9 learner and parent questionnaires are in English and Afrikaans.

Learner and School Participation

- Approximately 200 000 learners will participate in the study across Grades 3, 6 and 9.
- An intact class of a maximum of 80 learners will be selected in each of the sampled grades per school. *Only one class per grade per school will participate in the study.*
- However, in the in-test field trial 200 learners per language variation will participate.
- The number of schools that will take part are shown in the 2 tables:

Main Study	Number of schools
Primary schools (Grade 3 and 6)	1 572
Secondary schools (Grade 9)	1 597
Less schools that overlap (or combined schools)	137
Total	3 032

- Overlapping schools are those that have more than one grade sampled e.g. a school that has Grade 3 and 6 and both grades were sampled or a combined school that has Grade 3, 6 and 9 and all grades were sampled.

In-test Field Trial	Number of schools
Grade 6 primary schools	480

- The 480 schools is a subset of the main sample.

Phases of the Project and Timelines

- To manage the bidders are expected to undertake the following processes, which are referred to as phases in the tender document:
 - Phase 1: preparations for printing;
 - Phase 2: printing;
 - Phase 3: packaging and labelling; and
 - Phase 4: distribution, collection and storage of material.
- The printing, packing and distribution of materials must be completed by 30 September 2026. The collection of materials from schools must be completed by 30 November 2026.

Phase 1: Preparations for Printing



Role of the DBE

- Orientate the core team of the service provider to ensure that documents received are clearly understood.
- Provide a:
 - list (in Excel) per province that includes statistics per school per grade per language that must be used for printing, packaging and labelling for each of the sampled schools;
 - list of all sampled schools per district and province which has replacement schools. This will be availed by the DBE should the need arise to replace a sampled school;
 - database of contact persons and their details per nodal point;
 - set of the Language and Mathematics tests for mainstream schools in all eleven (11) official languages applicable for a grade;
 - set of the Language and Mathematics tests adapted for the Blind and partially sighted learners in all official languages. Note that these tests will require to be transformed into Braille format by the service provider before they are printed;
 - set of Grade 6 Mathematics tests for the in-test trial in ten languages.
 - set of manuals for the study;
 - set of contextual questionnaires in the applicable official languages; and
 - set of observation and other forms.



Role of the Service Provider

- To provide detailed business processes for this phase on the following but not limited to the:
 - creation of a database of sampled schools for printing, packaging and labelling, storage, transportation purposes;
 - recruitment (at own cost if need be), appointment and training of packers and security personnel; and monitoring to ensure that they are suitably qualified and experienced;
 - safe-keeping, confidentiality and security of all project material for the duration of the contract. This includes the confidentiality of the particulars of the schools in the sample, the test instruments and all questionnaires.



Phase 2: Printing



Responsibilities

DBE

The tests, questionnaires and all other material to be printed will be shared through a digital platform.

The service provider is required to:

- access and download material from the shared digital platform;
- transform the adapted Word format of the tests into Braille;
- enlarge the Word format of tests into the required font sizes;
- prepare the artwork before printing commences, which must be signed off by the DBE;
- verify the print-pack information per school before printing commences; and
- print all documents.

THEN

- provide detailed business processes for this phase on the following but not limited to the:
 - printing of Grades 3, 6 and 9 Language and Mathematics test forms;
 - printing of contextual questionnaires per grade, stickers, manuals and forms;
 - monitoring and quality assurance.

Test Forms

- Note that the quantities provided are inclusive of various test forms per grade and subject. The matrix of forms per subject per grade per language will be provided to the successful bidder. Printing of test forms and other material must be done:
 - on 80 gsm paper including cover pages;
 - in black and white;
 - with saddle stitched A4 booklets;
 - back to back; and
 - have colour coded spines per subject per form

Subject	Colour	Form	Colour
Language	Green (grass)	1	Orange
Mathematics	Red (blood)	2	Purple
		3	Yellow
		4	Brown
		5	Pink (flamingo)
		6	Grey
		7	Navy Blue



Test Forms (2)

- The colour indicating the subject must run along the spine and must be 1 cm thick on both the back and front of the cover page.
- The colour code for the test forms must be on the text box indicating the form number on the cover page. All test forms with the same form number e.g. Form 1 of both Language and Mathematics must have the same colour.
- This means Forms 1 – 5 of Mathematics and Language will have the same colour code on the text box indicating the form number. Note that Forms 6 and 7 only apply to Mathematics.

Number of Pages

Table 3A: Number of pages and copies per test booklet per grade (mainstream)

LANGUAGE (set of 5)			MATHEMATICS (set of 7)		
Grade 3	No. of pages	No. of test booklets	Grade 3	No. of pages	No. of test booklets
Form 1-5	14 each	117 760	Form 1-7	23 each	117 761
Grade 6			Grade 6		
Form 1-5	15 each	156 720	Form 1-7	20 each	156 723
Grade 9			Grade 9		
Form 1-5	16 each	10 120	Form 1-7	22 each	10 122
Total		284 600			284 606

In-Test Field Trial

Table 3B: Number of pages and copies per test booklet

MATHEMATICS (MTbBE)		
Grade 6	No. of pages	No. of test booklets
Form 1-10	20 each	48 000

The in-test field trial booklets will be in Grade 6 and for Mathematics only. The quantities are in addition to those in Table 3A. Each set of a language variation will have 1 500 copies.



Number of Pages (2)

Table 4A: Other Systemic Evaluation material

Number of pages and copies per item						
Item	Pages	Full colour	Gloss cover	Stich	Back 2 back	Quantity
1. Test Administration Manual	36	Yes	Yes	Saddle	Yes	3 180
2. School Coordinators Manual	27	No	Yes	Saddle	Yes	3 180
3. Observation Forms	3	No	No	Saddle	Yes	3 180
4. Tracking Forms	2	No	No	stapled	Yes	3 180
5. Learner Questionnaire	17	No	No	Saddle	Yes	284 600
6. Parent Questionnaire	15	No	No	Saddle	Yes	284 600
7. Self-adhesive stickers for booklets (test forms and questionnaires)	tower or roll	No	No	No	No	1 200 400 (single stickers)



Specifications

For stickers

- Size 37 mm x 101 mm per sticker
- The peelable precut sticker may be in a roll or tower
- Each subject, per school must have its own stickers
- Each questionnaire per school and district must have its own stickers
- ALL stickers are personalised per individual that has been sampled. A learner will have 5 stickers (Mathematics, MTbBE Mathematics, Language, learner questionnaire and parent/guardian questionnaire)

Specifications (2)

For Braille

- Average page numbers per test for the adapted version on Word is 20.
- The material is already adapted, and needs be transformed into Braille format using latest version of Duxbury software. The master copies must first be approved by the DBE.
- All Braille translations must comply with the latest rules as in “The Rules of Unified English Braille” published by the International Council on English Braille.
- The following Braille translation requirements must be adhered to:
 - Uncontracted Unified Braille Code (UBC) and contracted UBC will be required;
 - Single sided and 14 to 25-line printing per page;
 - Tables must be included and printed on the pages;
 - The graphics must be made available on a separate diagram sheet/book;
 - Captions, texts and questions must be retained on the Braille copy;
 - The recommended paper must be no less than 146 gsm;
 - The dimensions of the paper are on average 280 mm width by 286 mm

length.



Specifications (3)

Large Fonts

- Tests for large print are printed on standard paper i.e. 80 gsm
- The service provider must enlarge the tests as per the required font sizes. The files will be in Word.
- Enlarged font sizes must be on A4 booklet
- The content on the page from the original source may be spread over few pages in the enlarged test
- Paragraph and line referencing must be in line with the enlarged test, where applicable
- Visual and graphic material in the test must be equally enlarged to align with the required font size
- The font size for each test must be indicated on the **cover page**

Quantities

Braille (contracted and uncontracted): Tables 4B – 4D

Large fonts: Tables 4E – 4G

Phase 3: Packaging and Labelling



Role of Service Provider

Must use:

- Double walled boxes for packaging material should be used.
- Temper proof sealing material must be used on the big box containing the different specified packages.

Provide clear business processes on how the following will be done:

- Packaging and labelling of all various test forms per subject per language per grade per school;
- Packaging and labelling of contextual questionnaires, manuals and forms per language per grade per school;
- Manuals per province; and
- Monitoring and quality assurance.

Packaging per school

- Each school must have one big box with two (2) packages per grade. Some schools will have three (3) packages. Those with the third package will be uniquely identified from the sampled list. The one big box must be labelled per school (school name) including the EMIS number and province. If a school has more than one grade, then each grade must have its own box.

Note!

- Packaging for each subject must be in smaller packs per forms. Mathematics tests must be in sets of Form 1-7 while Language tests must be in sets of Form 1-5.
- Example 1: If a total number of learners is 35 in a grade there will be 5 sets of Form 1-7 for Mathematics and 7 sets of Form 1-5 for Language.
- Example 2: If a total number of learners is 68 in a grade there will be 10 sets of Form 1-7 for Mathematics and 14 sets of Form 1-5 for Language. The number of copies will therefore exceed the original number of learners indicated in the spreadsheet. The extras will be drawn from the top up.
- Package 1 and 2, within the big box, must be individually sealed with a transparent and durable watertight plastic/cling wrap that can sustain harsh handling.



Contents in the Packages

Package 1 contains (individually labelled in a transparent seal):

- Mathematics tests per forms per grade (cling wrapped and labelled);
- Language tests per forms per grade (cling wrapped and labelled);
- Learner Tracking forms and
- An observation form per sampled grade.
- Stickers

Package 2 contains (individually labelled in a transparent seal):

- Learner questionnaires (for each learner participating in the study) cling wrapped per grade;
- Parent/guardian questionnaires (for one parent of each learner participating in the study) cling wrapped per grade; and
- School Tracking form, Teacher Tracking form (one per school, packed in the box of the highest grade.

Package 3 contains (individually labelled in a transparent seal):

- Only 480 schools from the sample must be packaged for.
- Each school will receive one set of a language variation e.g. English mixed with Sepedi in packs of ten (Form 1 -10).

Packaging per Province

Package 4 contains:

- Test administrators;
- School coordinators;
- District Tracking form; and
- Checklists for Test Administrators

Each of the type of manual stated above must be cling wrapped separately, boxed and labelled per province. This means there is a box for each type of manual per province.

Package 5 contains:

- Test forms packed per grade per subject per language per form per province not per school; and

All the printing surpluses (in good condition) for a province must form an emergency pack for that province.

Packaging Requirements for Special Tests

All boxes (for all consignments) must be:

- clearly labelled per provinces (for sighted readers);
- contents and quantities per box must be indicated on the outer side of the box;
- the boxes must also be numbered e.g. “Box 1 of ...” for each province; and
- boxes must be filled or resized if not full to avoid collapsing when in transit.

- **Braille:**

- The Brailled material must be handled with care.
- In each box the number of copies must not exceed 14.
- Each copy must be wrapped individually before they are put together per subject and language.
- Contracted and uncontracted must be clearly labelled and packaged separately if packaged in one box.
- Each province must have own labelled package(s) for Braille per school.

- **Large fonts:**

- Tests of the same font sizes per language per subject per province must be cling wrapped together.
- Different font sizes of the same subject must be packed in one box.
- Tests of the same province may be packed in one box per school.



Labelling

- Each subject pack e.g. Mathematics or Language test forms must be labelled with the following information on an A5 size paper/sticker using any font type but with font size 72 uppercase letters:
 - Grade; Subject; and Language of the test
- The label on each box for a school must have the following information (Bold font size 72 or bigger):
 - Name of province in full; School name; EMIS no. District name; Box ... of ...
- The service provider must ensure that labelling corresponds to each material per school per language per grade and per province.
- The labelling of all materials applies for special tests (Braille and large fonts). If they are printed by a sub-contractor, they must be delivered at the same time with all other materials.



Phase 4: Distribution, Collection and Storage of Materials



Responsibilities

- The safety of the materials is the responsibility of the service provider at all stages i.e. during printing, packaging, storage and in transit because the materials are highly confidential.
- Packaged and labelled materials must be stored safely before, during and after preparation for distribution to the delivery point including when in transit;
- The exact location and contact persons per province will be made available by the DBE to the successful bidder.
- All printed material must be stored and be made available to the DBE before the commencement of the administration period in October 2026.

After administration of the study the service provider must collect material from the same delivery points, where material were delivered, in provinces.

The material must be stored centrally for a month (November 2026). The DBE will collect from the service provider's storage facility to another venue by end November 2026.

Deliverables, Time Frames and Duration



Deliverables

PHASE	DELIVERABLES	QUANTITY	DELIVERY TIME FRAME
Phase 1			
Preparations for printing	(1) Detailed printing plan	• 1 hard copy and 1 soft copy of the plan	Upon commencement
	(2) Printing flowchart	• 1 hard copy and soft copy	Upon commencement
	(3) A draft printing programme for training of officials (where applicable)	• 1 hard and 1 soft copy of the programme	Upon commencement
	(4) Management plan for disposal of waste material	• 1 hard and 1 soft copy of framework/template	Upon commencement
	(5) Monitoring plan for each phase. (6) Floor plan for picking and packing	• 1 hard and 1 soft copy of the monitoring plan and picking and packing floor plan	On or before the end of the 10 th working day after the commencement date
Phase 2			
Printing	(7) Signed-off proofs of the artwork (tests) (8) Signed-off proofs of the artwork (questionnaires, manuals and other material) (9) Signed-off proofs of the artwork (stickers)	• 1 hard copy of each instrument that must be printed (with colour codes where required) • 1 hard copy of each of the other material (without colour codes) (It must be noted that all proofs will be signed on site by the DBE.)	On or before the end of week 3 after the commencement date



Deliverables (2)

PHASE	DELIVERABLES	QUANTITY	DELIVERY TIME FRAME
Phase 3			
Packaging and labelling	(10) Report on material packaged per province per school including, emergency packs, special tests e.g. Braille etc. (11) Checklist per language per school per province indicating packaged material	• 1 hard and 1 soft copy of the record based on packaging and labelling • 1 hard and 1 soft copy of a completed checklist	On or before the end of week 5-6 after the commencement date
Phase 4			
Distribution, collection and storage of material	(12) Delivery plan per province (13) Proof of delivery (PODs) for both distribution and collection	1 hard and 1 soft copy of the record of: • all material dispatched per school per province to designated delivery points • Hard copies of signed PODs	On or before the end of week 6 after the commencement date
	(14) Collection of material to the central storage and checklist of material collected (15) Submission of electronic media devices and signed off proofs (16) Close up report	• 1 hard and 1 soft copy of the completed checklist • Signed PODs of the materials collected to the central storage • Hard copies of the proofs and electronic media • 1 hard and 1 soft copy of the <u>close up</u> report	At the end of the contract period



Time Frame and Duration

Preparations for printing including the printing	4 weeks after the commencement date
Packaging and labelling	Within 8 weeks or less after the commencement date
Distribution to nodal points (as indicated in section 3)	Within 12 weeks or less after the commencement date
Collection of material from nodal points in provinces to a storage centre (that of the service provider)	October – November 2026

The commencement date will be the day on which the last signing party appends the signature to the contract.



Bidding Requirements



Mandatory Requirements

The bidders must comply with the following mandatory requirements:

- Bidders must provide a total price inclusive of VAT for the project and the price should be fixed for the full duration of the project (**see Annexure A**).

TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS WITH PROFESSIONAL AND TECHNICAL EXPERTISE TO PRINT, PACK, DISTRIBUTE, AND COLLECT THE 2026 SYSTEMIC EVALUATION MATERIAL IN NINE PROVINCES AND STORE AT A CENTRAL FACILITY

Annexure A

PRICING GUIDE

Phases	The amount in each phase should consider the costs listed in this Annexure and must be inclusive of your profit margins. Do not show calculations in this Annexure, only document the totals per phase, VAT and the grand total.	Total amount per phase
Phase 1	- Initial labour costs (creation of database, designing artwork for labels and colour coding cover pages for test forms, drafting of plans and flow diagrams, drafting of a budget for the bid, completion of bidding documents) - Procurement costs (printing paper, toners, special services: Braille, shredding services or machines, boxes, stickers, cling wraps, trucks if rented) - Recruitment costs (advertisements for packers, security) - Legal costs related to this bid - Office running costs for Phase 1 - Wages and salaries related to Phase 1 - Central warehousing cost	
Phase 2	- Costs to transform Word into Braille - Costs to enlarge test forms in various sizes - Printing all materials for proofs - Printing of tests, manuals, questionnaires, stickers, and other forms including Braille and large fonts - Office running costs for Phase 2 if it falls in a different month than Phase 1. - Wages and salaries related to Phase 2 - Central warehousing cost	
Phase 3	- Wages and salaries related to Phase 3 - Office running costs for Phase 3 if it falls in a different month than Phase 2. - Central warehousing cost	
Phase 4	- Delivery costs - Collection costs	
	- Office running costs for Phase 4 if it falls in a different month than Phase 3. - Wages and salaries related to Phase 4 - Central warehousing cost	
TOTAL BEFORE VAT FOR ALL 4 PHASES		
VAT		
TOTAL AFTER VAT		



Mandatory Requirements (2)

- Alteration of the Standard Bidding Documents (SBD forms) will lead to disqualification.
- The Bidder must submit (a) company profile(s). In the case of a consortium or a joint venture, a profile of each company must be submitted.
- Bidders must submit two (2) reference letters related to printing, packing and distribution. (Note: any of the two reference letters may relate to printing and packing or distribution or a combination of them). This also applies to a consortium. The letters must be:
 - on the client letterhead;
 - indicate the kind of service rendered related to the bid; and
 - signed by the client.
- The bidder should provide **proof of ownership (or of hiring)** appropriate storage facilities required for picking and packing and storing all packaged material prior to dispatch and for storing material after collection. The proof may be in the form of a letter(s) or lease agreement(s). The letter(s) or lease agreement(s) must cover the period of the contract. The venue must have a minimum of 150 m² throughout all four phases.

Bidders who do not comply with all of the above mandatory requirements will be disqualified.



Administrative Requirements

- Bidders should return all fully completed and signed attached SBD forms (SBD1, SBD3.1, SBD4, and SBD6.1). Non-submission of the SBD6.1 form will result in non-allocation of specific goals.
- In case of a Consortium or Joint Venture, Bidders should individually submit the fully completed and signed SBD forms separately.
- If Bidding as a Consortium or Joint venture, the Consortium or Joint Venture must provide the following information and documents:
 - The agreement signed by nominated members of both/all consortium or joint venture partners; and
 - State the leading company
- If bidding with the intention of subcontracting certain tasks the bidder must state, the name of the subcontract Company and the percentage to be subcontracted.
- The DBE will conduct site visits to qualifying bidders only as part of the functionality criteria. The visits will be on agreed dates. The following will be expected from the service provider as part of the visit:
 - give a 20-minute presentation of the services rendered relating to the bid; and
 - arrange a tour of the premises for the DBE delegation.

Functionality & Evaluation Criteria



Functionality & Evaluation

Functionality evaluation Criteria		Points/Weights	Score
Company profile(s): Table 8A	Functionality	10	
Reference letters: Table 8B		10	
Proof for the venues: Table 8C		10	
Business process: Table 9A		10	
Workplan: Table 10A		20	
Risk Management: Table 11		10	
Sub-total		70	
Site inspection: Table 12		30	
Grand total		100	

- Under functionality, bidders who score below 50 points out of 70 (sub-total in Table 14) will not be considered for a site inspection. Therefore, points will not be awarded under site inspection; and
- Bidders who score less than 70 points on functionality (grand total) will not be considered for this tender.
- Bids 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.



Payment, Monitoring & Reporting

- Payment shall be affected proportionately on completion of each phase of the project and within 30 days of receipt of valid original invoices.

Phases	Percentage
Phases 1, 2 and 3	50
Phase 4	50
	100

- A Steering Committee comprised of the DBE project managers and the service providers' project managers, will regularly meet to monitor deliverables. These meetings will be added to regular project meetings that will focus on the operational aspects of the project, per phase. Formal meeting procedures will be followed and approved and signed minutes will be kept by the DBE as official meeting records.

Conditions

No. 12.1 – 12.12

- All materials related to this tender, e.g. school lists, addresses etc. must not be used for any other project undergone by the service provider. Materials in possession of the service provider, on behalf of the DBE, is confidential. The service provider is expected to adhere to the POPI Act, Statistics Act of 1999 and any other legal prescripts governing personal information.
- The Service Provider will be expected to complete all phases of the project and adhere strictly to the deadlines specified. A written report on completion of each phase is mandatory.
- If bidding with an intention of subcontracting certain tasks the bidder must state, the name of the sub-contracting Company and percentage to be sub-contracted. DBE will confine its contractual dealings with the primary service provider in a case where there is a consortium.
- **Termination for default:** The Department, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier reserves the right to terminate this contract with the appointed service provider, in accordance with Clause 23 of the General Conditions of Contract, should challenges be experienced with the service delivery and customer service to the Department.

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Communication

- The DBE Supply Chain Management (SCM) Unit shall communicate with bidders where clarity is sought after the closing date (3 August 2026), and no other communication to any DBE official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid may be entered into.
- All communication between the bidder and the DBE must be in writing and addressed to SCM Office at Tenders@dbe.gov.za
- Enquiries must be made at least twelve (12) days before the closing date of the bid.

Every child is a National Asset

Thank you!

www.education.gov.za

facebook: DBE SA

twitter: @DBE_SA

callcentre@dbe.gov.za

callcentre: 0800 202 933