



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

## **NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS**

**DATE:** 02 JULY 2024

**TIME:** 10:00 to 11:00

**TENDER NUMBER:** DBE195

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS FOR THE PRINTING, PACKAGING, WAREHOUSING, AND DELIVERY OF EARLY GRADE READING ASSESSMENT TOOLKITS TO THE DEPARTMENT OF BASIC EDUCATION.

### **1. WELCOME AND INTRODUCTION**

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

She gave the Bidders an opportunity to introduce themselves (indicating the person'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 Prinsloo.

### **3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS**

The SCM indicated that:

- a. 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.
- b. The tender is closing on **16 July 2024 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. Bidders should not leave their documents without registering them.
- c. 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](http://www.etenders.gov.za)) e-Tender Portal ([www.etenders.gov.za](http://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](mailto:Tenders@dbe.gov.za). When asking questions, Bidders should state the tender number as reference.
- d. Bidders must read the following requirements carefully as listed in the bid document and comply/ respond as required:
  - Mandatory Requirements;
  - Non-Mandatory Requirements; and
  - SBD1 form including Part B, paragraph 2.
- e. Bidders must fully complete, sign and submit (with their bid document) the SBD Forms which were uploaded with the 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.	Does 9000 copies mean 9000 per page or 9000 packages?	<p>The total number of EGRA Toolkits as listed in paragraph 4.4 of the Terms of Reference is 900.</p> <p>The quantities of the Assessment Charts is:</p> <ul style="list-style-type: none"> <li>• 900 Assessment Charts, with each Chart multiplied by 4 = 3600 copies per Chart.</li> <li>• 3600 copies for Chart 1,</li> </ul>

		<ul style="list-style-type: none"> <li>• 3600 for Chart 2, and</li> <li>• 3600 for Chart 3.</li> </ul> <p>Totalling to 10,800 copies (when all three Assessment Charts are added together). The Specifications include Charts printed on text and on both sides. The Teacher Guides = 900: A4 booklet glossy cover saddled stitched, 25 pages back-to-back printed text. Glossy folders = 900: A4 laminated with branding and captions on the front cover and printed information on the front inside cover.</p>
2.	How many companies is the Department intending to appoint?	One service provider or one consortium of service providers as stated in the tender description. The tender also allows for subcontracting. Under Non-Mandatory Requirements, the relevant requirements for subcontracting are stipulated.
3.	Should the experience required be strictly as per the description of this project? In a case where one had supplied stationery once-off and so on; would that be added on the experience required?	The requirements for functionality are stipulated in the bid document. The Bidder must state the years of experience based on the outlined Evaluation Criteria and the Bidder would be evaluated according to the Functionality Evaluation Criteria listed in the bid document.
4.	When would the exact Specifications in terms of grammage, number of pages and colour be available in order to generate pricing?	The Specifications would be provided on Friday (5 July 2024). The visual images could be available and uploaded where the tender document is uploaded.
5.	Are the previous samples available for better assessment?	It was confirmed that the previous samples are available and that the electronic copies could be made available so that the Bidders could be aware on how the final product looks like.
6.	Is it possible to hire a storage facility for the project as the Bidder does not have a storage?	It is up to the Bidder on how to get the storage. However; the Bidder should comply with the requirements for storage. The Department would

		conduct site visits before the EGRA Toolkits are provided to the Department and it is expected that when doing site visits; the Toolkits should be clearly packaged and clearly labelled and there should be enough space to check if they are packaged according to Specifications in the TORs.
7.	If the required information would be uploaded by Friday; is it possible to extend the closing date?	The request to extend the closing date could be discussed internally and the response to that request cannot be given at this stage. If the decision to extend the closing date is taken it would be published where the tender is published.
8.	Should the Toolkits be delivered to Pretoria only or to all provinces per districts mentioned in the Terms of Reference?	The Toolkits should be delivered to the Department of Basic Education's Offices in Pretoria, 222 Struben Street. However, the Toolkits should be labelled as per paragraph 4.4 of the Terms of Reference.

## 5. CONCLUSION

Ms Metula:

- reminded the Bidders about the tender closing date and time, as indicated in the Tender advert.
- 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	Response/ Clarity
1.	Could you please provide information on the following details: <ul style="list-style-type: none"> <li>• Paper Grammage (Paper Stock);</li> </ul>	Printing <b>SPECIFICATIONS: Print ready PDF Files and Prototype hardcopies to be supplied by DBE</b>

<ul style="list-style-type: none"> <li>Finishing Techniques (Saddle Stitch)</li> </ul>	<table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td><b>Glossy folders</b></td> <td>A4 laminated with branding and captions on the front cover and printed information on the front inside cover Glossy folder (250gsm) Printing – printing only in front of the glossy folder. Text in Black and White &amp; logo and pictures in colour. <i>See photo of the Glossy Folder attached</i></td> <td>900</td> </tr> <tr> <td><b>Teacher Guides</b></td> <td>A4 booklet glossy cover saddled stitched, 25 pages back-to-back printed text Cover - glossy cover saddled stitched (250gsm) White paper (100gsm) Printing - Black and White <i>Print Ready files available for the Glossy Cover and Teacher Guides.</i></td> <td>900</td> </tr> <tr> <td><b>Assessment Chart 1</b></td> <td>A 4 laminated Chart with printed text on both sides White paper (100gsm) Laminating (150 micron) Printing – Black and White</td> <td>900 x 4 = 3600 (4 per language, per toolkit)</td> </tr> <tr> <td><b>Assessment Chart 2</b></td> <td>A 4 laminated Chart with printed text on both sides White paper (100gsm) Laminating (150 micron) Printing – Black and White</td> <td>900 x 4 = 3600 (4 per language, per toolkit)</td> </tr> </tbody> </table>	Item	Description	Quantity	<b>Glossy folders</b>	A4 laminated with branding and captions on the front cover and printed information on the front inside cover Glossy folder (250gsm) Printing – printing only in front of the glossy folder. Text in Black and White & logo and pictures in colour. <i>See photo of the Glossy Folder attached</i>	900	<b>Teacher Guides</b>	A4 booklet glossy cover saddled stitched, 25 pages back-to-back printed text Cover - glossy cover saddled stitched (250gsm) White paper (100gsm) Printing - Black and White <i>Print Ready files available for the Glossy Cover and Teacher Guides.</i>	900	<b>Assessment Chart 1</b>	A 4 laminated Chart with printed text on both sides White paper (100gsm) Laminating (150 micron) Printing – Black and White	900 x 4 = 3600 (4 per language, per toolkit)	<b>Assessment Chart 2</b>	A 4 laminated Chart with printed text on both sides White paper (100gsm) Laminating (150 micron) Printing – Black and White	900 x 4 = 3600 (4 per language, per toolkit)
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		<p><b>Assessment Chart 3</b></p> <p>A 4 laminated Chart with printed text on both sides  White paper (100gsm)  Laminating (150 micron)  Printing – Black and White</p> <p>900 x 4 = 3600 (4 per language, per toolkit)</p>
		<p>Each Toolkit must contain a folder with a Teacher Guide, Assessment 1 (x4) printed back-to-back, Assessment 2 (x4) printed back-to-back, and Assessment 3 (x4) printed back-to-back. The cover page for the assessment chart will be on top followed by assessment 1-3. These items collectively form one toolkit. For more information, please refer to section 4.4 in the Terms of Reference.</p> <p>We have provided digital copies of the Artwork for the teacher guides and the teacher guide covers. We also have provided Artwork for the Assessment Charts 1 – 3 for all the languages.</p> <p>We do not have artwork for the Glossy Folder, but I have included a picture of how the previous artwork looked like showing the design of the Glossy Folder. The text will remain the same and will be in English, except for the Language at the top of each folder that reflect the Home Language of the content in the toolkit. The successful service provider will have to ensure that the Glossy Folder looks the same as the one in the picture</p>
2.	Are there perhaps not samples that the Bidder could collect or inspect?	Bidders are welcome to visit the DBE offices to view the sample Toolkits.
3.	<ul style="list-style-type: none"> <li>The second line item in the attached (Teacher guides Glossy Cover) – is this a separate teacher guide, and I would assume that this is separate from the actual guide and the actual folder? Please confirm.</li> <li>Is the first item, the glossy folder printed on the outside only?</li> <li>Paper stock to be used for each item?</li> <li>Printing specification for each item – full colour or printed in black?</li> </ul>	<p>See the response on question 1 above.</p>

	<ul style="list-style-type: none"><li>• Please urgently advise where I can collect a fully made-up sample in order to supply an accurate quotation. I am based in Cape Town.</li></ul>	See the response on question 1 above.
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The bids must be submitted as hard copies; no emailed documents will be accepted.

**THE TENDER CLOSING DATE IS EXTENDED TO 23 JULY 2024 AT 11:00.**