



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 18 MARCH 2026

TIME: 10:00 to 11:00

TENDER NUMBER DBE210

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS THROUGH THE STATE INFORMATION TECHNOLOGY AGENCY (SITA) TRANSVERSAL CONTRACT RFB740 TO PROCURE, PACKAGE AND DELIVER 3000 LAPTOPS TO THE PROVINCIAL EDUCATION DEPARTMENT.

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms M Ntloana, Mr D Moukangwe, Mr R Legodi, Ms N Banda, Ms T Skosana and Mr Mabilo (Supply Chain Management), and Ms E Khembo, Dr N Mothobi, and Mr C Jones (Project Management Team). SCM indicated that there was high volume of attendees to the Briefing Session, the individual introduction would take time. Therefore, bidders were advised to register (the individual's names and the name of the company/ organisation they are representing) on the Chat.

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Dr N Mothobi.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- a. The Briefing Session was Non-compulsory as indicated in the bid document. Non-attendance to the Briefing Session does not lead to the disqualification of the bidders' proposal/s. This was a closed bid to the service providers accredited in the State Information Technology Agency (SITA) RFB740 Transversal contract.
- b. The tender will close on 30 March 2026 at 11:00. Any bid submitted after 11:00 will be considered late and will not be accepted by the DBE. The tender box is situated on the right-hand side before the main building entrance to the reception and is clearly marked "TENDER BOX". Regarding the submission of larger documents/proposals that cannot fit in the tender box, the bidder is required to request the reception to call the SCM officials, who will register the document/s in the Register of submitted tender documents.
- c. Bids must be submitted as hard copies; the DBE would not accept electronic/ emailed submissions. One original bid proposal would suffice; there was no need to submit a copy of it as well.
- d. Bidders would bid per province for which they were accredited, and the SBD3.1 forms were also provided/published per province.
- e. The discussions during the Briefing Session and the questions raised after the Briefing Session will be consolidated and uploaded to the Department's website (www.education.gov.za), and to the eTender Portal (www.etenders.gov.za) which were the platforms on which the bid was advertised.
- f. Bidders must:
 - read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.
 - fully complete, sign, and submit (with their bid document) the SBD forms which were uploaded with this tender by the Department.
- g. Alteration or retyping of the SBD forms was not allowed and would result in the disqualification of the submitted bid.
- h. Consortiums/joint ventures could only be formed amongst bidders accredited on RFB740, and subcontracting should be done with an accredited supplier/s.

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

No.	Question raised	Response/ clarity
1.	Should bidders bid with the same brand as the one they were accredited on the RFB740, or can they quote other makes and models?	The bidder must bid for the brand (s) for which they were accredited in SITA RFB740.
2.	On the Specifications of the laptops, the requirement was an Intel i3, and currently there is shortage in the market as a result delivery might take long and pricing could go high; could bidders propose other options, like premium CPUs?	Bidders were required to comply with the Specifications, which clearly specify Intel i3, not i5 or i7.
3.	The Windows Pro 11, could bidders propose a different Windows software like Windows Home to reduce the costs or is there any other installation software that needed to be pre-installed like anti-virus tools on the laptops?	The Department requires Windows Pro 11, as stated in the Terms of Reference, and not Windows 10, as Windows 10 was no longer supported. Regarding other software, the bidder must provide the laptop with the required operating system. The IT sections of the Provincial Education Departments will ensure that the devices have the correct applications.
4.	During the presentation it was mentioned that the names of schools would be provided to the appointed bidder/s, could that information be furnished to the appointed bidder/s before issuing purchase Orders to avoid keeping them in the storage while awaiting the list of schools. If not possible, could bidders be given an extension for delivery of the equipment (laptops).	The Department has the list of schools, which would be provided to service providers upon appointment.
5.	Would the appointed service provider/s be responsible for asset packing too as they would be providing DBE with serial numbers of the devices/ laptops?	Service providers must package laptops per school and provide the serial numbers for each. Thereafter, the Department would take over in terms of barcoding; service providers would not be required to barcode the devices.
6.	<ul style="list-style-type: none"> Clarity was sought on payment timelines after receipt of the proofs of delivery (PODs) by the Department whether it would be possible to pay service providers partially on delivery of laptops or the Department would stick to the timelines stipulated in contract. 	Table 3 of the Terms of Reference clearly stated the payment schedule. Payment would be done per phase, starting from phase 2. Upon delivery of all laptops per province the service provider would be paid 90%, and 10% would be paid for the close-out report.

	<ul style="list-style-type: none"> • Could service providers test all the devices upon delivery to confirm that they were functioning to have 100% payment in order to pay their suppliers? 	<p>There would be a person to receive these laptops, and they would be tested upon delivery to ensure that all of them are working and that the correct software, Windows 11, was installed. Regarding the payment, phases 2 and 3 could be combined if the service provider has the capacity to do so and the Department could pay 100%. The service provider must dedicate time to complete the entire verification/testing process.</p>
7.	Would bidders be allowed to offer duo Celeron if they have stock?	The Department does not need a Celeron processor, and bidders must adhere to the Specifications.
8.	Could the delivery schedule be communicated to the bidders?	<p>The delivery addresses are provided as part of the Terms of reference (Table 4). The delivery schedule will be finalised with the successful service provider(s).</p> <p>This will be done when signing the Service level agreement(s).</p>
9.	<ul style="list-style-type: none"> • The delivery addresses on Table 4, page 6 of the Terms of Reference listed the addresses of the buildings. Would service provider/s be delivering to those addresses and the Department will distribute to schools, or service providers were required to deliver to each school? If yes, should bidders quote for delivery to schools as well? • Would the laptops be delivered to Provincial offices or directly to different schools? 	<p>Deliveries will be made to the Provincial Education Departments as per the addresses provided in Table 4 of the Terms of Reference. The service provider/s would not deliver directly to schools and should not quote in terms of delivery to schools.</p>
10.	If a bidder is accredited for three (3) provinces in RFB740, should the one bid for those provinces accredited for and price for 3000 laptops or as per Table 2 (333 per province and 336 for KwaZulu Natal).	<p>Bidders should quote according to the Terms of Reference, which specify 333 laptops per province, except for KwaZulu-Natal, which requires 336 laptops. In a case where the bidder was accredited for three (3) provinces, they bid only for those provinces. The evaluation would be done per province.</p>
11.	The SBD3.1 forms per province, for example, Gauteng Province; would the bidder be required to quote per quantity or for 333 units/laptops. The description on the SBD3.1 forms referred to 3000 in each province.	<p>The number of laptops per province was according to Table 2 of the Terms of Reference, and that would be corrected per province. For example, in Gauteng, a bidder would quote for 333 laptops; the total price must be inclusive of VAT, as stated in paragraph 8.1.1.</p> <p>The bidder should note that the evaluation process would be conducted in two stages, as indicated in paragraph 9 of the</p>

		<p>Terms of Reference. The first stage would be compliance with the Specification.</p> <p>The bidder, on their letterhead, must indicate the brand they would be offering and item/unit costs, with the total price inclusive of VAT, and that price would be taken to the SBD3.1 of the relevant province. There would be no item/unit price on the SBD3.1, but a total price inclusive of VAT per province.</p>
12.	<p>Would the bidder be required to provide security during transportation of the devices? Does the Department have enough storage to store these laptops when delivered to Provincial Education Departments?</p>	<p>Paragraph 3.9.2.4 of the Terms of reference stated that “<i>The service provider is expected to safely secure the laptops at all stages (during packaging, storage, transit and delivery at the provincial offices)</i>”. The service provider must secure the laptops from the time they are procured until they are delivered to the address provided. The Department would take responsibility for the laptops once they were delivered to Provincial Education Departments.</p> <p>In terms of storage, the Department had sufficient storage for the devices.</p>
13.	<p>Should the bidder fill out the document electronically before printing, or should it be handwritten?</p>	<p>Bidders are required to submit hard copies/physical documents to the DBE.</p>
14.	<p>If the bidder is bidding for two provinces, is it expected to submit two separate bids or one bid document with two different SBD Forms?</p>	<p>Bidders were expected to submit one bid document/proposal with different SBD3.1 forms for each province in which the bidder was accredited and bidding for.</p>
15.	<p>Could bidders have the questions and answers emailed to them?</p>	<p>The discussions (questions and answers) of the briefing session will not be emailed but will be published on the platforms (eTender Portal www.etenders.gov.za and Department’s website www.education.gov.za) where the tender was published, as explained earlier.</p>
16.	<p>Would the bidders be required to deliver 333 laptops per province at a go, or could the delivery be broken down as and when required?</p>	<p>The project’s duration was three months maybe a bidder could deliver within one (1) or two (2) months. Payment would only be effected upon delivery of all 333 or 336 laptops (per province) and verification of whether they were functioning.</p>
17.	<p>An entity that is in the process of obtaining RFB740 accreditation with SITA allowed to bid?</p>	<p>The bid was a closed bid for service providers accredited under the SITA RFB740 Transversal contract. Bidders who are not yet registered cannot participate in this bid. Confirmation of</p>

		accreditation on RFB740 will be done during the evaluation stage.
18.	If bidders form a consortium to bid across three provinces, is it allowed that one of the consortium members forms another consortium for another province, or another pool if accredited for all nine (9) provinces?	<p>Consortiums and Joint Ventures (JVs) are permitted for this procurement process. However, bidders are cautioned against any form of collusive behavior.</p> <p>Bidders are expressly prohibited from forming or participating in multiple consortiums or joint ventures with different service providers who are submitting bids for the same province.</p> <p>Accordingly, bidders may not:</p> <ul style="list-style-type: none"> • Participate in more than one consortium or JV submitting bids for the same province; • Enter into multiple bidding arrangements with different service providers competing for the same scope of work within the same province; or • Engage in any conduct that may create a conflict of interest or give rise to an unfair competitive advantage. <p>Such conduct may be construed as anti-competitive and could result in disqualification.</p>

5. CONCLUSION

Bidders were reminded to be mindful of the tender closing date as published and that bids submitted later than the published date and time would not be accepted.

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.

TENDER CLOSING DATE IS 30 MARCH 2026 AT 11:00