



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 20 NOVEMBER 2024

TIME: 10:00 to 11:00

TENDER NUMBER DBE 198

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDERS/S OR CONSORTIUM OF SERVICE PROVIDERS TO SUPPLY EARLY CHILDHOOD DEVELOPMENT (ECD) RESOURCE PACKS, SUBMIT MATERIAL FOR EVALUATION BY THE DEPARTMENT OF BASIC EDUCATION (DBE), PRINT, PACKAGE AND DELIVER TO ECD CENTERS TO SUPPORT THE IMPLEMENTATION OF THE NATIONAL CURRICULUM FRAMEWORK (NCF).

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team: Ms M Ntloana, Ms L Selloe, Mr D Moukangwe, Mr R Legodi, Mr R Mabilo and Ms T Skosana from Supply Chain Management; the Project Manager is Mr S Sibiya. 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

Presentation of the Terms of Reference and Annexures A, B & C by Mr Sibiya.

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 **13 December 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-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. Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.
- Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.
- One original bid proposal/ document will be sufficient.
- 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 twelve (12) days before the tender closes. The questions should be directed to Tenders@dbe.gov.za.
- Bidders must read the 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".
- 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 raised	Response/ clarity
1.	Which size of the pegs and peg boards are required? The ones in the market currently are very small and are a health hazard for the children of that age.	Will be responded in-writing The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document.
2.	Should the kitchen towels be cloth or paper towel?	Will be responded in-writing The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document. The specifications refer to "(Kitchen Towel - Single Roll (2 Ply 255 x 220 mm - 50 sheets)" and this refer to paper towel.
3.	With regard to alphabet blocks and magnetic blocks, what would happen in a case where schools do not have magnetic boards? The majority of the schools on the list provided do not have magnetic boards. The alphabet blocks which are currently in the market do not have approved font for South African schools and the size is small.	Will be responded in-writing The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document.
4.	The foam construction blocks, there are alternatives which is the plastic ones being manufactured in South Africa; the foam ones come from outside the country. The counting cubes required is 100 counting cubes and the pattern cards for counting cubes is 180 pieces. Clarity is sought if it should also be 180 counting cubes or 180 pattern cards are fine. The 2.3 cm buttons are too small for the children and pose a health hazard; there are larger buttons available.	Will be responded in-writing The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document.
5.	Should the Bidders refer to census 2021 for ECD centres and their geographical localities? Bidders need that information for the purpose of costing. Is there a way of delivering to one point and other processes take over?	We have provided you with the addresses of the ECD Centres in Annexure B, so you don't have to rely on Google Maps. The Terms of Reference required bidders to deliver at the centres.

6.	<p>With regard to the tender submission for a consortium; will the evaluation process assess each entity within the consortium individually based on their qualifications and experience or should the consortium submit a unified document that presents the entire consortium's collective capabilities and compliance? Do all entities in a consortium need to meet all compliance criteria or the consortium is assessed collectively?</p>	<p>On Functionality, the JV is assessed as a collective but on mandatory requirements, paragraph 7.1.2 requires each consortium partner to provide a Company Profile. There is also paragraph 7.2.2 under non-mandatory requirements where the bidding requirements are listed that there must be an agreement which is signed by all nominated members of the joint venture and also state the leading company. As far as the tax requirements are concerned on the SBD 1 Part B states that in bids where a Consortium or Joint Venture or Subcontractors are involved, each party must submit a separate TCS Certificate/ PIN/ CSD number.</p>
7.	<p>Will training of Educators on the use of these material be part of the project scope?</p>	<p>Training is not part of the Scope of Work. The DBE only require the practice manual which Educators will go through in order to know what is in the box and how to use it.</p>
8.	<p>The Terms of Reference states that 15 readers need to be developed; how many readers are required per center?</p>	<p>The DBE is expecting that in the box there would be Manipulatives (components as listed in Annexure A), 15 Readers and one Anthology per centre.</p>
9.	<p>Annexure B, only shows the addresses of ECD centres for Eastern Cape and Western Cape.</p>	<p>The addresses would be re-uploaded in a correct order.</p>
10.	<p>Where to find Annexure C?</p>	<p>Annexure C will be uploaded on the DBE website but on eTender Portal it is uploaded.</p>
<p>11. Note:</p> <ul style="list-style-type: none"> • Bidders must indicate the pricing of the province/s they are bidding for on the Annexure C. The price evaluation will be done per province. • Paragraph 9, page 10 of the Terms of Reference, No. 2 Note to tenderers must read "Allocation of points will be prorated as per percentage of ownership of each goal. In case of joint venture or consortium, the points will be averaged". • Only the recommended bidders will be required to submit the prototype within 14 days after bidders are informed by DBE. 		

5. CONCLUSION

Bidders were reminded:

- That they could send ask questions until at least 12 days before the closing date. Questions must be sent to Tenders@dbe.gov.za
- To be mindful of the tender closing date as published.

Ms N 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 AFTER THE BRIEFING SESSION AND THE RESPONSES

No.	Question raised.	Response/ clarity
1.	Please assist, I need the description for the book samples and the amount of the books needed for samples.	One sample is required. The bidders are expected to develop/source and provide age appropriate readers. The prototype and samples are required only for shortlisted bidders. The TOR specifies that the readers must be for the age of 3-5 years.
2.	Please provide quantities required for each item as specified on Annexure A.	Quantities have been provided in Annexure A. Please provide one item where the number items are not mentioned against the item
3.	Where we can access the responses from the briefing.	The responses are uploaded on the DBE website and the e-tender portal
4.	15 readers, do not have a topic	The readers must be age appropriate as per the Terms of Reference. The TOR specifies that the readers must be for the age of 3-5 years.
5.	15 readers have the specific topic or I have to come up with mine as Ong as is age appropriate.	The readers must be age appropriate as per the Terms of Reference. The TOR specifies that the readers must be for the age of 3-5 years.

6.	Anthology of twenty age appropriate stories, and they must be 15, that means anthology is one with 20 stories clarity please.	The Terms of Refence states that, bidders must provide a set of 15 readers appropriate for 3-5-year-old in the language of the children to stimulate emergent and early literacy; Furthermore, bidders must provide: An anthology of twenty age-appropriate stories for the practitioner, in the language of the children; Bidders are requested to note that the prototype and samples are required only for recommended bidders.
7.	Annexure B for the reader is not attached.	All annexures are attached and uploaded on the DBE website and the e-tender portal
8.	Could you please provide us with the Excel list of the ECD Centres, the tender mentions 7,137 Centres, but Annexure B only includes 281 schools. Having the complete list is crucial for us to prepare a comprehensive quotation. Your prompt response will be highly appreciated.	Only the PDF document is attached to avoid tempering with the data
9.	Can you kindly assist with the size, context, amount and full description of the sample book please? and also advise on the attached document (description) are we supposed to quote those items as well?	A set of 15 readers appropriate for 3-5-year-old in the language of the children to stimulate emergent and early literacy. Furthermore, the TOR specifies that the readers must be for the age of 3-5 years. Annexure C provides guidance for the pricing Bidders must provide pricing as per requirements on the TOR's. Bidders will be requested to collect their samples once verification of the prototype is finalised.

10.	<p>Please provide clarity for the below enquiry.</p> <p>Given the safety precautions that have to be taken when providing ECD resources could you kindly clarify if we have to provide specific sizes for the resources such as buttons, dyes etc because they must be age appropriate.</p>	<p>The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. The items must be the right size for that learner cohort as small size might cause harm to these learners.</p>
11.	<p>The queries with respect to annexure, A - please see the attached (questions are in the excel document);</p>	<p>The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number items are not mentioned against the item</p>
12.	<p>The list of ECD centres has not yet been uploaded to the DBE website, please advise.</p>	<p>All annexures are attached and uploaded on the DBE website and the e-tender portal</p>
13.	<p>Could you please provide us with an Excel spreadsheet listing all the ECD centres? The current Annexure B - List of ECD Centres is unfortunately not in a usable format.</p>	<p>Only the PDF document is attached to avoid tempering with the data</p>
14.	<p>Could you also provide Annexure A - List of Resources and Specifications in Excel format to facilitate easier usage?</p>	<p>Only the PDF document is attached to avoid tempering with the data</p>
15.	<p>Kindly share the written responses from the briefing session, as well as answers to the questions that could not be clarified during the meeting.</p>	<p>The responses are uploaded on the DBE website and the e-tender portal</p>
16.	<p>Peg Boards and Peg Size: The specifications request one peg board with 1,000 pegs. However, considering peg boards typically have only 100 holes, could you confirm the intended purpose of the additional pegs? Additionally, I'm concerned about the peg size specified, which may pose a health hazard for the intended age group. I would like to propose an alternative peg board with larger, safer pegs and can provide samples if required.</p>	<p>The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document.</p>
17.	<p>Kitchen Towels: Could you clarify if the kitchen towel specified should be a fabric towel or a paper roll? Both options are available, and I am happy to provide samples if necessary.</p>	<p>The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document.</p>

18.	Alphabet Blocks: The alphabet blocks currently available in the market often feature fonts that may not align with literacy teaching standards, and many schools do not have magnetic boards. We can manufacture magnetic alphabet blocks with the correct font and provide these as a viable alternative. Could this be considered?	The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document.
19.	Foam Construction Blocks: The foam construction blocks we have aligned with the specified quantities. However, we also have a durable plastic Junior Engineer set that could meet or exceed the requirements if two sets are combined. Would this alternative be acceptable?	The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document.
20.	Counting Cubes and Pattern Cards: The specifications request 100 counting cubes, but the pattern cards suggest 180 pieces. Should the quantity of cubes align with the pattern cards, or will additional cards be supplied?	The size of these resources MUST be age appropriate and not in any way endanger the lives of these learners. Please provide one item where the number of items are not mentioned against such item. Items must be provided as in the attached document.
21.	As per 11.1 how many stories or books are we supposed to prepare?	Bidders are requested to submit 15 readers and anthology with 20 stories
22.	And are we supposed to submit stories books with the Bid document or copyrights?	Please note that only recommended bidders will be required to submit the prototype, readers, etc within 14 days after bidders are informed by DBE.
23.	If its copyrights are submitting, how many copyrights are we submitting with the bid document?	The department requires bidders to demonstrate whether the texts submitted is theirs or have an agreement with the owner of the copyrights

THE TENDER CLOSING DATE IS 13 DECEMBER 2024 AT 11:00.