



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

## **NON-COMPULSORY BRIEFING SESSION – MS TEAMS**

**DATE:** 21 February 2025

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

**TENDER NUMBER** DBE201

**DESCRIPTION:** Appointment of a service provider or a consortium of service providers with the expertise for printing, packaging and delivering of the Coding and Robotics Curriculum and Assessment Policy Statement document for Grades R-9 for a period of three months.

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

Ms N Metula:

- welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms N Banda, and Mr R Legodi (Supply Chain Management) and Mr C Jones and Dr N Mothobi (Project Managers).
- Stated that Ms M Ntloana also from the SCM might be joining the meeting; she is still held up in another meeting.
- 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**

Mr Jones introduced Ms K Swafo and Ms P Marule from the Project Management's side and did the presentation of the Terms of Reference (TORs).

### 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 **11 March 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.
- Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.
- An original bid proposal/ document will suffice, there is no need for copies as well.
- 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](http://www.education.gov.za)), eTender 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 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](mailto:tenders@dbe.gov.za).
- 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.
- 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.	<p>The DBE is looking for the details of the subcontracting companies and at the same time, you have got preferential points on black women and black companies. After COVID, most of the black companies were really affected and obviously, Bidders would like to subcontract and are fully aware that most of the big companies are going to compete. There could be a problem whereby the Bidder submits the name of the company that is also bidding; when Bidders are supposed to bid, they cannot bid because the big company is bidding; will that not be colluding?</p>	<ul style="list-style-type: none"> <li>• If the bidding company wants to submit the name of the subcontract company, it is assumed that the Bidder has spoken to that subcontract company, and it would have been clear that the subcontracting company will not be bidding.</li> <li>• If you are subcontracting a person and the person decides to bid as well there will be a conflict of interest because the same Bidder is appearing in different documents.</li> <li>• Regarding the big companies tendering as well; one does not see a problem because everyone will be bidding and competing on the same space and the same document.</li> </ul>
2.	<p>Why do we have to submit the subcontracting tax number?</p>	<ul style="list-style-type: none"> <li>• That is a requirement from the SBD forms, which are standard bidding documents from the National Treasury.</li> <li>• In the tender document under Non-mandatory Requirements, the Bidder also need to state the name of the subcontracting company and the percentage that will be subcontracted.</li> </ul>
3.	<p>Can a bidder subcontract 100%? Because the company would not meet the references.</p>	<ul style="list-style-type: none"> <li>• Why subcontracting 100% and not bidding as a joint venture/ consortium?</li> </ul>
4.	<p>There is somewhere in the bid document where it mentions that the Reference Letters should state the amount of R2 million Purchase Order or work done for R2 million; is it 3 Reference Letters required and no amounts should be on the Reference Letter?</p> <p>Is the reason for requesting this amount to check the financial capacity of the company that is bidding?</p>	<ul style="list-style-type: none"> <li>• Yes, it is 3 Reference letters on the company letterhead. In the Reference Letter, the Bidder will mention that they have rendered a service for that amount. If the Bidder has rendered service for more than two million, he/ she will score those four (4) points.</li> <li>• If one has three (3) Reference Letters with all the details in it, he/ she should get the full points.</li> <li>• Yes, and the other reason for that requirement is to check the experience that the bidding company has, the work that the company has done previously.</li> </ul>

5.	If the Bidder has done some projects of over R2 million which is not printing but promotional material, will that work?	<ul style="list-style-type: none"> <li>Bidders will be evaluated as stated in the TORs, Evaluation Criteria which says, “Three 3 reference letters on company letterhead and signed by a senior official from different projects on the service received/ rendered for <b>printing, packaging and delivery</b>”.</li> </ul>
6.	Are the Bidders allowed to submit Purchase Orders as Reference letters?	<ul style="list-style-type: none"> <li>No, only the Reference letters would be considered.</li> </ul>
7.	<p>The understanding with regard to the R2 million worth of Reference Letters is that; for example, if one has 3 Reference Letters, first one is R1 million, the second one is R500 000.00 and the third one is another R500 000.00 and then amounts to R2 million or above; is that understanding correct?</p> <p>What happens if one has printing experience; for example having more than five Reference Letters which amounts to R2 million; is it strictly for only three letters, or are you going to consider the full scope of the reference or the experience?</p>	<ul style="list-style-type: none"> <li>It is clear from the TORs that it is not the sum of all the value on all the three Reference letters but rather each letter. “The letters from different projects on the service received with the monetary value indicated. More than R2 million = 4 points Up to R2 million = 2 points No value indicated = 0 points.</li> <li>The scope/ requirement says 3 Reference letters will be considered. If the Bidder gives more than three Reference letters, that does not give a Bidder any advantage over another Bidder. The most relevant Reference letters will be considered. Bidders should adhere to the Scope of the project. The deliverable is 3 Reference letters.</li> </ul>
8.	When sending out e-mailed questions, how long will DBE take to respond to those emails?	<ul style="list-style-type: none"> <li>After 12 days before the tender closing date; the emailed questions and responses will be consolidated and uploaded as Briefing Session Minutes on the DBE website and eTender Portal where the tender is uploaded. Responses will be provided anytime/ any day after the 12 days.</li> </ul>

## 5. CONCLUSION

Bidders were reminded:

- That they could send clarity seeking questions until at least twelve (12) days before the closing date. Questions must be sent to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za)
- To be mindful of the tender closing date as published.

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.

## 6. QUESTIONS RAISED AFTER THE BRIEFING SESSION AND THE RESPONSES

No.	Question	Response/ clarity
1.	<p>(a) The Specification of the documents, colours, pages, fonts and margins are listed below:  Foundation Phase Grade R-3  Intermediate Phase Grade 4-6  Senior Phase Grade 7-9</p> <p>Please advise if the artwork is common/the same for all the various grades and phases (i.e., foundation, intermediate, and senior) or is it different for each grade?</p> <p>(i) A4 Portrait with 136 pages including Cover.  (ii) A4 Portrait with 184 pages including Cover.  (iii) A4 Portrait with 172 pages including Cover.</p>	<p>Artwork must be the same. All pages are A4 (some pages inside the documents are orientated in portrait and some in landscape) but all pages are 297 x 210 mm).</p>
2.	<p>(ii) Cover 200gsm Gloss printed in full colour on front, black ink on the inside.</p> <p>Please advise how the cover is to be printed and on what type of finishing do you require?</p>	<p>Gloss finish refer to attached pictures of what is to be printed on the cover for foundation phase given as an exemplar. Further guidance is given with the artworks.</p>

<p>3.</p>	<table border="1"> <tr> <td data-bbox="306 229 645 635"> <p>CAPS document printed, packaged labelled and delivered to the DBE as per provinces breakdown on page 2,3,1</p> </td> <td data-bbox="656 229 875 635"> <p>158 000 Copies of The Coding and Robotics CAPS Grades R-9</p> </td> <td data-bbox="887 229 1225 635"> <p>On or before the end of the third month after the signing of the contract-breakdown of the printing per phase:</p> <p>Month 1 - Foundation Phase</p> <p>Month 2 - Intermediate Phase</p> <p>Month 3- Senior Phase</p> </td> </tr> </table> <p>With regards to the delivery of the books, will they be sent after they're printed (i.e., after each phase) or will they be sent all together to the DBE's allocated address?</p>	<p>CAPS document printed, packaged labelled and delivered to the DBE as per provinces breakdown on page 2,3,1</p>	<p>158 000 Copies of The Coding and Robotics CAPS Grades R-9</p>	<p>On or before the end of the third month after the signing of the contract-breakdown of the printing per phase:</p> <p>Month 1 - Foundation Phase</p> <p>Month 2 - Intermediate Phase</p> <p>Month 3- Senior Phase</p>	<p>The service provider must deliver the CAPS documents per phase (Foundation phase, Intermediate phase, Senior phase) to the DBE, packaged as per breakdown given in the Terms of Reference.</p>
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<p>4.</p>	<p>The service provider will be provided with the design and artwork; he/she will be expected to submit printed sample to the DBE for sign off before printing. Will the artwork be sent all together or at the beginning of each phase?</p>	<p>Yes, it will be shared with the service provider after appointment.</p>			
<p>5.</p>	<p>Service provider is expected to submit print ready samples per phase to DBE for sign off. If the print ready sample is not in line with the specifications and art work, it will be rejected.</p> <p>With regards to the sample copy, will a digital copy suffice or will the DBE require a pressed copy? How much time will the service provider be given to provide a sample and how long will it take DBE to approve the sample?</p>	<p>The DBE requires a pressed copy of the sample. The DBE will approve the sample copy within two days after receipt of the sample.</p>			
<p>6.</p>	<p>Please can you provide a date for which the books will be required?</p>	<p>The quantities of the documents to be delivered is stipulated in the Bid Document.</p>			

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7.	I also require a breakdown of quantities with their respective delivery addresses.	<table border="1"> <thead> <tr> <th>Province</th> <th>GR R-3 number of Copies</th> <th>GR 4-6 number of Copies</th> <th>GR 7-9 Primary schools' number of Copies</th> <th>GR 7-9 Secondary schools' number of copies</th> <th>Grand Total</th> </tr> </thead> <tbody> <tr> <td>EC</td> <td>14 832</td> <td>11 124</td> <td>3 708</td> <td>1 818</td> <td>31 482</td> </tr> <tr> <td>FS</td> <td>2 220</td> <td>1 917</td> <td>555</td> <td>764</td> <td>5 456</td> </tr> <tr> <td>GP</td> <td>6 900</td> <td>5 307</td> <td>1 725</td> <td>1 488</td> <td>15 420</td> </tr> <tr> <td>KZN</td> <td>15 740</td> <td>11 805</td> <td>3 935</td> <td>3 308</td> <td>34 788</td> </tr> <tr> <td>LP</td> <td>9 620</td> <td>7 251</td> <td>2 405</td> <td>2 542</td> <td>21 818</td> </tr> <tr> <td>MP</td> <td>4 040</td> <td>3 171</td> <td>1 010</td> <td>1 428</td> <td>9 649</td> </tr> <tr> <td>NC</td> <td>1 340</td> <td>1 299</td> <td>335</td> <td>312</td> <td>3 286</td> </tr> <tr> <td>NW</td> <td>4 136</td> <td>3 120</td> <td>1 034</td> <td>1 018</td> <td>9 308</td> </tr> <tr> <td>WC</td> <td>4 472</td> <td>3 594</td> <td>1 118</td> <td>458</td> <td>9 642</td> </tr> <tr> <td>DBE</td> <td>8 700</td> <td>5 412</td> <td>2 175</td> <td>864</td> <td>17 151</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>72 000</b></td> <td><b>54 000</b></td> <td><b>18 000</b></td> <td><b>14 000</b></td> <td><b>158 000</b></td> </tr> </tbody> </table> <p>The delivery address for all of these documents is The DBE Offices (222 Struben street, Pretoria).</p>				Province	GR R-3 number of Copies	GR 4-6 number of Copies	GR 7-9 Primary schools' number of Copies	GR 7-9 Secondary schools' number of copies	Grand Total	EC	14 832	11 124	3 708	1 818	31 482	FS	2 220	1 917	555	764	5 456	GP	6 900	5 307	1 725	1 488	15 420	KZN	15 740	11 805	3 935	3 308	34 788	LP	9 620	7 251	2 405	2 542	21 818	MP	4 040	3 171	1 010	1 428	9 649	NC	1 340	1 299	335	312	3 286	NW	4 136	3 120	1 034	1 018	9 308	WC	4 472	3 594	1 118	458	9 642	DBE	8 700	5 412	2 175	864	17 151	<b>TOTAL</b>	<b>72 000</b>	<b>54 000</b>	<b>18 000</b>	<b>14 000</b>	<b>158 000</b>
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**TENDER CLOSING DATE OF 11 MARCH 2025 at 11:00 WAS EXTENDED TO 17 MARCH 2025 AT 11:00**