



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 25 APRIL 2023
TIME: 09:30 to 10:30
TENDER NUMBER DBE188

DESCRIPTION:

APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS FOR PROCUREMENT OF MATHEMATICS MANIPULATIVES (FOUNDATION PHASE MATHEMATICS KIT FOR GRADE 1 ONLY), PACKAGING, WAREHOUSING AND DISTRIBUTION OF THE MATHEMATICS MANIPULATIVES TO SCHOOLS IN TWO DISTRICTS IN THE MPUMALANGA PROVINCE.

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department of Basic Education's team which was Ms N Thebe, Mr D Moukangwe, Mr R Mabilo, Ms T Skosana (Supply Chain Management), Ms K Modiba and Mr P Prinsloo (Project Managers). 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 (TORs) by Mr Prinsloo.

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 Bidder' proposal.
- The tender is closing on **12 May 2023 at 11:00** as published. A bid which is submitted after 11:00 will be regarded as late and will not be accepted by the Department of Basic Education (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, the Bidder should report to Reception and the Receptionist will call the SCM official/s who will provide the Bidder with the Register for submission of tenders. Bidders must ensure that they have registered their bids and they do not just leave them at Reception.
- Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.
- Bidders must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.
- 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.
- 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 and 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 at least 12 days before the tender closes. The questions should be directed to Tenders@dbe.gov.za. When sending a question, the tender number must be specified in order to properly locate the question.

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

No.	Question raised	Response/ clarity
-----	-----------------	-------------------

1.	Should the warehouse be located in Mpumalanga Province or it could be anywhere?	It does not matter where the warehousing is located as long as it is administrated as indicated in the TORs and does not disturb the project flow and the deliverables. It should be 5 per class.
2.	Are the Tangrams required in paragraph 6.10.3 supposed to be 5 per class or per kid/ learner?	It should be 5 per class.
3.	Would it be of any material if the bidder provides different colours from those specified in the TORs?	When doing the research the Department saw that those were popular colours that was why the colours were chosen. Officials who worked with Mathematics previously indicated that those were popular colours used in schools. Preference should be given to colours provided in the Terms of Reference. If the Bidder cannot find the colours required, they should inform the Department in order to be given a go-ahead in procuring the colours different from those specified. The product is more important than the colour. The same colours are required to be delivered to schools in order to have synergy.
4.	<p>a) Paragraph 6.4.4 stated that the magnetic number line should be able to stick on the blackboard; is that a normal blackboard found in schools? The question is raised because most of the blackboards are not magnetic.</p> <p>b) What should happen in a case where the school does not have such a blackboard with magnetic surface?</p>	<p>a) The magnetic number line is required so that it could be easy for the teacher to stick it on the blackboard while teaching. The blackboard is not required to be magnetic but the surface of the blackboard should be magnetic so that the magnetic number line could stick.</p> <p>b) The magnetic number line required from the service provider is as specified in the TORs. This was done in consultation with the province and there was an agreement on the magnetic number line. The logistics would be worked out with the school when providing the material. In instances where the individual schools do not have the necessary blackboard that the number line can stick, the school/s would probably improvise.</p>

5. CONCLUSION

Bidders were reminded to be mindful of the tender closing date and time as published.

Ms Metula thanked the Bidders for attending the briefing session and wished them well with the preparations and submissions of their bids.

The session was adjourned.

6. QUESTIONS RAISED (after the briefing session) AND RESPONSES PROVIDED

No.	Question raised	Response/ clarity
1.	If we did not attend the briefing, are we allowed to bid?	Yes.
2.	In regards to sample, are we providing the sample on the submission/closing date?	No. The sample will be requested from the successful service provider after appointment.

THE TENDER CLOSING DATE IS 12 MAY 2023 AT 11:00.