



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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

**DATE:** 25 APRIL 2023

**TIME:** 11:30 to 12:30

**TENDER NUMBER** DBE189

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS FOR PROCUREMENT OF LIBRARY BOXES, READING BOOKS, AND ACCOMPANYING MATERIALS, AS WELL AS DESIGN AND PRINTING, WAREHOUSING AND DISTRIBUTION TO SCHOOLS IN TWO DISTRICTS IN MPUMALANGA PROVINCE

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

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team as Ms N Thebe, Mr D Moukangwe, Mr R Mabilo, Ms T Skosana (Supply Chain Management), Mr P Prinsloo and Ms K Modiba (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 representing).

### **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 published. Non-attendance to the briefing session does not lead to disqualification of the Bidders' proposal/s.
- The tender is closing on **16 May 2023 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, the Bidder should report at Reception and the Receptionist will call the SCM officials who would register the document/s in the Register for receiving the tender documents. Bidders should not just leave their tender documents 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 download, complete, sign and submit (with their bid document) the SBD forms which were uploaded on this tender 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](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. The questions should be directed to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za).

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

No.	Question raised	Response/ clarity
1.	Is this a winner-takes all tender or Bidders have a prerogative to tender for specific items?	The Department intends appointing one service provider to render this service/ project. The Bidder cannot tender for certain parts of the bid.

## **5. CONCLUSION**

Bidders were reminded:

- That they could still ask 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 and time 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.

**THE TENDER CLOSING DATE IS 16 MAY 2023 AT 11:00.**