



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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

**DATE:**

**4 MAY 2023**

**TIME:**

**09:30 to 10:30**

**TENDER NUMBER**

**DBE190**

**DESCRIPTION:**

**APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS FOR THE PROCUREMENT OF PRINTING, WAREHOUSING, PACKAGING AND DISTRIBUTION OF GROUP GUIDED READING BOOKS 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 R Legodi, 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 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 published. Non-attendance to the briefing session does not lead to disqualification of the Bidders' proposal/s.
- The tender is closing on **19 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". In a case where the tender submission cannot fit in a Tender box, Bidders are advised to approach the Reception where they will call SCM officials to come and receive the documents and register them. 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.
- Paragraph 9.2.1 is corrected to read that **non-submission of the SBD6.1 form will result in non-awarding of the specific goals**. There is no longer a requirement for B-BBEE points.
- 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 10 days before the tender closes. The questions should be directed to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za) and the tender number must be stated in order to properly locate the question and the response.

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

No.	Question raised	Response/ clarity
1.	a. What is the VAT applied for international bidders in case they do not have to oblige with the tax authorities of South Africa	a. South African tax laws will apply.

	<p>b. Is this tender open for international bidders who are registered outside the Republic of South Africa?</p>	<p>b. This is an open tender for the appointment of a service provider or a consortium of service providers for procurement of printing, warehousing, packaging and distribution of group guided reading books to schools in two districts in Mpumalanga Province.</p>
2.	<p>In case of international bidders, can we submit similar documents from the Indian government like our registration certificates? There are a few forms and requirements in the tender which have not specified any relevant requirements for international bidders. Registration Certificate and other fiscal documents from South Africa. So for international bidders, can we submit the same from India or from our country? Basically our commercial registration certificate and other financial documents tax registration documents</p>	<p>The Tender document and forms were published as such and the Bidders have to comply with the requirements as published in the Tender document.</p>
3.	<p>a. The first column indicates the subject and the column E indicates the language. For instance in relation to Grade 3, there is a book called Fun in the kitchen, level one. If you go to column E, it states the languages. Is this book supposed to be translated into those languages as well when printed?</p> <p>b. Your Specs given are all on A5, but when you look at this table it says the number of A4 pages for A5 readers? How many pages on each of these books? The whole table is confusing.</p> <p>c. Is there a way that we are able to have a look at the full set of these books that need to be printed? So if you've got a full set of these books we can come in and make some notes of exactly each of these different books so that when quoting, we quote correctly?</p>	<p>If you click on the link you would see for example, Level one Fun in the Kitchen. That is the first book and languages. If you click on that link it will take you to that book and the Bidder does not have to translate. Books are ready to be printed. If for example the Bidder goes to SiSwati and click on SiSwati book, one would see that the book is ready to be printed in that language. When you click on the link it should take you to the books, but you are welcome to come in and we can give you the soft copies also of all those books to be printed in all languages as per the TORs. Bidders do not have to do any translation for these books. The books are from grade 1 up to Grade 3. If you go to the Annexure on top of a blue highlighted part with a link and click on that link it takes you to these books. Bidders are welcome to bring a memory stick or external hard drive and they could be given all these documents/ books for quoting purposes.</p>
4.	<p>In terms of distribution, how would the service provider determine when to deliver?</p>	<p>The project is set for 8 months (from the start to end). During that period the books should be delivered to schools.</p>

		<p>It depends on when the contract will be finalised or signed with the successful Service Provider. The DBE will work on the project plan to determine how long different activities would be done.</p>
5.	<p>Are you going to have site visits on this tender?</p>	<p>No.</p>
6.	<p>Can we get a clear indication of the pagination of these books? If you click on the grade 1 for example Animal Sports Day, it says number of A4 pages per readers. You click on it, it says 28 pages. Is there a way the DBE could provide a concise indication of the pagination of each book so that the Bidders are able to quote accurately? It is currently open to interpretation.</p> <p>We need to at least see what these books look like for us to be able to quote correctly. When going to your website and clicking on those item links, we are unable to open and view any of these books. It would assist if we are able to at least come to the Department with a memory stick and get all different titles in order to work through them from their side. If you could indicate as to when are we able to come past the office to get those memory sticks downloaded?</p> <p>Perhaps the recommendation might be to create a folder and that would accommodate all people even those who are not in the briefing session. That is a possibility which might be convenient.</p> <p>How come some people have access to open up the hyperlink and others cannot open the hyperlink? It would be unfair for other suppliers e.g those in Cape Town if people can just go to the Department with memory sticks to download the required information. Is there a way that the DBE can make to avail the documents to everybody; that everybody gets access to those specific books?</p>	<p>These books should be printed in A5 and the reason we refer to A4 is because A5 is half the page size of A4, which means if printed back-to-back on an A4 page it should cover 4 A5 pages. When clicking on each book as per the Annexure which clearly name each book, Bidders should see the number of pages for each book. However, as requested the Annexure could be simplified further by creating a spreadsheet with the name of each book, the number of A5 pages currently of each book as it is on the website, and the direct link to these books next to each book.</p> <p>For those who want soft copies can visit the DBE office to be provided with soft copies if they bring an external storage device.</p> <p>The books to be printed are not the big books on the website but the readers, hence when you visit the website you go to the language as suggested on the Annexure under the grade and when you click on it, it will open the book in that specific language and that book is ready to be printed.</p> <p>You click on the link under grade one on the top and the link will navigate you to the website. You scroll down and you will see grade 1 – grade 3 at the bottom. If you go to grade one and to the language for example IsiXhosa, you will see all the books on the Annexure in IsiXhosa version. If you click on the first book it will open and you can scroll through it.</p> <p>If you follow it in chronological order as it is on the attachment, you will see it follows exactly the same as it appears in the Annexure.</p>

		<p>Bidders will see a Level one Animal Sports Day and the different languages and then you go to the second one, Level one Frog Goes to School. If you go onto the website, you will see it follows in that order as well.</p> <p>When the Bidders get to the uploaded document, they should be able to get the information. If it is emailed, everyone should have a fair and the same chance as those who have attended the session.</p> <p>It was suggested that the document or spreadsheet as indicated earlier be uploaded with the Minutes for everyone to access. Even those prospective Bidders who did not attend the briefing session should access this information.</p>
7.	<p>What is the Department's attitude towards utilisation of technology on the tender? For example, if the service provider has a system that produces a proof of delivery electronically and does not papers but the recipient can sign on a device and that information is immediately available to the Department; would the Department be amenable to that type of process.</p>	<p>The original signed and stamped Proof of Delivery should accompany the final invoice. Paragraph 4.5 of the Terms of Reference details how the delivery notes and proof of delivery should be provided. That information is also required for audit purposes.</p>
8.	<p>Is there any indication of an award time frame?</p>	<p>It is difficult to provide the timelines at this stage because there are processes that need to take place such as evaluations and adjudication before the approval for the appointment of the Service Provider by the Accounting Officer.</p>

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

No.	Question raised	Response/ clarity
1.	<p>We saw that there is the above tender advertised. Unfortunately we cannot open Annexure A or Annexure B, can you please send these to me.</p> <p>Can you also clarify if DBE will supply the readers that must be printed? Is this tender only for printing, warehousing and delivery of the material.</p>	<p>The following is attached:            - Annexure A: List of schools with addresses and number of grades 1, 2 and 3 classes per school;            - Annexure B: Books to be printed with links to these books.</p> <p>Annexure B provide the names of the books to be printed that is on the DBE website with a link to the books.</p> <p>Books should be taken from the DBE website to be printed as A5 books.</p>
2.	<p>They are as follows:-</p> <ol style="list-style-type: none"> <li>The Annexure B attached provides a breakdown of the various titles that need to be printed. However, it does not include Afrikaans and English that is featured on the website that we were asked to look at in the tender briefing. See website link below. Which is the correct indication of what needs to be printed?  <a href="https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials(LTSM)/GradedReadersandBigBookHL.aspx">https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials(LTSM)/GradedReadersandBigBookHL.aspx</a></li> <li>Annexure A provides an indication of the number of schools with the number of teachers per school. However, it only provides an indication of 5 subjects – see attached. What about the other 6 languages? Can we please get a complete comprehensive annexure A that provides all the information?</li> </ol>	<p>It was suggested that the Annexures be opened when reading the response and the Bidder consult the Annexures as mentioned or refer to it.</p> <ol style="list-style-type: none"> <li>The languages next to each book in Annexure B are the languages that should be printed. If Afrikaans or English does not appear on the list next to the books, it should not be printed.</li> <li>Please note that Annexure A is providing you with the name of each school with its address, as well as the relevant language of the school which should guide you when doing your packaging and delivery. As per Annexure B, it will be 15 of each book per teacher for that specific language– see under column L. Column M provides the total number of that specific book to be printed for that specific language that will cover each of that teachers for that language to receive 15 of that specific book.</li> <li>It is A4 pages to be printed into A5 pages. If you refer to Annexure B, Grade 1 and Column C – the first book is - Level 1: Animal Sports Day and the first language in Column E is SiSwati. The page count for this book printed one sided is 24 pages A4 and 4 pages cover print. If you do the A4 back-to-back the page count is 12 A4 pages and 2 cover pages. If you do the print back-to-back from A4 to A5 the page count should be 6 A4 pages and 1 cover page.</li> <li>See Annexure B and Column M which provide you with the number of pages_per book, per language, for each grade. E.g. - under Grade 1 - For the book with the title:</li> </ol>

	<p>3. From the samples that we can access on the above link and with Annexure B. Are those A4 pages or A5 pages? This is important in determining how many pages per book we need to quote. We require the exact page counts for each book, broken down into the cover (which is 4 pages) and the inner pages. Please confirm the book size and the number of pages for each book.</p> <p>4. Picking and Packing – can we please get a comprehensive breakdown of the number and type of books that need to be delivered to each school? This will allow us to understand how to pick and pack the books.</p>	<p>Level 1: Animal Sports Day (Column C) – language for SiSwati (Column E) – Total number of book is 8550 (Column M). You then follow the next language for the same book which is IsiZulu. Column M, line 59 provides you with a total number of books to be printed for grade 1 which is all the different books for grade 1 in all the different languages as set out in Annexure B.</p>
<p>3.</p>	<p>I have clarity on points 1,2 and 4.  On point 3, the format is either A4 or A5. There is no such thing as A4 to be printed A5. Shereno Printers raised this very point in the tender briefing as well.  What is the final product size and what is the page count? In other words, is it A5 24 pages or A5 48 pages</p> <p>My query still remains and is as follows:-  the format is either A4 or A5. Can you kindly and urgently clarify what is the final product size and what is the page count? In other words, is it A5 24 pages or A5 48 pages.</p> <p>It's simple. If the complete file in the link below is A4 and is 28 pages – 4 pages cover and 24 pages inners pages. This means that if you convert it to A5 then it should be 4 pages of cover and 48 pages of inner pages.</p>	<p>See Annexure C</p>

	<p>I am once more following up on this. It is very urgent as the time that we should use for compiling is being wasted.</p> <p>The clarification that was posted and is indicated below does not make any sense from a printing perspective.</p> <ul style="list-style-type: none"> <li>• “It is A4 to be printed A5 pages. If you refer to Annexure B, Grade 1 and Column C – the first book is – level 1: Animal Sports Day and the first language is in Column E is siSwati. The page count for this book printed one-sided is 24 pages A4 and 4 Pages Cover Print. If you do the A4 back-to-back the page count is 12 A4 pages and 2 Cover pages. If you do the print back-to-back from A4 to A5 the page count should be 6 A4 pages and 1 cover. I have done the explanation to explain how we got to the number in column H.”</li> </ul> <p>Printed one-sided still means 2 pages and I am not sure what you mean by printing back-to-back. This entire explanation does not make sense.</p> <p>Can you kindly clarify if the requirement is A4 with 24 pages or an A5 with 48 pages?</p>	
4.	<p>We would like to enquire if the sample kit should be delivered together with the bid papers on 16<sup>th</sup> May 2023 or whether it will be asked for only after the successful bidder has been appointed</p>	<p>The sample kit to be only delivered by the successful bidder. The successful bidder will be briefed on the process when we do the introductory meeting</p>

**6. CONCLUSION**



Bidders were reminded:

- That they could still ask questions until at least ten (10) 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 19 MAY 2023 AT 11:00.**