



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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

**DATE:** 04 MAY 2023

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

**TENDER NUMBER** DBE 191

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS TO TRAIN TEACHERS, SUBJECT ADVISORS, SCHOOL MANAGEMENT TEAMS (SMTs), LOCALLY APPOINTED COACHES IN SYSTEMIC IMPROVEMENT OF READING AND NUMERACY IN THE FOUNDATION PHASE.

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

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms N Thebe, Mr D Moukangwe, Mr R Legodi, Ms N Banda and Ms T Skosana (Supply Chain Management) and Ms K Modiba and Mr S Mabaso (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 Mabaso.

### **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 **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.
- 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 last sentences on paragraphs 5.a. and b. are corrected to read that **non-submission will however result in non-awarding of the specific goals**. The B-BBEE points are no longer applicable.
- 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](mailto:Tenders@dbe.gov.za) and the tender number must be stated in order to properly place the question and the response.
- 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.

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

No.	Question raised	Response/ clarity
1.	What is the envisaged time frame for this contract? Is it a two or three year contract? Will all the trainings run parallel, when is the training envisaged to unfold?	The programme will run for a period of a year and all the trainings (training of Subject Advisors, Teachers, Departmental Heads and SMT's) should run concurrently. At the beginning of the term, the Service Provider will decide on which training to start with but it would be better to start with Subject Advisors, Departmental Heads and then the Teachers. Six modules need to be completed in a period of a year.

2.	On page 11, number 1.1 – Reference letters, would you accept the appointment letters or you only consider Reference letters only?	The Reference letter/s are required.
3.	Are the Coaches already appointed?	No, the Service Provider will have to employ and manage the local Coaches.
4.	Clarification was sought on the endorsement of materials and testing; does that need to happen before the Bidders submit the tender or during the process?	For example, for Teachers, the DBE will give you the teacher tool kit to develop the material after signing the contracts. After developing the material, the Service Provider must submit them to SACE for endorsement. The DBE will facilitate the process of endorsement.

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

No.	Question raised	Response/ clarity
1.	Can we see the existing Toolkits which are to be distributed? These will assist with determining the work to be done. I have look online and cannot find these on the DBE web site.	No. There are no existing toolkits and the service provider will not distribute them.
2.	Are the training courses expected to be physical, remote, or hybrid – or should we be suggesting the most appropriate options.	The Terms of Reference are clear; the DBE require face to face training sessions but the DBE also require the service provider to develop on-line version of it so that it can be used for scaling up.
3.	Is the training to be conducted at the district level, with all delegates going to a single location, noting that the number of delegates is too large for physical location to have all at once Or will these be grouped by circuit? It is not feasible to run these in each school individually due to the large number of schools and this is why this is important for us?	The service provider in consultation with the DBE should work with Districts to arrange logistics including dates and appropriate venues. Teachers should be trained in groups with Districts advising on appropriate clustering of schools.

### CONCLUSION

Bidders were reminded:

- about the tender closing date and time as published.
- to read the entire document carefully and respond accordingly.

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.**