



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION –THROUGH THE MS TEAMS

DATE:

05 JULY 2023

TIME:

10:00 to 11:06

TENDER NUMBER

DBE 192

DESCRIPTION:

APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS TO PRINT THE SECOND CHANGE MATRIC PROGRAMME LEARNER TEACHER SUPPORT MATERIALS IN PREPARATION FOR TWO YEARS (2023 AND 2024).

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department's team: Ms N Thebe, Mr R Legodi, Ms N Banda, Mr R Mabilio and Ms T Skosana (all from Supply Chain Management) and Dr S Malapile (Project Manager). He gave the Bidders an opportunity to introduce themselves (indicating the individual's names and the name of the company/ organisation one was representing).

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Dr Malapile.

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' proposals/.
- The tender is closing on **21 July 2023 at 11:00**. A bid which is submitted after 11:00 will be regarded as late submission 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 documents in the Register for receiving the tender documents.
- The bids must be submitted as hard copies and 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.
- Bidders can still forward the clarity seeking questions regarding the bid until seven days before the tender closes. The questions should be directed to Tenders@dbe.gov.za. 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.
- The Annexure which was presented on paragraph 3.5/ 3.3 of the Terms of Reference will be uploaded after the briefing session where the tender document is uploaded.

4. QUESTIONS RAISED AND RESPONSES PROVIDED DURING THE BRIEFING SESSION

No.	Question raised	Response/ clarity
1.	The background paragraph indicates 10 subjects but the subjects stated in Annexure A are eleven. Does this mean that the subjects are 10 or 11?	The subjects are 11 as per Annexure A.

<p>2. The TORs refers to Phases 1 and 2 and year one and year two. How does one have to interpret these phases and years?</p>	<p>The Project would be implemented in two financial years: 2023/24 and 2024/25. In year 1, the Bidder is expected to print, deliver and would be paid. The same approach would be applicable in the second year. The Phases as per paragraph 2.3 refers to the face-to-face classes where learners are prepared to write the exams that take place twice a year.</p>
<p>3. Triple green was a product which was discontinued years ago; can an alternative product be used?</p>	<p>Galerie Art Plus Gloss should be used and an Addendum to follow.</p>
<p>4. Under text it is stated 250 grams stock to be used, should it be 70 grams.</p>	<p>The text font is 12 for inner pages. The paper size is 70 gsm in weight, virgin white and 70 grams.</p>
<p>5. Are the pages 70 or 80 Gram?</p>	<p>It is 70 grams.</p>
<p>6. Every book has a different number of pages; do the pages include the cover?</p>	<p>No. The pages reflected in Annexure A document do not include the cover pages.</p>
<p>7. It is not feasible to bind a 20-page document with PUR; can the Bidders quote saddle stitching for such documents with less pages?</p>	<p>The documents with up to 64 pages must be saddle stitched and for those with more than 64 pages finishing must be PUR binding.</p>
<p>8. In page 2 of Annexure A, the document reflects that the Business Revision Booklet has 182 pages but it does not indicate the total number of books to be printed. According to the calculation, the service providers may need to conduct the calculations without the Business Revision Booklet as the total of number of books to be printed is 15 000. Should service providers include the printing of Business Studies Revision or not.</p>	<p>No printing is required on Business Revision Booklet. An Addendum to follow.</p>

5. QUESTIONS RAISED BY THE BIDDERS AND RESPONSES

No.	Question raised	Response/ clarity
1.	I am writing to request an editable version of the bid document for the tender DBE192.	Bidders are required to download and complete the uploaded tender document (DBE192); there is no editable version of the tender DBE192.
2.	PAPER TYPE: Our procurement team has advised that Triple Green Gloss paper is no longer being manufactured. Kindly advise if we can quote using a similar paper like UPM Finesse Or Galerie Art Plus Gloss.	Galerie Art Plus Gloss should be used and an Addendum to follow.
3.	PAPER GRAMMAGE: Is both the cover and text grammage 250gsm.	The text font is 12 for inner pages. The paper size is 70 gsm in weight, virgin white and 70 grams.
4.	SUCCESSFUL DELIVERY DOCUMENTS: Please confirm what additional documents are required besides POD to be submitted to trigger payment, should we be successful.	The Proofs of Delivery (PODs) confirming the printed documents and accurate quantities (as per the TORs) are the documents required.
5.	REVISION BOOKLETS SUBJECTS: For Business please confirm how many books need to be printed. There is pagination but no quantity.	No printing is required on Business Revision Booklet. An Addendum to follow.
6.	INNER PAGES: Should be black and white or colour? As the tender document is written "both sides in black and white and colour.	The text of inner pages must be black on a white paper.
7.	BINDING: We have noted that some pages are about 20 pages per book, making it difficult to PUR. Can we quote saddle stitch for any pages below 50?	The documents with up to 64 pages must be saddle stitched and for those with more than 64 pages finishing must be PUR binding.
8.	Another example of the confused information is the tender request for Mind the Gap study guides – Maths as an	Yes, Bidders must stick to the tender specifications.

	example the tender says 281 pages of text, the actual book has 46 prelim pages plus 281 pages of text, must we stick to the tender spec which appears to be incorrect.	
9.	Kindly confirm the weight of the paper that must be used for the inner pages please. Kindly advise urgently as the deadline is looming and the info does not appear on your website.	The paper size is 70 gsm in weight, virgin white and 70 grams. An Addendum to follow
10.	Please note that from my side I double clicked on the document on column B (e.g Self Study Guide CLA) and the picture of the document is showing.	The picture has been corrected and made available.
11.	Please let me know if there are any additional requirements or procedures I need to follow to acquire the editable document.	No additional documents are required.
12.	I have attached a screenshot of the missing quantity. You will note where it says N/A 182- the quantity is missing. This is in relation to my question 4, if you can confirm what the quantity is.	No printing is required on this one. An Addendum to follow.
13.	PAPER TYPE: Our procurement team has advised that Triple Green Gloss paper is no longer being manufactured. Kindly advise if we can quote using a similar paper like UPM Finesse Or Galerie Art Plus Gloss.	Galerie Art Plus Gloss should be used and an Addendum to follow.
14.	PAPER GRAMMAGE: Is both the cover and text grammage 250gsm	The text font is 12 for inner pages. The paper size is 70 gsm in weight, virgin white and 70 grams. An Addendum to follow.
15.	SUCCESSFUL DELIVERY DOCUMENTS: Please confirm what additional documents are required besides POD to be submitted to trigger payment, should we be successful	The PODs confirming the printed documents and accurate quantities (as per the TORs) are the documents required.

16.	REVISION BOOKLETS SUBJECTS: For Business please confirm how many books need to be printed. There is pagination but no quantity.	No printing is required on Business Revision Booklet. An Addendum to follow.
17.	There aren't any page counts specified. How many pages per subject?	The pages per book to be printed are reflected in Annexure A.
18.	The specify 250gsm paper for the text. This will not work for PUR binding?	The text font is 12 for inner pages. The paper size is 70 gsm in weight, virgin white and 70 grams. An Addendum to follow.
19.	What is the quantity breakdown per subject	The specified quantity breakdown are in Annexure A. An Addendum to follow.
20.	When it is specified that the text prints black front and back throughout and the cover prints full colour one side only, can we accept this as being correct for all the products and if after awarding of the tender is found to be incorrect will a variation order be issued to cover the cost for additional pages printed in full colour.	The texts of the inner pages must be black on a white paper.
21.	Under 3.4 in the tender for the inner printing it reads "Printing Both sides in black and white colour" this is confusing as printing this type of product is either in one colour black or in full colour, please clarify	The texts of the inner pages must be black on a white paper.

Name of Study Material	Cover page	Afrikaans	English	IsiZulu	IsiXhosa	IsiNdebele	isiSwati	Tshivenda	Xitsonga	Sepedi	Setswana	Sesotho	Maths LR	Maths	Agri Sc	Chemistry	Physics	Business	Accounting	Geography	Economics	Life Science	English FA	Total		
A	Past question papers and Memoranda: Subjects	4000	8000	10000	8000	2500	2500	2500	2500	2500	8000	5500	4000												80000	
		TextPages	50	82	20	20	20	20	20	20	20	20	20	20												
B	Test question papers and Memoranda: Home Languages	1000	1500	3500	1500	950	950	950	950	950	1500	1200	1000													15000
		TextPages	20	20	20	20	20	20	20	20	20	20	20	20												
C	MTG Study Guides: Subjects													17000	17000		8500	8500	17000	17000	17000	17000	17000	17000		119000
		TextPages													196	281		218	147	168	175	227	161			
D	Revision Booklets: Subjects													2000	4000	500		2000	2000	2000				1500	3000	15000
		TextPages													86	98	104		148	182	98		102	124		
E	Revision Booklets: Home Languages	15000	20000	30000	20000	2500	2500	2500	2500	2500	20000	15000	10000													140000
		TextPages	20	20	20	20	20	20	20	20	20	20	20	20												
F	Study Tips		25000																							25000
		TextPages		12																						
G	Siyavula Text Books													15000			10000									25000
		TextPages													486		541									
H	Self-study Guides: Critical Language Awareness	1700	3200	5400	3200	1230	1230	1230	1230	1230	3330	1700	1550													25000
		TextPages	107	72	54	74	82	74	40	72	53	52	86													
I	Self-study Guides: Creative Writing Skills	1700	3200	5400	3200	1230	1230	1230	1230	1230	3330	1700	1550													25000
		TextPages	96	54	58	66	70	68	98	44	84	84	58													

The Bidder raised the questions below based on the above table (the table is from the Bidder)

22.	Mind the Gap study guides (C in the above table) for all subjects have products on your website for English and Afrikaans. Can you confirm that only the English version will be printed?	Yes, only the English version will be printed
23.	Number of pages mentioned for MTG Guides excludes all the pre-amble pages, for eg Maths is said to have 281 pages, but on the website it has initial 46 pages not part of the page	The number of pages as per Annexure A will be printed.

	numbering of the product. If we quote on the 281 pages, then a variation order will be required if the pagination of the actual product is 328 as per the number of pages on the pdf on your website. Will you confirm the number of pages, or will you issue a variation order to the successful bidder? Or will you make the corrections on your tender document and annexures?	
24.	Past exam papers for Home Language (B in the above table) include p1, p2, p3, etc. This is not mentioned in the tender document. Do we need to add the pages together for the different products with one cover, or do you want separate products for paper 1, paper 2 and the answer sheets with three different cover pages	The past exams papers for Home Languages are listed in Annexure A.
25.	Past exam Papers for Subjects (A in the above table) is in the incorrect table, should be under the subjects table, but we cannot be sure if the quantities and page counts can be moved in the same order to the next table. Please confirm the quantities and pagination for the subjects under the heading "Past Exam Papers and Memoranda: Subjects"?	The Past Exam Papers and Memoranda: Subjects are correctly placed as per Annexure A. The soft copies of study materials to be printed will be provided to the winning bidder.
26.	Revision Booklets for Subjects (D in the above table) seems to refer to FET booklets on your website. Is this correct?	The Revision Booklets for Subjects are as per Annexure A.
27.	Cannot find Revision Booklets Home Languages (E in the above Table). Can you confirm these products or provide a link to these products on your web page?	The soft copies of study materials to printed will be provided to the winning bidder as per Annexure A.
28.	Siyavula Textbooks (G in the above table) is on a link to a different website where textbook PDF files can be downloaded. Is it correct to follow this link and use the Grade 12 textbooks to calculate the print cost?	The soft copies of study materials to printed will be provided to the winning bidder as per Annexure A

6. CONCLUSION

Bidders were reminded:

- That they could send ask questions until at least 12 days before the closing date. Questions must be sent to Tenders@dbe.gov.za
- To be mindful of the tender closing date as published. The Tender Box is accessible 24 hours seven days a week.

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 EXTENDED TO CLOSE ON 07 AUGUST 2023 at 11:00.