



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

COMPULSORY BRIEFING SESSION HELD AT DBE – CONFERENCE ROOM C

DATE: 17 JANUARY 2022

TIME: 10:00 to 11:15

TENDER NUMBER DBE184

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT AND SUPPORT OF AN IMPROVED EARLY LEARNING NATIONAL ASSESSMENT APPLICATION TO BE USED BY ELNA ASSESSORS DURING FIELDWORK.

1. WELCOME AND INTRODUCTION

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr S Banda, Mr R Legodi, Mr R Mabilo, Ms T Skosana, (Supply Chain Management) and Dr M Chetty 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

2.1 Project summary/ background

- i. The project is coming in at Grade 1 level. It is an assessment dealing with very young children. The aim of the assessment is to establish the readiness for school. It is a process that is developing and is restricted to emerging literacy and numeracy.
- ii. The devices would be used to collect the data, upload it to ensure that the system is reliable and is working and can serve the deliverables as set out in the Terms of Reference (TORs).
- iii. The service expected is of high quality and cannot be compromised. Because of the high stakes attached to this project one cannot have a service provider that will learn as they go. The service provider must have the relevant knowledge and expertise required for the project.
- iv. Bidders should go by the TORs as an official document when bidding. The presentation is only summarising the TORs.
- v. **The payment percentage under paragraph 13, phase 3 is corrected from 8% to 13%.**
- vi. Bidders should build in their proposals the training of the Assessors; they would be trained centrally in either Johannesburg or Pretoria. (Bidders will be required to make available staff to train the assessors, but the training venue would be provided by DBE).

2.2. Presentation of the Terms of Reference (TORs).

3. **SUPPLY CHAIN MANAGEMENT (SCM) MATTERS**

The SCM indicated that:

- i. The briefing session is compulsory as indicated in paragraph 10.3 of the TORs. Failure to attend the briefing session will result in disqualification of the submitted bid. Bidders must ensure that they complete the Compulsory Briefing Session Register clearly and accurately.
- ii. The tender is closing on **10 February 2023 at 11:00**. Bidders must submit their bid documents on time. A bid which is submitted after 11:00 will be regarded as late and will not be accepted by the DBE.
- iii. 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 Receptions will call the SCM officials who would register the document/s in the Register for receiving the tender documents.
- iv. The discussions during the briefing session and the questions raised after the briefing session will be consolidated, responded to and be shared with the Bidders.

- v. Bidders can still forward the clarity seeking questions regarding the bid until fourteen (14) days before the tender closes. The questions should be directed to Tenders@dbe.gov.za. When sending the questions, Bidders should indicate the tender number (DBE184) to be able to locate the correspondence.
- vi. Bidders must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.

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

No.	Question raised	Response/ clarity
1.	It is understood that this is a green field project, Bidders are not expected to build on what is currently existing. This is purely a green field which would follow a normal software development life cycle within the phases stipulated?	There is an existing application but the Department does not have the technical specifications. It could be looked at in two ways, writing a specifications for that application and re-producing it with some enhancements and making it more efficient for the purposes set out for this tender or treating it as a green field and creating something new, as long as it fits the DBE's purpose.
2.	In terms of the internal project methodology plan, will it be a DBE plan or a plan that will be proposed by the service providers? The internal project management plan, is that the DBE internal project management plan or the Bidders' project management plan/ methodology they would propose?	The phase requirement is the blueprint of our management and therefore the project plan that will be presented by the service providers will be a merging of the two.
3.	Do we only have the option to develop your application or in case where we have clear requirements and have an existing system that can speak to the requirements, are we able to propose that solution to your requirement and put that forth instead of going out to develop?	Either way can be used, as long as it will meet the requirements and should be a user-friendly application.
4.	Upon submission, do you need a soft copy or only one original tender document?	One original tender document will be fine.
5.	The random sampling had to be done within each province based on a physical application; should it be within the programme in terms of sampling when data is integrated from the DBE system, or should there be a roaming sampling that end?	The random sampling for the selection of learners must be built into the application in order to generate the selected learners per school.

6.	How are all devices managed?	The application that is currently used is the Tangerine and is hosted on tablets with Android software. The hardware in the Department is replaced every three years. The current tablets are reaching expiry and it is the Department's responsibility to procure the tablets.
7.	Will the sampling be two learners per school of the 280 schools?	In each of the 280 schools, eight learners are sampled per school. The instrument is developed in eleven official languages.

5. CONCLUSION

- i. Bidders were reminded:
 - That they could ask questions until at least 14 days before the closing date. Questions must be sent to Tenders@dbe.gov.za
 - To be mindful of the tender closing date as published.
- ii. Ms 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.

Note: Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.

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 TENDER CLOSING DATE IS 10 FEBRUARY 2023 AT 11:00.

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

No.	Question raised	Response/ clarity
1.	Adapt IT is keen on responding to the above-mentioned tender and are in the process of working on a response. We would like to request for an extension so that we are able to prepare a quality, comprehensive and compliant response that will allow for our internal approvals to occur.	All bidders must adhere to the stipulated closing date that was advertised.