



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

COMPULSORY BRIEFING SESSION HELD AT DBE – CONFERENCE ROOM A

DATE: 24 APRIL 2023

TIME: 10:00 to 11:00

TENDER NUMBER DBE187

DESCRIPTION: APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY (TMC) TO PROVIDE TRAVEL AND ACCOMMODATION SERVICES FOR THE DEPARTMENT OF BASIC EDUCATION FOR A PERIOD OF 3 YEARS.

1. WELCOME AND INTRODUCTION

Ms Thebe welcomed everyone and introduced the Department of Basic Education's (DBE) Supply Chain Management team which was Ms M Ntloana, Ms S Ditshego and Ms L Mawela (Project Management Team), Mr D Moukangwe, Ms T Skosana and Ms N Metula. She made the following introductory remarks:

- That the tender was advertised on 17 April 2023 and it would be closing on 15 May 2023.
- The briefing session is compulsory. Bidders should complete the register eligibly so that whenever there is follow up communication the DBE could be able to communicate with them.
- The Bidders would introduce themselves as they raise questions during the discussion session.

2. BID PRESENTATION

2.1 Ms Ntloana indicated that:

- i. The Terms of Reference (TORs) are guided by the National Treasury's minimum bid specifications' requirements.
- ii. The initial bid document was published on 17 April 2023 which was later amended and the Annexure A3 Excel spreadsheet was attached. During the presentation of the TORs, there might be other amendments coming through depending on the questions raised by Bidders and clarity provided.
- iii. The TMC services excludes conferencing and events management services.

2.2. The following amendments were noted during the presentation of the TORs:

- i. The second column on Table 1 which read as follows "Non-submission may result in disqualification" will be revised. "May" will be replaced with "will" which is in line with the mandatory requirement and the sentence will read as follows "**Non-submission will result in disqualification**".
- ii. The wording Bidder compliance form indicated on Table 1 under paragraph 10.1 is replaced with the wording Bidder declaration form, this is the form on paragraph 34 of the TORs.
- iii. When revising the document, Annexure A3 was provided in Excel spreadsheet in order for the Bidders to capture their prices for transaction fee. It has been realised that on some of the transaction types, the formula on the total price was not calculating correctly, the formula has been revised and the correct Annexure A3 is published. The amended Annexure A3 is sent to the Bidders that attended the compulsory briefing session.
- iv. On Annexure A3, transaction type Number 7 which is Shuttle services- domestic and number 14 which is transfers are referring to the same transaction which is the "**shuttle**" and it has been amended.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

It was indicated that:

- i. The briefing session is compulsory as published which means only the Bidders that attended the briefing session could tender. Bidders have already been requested to complete the Compulsory Briefing Session Register clearly and accurately as there is information which would be sent to the Bidders (as presented).
- ii. The tender is closing on **15 May 2023 at 11:00**. Bidders must submit their bid documents on time. A bid submitted after 11:00 would 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". The tender box is accessible 24/7. 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.
- iv. Bidders must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.
- v. Download, complete and submit the documents including the SBD forms which were uploaded with this tender on the websites where the tender was advertised or the documents sent to the Bidders by the DBE.
- vi. The questions raised after the briefing session must be sent to Tenders@dbe.gov.za. When sending a question, the tender number must be specified on the email in order to correctly place the question.

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

No.	Question raised	Response/ clarity
1.	Does the Department have a travel lodge card? What is the form of the Department's payment?	The DBE does not have a travel lodge card. Payments are made on the service rendered as and when the TMC submit the invoices.
2.	Would the service be on-site/ in-house service model?	It would be an in-house service model. The TMC is expected to have a team that will be based at the DBE.
3.	Could the Bidder add the bill-back fees as the Department does not have a lodge card?	Bidders must provide transaction fees per item as indicated on Annexure A3
4.	Should the Bidder provide the certified copies or just normal copies of IATA and ASATA?	Bidders should submit copies and the DBE would verify with the relevant organisation.

5.	What is the estimated turn-over?	The number of transactions that are listed in the document/ TORs are for one year and not for a period of three years. The turn-over is estimated at ±R10 million per month.
6.	The pricing schedule provided in the TORs; is it the National Treasury pricing schedule or the Department's one? The NT pricing schedule has a lot of services listed; has the Department chosen only those that are relevant to the DBE?	The services listed on the pricing schedule are services that are applicable to the DBE. The template is from the National Treasury but the DBE has taken out the services which are not applicable to the Department.
7.	Does the Department prefer a manual or a self-booking tool?	It is a manual tool.
8.	Is the Department not considering using a travel lodge card?	The Department is conducting a research on the travel lodge card and might use it in future but for this tender/ project it will not be applicable.
9.	What is the cycle of credit and its payments?	Payments are made within 30 days of receiving the valid invoice.
10.	How many copies should be submitted or Bidders should only submit originals?	Only the original tender document/s should be submitted?

5. CONCLUSION

- i. Bidders were reminded:
 - To submit their bids on time. The bids submitted late would not be accepted.
 - That the questions and responses provided for this briefing session will be uploaded on the eTender Portal and the DBE website. Questions should be sent to the email address provided. On the subject, Bidders should mention the tender number for this bid.
- ii. Ms Thebe thanked the Bidders for attending the briefing session and wished them well with the preparation and submission of their bids.

The session was closed/ adjourned.

6. One Bidder arrived thereafter, before 11:00.

- i. The SCM team explained that the minutes and discussions for the briefing will be uploaded on the websites (DBE and eTender Portal) where the tenders are currently uploaded.

7. Questions raised by the Bidders and responses:

No.	Question raised	Response/ clarity
1.	Does the Department have a travel lodge card?	The DBE does not have a travel lodge card. Payments are done within 30 days of receipt of a valid invoice.
2.	The company is a generic level 1 company, they do not have 51% black owned or women owned. If they come through the evaluation and have complied with all the mandatory requirements, for example; they have 28% women or black owned, would they be on the back foot when it comes to the evaluation	Government is no longer utilising the B-BBEE scoring but the specific goals which are in accordance with the requirements for the Preferential Procurement Regulations, 2022. Page 25 to 27 of the TORs has indicated the specific goals and points allocated for each goal. For each specific goal, the requirements listed on the third column will be used to verify the points and no longer the B-BBEE certificate. The points would be allocated as such and where a Bidder does not have such a specific goal or proof thereof, the Bidder would score "0". Allocation of points will be prorated as per the percentage of ownership of each goal. DBE will verify the ownership percentage using CSD report and should there be discrepancies CSD report will take precedence.
3.	Can we put an addendum for the Pricing Schedule -it will be an additional page on our company letter	No
4.	For Item number 3&4 in the pricing schedule (Group Accommodation &Transfers) can we put a percentage instead of the actual amount?	This item has been removed and only the transaction fee must be captured on the pricing not percentage
5.	It was mentioned in the briefing session of 24 April 2023 that a revised Pricing Schedule will be uploaded to the e-tenders	Revised version will be uploaded

	<p>platform and/or the DBE website. Could you kindly confirm if the attached is the final revised Pricing Schedule or if there is still a revised version that will be uploaded?</p>	
6.	<p>SBD 6.1 – there used to be a space on the old SBD 6.1 document (prior to the change to Specific Goals) where the bidder could indicate if we are sub-contracting and then if so, what percentage will be sub-contracted, the name of the sub-contractor and their details with regards to their BBEE certificate / affidavit. This portion is now not in SBD 6.1 anymore and we are hoping that you would be able to indicate where to include these details in our tender response if we would like to sub-contract?</p>	<p>This can be indicated on the proposal</p>
7.	<p>Service Level Agreement – page 28 of the bid document under point 13.3 The document speaks to the bidder who is required to comment on the draft service level agreement. Is the DBE still going to publish this document or will this document only be released to the successful bidder upon award?</p>	<p>The document will only be released to the successful bidder upon award</p>
8.	<p>Gate 1 – Technical Evaluation. Is the DBE going to publish the Desktop and Technical Evaluation (usually Annexure A2) for the bidder to complete?</p>	<p>No. The technical evaluation has been included in the terms of reference and there is no need to send it out separately.</p>

THE TENDER CLOSING DATE IS 15 MAY 2023 AT 11:00