



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 16 JULY 2026

TIME: 10:00 to 11:00

TENDER NUMBER DBE213

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS WITH PROFESSIONAL AND TECHNICAL EXPERTISE TO PRINT, PACK, DISTRIBUTE, AND COLLECT THE 2026 SYSTEMIC EVALUATION MATERIAL IN NINE PROVINCES AND STORE AT A CENTRAL FACILITY**

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team: Mr R Legodi, Mr N Banda, Mr R Mabilo (Supply Chain Management), Ms D Mathebe and Dr Chetty (Project Managers). Bidders were advised to introduce themselves on the Chat to save time.

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Ms Mathebe.

After the presentation Dr Chetty emphasized that although they had made a presentation for increased understanding; the TORs remain the official source document that the bidders must consider while structuring their bids.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- a. The briefing session is non-compulsory as indicated in the advert and tender document. Non-attendance to the briefing session does not lead to the disqualification of the bidders' proposal/s.
- b. The tender is closing on **03 August 2026 at 11:00**. Any bid submitted after 11:00 will be considered 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". With regard to the submission of larger documents, reception will call the SCM officials, who will register the document (s) in the Register for receiving tender documents.
- c. Bids must be submitted as hard copies; the DBE will not accept electronic/ emailed submissions.
- d. The discussions during the briefing session and the questions raised after the briefing session will be consolidated, responded to and uploaded as Briefing Session Minutes on the Department's website (www.education.gov.za), and the eTender Portal (www.etenders.gov.za), where the tender advert and documents are published. The presentation will also be published. Bidders could forward their clarity-seeking questions regarding the bid until 12 days before the tender closes. Make a reference to a tender number when raising a question regarding that tender. The questions should be directed to tenders@dbe.gov.za
- e. Bidders must read Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required. Also see the tax requirements listed on SBD1, Part B. Below the table, it is stated that "Failure to provide/ or comply with any of the above particulars may render the bid invalid.
- f. Bidders must fully complete, sign, and submit the SBD forms (with their bid document), which were uploaded with this tender document by the Department. Alteration or retyping of the SBD forms is not allowed and will result in the disqualification of the submitted bid.

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

No.	Question	Response/ clarity
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1.	Clarification was sought regarding the requirement for collection. In the tender document, specific delivery addresses were listed for where items were to be dropped off and for the collection points. Does it mean that bidders would store the items in their own warehouses, then deliver them to the designated collection points, and still drop them off at schools?	The process works as follows: The service provider would print and pack the materials. Before delivery takes place, the materials would be stored in their own warehouse or storage facility. The delivery addresses provided in Table 5.1 are where the material would be dropped off, not at schools. There will be another process (outside this one) on how the material would be delivered to schools. The address where the material was delivered would be the same address from which the material would be collected from. The service provider would not be going to schools.
2.	Regarding fine picking and packing, would bidders get a distribution list before the tender closes? The fine picking to the school level would affect the bidders' pricing. Therefore, bidders need to have that distribution list before the tender closes. The delivery and collection from the nodal points would affect pricing. How many boxes per school should be delivered to nodal points? There has to be a fine picking and packing per school in terms of quantities of exams and packs/ parcels; bidders need a finer breakdown. For example, if a nodal point in North West has 500 packs, bidders need to know how many schools they would be packing for in the North West, and that would affect pricing. A further breakdown per nodal point in terms of the number of schools is required.	Additional information for the number of sampled schools per province per district would be provided. It was agreed that such information should suffice but if not, follow up would be made by bidders on that matter. It was further explained that, if for example, a school is sampled for grades 3 and 6; it does not mean that all the grade 3's and all grade 6's from that school would be writing. Only one class in grade 3 and one in grade 6 would be writing the test. There would be only 2 boxes for that school (one box for each grade).
3.	The tender closes on 3 August 2026. Based on the provided timeframes, there are 12 weeks to complete the entire process, which is printing, collating, picking, packing, and delivery to nodal points. At what point would the tender be awarded? It was understood that the examinations must be written in October 2026; bidders requested at least an indication of the latest date by which the decision to award the tender would be taken. If the tender is not awarded by the end of August 2026, that would leave printers	At that stage, the DBE was unable to provide a definitive date for the tender award. That information would only be available once the tender had closed and evaluated. Several processes must be completed after the closing date, including bid evaluation, adjudication, and the Accounting Officer's approval of the recommended bidder. In addition, this bid has a site inspection as part of the evaluation process. Given all those requirements, it would be difficult to provide an exact award date at that stage of a bid.

	with September and October 2026 to complete the work and deliver to nodal points.	
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5. CONCLUSION

- a. Bidders were reminded:
 - That the Briefing Session Minutes would be uploaded with the Presentation on the websites where the tender is published. The number of sampled schools per province per district would be uploaded immediately upon receipt from the Project Managers.
 - To be mindful of the tender closing date as published.
- b. Ms Metula thanked the Bidders for attending the Briefing Session and wished them well in preparing and submitting their bids.
- c. The session was adjourned.

6. QUESTION RAISED AFTER THE BRIEFING SESSION AND THE RESPONSES

No.	Question	Response/ clarity
1.	3.3.3 Braille – Page 3- Braille Specification. d. The graphics must be made available on a separate diagram sheet/book. Do you have the number of graphics per paper or per page as it is requested separately?	The graphics will be provided separately. On average in Word, they are 6 pages long.
2.	• 3.3.2 Other Material- Table 4A: Other Systemic Evaluation Material; What is the paper type of the Gloss cover? And paper gsm for the pages? • 3.3.2 Other Material- Table 4A: Other Systemic Evaluation Material: Stickers- Must the stickers be packaged per school or stick to the forms?	• Full gloss, 200 gsm. • Per school. Note that each sticker e.g. for the same learner will be different depending on what it is for.

	• 3.1 Material to be printed: It must be noted that all the materials that must be printed must include a 5% top up. The 5% must be calculated from the total number of booklets per grade per subject per test language per province to accommodate emergency packs that may be needed due to possible changes in schools' statistics. Does the deliver include the 5% top up? If no, can we package it separate and deliver to the delivery and collection addresses? • Please provide us with labelling and packaging images from previous jobs. • Can we have a sample of the test forms.	• All extra materials after packaging per school are delivered at provinces. If not used, they will be collected and delivered to the central venue. • Not available. They were shredded. • No. These are tests they cannot be shared with everyone.
3.	General & Commercial • Can foreign companies participate directly in Tender DBE213? • Is CSD registration required prior to bid submission, or can it be completed after the contract award? • Can foreign bidders participate through a Consortium/Joint Venture (JV) with a South African company? If so, would the local partner's facilities and registrations satisfy the local compliance requirements? • Are there any additional compliance, tax, or registration requirements applicable to foreign bidders?	• Yes. • Organs of state are required by National Treasury to ensure the supplier awarded business is registered on CSD prior to award. It should be noted that during the bid evaluation the Preference points/ Specific goals claimed by the bidder and tax compliance, will be confirmed through the information on the CSD. Bidders are encouraged to ensure they are registered on CSD. • Yes. That will depend on the agreement/arrangements made by consortium/ joint venture partners. A tender submission by the consortium/ joint venture is evaluated as one submission but there are Mandatory and Administrative requirements that clearly require each partner's compliance such as paragraphs 7.1.3, 7.2.2 and 7.2.3. • Yes, Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on the SBD1. Where a recommendation for award of a bid has been made to a

	• Are bid submissions limited to hard-copy documents, or will electronic submissions also be accepted? • For international bidders, are courier submissions acceptable, provided they are received before the closing deadline?	foreign bidder, the completed SBD1 form must be submitted to the South African Revenue Service which will issue a confirmation of tax obligations letter to the Department confirming whether or not the foreign entity has tax obligations in South Africa. • Submissions are limited to hard copies only; electronic/ emailed submissions (bids) will not be accepted by the Department of Basic Education. • Yes, courier submissions are acceptable provided they are received before the closing deadline (date and time).
4.	Technical & Production • Are the quantities listed in Tables 3 and 4 final, or are they estimated quantities? • When will the final artwork and the school allocation database be provided? • Will the artwork be released in phases? • In which file formats will the artwork be supplied? • Will print-ready files be provided? • Is 80 gsm uncoated paper acceptable for all booklets and questionnaires?	• These average number of pages. • As soon as the service provider is appointed. • It will depend on the service provider. Otherwise, the DBE will provide all at once. • E-copies in PDF and Word. • Yes, but not for Braille and large print. • Uncoated. No recycled paper.
5.	Logistics & Distribution • Will the DBE provide a validated school allocation database, including learner counts, language allocations, EMIS numbers, and form distribution by learner count? • Will the sticker data be supplied in a print-ready format? • Are there any barcode or QR code requirements? • Are the 5% contingency quantities and emergency packs already included in the tender quantities?	• Yes, at the time of appointment. • Yes. • No. • No. • All, used and unused.

	• Are bidders required to collect all materials after the administration process, or only the completed assessment materials? • What are the acceptance criteria for each payment milestone? • Will site inspections include consortium partners and subcontractors?	• Refer to no. 10 of the TORs. • The leading company if in a consortium or the company that will be doing the actual printing.
6.	Quality Assurance & Samples • For proof approvals, should hard-copy proofs be couriered to South Africa, or will DBE representatives visit our Abu Dhabi production facility? • Are Braille master copies required to be submitted for approval prior to production? • Are tactile graphic sheets required for Braille graphics? • Is the delivery of personalized stickers in tower-stacked sheet format acceptable? • What colour codes are applicable to the ten (10) In-Test Field Trial forms? • Are any personalization or security features required for the test papers and questionnaires? • Could DBE kindly provide sample examination papers and label samples from a previous assessment cycle for our reference?	• Couriered to South Africa. • Yes. • Yes. • Yes. • Additional colours: Form 8: Baby blue (sky blue); Form 9: Lavender; Form 10: White (no colour). • No. • The tests are confidential and are used over time. No samples will be provided.
7.	We refer to Tender DBE213, currently scheduled to close on 3 August 2026. We respectfully request an extension of the closing date based on the following: Scale and Comprehensive Planning: Developing the detailed multi-phase workplan, comprehensive 20-point risk mitigation strategy, and operational rollout for over 3,000 schools requires exhaustive planning to ensure full compliance	Due to the required administration period of testing the learners, the closing date for this bid cannot be extended.

THE TENDER CLOSING DATE IS 03 AUGUST 2026 AT 11:00