



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE: 20 April 2021

TIME: 11:00 to 12:00

TENDER NUMBER DBE169

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO SUPPORT THE DEPARTMENT OF BASIC EDUCATION (DBE) ON AREAS OF FINANCE**

1. WELCOME AND INTRODUCTION

Ms Metula welcomed everyone and introduced the DBE team; Mr Serache, Ms Metula and Mr Mabilo. 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

Presentation of the Terms of Reference (TORs) by the Project Manager, Mr Serache. He went through the TORs.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The participants/ Bidders who joined the session when the presentation was taking place were given an opportunity to present themselves.

The SCM indicated that:

- The briefing session is non-compulsory as indicated in the tender advert.
- 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 where the tender advert and documents are published. Bidders can still forward the clarity seeking questions regarding the bid until seven days (26 April 2021 at 16:00) before the tender closes (as indicated in the Terms of Reference). The questions should be directed to tenders@dbe.gov.za.
- The tender is closing on 4 May 2021 at 11:00. Bidders must submit (courier or hand delivery) their tenders on time. A bid which is submitted after 11:00 will be regarded as late and will not be accepted by the DBE.
- Bidders must read the Requirements carefully as listed in the TORs and ensure that they comply with the Requirements as listed in the TORs.

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

No.	Question raised	Response/ clarity
1.	The tender closing date is 4 May 2021 and the service provider will be required to review the Financial Statements for 2021. After the evaluations and contractual formalities, there would be little time before end May 2021 when the financial statements are submitted. What are the Department's expectation in that limited timeframe?	There was a delay in the advertisement of the tender because the Tender Portal was not working hence it was advertised on the Department's website. The project is for 12 months. For 2021, if the audit is still on when the service provider starts working, the service provider will assist with the response to the audit findings and will be preparing for 2021/ 2022 financial year.
2.	In terms of the Costing Schedule, should we work on 12 months' period for the three resources (as explained), for 168 hours per month? Are they going to be fully resourced the whole time or there would be times when these resources are not needed on site and we cannot bill for them or we just quote for 12 months, 168 hours for the three resources?	It will be better to cost for three resources for a period of 12 months.
3.	In terms of travel expenditure will our resources be required to visit the Implementing Agents in different provinces to liaise with the Financial Managers or do we work with the assumption that they will be only office based in DBE, Pretoria.	Services providers are not expected to travel, assumption should be that they will only be based on DBE office.

4.	<p>The question is linked much with travelling, the sense that I get is that the asset base is spread throughout the country to the extent there might be travelling required especially for reconciliation of the movable and immovable assets. One might need to get a sense of the footprint of the asset base. In resolving some of these legacy issues there might be a requirement to visit these sites.</p>	<p>The Department has appointed the Implementing Agents and they are expected to provide the information. Travelling will be required if the Implementing Agents are not providing the information or advised by Accounting Officer.</p> <p>Services providers are not expected to travel, however if the need arise travelling cost will be covered by the Department or on a rate which will be agreed upon with the winning service provider.</p> <p>With regard to movable and immovable assets, the Department only has the immovable assets around the country; there are no movable assets in the provinces.</p>
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5. CONCLUSION

Bidders were reminded to:

- Check the Department of Basic Education's website (where the tender is advertised) after 26 April 2021 to see the responses to the questions raised.
- Complete, sign and submit the SBD forms as requested.

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.

THE TENDER CLOSING DATE AND TIME IS 04 MAY 2021 AT 11:00



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CORRECTION ON THE TERMS OF REFERENCE

The bold and underlined sentence between paragraphs 6.3 and 6.4 must read as follows:

Bidders who do not comply with all the requirements above will be disqualified.