



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

## **NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS**

**DATE:** 28 June 2021

**TIME:** 10:00 to 11:00

**TENDER NUMBER** DBE170

**DESCRIPTION:** **APPOINTMENT OF A PROFESSIONAL CONFERENCE ORGANISER FOR THE DEPARTMENT OF BASIC EDUCATION FOR A PERIOD OF THREE (3) YEARS**

### **1. WELCOME AND INTRODUCTION**

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms Chiloane and Mr Kruger (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**

Presentation of the Terms of Reference (TORs) by Ms Chiloane; she went through the TORs.

### **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' proposal/s.
- The tender is closing on **9 July 2021 at 11:00**. A bid which is submitted after 11:00 will be regarded as late and will not be accepted by the DBE.
- Bidders can still forward the clarity seeking questions regarding the bid until 1 July 2021 at 16:00 (as indicated in the tender advert). The questions should be directed to [Tenders@dbe.gov.za](mailto: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 where the tender advert and documents are published [www.education.gov.za](http://www.education.gov.za) go to "Quick Links", click on Tender Bulletin, Advertised tenders.
- 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.	The B-BBEE Affidavit in case of a Joint Venture; should they be submitted separately or combined.	The Joint Venture/ Consortium should submit the consolidated B-BBEE Certificate.
2.	With regard to registered bodies (IATA/ ASATA and SAACI) that the events companies might belong to; is it required that they belong to more than one (1) body because there is more than one body stipulated in the attachment?	The Bidder must be a member of IATA/ ASATA and SAACI. It should be IATA or ASATA and SAACI; two of the associations.
3.	In case of the case study submission, how should that be submitted in terms of content and specifics thereof? How wide do you go with the submission of case study as far as Presentation is concerned? Do you require each agency to come back with a specific case study as well?	The detailed sequence of events is on page 24 paragraph 13 and 14.

#### 5. CONCLUSION

Bidders were reminded:

- To be mindful of the tender closing date as indicated in the Tender advert.

- That they can still ask questions until 1 July 2021 at 16:00; questions should be directed to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za).

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.

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

No.	Question raised	Response/ clarity
1.	Must the submission be printed and delivered and will the option of an electronic submission not be considered?	The tender submissions (documents/ proposals) must be printed and delivered to the address stated in paragraph 5 below, <b>there is no option</b> of electronic submission.
2.	Is IATA/ASATA Certification a must?	The requirement for IATA <b>or</b> ASATA <b>and</b> SAACI membership certificate is compulsory as stated in paragraph 9.1 of the Terms of Reference.
3.	When we speak of a scenario we speak of previous events undertaken as a clear event scenario is not part of the request document is that correct.	Yes, that will be based on the possible future event that will take place. (tender document page 24 as stated in paragraph 13).
4.	The submission is not based on an actual case study being submitted but based on expertise of the service provider and their rates, am I correct, I am not missing a scenario that needs to be costed out. Correct.	It is based on the previous experience. A detailed schedule of events that were successfully performed.
5.	Please confirm the delivery address of the tender in writing.	The tender submissions (proposals/ documents) must be delivered to: <b>Department of Basic Education, Sol Plaatje House, 222 Struben Street, Pretoria.</b>

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 [www.education.gov.za](http://www.education.gov.za) and the National Treasury website [www.etenders.gov.za](http://www.etenders.gov.za) where the tender adverts and documents are published.

**THE TENDER CLOSING DATE AND TIME IS 9 JULY 2021 AT 11:00.**