



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE: 20 SEPTEMBER 2021

TIME: 10:00 to 11:00

TENDER NUMBER DBE171

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS FOR PRINTING, PACKAGING, WAREHOUSING AND DISTRIBUTION OF SCRIPTED LESSON PLAN, EDUCATORS GUIDE AND POSTER RELATED TO THE COMPREHENSIVE SEXUALITY EDUCATION (CSE) PROGRAMME FOR SCHOOLS IN JOHANNESBURG SOUTH DISTRICT IN THE GAUTENG PROVINCE

1. WELCOME AND INTRODUCTION

Ms N Thebe welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr N Maluleka (Project Manager), Mr S Banda and Mr D Moukangwe (Assistant Director in SCM). Furthermore, she apologised for starting the meeting late, explaining the delay was due to a delay in receipt of email/s by the receivers. The meeting started at 10:35, in order to allow prospective bidders to attend.

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Mr N Maluleka: the presentation was mainly on the Task directives, Requirements, Evaluation Criteria and Conditions as stipulated in the advertised Terms of Reference.

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 **06 October 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 and the closing date for submission of the questions is seven days before the closing of the bid. The questions should be directed to Tenders@dbe.gov.za; it was emphasised that questions must be submitted in writing. The discussions during the briefing session and the questions raised after the briefing session will be consolidated and responded to by uploading them on the eTenders; there will be no direct email which will be sent to any bidder.
- 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. | Service Providers may not necessarily have all the vehicles but may use services of reputable courier companies. What is the stance of the department on this issue? | Bidders were advised to consider forming a Joint Venture or Consortium with other bidder/s who may have the required resources and in case of warehousing bidders may submit the lease agreement/s. |
| 2. | Annexure A - is not included in the docs, how can we obtain? | The Annexure A will be uploaded on the eTender Portal by the latest tomorrow, 21 September 2021. |
| 3. | Can we have the number of inside pages for both the A4 – 205 x 275mm (Learner Books) A4 210 x 297mm (Educator's Guide) | The details regarding the number of pages for Learner Books and Educator's Guide are detailed in the Annexure A |
| 4 | Please can you send email to us with Annexure A, that will be appreciated | No direct emails will be sent to bidders with Annexure A or responding to any question directly to the bidder/s, all the |

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| | | queries will be responded to and the information will be uploaded on eTenders. |
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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 up to seven days before the closing of tender; questions should be in written format and directed to Tenders@dbe.gov.za.

Ms Thebe and Mr Maluleka thanked the Bidders for attending the briefing session and wished them well with the preparation and submission of their bids.

The session was adjourned at 11:11.

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

| No. | Question raised | Response/ clarity |
|-----|--|---|
| 1. | I have tried downloading Annexure A on the eTenders website and it gives an error? | <p>The Annexure A can be downloaded on eTender Portal or Department of Basic Education by following the below stated steps:</p> <ul style="list-style-type: none"> • Go to www.etenders.gov.za • Click on “Browse Opportunities” • Click on “Current Advertise” • Click on “Advance Search” • On the Organ of State select “Basic Education” and on Tender Type Select “Request for Proposal” |

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| | | <ul style="list-style-type: none"> • Click “Apply Filters” • Click the Sign + next to the tender description • Scroll down for tender documents <p>Or DBE website</p> <ul style="list-style-type: none"> • Go to www.education.gov.za • Under “Quick Links” • Click on Tender bulletin • Advertised tenders • Bid documents |
| 2. | <p>Please forward or confirm full print specification such as:</p> <ul style="list-style-type: none"> • Number of pages (interior pages) • Print copies for the learner Books | The Information is included on Annexure A. |

The discussions during the briefing session and the questions raised after the briefing session will be consolidated and responded to by uploading them on the Department’s website www.education.gov.za and the National Treasury website www.etenders.gov.za where the tender advert and documents are published.

THE TENDER CLOSING DATE AND TIME IS 06 OCTOBER 2021 AT 11:00