



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE: 21 SEPTEMBER 2021

TIME: 10:00 to 11:00

TENDER NUMBER DBE172

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS FOR PRINT, PACKAGE, WAREHOUSE AND DISTRIBUTE THE EARLY GRADE READING ASSESSMENT (EGRA) TOOLKITS.

1. WELCOME AND INTRODUCTION

Ms Thebe welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr Moukangwe, Mr Banda (Assistant Director in SCM) and Ms Modiba (Project Manager).

After the introduction of DBE officials, the Chairperson requested the Project Manager to present the project to the bidders.

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Ms Modiba; 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 **07 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 written format. The discussions during the briefing session and the questions raised after the briefing session will be consolidated, responded to and uploaded 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, failure to comply will result in the bid being disqualified.

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

No.	Question raised	Response/ clarity
1.	Service Provider/s enquired about how they can access the distribution list across the country.	The distribution list will be uploaded on the eTender Portals in order for everyone to download it, including those bidders who did not attend the Briefing Session.
2.	Is the tender document available to download on the e-tender portal as I tried the other day and the site was closed?	Yes, the tender documents are available on eTender Portal and the Department of Basic Education website.
3.	Will it be possible to get the quantity per language and grams if possible?	That information will be made available as well.
4	Should the submission be hand delivered or emailed?	All the submission must be hand delivered to the department as per address stated on the tender document.

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 seven days before the closing of tender; questions should be in written format and directed to Tenders@dbe.gov.za.

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 adjourned at 11:11.

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

No.	Question raised	Response/ clarity
1.	I am trying to access the bid document on the link and by clicking on the file and it comes up with an error message	The bid document can be downloaded on eTender Portal or Department of Basic Education by following the below stated steps: <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”• 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>Can you please assist with the distribution list as discussed in the briefing session held on the 21 September 2021</p>	<p>Please note that the EGRA toolkits will be delivered to District Offices by the appointed Service Provider, not individual schools. District will be responsible for delivering the toolkits to the selected schools. A list of the District Offices with physical address is available on eTender Portals and Department of Basic Education website.</p>
3.	<p>Can you provide us with the breakdown of the number of copies for each print:</p> <ul style="list-style-type: none"> • Per Language • Per District • Per Province <p>Without this information, pricing would not be possible.</p>	<p>The breakdown of the number of copies per language, district and province has been provided in the list of districts that will be uploaded on the e-Tender website.</p> <p>The Grammage is as follows:</p> <ul style="list-style-type: none"> • A4 Booklet Grammage: 80 GSM • Grammage of the cover: 200 GSM (FOLDER IN COLOR) • Finishing of inside pages (example, matt of just bond): BOND • Printing – Full colour both sides of cover: Colour outside only, inside is Black and white • Full cover both sides inside or just black print inside <p>Assessment Charts</p> <ul style="list-style-type: none"> • Grammege: 80 GSM – laminated • Colour both side or black both side: Black and white. • Grammage of the folder with a pocket printed in colour: 350

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 and the National Treasury website www.etenders.gov.za where the tender advert and documents are published.

THE TENDER CLOSING DATE AND TIME IS 07 OCTOBER 2021 AT 11:00