



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE: 1 OCTOBER 2021

TIME: 10:00 to 11:00

TENDER NUMBER DBE173

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO SUPPORT THE DEPARTMENT OF BASIC EDUCATION TO ASSESS PROCUREMENT PROCESSES OF IMPLEMENTING AGENTS IN ORDER TO IMPROVE ON THE COMPLETENESS OF IRREGULAR EXPENDITURE DISCLOSED AS RELATED TO INFRASTRUCTURE PROJECTS

1. WELCOME AND INTRODUCTION

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr S Banda, Mr D Moukangwe (Supply Chain Management), Mr D Van der Westhuijzen and Mr S Jacobs (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 Mr Van der Westhuijzen.

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 **18 October 2021 at 11:00**. A bid which is submitted after 11:00 will be regarded as late and will not be considered by the DBE.
- 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.etenders.gov.za) eTender Portal (www.etenders.gov.za) where the tender advert and documents are published. Bidders can still forward the clarity seeking questions regarding the bid until seven days before the tender closes which will be 11 October 2021 at 16:00 (as indicated in the tender advert). The questions should be directed to Tenders@dbe.gov.za.
- 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.	<p>a. It was stated that there are 1 500 projects ranging across the nine provinces. Are the SCM documents relating to these projects spread across the provinces or they are in Gauteng or at various IA Offices?</p> <p>b. How many financial years do those 1 500 projects relate to?</p>	<p>a. In the case where the DBE has directly contracted, the documents will be available in the DBE Offices. In case where an implementing agent has contracted on behalf of the DBE, the procurement documents will be at the offices of the implementing agent (e.g Coega Development Corporation the documents will be at their offices in the Eastern Cape).</p> <p>b. The 1 500 refers to the number of current projects. On ASIDI, there are about 3 000 projects spread over about 10 years. On SAFE, there are about 3 000 projects spread over 3 years.</p>
2.	On the qualifications' requirements for Infrastructure Procurement Specialist, there is a Master's Degree in Built Environment or Bachelor's and Honours Degree in Built Environment, National	A Master's degree in any of the built environment disciplines (e.g Architect, Engineer, Quantity Surveyor, Town Planner or Construction Project Manager).

	Diploma in Built Environment; explain more on what Master's or Bachelor's Degree are you looking for?	
3.	<p>a. What is meant by reference letters on paragraph 6.2 of the Terms of Reference?</p> <p>b. How many reference letters are required? Would one reference letter be sufficient to accumulate 25 points?</p> <p>c. Is there a specific number of reference letters required for Accounting Assistant/ Specialist? On Infrastructure Procurement Specialist; the number of reference letters required are mentioned.</p> <p>d. Is it a minimum of one reference letter? It is a letter confirming the extent of your experience.</p>	<p>a. A letter from a client, confirming that the resource successfully completed similar work. A company profile or a letter on your company letter head will not be accepted.</p> <p>b. The TOR is clear on this matter. It is not about the number of reference letters. It is about the nature of the expertise and the number of projects.</p> <p>c. The TOR is clear on this matter. It is not about the number of reference letters. It is about the nature of the expertise and the number of projects.</p> <p>d. The TOR is clear on this matter. It is not about the number of reference letters. It is about the nature of the expertise and the number of projects.</p>
4.	Should the rates quoted include any disbursements for travelling to different offices if required to travel to IA Offices:	<p>The response was not provided in the meeting.</p> <p>a. Hourly rates should not include any allowance for disbursements.</p> <p>b. An allowance for disbursements will be included in the order value of the successful tenderer.</p> <p>c. Disbursements will be claimed in accordance with the latest rates published by the Department of Public Works and the Department of Transport.</p>
5.	Will the Presentation slides be shared?	Yes
6.	Can the Engineers be leaders in the team or it should be the Chartered Accountants who lead the team?	DBE has no preference.

7.	Can a single person bid or you want a team of 4 Specialists?	DBE will appoint a service provider for the full team.
8.	Attending the session a bit late, will it be a problem?	The briefing session is not compulsory.
9.	Is it possible to share the details of the exact scope of work to be done at this point?	It is not possible at this point to have the full scope of work because you do not know what you will find. For this reason, DBE opted for a staged approach (see slide 13).
10.	The hours are kept at 2 000 at this moment; if during assessment there is a realisation that there will be more hours needed (more than 2 000) will it be possible to negotiate hours or timeframes?	The 2 000 hours will be used for tender evaluation purposes. The actual hours will depend on the actual workload and may be more or less than 2 000 per resource.

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 11 October 2021 at 16:00; questions should be directed to 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.	Please indicate which of the following two resourcing models are acceptable: a. Loaned staff/secondment The resources will work under the management and supervision of	a. DBE will appoint a service provider. The service provider will assume full responsibility for the

	<p>the DBE, reporting to the Accounting Officer of the Department. Their deliverables will be issued as DBE deliverables and not in the name of the service provider.</p> <p>b. Consulting project The resources work under the management and supervision of the service provider which will in turn report to the Accounting Officer in the Department. The service provider issues the deliverables in its own name.</p>	deliverables.
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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 18 OCTOBER 2021 AT 11:00