



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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

**DATE:** 24 AUGUST 2022

**TIME:** 10:30 to 11:30

**TENDER NUMBER** DBE 179

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS TO REPRINT THE SECOND CHANCE MATRIC PROGRAMME LEARNER TEACHER SUPPORT MATERIALS (LTSM) IN PREPARATION FOR THE 2022/2023 AND 2024 ACADEMIC YEARS

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

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr S Banda, Mr R Legodi, Mr R Mabilo (Supply Chain Management) and Dr S Malapile, Project Manager. She gave the Bidders an opportunity to individually introduce themselves (indicating their names and the name of the company/ organisation one is representing).

### **2. BID PRESENTATION**

Dr S Malapile made the presentation of the Terms of Reference (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 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](http://www.etenders.gov.za)) eTender Portal ([www.etenders.gov.za](http://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 13 September 2022 at 11:00 (as indicated in the tender advert). The questions should be directed to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za).
- The tender is closing on **13 September 2022 at 11:00**. A bid which is submitted after 11:00 will be regarded as late and will not be accepted by the DBE.
- Tender documents must be physically delivered to the Department (Tender Box or at the Reception where the deliverer will register the document in the Register which will be provided by the Tender Unit's official receiving the document. Emailed documents will not be accepted. Tender box is on the right hand side the before accessing the Reception door.
- Bidders were reminded that they must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required. Submit the completed and signed SBD forms which are published with this tender.

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

No.	Question raised	Response/ clarity
1.	Are Bidders going to quote on the quantities as per Specification for year one and year two?	The pricing must be submitted as required in paragraph 9, Table 7 number 4 of the Terms of Reference.
2.	What is the likely date of the tender award in order to give a more concise project plan?	It is difficult to determine the tender award date at this stage but the tender will be finalised/ awarded as soon as the evaluation and adjudication processes are complete and the Accounting Officer has approved the recommendations made by the Bid Adjudication Committee.
3.	In terms of grammage, mentioned on the Specifications, the text is 250gsm, is that the grammage for the cover or the paper inside? The inner paper is normally 80/ 70grams.	The Bidders can go to the Departmental website on "Second Chance matric Programme" and check out the Learner Teacher Support Materials (LTSM), for sampling and to get sense of the kind of material which needs to be printed. The LTSM may be accessed on this link: <a href="https://www.education.gov.za/Programmes/SecondChanceProgramme.aspx">https://www.education.gov.za/Programmes/SecondChanceProgramme.aspx</a>

		The documents' covers/ first page will differ according to different subjects but the inside of the documents will be the same, printed in black on white.
	What is the thickness of the cover and the thickness of the inside pages?	The thickness and size of pages is covered on the Specifications, number 3.1.
4.	Clarity was sought in terms of quantities because on Table 1 for question papers and Memorandums; it says quantities 55 000 and on Annexure A, the totals per subject adds up to 57 000, could costing be done according to Annexure A or they should they stick to the quantities on Table 1?	Annexure A should be used because it gives the total number of pages and quantities to be costed.

## 5. CONCLUSION

Bidders were reminded:

- To be mindful of the tender closing date and time as indicated in the Tender advert.
- That they can still forward their questions regarding this bid to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za) until seven (7) days before the tender closing date.
- To ensure compliance with the requirements stipulated in the tender document

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.	<p>a) Please kindly advise if the number of book pages are including the cover page or not.</p> <p>b) Please kindly advice if the number of book pages are including the cover page or not and the paper page text.</p>	<p>a) The number of book pages include the cover pages.</p> <p>b) The number of pages include the cover pages and the text on the cover page is the same as the inside pages.</p>
2.	<p>a) Kindly clarify the following as this was not made clear in the briefing or in point 3 of the tender document (Scope of Work)</p> <ul style="list-style-type: none"> <li>• Thickness and type of paper for the cover.</li> <li>• Thickness and type of paper for the inside pages.</li> </ul> <p>b) The specifications says “250gsm Triple Green Gloss.” This is normally used for a cover but not for the inside pages. Please advise.</p>	<p>a) Two questions:</p> <ul style="list-style-type: none"> <li>• Question 1: Thickness and type of paper for the cover. <b>Answer:</b> 250gsm Triple Green Gloss</li> <li>• Question 2: Thickness and type of paper for the inside pages <b>Answer:</b> The paper for each text page must be 70gsm in weight, virgin white, and bond.</li> </ul> <p>b) The 250gsm Triple Green Gloss refers to the cover pages of material.</p>
3	<p>If you look at page 8 under Mandatory Requirements par 4. Please clarify the last sentence where it refers to "Price must be quoted per each document indicated in Table 1 above and the attached Annexure A.</p> <p>a) If you say Price must be quoted per each document, do you need 1 Quotation for 1st document and 1 Quote 2nd document separately or</p>	<p>a) Table 1 indicates the subjects and the overall quantities of materials to be printed. Annexure A indicates the number of pages of each material to be printed.</p> <p>b) The quotation should reflect the price of each</p>

	<p>b) Quote for both documents because they are both marked Annexure "A".</p> <p>c) Bid Price in SBD 3.1, if I submit 1 quotation as per the specification must be X2 for the amount to cover year 1 and year 2 because my understanding is that total amount on my Quote must be in - line with par 9(4) and 8.</p>	<p>material based on the quantities and number of pages as indicated in both Table 1 and Annexure A.</p> <p>c) To clarify this matter, the tender is advertised for two years (2023 and 2024). Therefore, your quotation should reflect how much you will cost for the same quantities for the first and second years.</p>
4.	<p>1. Text (inner) paper stock – is it 70, 80 or 90 gsm?</p> <p>2. In Section 3 Scope of work under printing:- <b>Both sides black and white printing</b> We assume that the black and white printing means duplex printing with no additional colours for the inner pages of the books, but request confirmation from you.</p> <p>3. Are we allowed to quote only for the volumes we are capable to run during the specified period or must we quote on all items listed in Annexure A?</p>	<p>1. Text (inner) paper stock is 70gsm</p> <p>2. The printing is black and white – no additional colours on any page except on cover pages.</p> <p>3. Please quote on items specified.</p>
5.	<p>Confirm whether the paper stock for the text for tender DBE179 was confirmed.</p>	<p>The printing of textbooks is to be done by the appointed service provider who will have responsibility to stock paper in order to execute the task. It is not the responsibility of the DBE to confirm the paper stock but it is the responsibility of the Bidder.</p>
6.	<p>Please can you advise me on the following information needed for Tender DBE 179:</p> <ul style="list-style-type: none"> <li>• Paper: Text – on what grammage do we quote?</li> <li>• Finishing: there are booklets which page counts are 20 pages. This is to little to PUR Bind. Must all the booklets be PUR binding or can we quote Saddle Stitched?</li> <li>• Packaging: Do we shrink wrap and pack in cartons or do you</li> </ul>	<ul style="list-style-type: none"> <li>• Paper - Text (inner) paper stock is 70gsm</li> <li>• Kindly use the PUR Bind for all materials as per the TORs</li> <li>• You need to use the shrink wrap</li> </ul>

	have a special instruction for the packaging?	
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**THE TENDER CLOSING DATE AND TIME IS 13 SEPTEMBER 2022 AT 11:00.**