



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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

**DATE:** 20 October 2022

**TIME:** 14:00 to 15:00

**TENDER NUMBER:** DBE 180

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS TO TRAIN TEACHERS, SUBJECT ADVISORS, SCHOOL MANAGEMENT TEAMS (SMTs), LOCALLY APPOINTED COACHES IN THE SYSTEMIC IMPROVEMENT OF READING AND NUMERACY IN THE FOUNDATION PHASE

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

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms N Thebe, Mr S Banda, Mr D Moukangwe (Supply Chain Management) and Ms K Modiba, Mr S Mabaso (Project Management Team). Furthermore, she requested the Bidders to introduce themselves.

### **2. BID PRESENTATION**

Presentation of the Terms of Reference (TORs) by Mr Mabaso and Ms Modiba.

### 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 **03 November 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. The Tender Box is situated on the right hand side before accessing the entrance to the Reception; and is clearly marked "TENDERS". With regard to the submission of bigger documents, the Receptionist/s will call the SCM officials who would register your document/s in the Register for receipt of the tender document.
- 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)) e-Tender 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 at least seven days before the tender closing date. The questions should be directed to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za).
- Bidders must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.
- Bidders must fully complete, sign and submit (with their bid document) the SBD Forms which were uploaded by the Department with the tender document. Alteration or re-typing of the SBD Forms is not allowed and will lead to the disqualification of the bid submitted.

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

No.	Question raised	Response/ clarity
1.	Will the Department provide the catering?	The service provider will have to provide catering for the participants and all the logistics pertaining to the training. The districts will provide the service provider with the actual number of people attending the training and the venues.

2.	What is the expected length of the orientation videos?	The length of the video/s will depend on the topic in that particular term and the materials which the teachers will be orientated on. One might want to do short videos for each topic so that one has a number of videos as opposed to one lengthy video. The length video/s depends on the content thereof.
3.	In as far as training of Principals is concerned in the second year; is it expected in year two that coaching will be undertaken? What is envisaged in year two?	With regard to year two in terms of coaching, Coaches will be employed for the duration of the programme. They will not only coach the Principals but will also coach the Departmental Heads and Teachers.
4.	The duration of the project is stated as two years, 2022 and 2023; should it not be 2023 and 2024?	It was anticipated that the programme will commence in this year, 2022. The project will commence in 2023 and the second year will be 2024.
5.	<ul style="list-style-type: none"> <li>• How can the Bidders access the Toolkits/ training manuals (Mathematics and Languages) in order to prepare a quotation on the training material?</li>   <li>• The above question was also referring to the Teacher Toolkits that the Teachers would use. It would be important to see the full Toolkit or samples if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• The electronic copies of those resources will be shared with the potential Bidders.</li>   <li>• The School Management Team (SMT) modules are currently available and can be used by the potential Bidders. They could be made available for subject specific training. With regard to the Toolkits that are meant for Teachers and classrooms; electronic copies were made available so that they could be incorporated into the entire training plan. They will be uploaded on the websites.</li> </ul>
6.	When will the links to the material be made available?	The Toolkits will be readily available, electronically on 27 October 2022.
7.	The requirement on paragraph 9.5 of the SBD6.1 form stating <i>describe principal business activities of your organisation</i> ; there is limited space available on the tender document to state the <i>organisational profile</i> ; should the Bidders summarise or put an extra attachment for the organisational profile?	The SBD 6.1 form should be completed as required and the submission of the company profile should be in line with paragraph 4 (a) of the Mandatory Requirements.

## 5. CONCLUSION

Bidders were reminded to be mindful of the tender closing date as indicated in the Tender advert.

Ms Metula thanked the Bidders for attendance and participation in the briefing session. She 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) Is it acceptable to put in a proposal which does not cover the whole scope? For example, we have expertise in training design, particularly for blended and online learning and teaching. Can we put in a proposal to support the winning bidder with this component of the work? Or would it be better to go in as a consortium, rather?</p> <p>b) Please can we have access to all the content for the training as soon as possible. Without seeing this it is not possible to plan an approach, or do the costing.</p>	<p>(a) The Terms of Reference (ToRs) clearly state that it should be a Service Provider, or a consortium of Service Providers. We recommend that the bids be submitted as per the ToRs.</p> <p>(b) The documents and the link of the training resources have been shared and were uploaded on the websites (eTender Publication Portal and DBE websites).</p>
2.	Please will you send us the link so that we can access the toolkits so that we can begin writing.	The documents and the link of the training resources have been shared and were uploaded on the websites (eTender Publication Portal and DBE websites).
3.	Given that the tender intends to service different levels of personnel, is it permissible for service providers to apply for one sector only e.g., training of teachers? Or should service providers apply for the entire project as a consortium?	The Service Providers should apply for the entire project.
4.	a) Will all languages (including sign) except Xhosa be required or just the languages that are used in the two districts and can you please confirm which these are?	The languages are as follows: <ul style="list-style-type: none"><li>• IsiNdebele</li><li>• Siswati</li><li>• IsiZulu</li></ul>

	b) Is the training of teachers in multigrade schools intended to be F2F or online?	<ul style="list-style-type: none"><li>• Sepedi</li><li>• Setswana</li></ul> <p>Yes, it should be face to face unless some unforeseen circumstance dictate otherwise</p>
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**TENDER CLOSING DATE IS 03 NOVEMBER 2022 AT 11:00.**