



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 02 OCTOBER 2025

TIME: 10:00 to 11:00

TENDER NUMBER DBE208

DESCRIPTION: APPOINTMENT OF A SUITABLE SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS FOR THE PROCUREMENT OF CLASSROOM LIBRARY BOXES, PRINTING OF READING BOOKS, DESIGN AND PRINTING OF ACCOMPANYING MATERIAL, AS WELL AS WAREHOUSING AND DISTRIBUTION TO 555 SCHOOLS IN THE TWO DISTRICTS IN THE MPUMALANGA PROVINCE.

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr D Moukangwe and Ms T Skosana (Supply Chain Management) and Ms MK Modiba and Mr P Prinsloo (Project Managers). He gave the bidders an opportunity to introduce themselves (indicating the individual's names and the name of the company/ organisation representing).

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) and Annexures by Mr Prinsloo.

It was also explained that all the relevant documents have been uploaded with the tender document. The actual books (print ready files) to be printed and form part of the contents of Classroom Library boxes will be provided to the successful bidder. For bidding purposes, the number of pages and sizes per book to be printed have been provided in Annexure A1 up to Annexure A5.

The TORs should be read in conjunction with the relevant Annexures.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- The briefing session is non-compulsory as indicated in the bid document. Non-attendance to the briefing session does not lead to the disqualification of the bidders' proposal/s.
- The tender is closing on **17 October 2025 at 11:00**. A bid 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 main entrance (from the gate) to the reception; and is clearly marked "TENDERS". With regard to the submission of bigger documents, reception will call the SCM officials who would register the document/s in the Register for receiving the tender documents.
- An original bid proposal/ document must be provided and will suffice, there is no need for copies as well.
- Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted 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.education.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 12 days before the tender closes. It is important to make a reference to a tender number when raising a question regarding that tender. The questions should be directed to tenders@dbe.gov.za and the tender number should be used as a reference.

- Bidders must read Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required. Also see the tax requirements listed on SBD1, Part B. Below the table it is stated that “Failure to provide/ or comply with any of the above particulars may render the bid invalid”.
- Bidders must fully complete, sign and submit (with their bid document) the SBD forms which were uploaded with this tender document by the Department. 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	Response/ clarity
1.	In terms of the Book Management Chart and the Library Poster, it only referred to white paper and does not specify the grammage that should be printed on?	Paragraph 4.4 of the Terms of Reference specifies the grammage and that it should be laminated with gloss of 125 microns.
2.	Is there a sample or picture of the Library Boxes that can be shown to the bidders to see what they look like?	Yes, in the Classroom Library Manual the pictures are there. More pictures could be shared which show the original Book Management Chart, Display Posters, how the box looks like and how it is packed.
3.	In regard to the book bags, is there any particular colour that you want the bidders to quote on?	It is an A4 and A5 book bag which is like a filing sleeve and should both be see through. In the Classroom Library Manual the pictures are there, however more pictures of the book bags could be provided.
4.	Would there be any communication of who the successful bidder was for this project?	Once the process is finalised, the successful bidder is informed and thereafter the information (name of the successful bidder and price quoted) is published on the websites where the tender was published. The unsuccessful bidder/s are also informed that their proposal/s were not successful on that bid.
5.	The Library Manual is not uploaded with the other documents.	The Library Manual will be provided to the SCM to be uploaded. The pictures of items are also in the manual.

5. CONCLUSION

Bidders were reminded:

- That they could send clarity seeking questions until at least twelve (12) days before the closing date. Questions must be sent to tenders@dbe.gov.za
- To be mindful of the tender closing date as published.

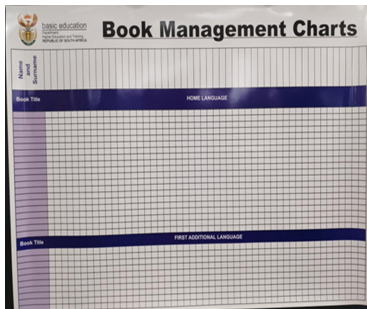
Ms N Metula thanked the Bidders for attending the Briefing Session and wished them well with the preparation and submission of their bids.

The session was adjourned.

6. QUESTIONS RAISED AFTER THE BRIEFING SESSION AND THE RESPONSES

No.	Question	Response/ clarity
1.	On page 5, point 4.3.1, it states that the service provider is required to print 40 reading books for each Classroom Library box.	This is correct, each Classroom Library Box should have 40 reading books.
2.	In Annexure A2, for example, the total number of books is indicated as 536 per line , with an overall total of 21,440.	This is correct. Please also review Annexure F, as it provides detailed information on the number of Grade 2 and Grade 3 teachers. These figures will help determine the number of Classroom Library Boxes required for each language and grade. For example, let's refer to Annexure A2 (Grade 3) as per your enquiry, which indicates a total of 536. This figure (536) represents the number of Classroom Library Boxes needed for Siswati in Grade 3. Each Classroom Library Box must contain one copy of each of the 40 Siswati titles. Therefore, you will need to print 536

			copies of each title to ensure every Classroom Library Box has a complete set. The total number of books to be printed for Grade 3 Siswati is calculated as follows: 536 Classroom Library Boxes × 40 titles = 21 440 books. In summary, you will print 21 440 Siswati books for Grade 3 comprising 40 different titles, each printed 536 times, to supply one full set of titles to each Classroom Library Box.								
3.	Could you kindly confirm the total number of books to be printed? Should it be 40 per Classroom Library box as per point 4.3.1, or 536 per line (as shown in Annexure A2)? The example provided is only from one annexure for reference.		Please see above.								
4.	We are writing to enquire about the possibility of visiting your offices to view samples related to Tender DBE208: Appointment of a Service Provider or a Consortium of Service Providers for the Procurement of Classroom Library Boxes, Printing of Reading Books, Design and Printing of Accompanying Material, as well as Warehousing and Distribution to 555 Schools in Two Districts in the Mpumalanga Province. Kindly advise if it would be possible to view the samples in person, and if so, please provide available dates, times, and any additional requirements or procedures we should be aware of.		It will not be possible because such process and information must be fair and transparent to all prospective bidders. That is why all the information and clarity to the bidders' questions is published so that all prospective bidders, could bid based on the same information. Kindly specify the areas where you seek clarity on and the response/s will be provided accordingly.								
5.	<table border="1"> <thead> <tr> <th>Clause and page</th><th>Description</th><th>Questions</th><th>Responses/ Clarity</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table>	Clause and page	Description	Questions	Responses/ Clarity						
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4.4. Book Management Chart.pg 5 & 6	“4.4.5 Printed on a Whitepaper and should be laminated. 4.4.6 Laminating-gloss 125 microns. “	For 125 microns of laminating, it is Encapsulating, not normal. Does DBE want encapsulating laminating? If so with a border or without? What is the gsm of the White paper?	Quote to be provided according to the specifications. 120 gsm 
4.5 Book Display Poster, pg. 6	“4.5.8 Book Display Posters to be printed on White paper with colour pictures of relevant books and glossy finishes”	What is the gsm of the white paper?	Below is an example of a book poster. However, for this quote it should be 40 books on the poster and not 30 as in this example. 120 gsm 

	4.6 Book Bag and Reading card	4.6.1 Supply the DBE with Book bags that will consist of a clear plastic filing sleeve. “	Due the clarification meeting DBE stated that the Book bag is clear, will see the image on the library manual to see the size and design. Please provide us with an image as there is no book bag on the library manual.	The book bags are clear A4 filing sleeves. 
6.	On page 5, point 4.3.1, it states that the service provider is required to print 40 reading books for each Classroom Library box.			This is correct, each Classroom Library Box should have 40 reading books.

THE TENDER CLOSING DATE WAS 17 OCTOBER 2025 AT 11:00 AND IS EXTENDED TO 23 OCTOBER 2025 AT 11:00.