



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

## **NONCOMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS**

**DATE:** 10 JULY 2024

**TIME:** 10:00 to 11:00

**TENDER NUMBER:** DBE 196

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDERS WITH PROFESSIONAL AND TECHNICAL EXPERTISE TO BRAILLE, ENLARGE AND AUDIO-VERSION QUESTION PAPERS FOR THE NATIONAL SENIOR CERTIFICATE AND SENIOR CERTIFICATE EXAMINATIONS.

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

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr R Legodi, Ms N Banda, (Supply Chain Management) Ms P Ogunbanjo, and Mr C Thurston (Project Management Team).

She gave the Bidders an opportunity to introduce themselves (indicating the individual's name/s and the name of the company or organisation one was representing).

### **2. BID PRESENTATION**

Presentation of the Terms of Reference (TORs) by Ms P Ogunbanjo.

### **3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS**

The SCM indicated that:

- a. 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.
- b. The tender is closing on **22 July 2024 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 side before accessing the door to the reception; and is clearly marked "TENDER BOX". With regard to the submission of bigger documents, the reception will call the SCM officials who would register your document/s in the Register for receiving the tender documents.
- c. The bids must be submitted as hard copies, no emailed documents will be accepted.
- d. 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 twelve (12) days before the tender closing date. The questions should be directed to [Tenders@dbe.gov.za](mailto:Tenders@dbe.gov.za). When asking questions, quote the tender number as reference in order to easily locate the questions.
- e. Bidders must read the following requirements carefully as listed in the bid document and comply/ respond as required:
  - Mandatory Requirements;
  - Non-Mandatory Requirements; and
  - SBD1 form including Part B, paragraph 2.
- f. 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	Response/ clarity
1.	It was mentioned that for the audio, the DBE can request either audio CDs or memory sticks. Clarity was sought regarding the memory sticks if Bidders would have their USB ports disabled; would the DBE provide permission to activate the USB ports in the Examination Room or Security Room?	Yes, it could be CDs or memory sticks. The reason for that is because provinces are moving towards that, so the DBE is stating that requirement upfront. If there is a need for any material to be brought in memory sticks instead of CDs; the DBE would give permission for those ports to be enabled during production of that material; if needed. The security features would also be considered.

2.	Are all the font sizes for large print included in the number of papers, 60 papers for May and 90 papers for November? Are the different font sizes from 14 to 26 included in the 60 papers for May and 90 papers for November.	<p>Yes, if it is stated 90 question papers, in those 90 question papers, one might find that in a particular question paper; depending on the learners that require that paper, different font sizes could be required and this may change from one examination to another; for example:</p> <ul style="list-style-type: none"> <li>• For Economics, the font size needed could be 20, 22 &amp; 24;</li> <li>• For Physical Sciences the font size needed could be 14, 16 &amp; 18, 20, 24;</li> <li>• For Mathematics the font size needed may just be 18 &amp; 20.</li> </ul> <p>The range of all font sizes that are possible in all the question papers has been given but the specific font size for each paper will be indicated when the order is placed.</p> <p>Font sizes e required for each paper will depend on the requirements of the candidates.</p>
3.	Does the number of Braille papers include both Contracted and Uncontracted papers; 80 for November and 55 for May?	Yes, the numbers provided for the Braille papers include both Contracted and Uncontracted papers. The exact division between Contracted and Uncontracted papers will depend on the requests from schools.
4.	Regarding the submission of a hard copy tender document; can the Bidder courier the document to the DBE premises? Would there be somebody available to receive the tender document if it is sent by courier?	The Bidder can courier the tender document to the Department of Basic Education but it remains the Bidder's responsibility to ensure that the tender documents is correctly delivered and dropped in the Tender Box or received by the relevant official/s who will register the document as required.
5.	<p>The service provider supplies the CDs, but will the service provider also supply the memory sticks?</p> <p>For tender purposes, should the Bidder make provision for memory sticks, or only for CDs?</p>	<p>Yes, if the required materials must be provided on a memory stick, the DBE would alert the service provider. Which means, instead of providing the materials on a CD; the material would be provided on a memory stick.</p> <p>The Terms of Reference indicated CDs or any other electronic storage device. The Bidder should decide and provide for either the CDs/ memory sticks. The Bidder should do costing for the memory stick or CDs, but the DBE would inform the Bidder whether to supply memory sticks or not.</p>

## 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 attending the briefing session and wished them well with the preparation and submission of their bids.

The session was adjourned.

## 6. QUESTION RAISED AFTER THE BRIEFING SESSION AND RESPONSE PROVIDED

No.	Question	Response/ Clarity
1.	Can you please advise on the number of each pages how many pages per question paper I don't see on the bid document?  e,g normal page print via braille will be 3 braille papers.	The number of pages per question paper varies per paper per subject. It can be from 10 pages or more. Past question papers are available on the DBE's website. These past papers may be used as a guide. Refer to the recently uploaded Pricing Model.
2.	Clarity was sought on the following: a. We do not have one service provider in SA that can do all the languages, mathematics, sciences, computers, technical subjects including tactile graphics, in contracted braille, therefore for tender purposes, we as service providers need to work together, to submit an all inclusive bid as per the terms of reference?  b. In paragraph 9.1, 9.2.2 and 9.2.3 of the TOR it only refers to a Consortium or Joint Venture, but in 9.2.4 it refers to subcontracting. What is the difference regarding requirements?	a. Noted.  b. The difference is that; if bidding with an intention to subcontract certain tasks the Bidder should state, the name of the subcontract company and percentage to be sub-contracted (see paragraph 9.2.4) <b>but</b> if bidding as a Consortium or Joint Venture, Bidders should (see paragraph 9.2.2 & 9.2.3): <ul style="list-style-type: none"><li>• individually submit the fully completed and signed SBD forms separately. Each consortium/ joint venture partner must fully complete it's own SBD forms (SBD1, SBD4 and SBD6.1) to form part of the tender document of the</li></ul>

	<p>c. If Pioneer Printers, as a service provider, subcontracts another braille service provider for some of the home languages or first additional languages exam papers, what is expected from Pioneer Printers and of the subcontract company regarding the mandatory requirements to comply?</p>	<p>consortium/ joint venture. The consortium/ joint venture should submit one SBD3.1 form.</p> <ul style="list-style-type: none"> <li>• provide/ submit the agreement signed by nominated members of both/ all consortium or joint venture partners.</li> <li>• State the leading company. The consortium/ joint venture should indicate who will be the leading company.</li> <li>• Bidders must also comply with the tax requirements listed in Part 2 of the SBD1 form.</li> </ul> <p>c. It is required that, Pioneer Printers as a Bidder must comply with all the mandatory requirements listed in paragraph 9.1 (9.1.1 up to 9.1.6) of the TORs. In terms of the mandatory requirements and functionality evaluation only the Bidder's (Pioneer Printers) documents will be evaluated. For subcontracting, there are no mandatory requirements in the TORs.</p>
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**Note:** The Pricing Model has been uploaded where the tender documents are published. The total price on the Pricing Model should be transferred to the SBD3.1 and will be used for evaluation purposes.

**THE TENDER CLOSING DATE IS EXTENDED TO 2 AUGUST 2024 AT 11:00.**