



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 19 NOVEMBER 2024

TIME: 10:00 to 11:20

TENDER NUMBER DBE199

DESCRIPTION: APPOINTMENT OF A PROFESSIONAL CONFERENCE ORGANIZER FOR THE DEPARTMENT OF BASIC EDUCATION FOR A PERIOD OF THREE YEARS.

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms L Selloe, Mr R Legodi, Mr D Moukangwe, Mr R Mabilo, Ms T Skosana from the Supply Chain Management and the Project Managers are Ms R Chiloane, Mr T Nkomo and Ms T Nare. 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 by Mr Nkomo.

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 **12 December 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-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. It is the Bidder's responsibility to ensure that their bid document is submitted at the right place on time.
- Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.
- One original bid proposal/ document will be sufficient.
- 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 12 days before the tender closes. 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. Also see the tax requirements listed on SBD1, Part B below the table, stating 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. **Bidders must complete the Pricing Schedule (Annexure A) and that total price inclusive of Value Added Tax (VAT) on Annexure A must also appear in the SBD3 form.**

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

No.	Question raised	Response/ clarity
1.	<ul style="list-style-type: none"> • Is the winning bidder expected to be a member of IATA, or could work with an entity which is IATA accredited? Finances around IATA membership are quite high for SMMEs. 	<ul style="list-style-type: none"> • Yes, the Bidder must be an accredited member of IATA and ASATA. IATA and ASATA memberships are required due to policy and security reasons and those requirements cannot be relaxed.

	<ul style="list-style-type: none"> • Is IATA or ASATA, the only memberships that the Department requires from the PCO? • When submitting a bid, is the PCO/ Bidder expected to be a member of IATA/ ASATA or a Bidder/ PCO be given a month or two to be a registered member of IATA/ ASATA. The PCOs as events planners belong to their own association/s; their core business is not travel but they work with travel agents. • Could the Bidder/ PCO subcontract a company which is registered with IATA/ ASATA after submitting a bid; or would be given a month or 2 (as mentioned above) to register because the registration process is lengthy and has financial constraints. • IATA require payment bi-monthly (every 2 weeks) and this is a challenge if the PCO would only receive payment within 30 days from the Department. In that case, the lodge card work effectively in terms of ensuring that there are no financial constraints on businesses especially smaller businesses. A plea was made to the DBE to consider the payment terms and the issue of IATA payment. 	<ul style="list-style-type: none"> • Yes, those are the only memberships required. • ASATA and IATA are mandatory requirements. If the PCO only deals with events management; there is a Joint Venture section which lists all the bidding requirements for Joint Venture. When bidding as a Joint Venture, The Bidder must have IATA and ASATA memberships; it is required by law. • IATA and ASATA are mandatory requirements which Bidders must comply with when bidding. Paragraph 9.4 of the Terms of Reference lists the requirements while bidding as a Joint Venture. This would allow smaller businesses to grow into this business. When submitting as a Joint Venture the Bidder must have IATA and ASATA membership. The PCO is expected to make travel arrangements when there are events that is why the requirement for IATA. • The 30 days period is a requirement from the Public Finance Management Act (PFMA), but the DBE does not wait for 30 days to pay the service providers. As soon as a valid invoice and quotation for that invoice are received and quality checks are done; payment to the service provider is processed. In a case where the event is more than a certain amount which the PCO cannot handle; the Department always meets the PCO halfway. The DBE does assist the PCO in negotiating with the hotels in a case where institutions do not agree with the 30 days account. The Department deals with major events that require upfront payments; the PCO needs capital especially when organising international and huge local events/ conferences.
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2.	In terms of Joint Ventures, can the winning Bidder work with entities that have been verified by the DBE?	Joint Ventures (JVs) are allowed and paragraph 9.4 of the Terms of Reference lists the requirements when bidding as a JV. The SBD1, Part B also lists the tax requirements in a case of JV or Subcontracting.
3.	<ul style="list-style-type: none"> As the PCO will be expected to pay all accounts in 7 days, was there any consideration regarding SMMEs financial status? The discounts that the winning bidder should be negotiating on behalf of the DBE, how will the SMME's survive since they mostly rely on the commission that they receive from the service providers; which is basically how a lot of the SMMEs travel agencies survive? 	<ul style="list-style-type: none"> The Bidder has to work out its management fee. Upon receipt of the valid invoice the payment will be done within 30 days. The PCO would be negotiating discounts in order to meet the Department halfway but not to work the PCO at a loss. National Treasury's Cost Containment Instruction notes requires that most competitive option be obtained when making travel bookings, mindful of cost and value for money and also providing competitive rates and best prices.
4.	What is the DBE doing to accommodate SMMEs with regard to this tender?	The requirements for the tender are as stipulated in the Terms of Reference. SMMEs that do not meet the requirements as stipulated and have interest in tendering may opt to forming Joint Ventures / Consortium.
5.	In terms of the PCO; is the DBE going to appoint one or more service providers?	One PCO will be appointed for the period of three years.
6.	<ul style="list-style-type: none"> Is the comfort letter guaranteeing the PCO's access to a credit facility of R20 million supposed to accompany a bid or it will be requested when the PCO is appointed? Does the DBE only accept the letter from accredited service providers or can another company with finances and a big balance sheet be a guarantee to whoever is going to win the tender? 	<p>The letter of comfort does not have to accompany the bid but it will be required from the recommended bidder. See paragraph 13.1 of the Terms of Reference.</p> <p>The comfort letter is the condition of award. The recommended bidder will be required to submit the comfort letter as per paragraph 13.1 of the Terms of Reference.</p>

5. CONCLUSION

Bidders were reminded:

- That they could ask 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 and time as published.

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

No.	Question raised.	Response/ clarity
1.	<ul style="list-style-type: none"> • Do we submit both the IATA and ASATA or just one? • In Functionality item (v) are the amount shown for points value of the past contracts? • On Pricing schedule are we allowed to change the service fee for Domestic and International flights or we only put our bidding percentage? 	<ul style="list-style-type: none"> • Yes, bidder/s are required to submit both valid IATA and ASATA. • Yes. • Bidder are required to state the Management Fee on Annexure A, Management Fee on – Column F row 15; Domestic flights on Column F row 16 and International flight on Column F row 17.
2.	<p>Can a PCO bid using the IATA or ASATA of another entity if they are that entity's franchisee or affiliate.</p> <p>Under pricing, how do you link SBD3.1 and Annexure A.</p>	<p>The certificate must be in the name of the bidding company.</p> <p>The total price on the Annexure A should be the same as the one stated on SBD3.1 as that is the price that will be used for evaluation purposes</p>
	<p>Please can you clarify for me if we need to present a creative proposal for the events or just credentials/portfolios and rates at this stage?</p> <p>Do we need a joint BBBEE certificate for a JV/Consortium?</p>	<p>Bidder must submit the proposal responding to the requirements as stipulated in the Terms of Reference</p> <p>DBE does not utilise BBBEE Certificate to claim specific goals. See paragraph 12.3 of the Terms of Reference to see what is required to claim specific goals.</p>

THE TENDER CLOSING DATE IS EXTENDED TO 13 JANUARY 2025 AT 11:00.