



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 13 AUGUST 2026

TIME: 10:00 to 11:00

TENDER NUMBER DBE214

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS FOR THE DATA CAPTURING OF THE 2026 SYSTEMIC EVALUATION FOR FOUR MONTHS**

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Mr R Legodi, Ms N Banda, (Supply Chain Management), and Dr M Chetty, Dr N Shoji (Project Managers). Bidders were advised to introduce themselves on the Chat to save time.

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Dr N Shoji.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- a. The Briefing Session was 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.
- b. The tender will close on **04 September 2026 at 11:00**. Any bid submitted after 11:00 will be considered late and will not be accepted by the DBE. The tender box is situated on the right-hand side before the main building entrance to the reception and is clearly marked "TENDER BOX". Regarding the submission of larger documents/proposals that cannot fit in the tender box, the bidder is required to request the reception to call the SCM officials, who will register the document/s in the Register of submitted tender documents.
- c. Bids must be submitted as hard copies; the DBE would not accept electronic/ emailed submissions.
- d. One original bid proposal would suffice; there was no need to submit a copy of it as well.
- e. The discussions during the Briefing Session and the questions raised after the Briefing Session will be consolidated and uploaded to the Department's website (www.education.gov.za), and to the eTender Portal (www.etenders.gov.za), where the tender advert and documents are published. The presentation will also be published. Bidders could forward their clarity-seeking questions regarding the bid until 12 days before the tender closes. Make reference to a tender number when raising a question regarding that tender. The questions should be directed to tenders@dbe.gov.za.
- f. 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".
- g. Bidders must full complete, sign, and submit the SBD forms (with their bid document), which were uploaded with this tender document by the Department. Alteration or retyping of the SBD forms is not allowed and will result in the disqualification of the submitted bid.
- h. Please note, bidders, that when completing the SBD1 form, you are required to provide your contact details and CSD number. It is important to ensure that these details correspond exactly with the information registered on the Central Supplier Database (CSD). The Department uses this information when publishing the list of received bids and their corresponding bid prices. Should the CSD number or contact details provided on your SBD1 form not match the information reflected on the CSD, your submission may not be accepted. Bidders are therefore encouraged to verify those details carefully before submitting their bids.

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

No.	Question raised	Response/ clarity
1.	Is this the first time this kind of project is being undertaken?	No, this is the second time the evaluation has been conducted. The first evaluation was carried out in 2022; and this was the second round of the evaluation.
2.	The minimum number of data capturers is 60; how many more than 60 would be considered reasonable to be recruited for the project?	The Department has specified 60 data capturers as the minimum requirement to complete the project within the stipulated four-month period. However, the Department cannot prescribe an exact number above this minimum, as it would depend on the data capturers' experience. The experienced and first-time data capturers would not be on the same level in terms of performance.
3.	Will the Department of Basic Education install the software required for data capturing on the laptops?	Yes, the Department would provide and install the software on the service provider's computers to capture the data.
4.	In terms of security, will the DBE put security measures in place, or will the service provider have to implement them?	The service provider will be responsible for implementing and maintaining all necessary security measures. The Department will not provide security solutions.
5.	Can the form be filled in electronically?	The bid documents must be submitted as hard copies. Please see paragraph 3.c above, stating that "Bids must be submitted as hard copies; the DBE would not accept electronic/ emailed submissions". Bidders should return all forms fully completed and duly signed.
6.	A bidder requested clarification on the requirement in Table 3.4 regarding the submission of two documented comprehensive project reports from previous large-scale data-capturing assignments.	Bidders must submit two documented comprehensive project reports from previous large-scale data-capturing assignments. The reports must include all the information specified in the Terms of Reference. Bidders who submit all required evidence in the prescribed format will score the allocated 20 points.

7.	Are bidders required to submit the CVs of all 60 data capturers as part of the bid proposal?	No. Bidders are not required to submit CVs for the 60 data capturers. The only CVs required are for the Lead Managers and the two Braille data specialists/ capturers specified in the Terms of Reference. In the Functionality Evaluation Criteria, bidders are required to specify the number of data capturers, not their CVs.
8.	Will training on the data-capturing software be provided, and who will be trained?	Yes; the Department will provide the data-capturing software and the necessary training on its use. All team leaders and data capturers will be trained in how to use the data capturing software.
9.	Regarding the procurement of actual devices, would they be acquired through lease agreements or physical bulk of equipment that would become the Department's property at the end of the project?	The service provider is responsible for supplying all equipment required for data capturing. The Department will not own the equipment at the conclusion of the project. Accordingly, the equipment will remain the property of the service provider, whether acquired through purchase or lease arrangements.
10.	Has the Department considered using OCR and Artificial Intelligence (AI) to assist with data capturing, or will the capturing process be manual?	The Department has confirmed that data capturing will be conducted manually/physically. OCR and AI technologies will not be used for this project. The achievement booklets use multiple-choice responses (e.g., A, B, C, or D); there is no requirement to capture long text.
11.	Are scanners required for the data-capturing process, and how many must the service provider provide?	Yes, scanners are required because the service provider must scan 1% of the captured achievement booklets, as the Department will not retain the physical scripts. The Department did not specify the number of scanners to be used, as that would depend on the scanners' efficiency. The 1% of the achievement booklets must include Mathematics and Language achievement booklets for grades 3, 6, and 9.

12.	How will captured data be stored when using the Department's data-capturing software, and what processes will be followed to manage the data after the project's completion?	All captured data will be stored within the Department's data-capturing software. Upon completion of the data-capturing process, the data will undergo the required quality assurance and verification.
13.	Will the service provider be required to remove all project data from its laptops upon project completion?	It was confirmed that upon completion of the project and scanning 1% of the scripts, all captured data would be removed from the service provider's laptops due to the confidentiality of the information. It was emphasised that all project data is strictly confidential. Data may be retained temporarily for verification, quality assurance by the international agency and query resolution processes under the guidance of the DBE and the international agency. The service provider must not retain data in a manner that could compromise the project results or lead to information leakage. The DBE will provide guidance on when data may be securely removed.

5. CONCLUSION

Bidders were reminded to be mindful of the tender closing date as published and that bids submitted later than the published date and time would not be accepted.

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 THE RESPONSE

No.	Question	Response/ clarity
1.	We would like to seek clarification regarding the server requirements for the data-capturing tender. Would it be acceptable to use servers hosted and rented from a third-party provider rather than having the servers physically located at the data-capturing premises, provided that a secure network is established to enable access to the servers?	The Department prefers the server to be at the data capturing site. But the service provider who has the server that is outside the data capturing site and can show how the data will be secured and how to get access to the servers will be allowed.

Tender closing date of 04 September 2026 at 11:00 was extended to 18 September 2026 at 11:00