



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 13 May 2025

TIME: 10:00 to 11:00

TENDER NUMBER DBE205

DESCRIPTION: Appointment of a service provider or a consortium of service providers for supply and delivery of catering equipment to the Department of Basic Education for the National School Nutrition Programme awards for a period of 2 years.

1. WELCOME AND INTRODUCTION

Ms N Metula:

- i. Welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms N Metula, Ms N Banda and Mr R Legodi (Supply Chain Management) and Ms N Sediti and Ms A Tshovhote (Project Managers).
- ii. She gave the bidders an opportunity to introduce themselves (indicating the individual's names and the name of the company/ organisation re-presenting).

2. BID PRESENTATION

Ms Tshovhote presented the Terms of Reference (TORs) giving emphasis that the DBE would look at the quality, and whether standards have been met. The expectation is to deliver the best quality product to schools which meets the South African

Bureau of Standards (SABS). It is important to maintain as well as sustain the items for a period of years. Bidders must quote all the equipment listed on Table 3 and also quote for the supply and delivery of these goods.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- i. 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.
- ii. The tender is closing on **30 May 2025 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 regards to the submission of bigger documents, you are required to go to Reception and the receptionist will call the SCM officials who would register the document/s in the Register for receiving the tender documents. If sending through the courier, the bidder must give the courier clear instructions to drop the document in the Tender Box or in a case of a bigger document the courier must ensure that it is correctly received and registered (as mentioned above).
- iii. Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by the DBE.
- iv. An original bid proposal/ document will suffice, there is no need for copies as well.
- v. 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 tender number used as a reference.
- vi. 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".
- vii. 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.	How many service providers will be appointed for this bid?	One supplier will be appointed for this bid.
2.	Would the Department of Basic Education accept any brand that is equivalent to the well-known brands, as long as it complies with the Specifications?	The Department of Basic Education (DBE) does not restrict to a specific brand but the equipment must comply with the Specifications in Table 2 of the Terms of Reference and must meet the South African National Standards/ South African Bureau of Standards (SANS/ SABS) as mentioned in paragraph 4.1 of the Terms of Reference.
3.	Is the successful bidder required to supply to the entire country?	This is a national project and the delivery point is the Department of Basic Education, 222 Struben Street, Pretoria (see paragraph 4.3 of the Terms of Reference. The Department will handle the distribution to schools.
4.	Is the Department: • looking for someone who has delivered these items/ equipment before? • going to look at the company's years of experience as well?	The DBE is looking for a company which has experience and that experience is broken down in number of years as indicated in paragraph 7.3, Functionality Evaluation on "Capability to deliver".
5.	Is a memory stick required for submission, or only a hard copy?	Only one hard copy document/ proposal is required. There is no need for the USB or memory stick.

5. CONCLUSION

Bidders were reminded:

- To submit the clarity seeking questions twelve (12) days before the closing date. Questions must be in writing and sent to Tenders@dbe.gov.za
- To be mindful of the tender closing date and time, as published.

Ms N Metula thanked all the Bidders for attending the briefing session and wished them well on 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.	Please clarify for us the following: On page 3. Table 1: Summary of equipment and quantities breakdown the quantities of items differ with quantities on page 15 & 16 Table 3: Price Bidding. Look quantities of the following items: 1. Heavy-Duty Stainless-Steel Food Distribution trolleys. 2. 2200mm x 700mm Stainless Steel Table with Splash Back and Galvanised Shelf and Legs. 3. 1200mm Stainless Steel Pot Double Sink (50lt) with plain under-shelf. 4. Industrial Stainless-Steel Electric Urn-30lt. Please if you can clarify for us the quantities. Do we quote as per the summary or as per the price bidding?	The correct quantities for both Table 1 & Table 3 are as follows: <table> <tr> <th>Item No.</th><th>Item description</th><th>Quantities for Year 1</th></tr> <tr> <td>2</td><td>Heavy-Duty Stainless-Steel Food Distribution trolleys.</td><td>27</td></tr> <tr> <td>13</td><td>2200mm x 700mm Stainless Steel Table with Splash Back and Galvanised Shelf and Legs.</td><td>99</td></tr> <tr> <td>14</td><td>1200mm Stainless Steel Pot Double Sink (50lt) with plain under-shelf.</td><td>99</td></tr> <tr> <td>16</td><td>Industrial Stainless-Steel Electric Urn-30lt.</td><td>99</td></tr> </table> Bidders must quote as per Table 3, Price bidding.	Item No.	Item description	Quantities for Year 1	2	Heavy-Duty Stainless-Steel Food Distribution trolleys.	27	13	2200mm x 700mm Stainless Steel Table with Splash Back and Galvanised Shelf and Legs.	99	14	1200mm Stainless Steel Pot Double Sink (50lt) with plain under-shelf.	99	16	Industrial Stainless-Steel Electric Urn-30lt.	99
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2.	Is it a panel of service providers, and for national or provincial	This is not a panel of service providers but only one service provider will be appointed.															
3.	I just want to find out if I have only experienced for supplying lubricant, catering services and delivery of safety equipment also water treatment chemical. I'm not going to be considered.	The bid will be evaluated as per paragraph 7.3 of the Terms of Reference.															

TENDER CLOSING DATE WAS 30 MAY 2025 at 11:00 AND IS EXTENDED TO 20 JUNE 2025 at 11:00.