



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION – MS TEAMS

DATE: 21 MAY 2026

TIME: 10:00 to 11:00

TENDER NUMBER DBE212

DESCRIPTION: CREATION OF A DATABASE OF SERVICE PROVIDERS/CONSORTIUMS TO CONDUCT CONTINUING PROFESSIONAL TEACHER DEVELOPMENT NATIONALLY FROM 2026/27 TO 2028/29, RENEWABLE EVERY TWO YEARS.

1. WELCOME AND INTRODUCTION

Ms N Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team; Ms M Ntloana, Mr D Moukangwe (Supply Chain Management) and Dr A Nkosi (Project Manager). To save time, bidders were requested to introduce themselves in the Chat by stating their individual names and the name of the company/organization they represented.

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Dr Nkosi.

3. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS

The SCM indicated that:

- a. The Briefing Session was non-compulsory as indicated in the tender document and the advert. Non-attendance to the Briefing Session would not lead to the disqualification of the bidder's proposal/document.
- b. The tender was closing on **15 June 2026 at 11:00**. A bid document submitted after 11:00 would be regarded as late and will not be accepted by the DBE. The tender box is situated on the right-hand side before the main entrance (from the gate) to reception and is clearly marked "TENDERS". Regarding the submission of larger documents, reception will call the SCM officials, who will register the document (s) in the Register for receiving the tender documents.
- c. Bids must be submitted as hard copies; the DBE would not accept electronic/ emailed tender submissions.
- d. The original bid document (s) would suffice; there was no need to provide copies as well.
- e. The discussions during the Briefing Session and the questions raised after the Briefing Session would be consolidated and shared with the bidders as Briefing Session Minutes on the websites where the tender is published (www.education.gov.za and www.etenders.gov.za).
- f. Bidders could still forward their clarification questions regarding the bid until 12 days before the tender closes. The questions should be directed to tenders@dbe.gov.za and the tender number should be stated on the email as reference.
- g. Bidders must read the Mandatory Requirements carefully, as listed in the TORs, and ensure they respond as required. The SBD1 has also listed the tax requirements that bidders must comply with.
- h. Bidders must fully complete, sign, and submit (with their bid document) the SBD forms that were uploaded with this bid.
- i. Alteration or retyping of the SBD forms is not allowed and would result in the disqualification of the submitted bid.
- j. Paragraph j of the **Background** must be read in conjunction with paragraph 9 of the **Sourcing Strategy**.
- k. Paragraph 14 of the Terms of Reference must read "Enquiries must be made at least twelve (12) days before the closing date of the bid".

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

No.	Question	Response/ clarity
1.	If the bidder covers all phases (Foundation Phase, Intermediate Phase, Senior Phase, and FET) of training, how should they indicate this in their proposals? Should they have separate proposals for each phase?	The bidder is required to submit only one proposal for the bid and, in their proposal, must indicate the phases (as listed in paragraph 3, Scope of Work, and paragraph 7.1.3, under Mandatory requirements) they would bid on.
2.	- In terms of the planning proposal, what should bidders focus on seeing that they do not know what the quotations would entail at this point? What to plan for, as bidders do not know which projects are in the pipeline. - If the tender did not specify the actual Specifications, how would bidders put forward a relevant proposal?	The purpose of the Project Plan functionality criterion is not to require bidders to provide a project-specific methodology for projects that have not yet been identified. Bidders are expected to demonstrate their understanding of the area of focus for which they are bidding, as specified in paragraph 7.1.3 of the Terms of Reference, and to translate that understanding into a clear and practical Project Plan comprising defined phases/steps and corresponding key deliverables.
3.	The risks and mitigations for providing training in different locations and subjects would not be the same. How should the Risk Management Plan and mitigation for the project required in the tender be handled when there is not yet a project provided?	The purpose is not to predict exact project risk, but to demonstrate that the bidder has a professional process for identifying, monitoring and mitigating risks once the project is defined. Risks should be linked to the area of focus (as specified in paragraph 7.1.3 of the Terms of Reference) the bidder is bidding for.

5. CONCLUSION

Bidders were reminded:

- That questions must be sent to tenders@dbe.gov.za

- To be mindful of the tender closing date 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.

Tender closing date of 15 June 2026 was extended to 13 July 2026 at 11:00.

6. QUESTIONS RAISED AFTER THE BRIEFING SESSION AND RESPONSES

No.	Question	Response/ Clarity
1.	Sadly, I only can across this opportunity after the online briefing date. Is it possible to watch a recording of the briefing session to help inform my bid? I am a highly experienced international (British) education consultant specialising in teacher professional development. I am recently relocated to South Africa and new to your system - do you welcome bids from international consultants. Recognising that this tender is tailored for consortiums or organisations, I am not well-positioned to submit an independent bid. Therefore, I am registering my availability as a Senior Individual Consultant / Subject Matter Expert to be integrated into a bidding party's team structure.	The Briefing Session Minutes have been published. Yes, bids from international bidders are welcomed.

	If the DBE is in direct contact with relevant parties, I welcome the opportunity to be connected with established organisations preparing a submission so that I may contribute to their proposed project plan and pedagogical methodology. Otherwise, I would ask to please be informally introduced to the successful consortium or organisation for consideration to join their team.	The DBE does not have direct contact with relevant parties. Hence, it is the responsibility of each prospective bidder to identify the joint venture/ consortium partner. The name of the successful bidder will be published on the Department's website under "Awarded tenders".
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Tender closing date of 15 June 2026 **was extended** to 13 July 2026, 14 August 2026 and **28 August 2026 at 11:00.**