



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DATE:	21 NOVEMBER 2025
TIME:	10:00 to 12:00
TENDER NUMBER:	DHET168
DESCRIPTION	APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PRINT, PACK AND CONSOLIDATE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE AND COMMUNITY EDUCATION AND TRAINING (CET) COLLEGE QUESTION PAPERS FOR A PERIOD OF FOUR (4) YEARS

1. WELCOME AND INTRODUCTION

Ms Qwabe welcomed everyone to the non-compulsory briefing session and introduced Ms Letsoalo (Supply Chain Management). Mr Dutoit introduced himself from exams as a Project Manager. Ms Qwabe further requested bidders to register their attendance and announced that it was non-compulsory, bidders will not be disqualified for not attending.

The following bidders registered their company attendance:

- Mailtronic Direct Marketing CC
- Altron document Solution
- Tested Printers PTY Ltd
- Lebone Litho Astron

BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Ms Banda.

2. SUPPLY CHAIN MANAGEMENT (SCM) MATTERS


The SCM indicated that:

- The briefing session was 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 **28 January 2025 at 11:00**. A bid which is submitted after 11:00 on the closing date will be regarded as late and will not be accepted by the DHET.
- The documents must be submitted as hard copies, emailed documents will not be accepted.
- Bid documents will only be considered if received by the Department before or on the closing date and time, regardless of the method used to send or deliver such documents to the Department.
- The information must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the files must be labelled and submitted to the Department in two separate envelopes and format as follows: The Bidder(s) are required to submit two (2) copies of each file, (one (1) original, one (1) duplicate copy).
- The clarity seeking questions should be done at least five (5) days before the closing date as indicated in the tender advert. The questions should be directed to Tenders@dhet.gov.za.

- 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.dhet.gov.za) and eTender Portal (www.etenders.gov.za) where the tender advert and documents are published.
- Bidders must read the Mandatory Requirements carefully as listed in the TORs and ensure that they respond as required.

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

No	Question raised	Response/Clarity
1.	To share table of sliders for the dates of the exams	Table 1 and 2 attached
2.	To add tables of printing and packing volumes for suppliers to have knowledge on volume of printing papers	Table 1 and 2 attached
3.	Part D table on paragraph 3.1 Calculate on the price of per copy for each year	All costs per year must be added and divided to obtain a cost per A4 copy.
4.	Indicate which papers need to be printed in colour	<p>NC(V):</p> <p>387Q1N2725 - Graphic Design L3</p> <p>473Q1N2825 - Graphic Design L2</p> <p>475Q1N2825 - Graphic Design L4</p> <p>509Q1N2825 - Renewable Energy Technologies L4</p> <p>Business Studies:</p> <p>044Q1B1925 - History of Art N5</p> <p>045Q1B1925 - Kunsgeskiedenis N5</p> <p>022Q1B1825 - History of Art N6</p> <p>023Q1B1825 - Kunsgeskiedenis N6</p> <p>025Q1B1825 - Interior Principles Theory and Practical N4</p> <p>026Q1B1825 - Interieurbeginsels Teorie en Praktyk N4</p> <p>112Q1B2425 - Spatial Planning Theory and Practical N4</p>

		<p>113Q1B2425 - Ruimtelike Beplanning Teorie en Prakties N4</p> <p>233Q1B0225 - Spatial Planning Theory and Practical N6</p> <p>234Q1B0225 - Ruimtelike Beplanning Teorie en Prakties N6</p> <p>Engineering Studies does not require any papers to be printed in colour.</p> <p>ABET L4 does not require any papers to be printed in colour.</p>
5	Share presentation and excel documents	Attached
6	Does the printing machine matter or as long as it meets the specification	No, as long it meets the tender criteria
7	How will supplier quote regarding SBD 3.3 in terms of quoting copy per charge with hour rates	Total cost for three years must be indicated on 3.3
8	Provide sample of the box (share the picture)	

4. CONCLUSION

Bidders were reminded:

- To be mindful of the tender closing date and time as indicated in the tender advert.
- That they can still ask questions until at least five (5) days before the closing date; questions should be directed to Tenders@dhet.gov.za

Ms Qwabe thanked the Bidders for attending the briefing session and wished them well with the preparation and submission of their bids.

The session was adjourned.