



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DATE:	17 NOVEMBER 2025
TIME:	10:00 to 12:00
TENDER NUMBER:	DHET176
DESCRIPTION	APPOINTMENT OF SUITABLE OF A SERVICE PROVIDER TO SUPPLY BRANDED PROMOTIONAL ITEMS TO THE NATIONAL SKILLS FUND FOR A PERIOD OF 36 MONTHS AS AND WHEN REQUIRED

1. WELCOME AND INTRODUCTION

Ms Nkuna welcomed everyone to the non-compulsory briefing session and request the Department of Higher Education and Training (DHET) team to introduce themselves. The following officials introduced themselves: Ms Maokeng, Ms Letsoalo and Mr Mzimela. The following officials introduced themselves from the project management office: Mr Somo and Mr Msileni. Ms Nkuna requested the bidders to introduce themselves on the attendance register.

The following bidders registered their company attendance:

- NLH
- Brand-Awareness
- CompuBooks pty ltd
- Brand Inn

BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Mr Msileni.

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 **11 December 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@dhnet.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.	South African Bureau of Standards (SABS) provides certificate- according to the specification provided by the Department and the certificates are normally provided to each item. As a result the bidders will require extension of the closing date to be able to acquire the certificate for each item.	The DHET resolved to removal of SABS requirement See Erratum 2 for full details
2.	Does every branded item have to have a certificate?	
3.	Are suppliers going to be evaluated with each certificate?	
4.	Can SCM remove SAB standard on the evaluation criteria of five points to be amended.	
5	Can the project manager provide samples to winning bidder	Yes, the DHET will provide samples to the appointed service provider.

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.