basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NON-COMPULSORY BRIEFING SESSION HELD VIRTUALLY – MICROSOFT TEAMS

DATE:	**12 December 2024**
TIME:	**10:00 to 11:00**
TENDER NUMBER:	**DBE 200**
DESCRIPTION:	**Appointment of a Service Provider/s or Consortium of service providers for Education Management System Data Quality Audit for a period of nine (9) months for the Department of Basic Education.**

1. WELCOME AND INTRODUCTION

Ms Metula welcomed everyone and introduced the Department of Basic Education's (DBE) team which was Ms M Ntloana, Mr R Legodi, Ms N Banda (Supply Chain Management), Ms A Suleman, Ms R Baloyi, and Ms Z Govender (Project Management Team). She gave the Bidders an opportunity to introduce themselves (indicating the individual's name/s and the name of the company or organisation one was representing).

2. BID PRESENTATION

Presentation of the Terms of Reference (TORs) by Ms Suleman and Ms Baloyi.

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 **17 January 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 regard to the submission of bigger documents, reception will call the SCM officials who would register your document/s in the Register for receiving the tender documents.

iii. Bids must be submitted as hard copies; electronic/ emailed submissions will not be accepted by DBE.

iv. One original bid proposal/ document will be sufficient.

v. The discussions during the briefing session and the questions raised after the briefing session will be consolidated as Minutes, responded to and uploaded on the Department's website (www.education.gov.za) and 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 twelve (12) days before the tender closes. The questions should be directed to Tenders@dbe.gov.za.

vi. Bidder 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-tying of the SBD forms which is not allowed and will lead to the disqualification of the bid submitted.

4. QUESTIONS RAISED AND RESPONSES PROVIDED (during and after the Briefing Session)

None.

5. CONCLUSION

Bidders were reminded to be mindful of the tender closing date as indicated in the Tender advert.

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.

The tender closing date is 17 January 2025 at 11:00 which is extended to 23 January 2025 at 11:00.