



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DATE: 25 July 2025

TIME: 10:00 to 12:00

TENDER NUMBER: DHET165

DESCRIPTION APPOINTMENT OF UP TO THREE EXPERIENCED SUITABLE SERVICE PROVIDERS TO SUPPLY STATIONERY CONSUMABLES FOR A PERIOD OF 36 MONTH DEPARTMENT OF HIGHER EDUCATION AND TRAINING AT HEAD OFFICE, SATELITE OFFICES AND NINE (9) REGIONAL OFFICES ONE AT EACH PROVINCE WITH COST EFFECTIVE (ECONOMIC) PRICE

1. WELCOME AND INTRODUCTION

Ms Qwabe welcomed everyone and request the Department of Higher Education and Training (DHET) team to introduce themselves and the service provider to introduce themselves in the chart box; Ms Nkuna, Ms Maokeng and Mr Mzimela (Supply Chain Management) and Mr L Kearns (Project Manager).

BID PRESENTATION

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

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 **13 August 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.
- 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.	Kindly clarify exhibit 1: when you say that you need 5 drivers and PDPs. If you're making use of	• If a bidder has an agreement with a courier company, such agreement should be affixed. It would be advisable that such

	courier companies for example, I have an agreement with a courier company, and it is literally all the drivers and all the courier companies. Housed under one house, would we still then need to have an agreement? Or the house of the courier company submits the PDPs for the five drivers to prove that they have enough people. If I have an agreement with stationery business that has everything in one house and what do, they need to submit or is just me or is just me having an account with them going to be sufficient or do they need to submit pictures. Evidence that there is at least 20 of each item, do I then need to have a picture or company profile? What would constitute sufficient evidence that they've got everything in one house	courier company indicate that their drivers comply with the standard set in the terms of reference (TOR). Alternatively, and if possible, you may agree that 5 drivers should be assigned to this contract, then you may submit the relevant documents of the 5 drivers in accordance with the TOR. If you have an agreement with a stationery business, please produce evidence. Thereto and without being prescriptive, the stationery company may provide record of stock-on-hand. Any similar type of arrangement may also be considered.
2.	Kindly clarify on the pricing, I see there's year one, year two and year three and then there's a column for year 1 to 3. So, I wanted to understand if the column is for year one to three an addition of all three years? Is it an additional amount for all the three-year prices?	Paragraph 3 of PART D clarifies the matter. It states: “3.1 The financial submission should include the proposed unit costs for all listed stationery items for year one (1), two (2) and three (3), (thirty-six (36) months period. 3.2 The average total price provided per item will be regarded as the cost of the item, all inclusive of VAT, packaging, delivery and any applicable taxes, other costs such as S&T's and possible fuel hikes. 3.3 Proposed unit prices should include all costs that will be incurred by the service provider, such as VAT, applicable taxes, costs for human resources, packaging, delivery, toll-fees, subsistence expenses, etc. 3.4 Average total costs for all items listed will be used during price evaluation.” The above clearly indicates it is NOT an additional year.
3.	Kindly clarify on the issue of the warehouse, what specific documents do you require? Do you want to a COJ? Evaluation of the property. Or do you want just the basic profile of premises? Address the type of thing	From the question, it is assumed that it references paragraph 5.1.5 under PART A. it states: “Demonstration of company's capable infrastructure to deliver at 9 provinces (national), including own

		warehouse/s; stock on hand, or formal arrangements; Provide evidence of own resources i.e., lease agreements, or formal agreements.” In this case if the bidder owns warehouse property, then it must provide proof of ownership, locations, and size of warehouses. Where e.g. there is an agreement between a bidder and a stationery business, then the latter must provide.
4	Kindly clarify about submission of proposals. On account manager, can you please elaborate more what exactly do you mean?	Paragraph 1 of PART D requires: • 1 x technical proposal + 1 copy of Technical Proposal (hard copies) • 1 x financial proposal + 1 copy of Financial Proposal (hard copies) The Evaluation Criteria 1 (b) requires the CV of an accounts manager with experience in financial and accounting skill
5	Kindly clarify exhibit 1A what do we produce as Proof of experience?	Paragraph 2.5 of PART D outlines the requirements for experience, that it must be demonstrated in the company profile as a minimum requirement
6	If you got different types of fleets because I see you mentioned that the service provider must have 5x 1 ton panel cans vehicle, and I have a mix can I put that as part of the evidence?	The requirement of 5 x 1-ton vehicles is based on the assertion of 5 drivers to be assigned to the contract. Anything other to what is contained in the TOR must be explained by a bidder to demonstrate that their offering should also be acceptable to satisfy the need as contained in the TOR
7	Kindly clarify on pricing, are we the ones who are supposed to write the price or is the department?	Pricing must be indicated by bidders.
8	Kindly clarify how do we complete the price for year 1 to year 3?	Please refer to line 2 of this document of responses.
9	Kindly clarify Trip Authority 2606 on page 46 and this book 16/18/22	The department will provide a template
10	Do we mention the brand we quoting on? The second question is the provision for an Excel spreadsheet. For us to work on because it's a very long list for us to ink the submission or are we allowed to attach a spreadsheet? To your list	It is advisable to indicate brand names. The current document will be provided to bidders, and they may convert to Microsoft Excel.
11	Is this opportunity for all or is it going to give a chance to a new startup where you basically do not have much of experience, but you want to give it a try because it sounds like there's big volumes that you are looking for in terms of supply?	The items listed are the stationery that the Department is/ had been trading over years, hence it is expressed as a need. The need may change over years by addition or exclusion. The Department currently has a warehouse with very limited stationery.

12	Page 45 memory stick 8GB it has been discontinued and the is never 10 GB.	According to survey at the time, 8 G memory stick existed. If discontinued, then it must be indicated, and alternate may be proposed.
13	Kindly clarify on the reference letters, each letter must be 800 and more to qualify for 25 points?	Exhibit 1 and evaluation criteria 1 (d) requires bidders to provide reference letters on the letterhead of their contractors to demonstrate their experience, where a scale of points may be claimed up to a maximum of 25 points if references on company's letter heads stating contract duration, level of service rendered, amounting to R800 001 and above
14	Kindly clarify if purchase orders will suffice as evident, instead of reference letter	The TOR requires references on letterhead of referees.
15	Are we allowed to submit 5 reference letters from one department?	The TOR does not prohibit more than 1 reference letters from the same referee if such references are in respect of different contracts
16	just wanted to basically elaborate on that the five reference letters that you're requiring, it's nearly impossible to get those letters, especially with government departments. Because there's a lot of people that work there that don't work there anymore, that the contract amount even doesn't, you won't get a fixed amount to say like over like say maybe if you had a three-year contract but all the invoicing and all that you won't like come to like a total amount of maybe 2 million or whatever it is. Rounded off or anything and it's very difficult. I don't know if there's anyone that gets it right, I'd really sure if they could even let me know because it is very, very difficult to get reference letters. Where a client would on their letter here just simply give you a letter saying that the total tendered amount was maybe 2 million or whatever amount and the client and then also in what the auditing.	This impossibility was not expressed by all prospective bidders; hence the requirement remains as in the TOR.

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.

5. QUESTIONS RAISED (after the briefing session) AND RESPONSES PROVIDED

PAGE	DESCRIPTION	QUESTIONS / CLARIFICATION	Answers
36	Binder, Loose leaf arch 2 hole	Is it lever arch file/ something else. Please give us clarity	Lever arch file binder with 2 hole
37	Bostik Prestik	Please check page 36 looks like is a repeat. Page 37 has no grammage	Bostik Prestik 100g
37	Box File, Brown A4	There are no clear dimensions and description	Height: 315mm Width: 80mm Depth: 245mm
37	Departmental letter heads	Are you provide going a sample and quantity	Departmental letter heads A4 per REAM

			Artwork will be provided
37	Eraser for pencil	Which size? Small/Medium/Big	Medium
38	Fastener paper clips	Which size? 33mm/50mm/77mm	50 MM
40	Marker, Whiteboard	No Colour given	Green
42	Parcel tape Clear/Brown 300mX48mm	There is 48mx48mm/50mx48mm/100mx48mm and 150mx48mm	Packaging tape 48mm x 300m
43	Pen, Koki Pens, Black/Blue and Red	Koki pens are never packed in one colour. The have different colours of 12/24	Koki felt Pens assorted -wallet 12
		and there are for kids. They are like colouring pencils. Are you not referring to markers? Sometimes they are called fibre pens	
45	Tape Buff 48mm	Which length 48m/50m/100m	Tape Buff 48mm x 100m

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