



OFFICE OF THE CHIEF DIRECTOR SUPPLY CHAIN MANAGEMENT

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Enquiries • Mr P Nxozana Email address • Phakamile.nxozana@ecdoe.gov.za

This serves to advise all prospective bidders for the "EXPRESSION OF INTEREST FOR SUPPLY AND DELIVER OF SCHOLASTIC STATIONARY TO AN ALLOCATED DISTRIBUTOR WAREHOUSE FOR ALL SCHOOLS IN THE EASTERN CAPE PROVINCE" SCMUG – 2021/2022-0002 that the closing date has been extended to Friday the **27th of August 2021**. Please note that the ECDOE shall not entertain any further extensions of closing date.

QUESTION	RESPONSE
Do we as the manufacturer and LED partner only deliver to warehouses and not to schools?	Fine packing must be done in your LED local or Eastern Cape based partner's warehouse in the Eastern Cape Province. Local distributors shall collect the pre-packed stationery packs from your local warehouse and distribute to schools. Same methodology as previous where payments will only be effected upon receipt and verification of PoD's from schools.
Do we do any packing of stationery packs or are we to deliver stationery items only to allocated warehouse?	Because you are empowering your local LED partner fine packing and packaging will be done in your Eastern Cape based warehouse (which you own with your local LED partner). The local distributor will be required to collect from your warehouse items for distribution to schools. Attached hereto is a process flow illustrating how the ECDoE envisage the process to unfold.
We have attempted to access the website link provided on the bid notice to download the bid documents, but the following message appears: 'SORRY WEBSITE NOT AVAILABLE' Is there an alternative method of obtaining the document or can it possibly be emailed to us?	The bid documents can be downloaded from the ECDoE website. If you are still experiencing glitches/challenges please do not hesitate to contract the IT and Website Coordinator – Mr Zolile Somkhence on 083 324 4467 zolile.somkhence@ecdoe.gov.za
There are 2 delivery addresses listed in the Bid document for depositing of the Bid: - <ul style="list-style-type: none">• Libone Litho 7 Osmond Road Wilsonia East London	Please make use of the Libone Litho delivery address for submission of your bid responses. This will prevent confusion and having your documents misplaced or lost. Libone Litho 7 Osmond Road





QUESTION	RESPONSE
<ul style="list-style-type: none"> Steve Vukile Tshwete Education Complex Zwelitsha Zone 6 King Williams Town <p>Please advise which is the correct address to deposit the bid!</p>	<p>Wilsonia East London</p>
<p>The excel annexure for the pricing is not uploaded on the website. Please advise where we can download this attachment.</p>	<p>The excel annexure is uploaded and was uploaded on the website from Thursday, 29 July 2021. Please contact Mr Zolile Somkhence on 083 324 4467 zolile.somkhence@ecdoe.gov.za if you are still experiencing challenges, he will gladly take you through.</p>
<p>We are considering forming a partnership to Bid for this tender – Please advise if we need to submit one joint consolidated B-BBEE certificate or should each entity submit its own B-BBEE certificate?</p>	<p>Yes, a consolidated B-BBEE certificate is required.</p>
<p>Your name and contact details are on the tender document for any technical queries. I have some questions for the stationery catalogue — the list of items required in this contract. Firstly, this tender was advertised on Friday 23 July. The stationery catalogue was only released this morning — Thursday 29 July. This is 6 days after the tender was advertised. We feel that this is not fair because already the closing date of 16 August was very tight. Please can you consider an extension of the closing date</p>	<p>Extension of closing date has been granted, the bid will now close on the 27th of August 2021. For technical specification i.e. actual items please direct all enquiries to Mr Greg Mackay greg.mackay@ecdoe.gov.za</p>
<p>Secondly, there are 614 line items that are required in the stationery catalogue. We have never seen such an extensive list of line items required in a scholastic stationery or learner teacher support materials tender in 20 years we at Palm have been supplying government. We have identified 206 problematic items that we feel are not readily available in South Africa. Also, we have never sourced or supplied these items before in 20 years of supplying government. We do not stock these items, and they are very difficult to find and source. I have listed these 206 items at the end of this letter.</p>	<p>The stationery pricing schedules can be separated from the other streams. The intention of the Department is to have a consolidated stationery catalogue comprising of maritime, robotics, technical and engineering streams etc Prospective Service Providers can quote separately. The previous list of stationary packs which forms the pricing schedule can be utilized including those items that were added to the list in this specification.</p>
<p>The tender document page 12 of the special conditions of contract, clause 4.3.2 states — "Bidders are required to provide unit prices VAT inclusive for all items and bidders</p>	<p>The pricing list per category (i.e stationary packs for Gr R - Gr 12) must be fully completed. Manufacturers must approach other suppliers that deals with these</p>





QUESTION	RESPONSE
<p>who omit pricing any of the items in a category shall be disqualified..." So, bidders are compelled to submit a price for every single item, even though most of the suppliers who historically have supplied EC DOE have never been involved with some of these items.</p>	<p>different streams for prices. The pricing schedules can be separated but needs to be completed fully.</p>
<p>Thirdly, the title of this document is ^U Expression of Interest for Supply and Delivery of <u>Scholastic Stationery</u> to an Allocated Distributor Warehouse for all Schools in The Eastern Cape Province" The key issue here is Scholastic Stationery. Some of the problematic items I have listed at the end of this letter have nothing to do with Scholastic Stationery. Glitter Pen, CD ROM, Laptop Cleaning Kit, filing laces, Fax Roll, Leave Planner, Invoice Stamp — to name just a few of the 206 problematic items.</p>	<p>Items listed are for purposes of establishing a catalogue with items that the ECDoE might order when there is a need. Given that the education system is changing and taking a different shape which warrants the ECDoE to explore other workstream model i.e. the three stream model which focuses on maritime studies, robotics, technical and engineering streams, therefore you will not always find the traditional stationery items in the list, some of the items are resources to support teaching and learning.</p>
<p>Fourthly, my concern is that this contract is scored on 90-points scoring system. 90 points for price and 10 points for BEE status. We are now compelled to submit a price for 614 items, and the tender document says on page 12 of special conditions, clause 4.3.5 — "The EC DOE reserves the right not to purchase any items if the budget is not adequate and the need does not exist"</p>	<p>Indeed the ECDoE will purchase these items based on budget availability and the need. Items listed are for purposes of establishing a catalogue with items that the ECDoE might order when there is a need. I am sure you will agree with us, the education system is changing and taking a different shape which warrants the ECDoE to explore other workstream model i.e. the three stream model which focuses on maritime studies, robotics, technical and engineering streams.</p>
<p>There is an opportunity for certain bidders to debase the price of these unnecessary items — meaning certain bidders can put an artificially low price for an expensive item that the EC DOE is very unlikely to purchase due to budget constraints. Then these particular bidders' total bid price will be artificially lower than fair market value.</p>	<p>Unfortunately, the ECDoE must test the market to get the most competitive and cost-effective prices without compromising quality, supposedly if certain suppliers cost low for such prices and deliver inferior stand the risk of losing the contract and reputational damage. The ECDoE is looking for the most competitive prices and is encouraging the market to compete and provide the ECDoE cost effective prices for all items.</p>
<p>Would it be fair for EC DOE ask for prices of goods that you are uncertain whether budget will be available to buy these goods?</p>	<p>The ECDoE is establishing a catalogue of items that it will procure in future given the</p>





QUESTION	RESPONSE
<p>Would a bidder's total bid price be a fair reflection of the bid proposal and points scoring system in adjudication process, if bidders are being scored for goods that they potentially will not be supplying?</p>	<p>focus on the three stream models. Precisely, the reason the ECDoE requested unit prices is because we need to see what the market price for these items is and expect the market to compete and provide the ECDoE market related and cost-effective prices.</p>
<p>The list of 206 items that I have an issue to source and supply are as follows. If you require us to still get pricing for these items, I have no option but to comply with the tender document and try to find suppliers for these items. But I will not be confident that my bid price is the best of the manufacturer's ability as we do not have control over these items—we will merely be buying and selling.</p> <p>(List attached hereto)</p>	<p>You are required to get prices for all items stated in the bid and failure to price for any of the items shall disqualify your bid.</p>
<p>Pg 9 Schedule 8 — "Proof that the Bidder has an office in the Eastern Cape" What proof do you require that the bidder has an office in Eastern Cape? Does the bidder's office need to be a separate lease than the bidder's factory premises?</p>	<p>The local LED partner must have proof of an office in the Eastern Cape, proof can be in a form of a municipal bill, lease agreement, etc</p>
<p>Pg 11 clause 4.2.1 — "...while the non-paper-based stationery shall be supplied in full by the Eastern Cape based partner"</p> <p>The document requires that all non-paper-based stationery be supplied by local partner. What if some non-paper stationery is not available in South Africa, and the local partner needs to import from China, but they don't have an importers license? This will add significant time constraints in year 1 of the project because SARS Customs and Excise needs to authorise a new importers license, and it would take 6 to 8 weeks for the license to be issued. Then there is the problem of suppliers of these non-paper-based stationery requiring payment upfront for these goods because our local partner would be a new customer to the suppliers.</p>	<p>You are required to provide support for your local LED partner, therefore as a partner which has all the contacts and expertise, it is envisaged that such expertise, skill and contacts will be shared with your local LED partner as we will view your partnership as one entity and assess your performance as such.</p>
<p>Pg 14 clause 2.1.4 — "cost benefits derivable from economies of scale"</p> <p>I don't understand what the EC DOE requires here. Could you please explain the EC DOE expectation or requirement?</p>	<p>The specification is designed to ensure that the market target well established business and promote competitiveness amongst them, through the rendering of services at a big scale</p>





QUESTION	RESPONSE
Economies of scale is such a broad term. Do you EOS for purchasing or production? How will we be able to calculate EOS for a production plant that has not started operations, or for purchasing where we do not know the quantities to try and get volume discounts?	and bulk buying in order to derive at economies of scales.
Pg 14 clause 2.1.20 — "business continuity plan that demonstrates feasibility of partnership separate from reliance on EC DOE tenders." This is nearly impossible to achieve sustainability without government tenders, because even us as Palm Stationery, who is 27 years old, will not survive without govt tenders.	This clause seeks to encourage a long-term sustainable partnership that goes even beyond the government contracts with the local LED partner.
smaller company, and we will employ much less staff. But our overheads and fixed costs will remain the same. So, our pathway to economic success will be extremely narrow without government contracts. All stationery manufacturers need government contracts to succeed, and sustain themselves, because government is the biggest buyer of stationery in the country. I do not think a new manufacturing company established in Eastern Cape, because the EC DOE requests new manufacturers in the province, will survive without EC DOE tender contracts.	It is the ECDoE's aim through this tender to encourage local manufacturers, and our understanding is that local manufacturers will not only require support from government alone but from those manufacturers who have been in the game for years, such support include transfer of skills and expertise, financial support including sharing of contacts and information that will assist both partners to grow.
I would like to enquire about the document for supply and delivery of EC school stationery. I would like to find out if do we put the total price for the tender if we do how are we supposed to calculate the price?	Prices are required per item including VAT, so you are required to total all the items and write the total amount at the end of the spreadsheet.
Kindly refer to the cover page of the tender document which indicates that the stationery must be delivered to AN ALLOCATED DISTRIBUTOR WAREHOUSE whereas the EXPRESSION OF INTEREST FOR SUPPLY AND DELIVERY OF SCHOLASTIC STATIONERY TO AN ALLOCATED DISTRIBUTOR WAREHOUSE FOR ALL SCHOOLS IN THE EASTERN CAPE PROVINCE (PAGE 10) indicates that the stationery must be delivered to all schools in the region. KINDLY CLARIFY?	Please note that the bulk stationery must be delivered to the local warehouse and be picked and packed per grade, per district, per school. Refer to the attached process flow. To cut costs, duplication and minimize the risk of losing stock, there will be no distributors warehouses. The only warehouse will be the Local Warehouse which must be identified across the 12 Districts.
Will the supply to warehouses be STATIONERY PACKS or BULK ITEMS ?	The stationery will come from wherever you are sourcing it. Picking and packing must happen in the province as outlined above and in the process flow.





QUESTION	RESPONSE
Will the use of alternate brands be permitted ? For example, will we be able to substitute a DALA item with a POWERSTAR item.	On condition that the quality is the same, it serves the same purpose. I.e., if it's a book it must have the same number of pages, same grams etc.
We wish to request for an extension of closing date from the 16 August to 3 September 2021 to allow us to put together a competitive bid and this is also due to delays in shipment of products from China .	The closing date has been extended to Friday the 27th of August 2021.

Please do not hesitate to contact the ECDoe, should you have any further enquiries in this regard. Please note that the last date for enquiries shall be the 18th of August 2021, after this date no further enquiries will be responded to.

Yours in quality basic education.

MR M HARMSE
CD- SCM

11/08/2021

DATE

