



OFFICE OF THE CHIEF DIRECTOR SUPPLY CHAIN MANAGEMENT

Steve Vukile Tshwete Complex • Zone 6 Zwelitsha, • 5608, Private Bag X0032 • BHISHO 5605 REPUBLIC OF SOUTH AFRICA
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**” SCMU6 – 2021/2022-0002 that the closing date has been extended to Friday the **27th of August 2021** at 11h00. Please note that the ECDOE shall not entertain any further extensions of closing date.

QUESTION	RESPONSE
<p>We will transport the stationery to distributors warehouse at our cost. So the DOE will appoint distributors to deliver stationery packs to schools. Who is responsible to pay the 15% distribution cost.</p>	<p>There will be no distributors’ warehouse required. The only warehouse will be the warehouse where picking and packing takes places which is the warehouse owned by the Local LED partner or jointly, hence it is advisable to put up warehouses across the 12 districts.</p> <p>The Department and the LTSM Agency will facilitate the payment of the 15% for the local distributors and will be responsible for their payment.</p> <p>The process in this regard as illustrated in the process flow which was issued with (v1) of responses is as follows:</p> <ol style="list-style-type: none"> 1. Bulk stationery will be manufactured in where-ever province or area. 2. Bulk stationery will be transported from where-ever area to the Eastern Cape warehouse/s (either owned jointly by the LED local partner, or local partner) across the districts as awarded by the department. 3. Picking and packing per grade, per school, per district will be executed in the local warehouse/s (the whole aim here is to create as many jobs as possible in the Eastern Cape) 4. The LTSM Agency will conduct from the local warehouse/s audits on quality, and quantity. 5. Local Distributors who will be facilitated by the Department and the LTSM Agency will collect the



QUESTION	RESPONSE
	<p>already packed stationery from these local warehouses and deliver directly to schools.</p> <ol style="list-style-type: none"> 6. The schools will upon receipt and verification of their stationery sign off PODs which will be submitted to the LTSM Agency for verifications. 7. It is upon receipt of signed-off FODs from the schools, when verification and reconciliation by the LTSM Agency has been conducted that the Department will execute payment to the manufacturers as per the practice in the past. 8. Subsequently, the LTSM Agency will also make the 15% payment for distributors.
<p>There hasn't been compulsory tender briefing session in order for prospective bidders to seek clarification; and</p> <p>The short time frame for prospective tenderers to submit bids in response to the RFP. We note that the RFP was issued on 27 July 2021 and provided prospective tenderers with three weeks to submit their tenders by 16 August 2021.</p>	<p>To prevent the spread of Corona virus, the Department took a decision not to hold a briefing session. From the past year to date the Department has lost a significant number of employees and so is the country. Therefore, as a responsible entity that has a responsibility for the well-being of children, educators, officials including prospective bidders, adherence to all protocols that will prevent the spread of the virus and ensure the safety of all its stakeholders is paramount.</p> <p>The Department shall make all possible means to address queries that come to our attention, through emails, so as to ensure that all prospective bidders are provided with adequate information to bid. However, these queries are being regarded as the final round, although the last date of queries are the 24 August 2021, seeing that the bid is closing on the 27 August 2021 to provide bidders adequate time to conclude their bid response on time.</p> <p>The Department has also taken a decision to extend the closing date to Friday, the 27th of August 2021 @11h00 in order to give all prospective bidders adequate time to respond to this bid. Although bids above R1million must be published for a period of 21 days, the department has extended the closing date to ensure that bidders are responding adequately.</p>



QUESTION	RESPONSE
<p>Do we as the manufacturer and LED partner only deliver to warehouses and not to schools?</p> <p>Do we do any packing of stationery packs or are we to deliver stationery items only to allocated warehouse?</p>	<p>Picking and packing per grade, per school, per district will take place in your warehouse as a Local LED partner in the district/s awarded and the distributors will collect the readily packed stationery from your warehouse and deliver to schools.</p>
	<p>Included in the RFP are the following clauses:</p> <p>Where there is a partnership between the well-established stationery manufacturer (from outside the Eastern Cape Province) and the local (eastern cape-based partner).</p> <p>The outside Eastern Cape Province manufacturer /bidder must identify a Local LED partner that meet at least a minimum of one (1) of the following requirements:</p> <ol style="list-style-type: none"> 1. The local LED partner must be an EME or QSE which is at least 51% owned by black people. 2. An EME or QSE which is at least 51% owned by black people who are youth. 3. EME or QSE which is at least 51% owned by black people who are women. 4. An EME or QSE which is at least 51% owned by black people with disabilities. 5. An EME or QSE. 6. Prospective well-established manufacturers coming from outside the Eastern Cape Province who in terms of partnership fail to meet at least one the above listed pre-qualifying criteria stipulated in the tender documents shall be disqualified. <p>Section A4 – EVALUATION CRITERIA from 1.9-1.11 and 1.11.1 – 1.11.5</p>



QUESTION	RESPONSE
Submission of Annual Financial Statements to a third-party entity appointed by the Eastern Cape Department of Education, for the facilitation of procurement of LTSM.	Prospective bidders who are not comfortable to submit their Annual Financial Statement or proof of financial capacity to the LTSM Agency (Libone Litho) must submit such in a separate clearly marked and sealed envelope before on the closing date in the Mandla Makupula Education Institute in Sterling. They must ensure that such is submitted before or on the closing date at 11h00. Failure to submit the Annual Financial Statements or proof of financial capacity as outlined in the RFP shall disqualify your bid.
Can prospective bidders have more than one Local LED partner?	This is discretionary, the prospective bidder may have more than one partner.
Joint B-BBEE certificate	JV arrangements must be concluded in order to have a joint B-BBEE certificate which must be included in the bid. All other criteria must still be adhered to as indicated in the bid.

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 24th of August 2021, after this date no further enquiries will be responded to.

Yours in quality basic education.


MR M HARMSE
CD- SCM

20/08/2021
DATE