



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER OR A CONSORTIUM OF SERVICE PROVIDER (S) TO PROVIDE THE DEPARTMENT OF BASIC EDUCATION (DBE) WITH 4042 CODING AND ROBOTICS KITS FOR GRADES 7-9 OVER A PERIOD OF SIX MONTHS, INCLUDING A ONE (1) DAY CENTRALISED FACE TO FACE TRAINING SESSION FOR SELLECTED CODING AND ROBOTICS OFFICIALS ON THE UTILISATION OF THE RESOURCES

1. AIM

1.1 To appoint a service provider or consortium of service providers with expertise to supply, package, label and distribute Coding and robotics kits to:

1.1.1 Four thousand (**4000**) Coding and Robotics kits across the nine (9) provinces.

1.1.2 Forty-two (**42**) officials who will be attending the training.

1.2 To provide a one-day face-to-face training session for thirty-six (36) Provincial and six (6) DBE officials on the usage of Coding and robotics resources. The training will be conducted at a centralised venue that will be agreed upon between the department and the appointed service provider.

2. BACKGROUND

2.1 The South African Government is redirecting youth toward the acquisition of scarce skills to enable them to participate in the local mainstream economy and to be competitive globally. In terms of the State of the Nation Address (SONA) and the Sixth Administration priorities, the President has placed education at the apex of Government priorities. Given the current and future importance of technology globally, the President has given a directive for the introduction of a Coding and Robotics Curriculum.

2.2 The Department of Basic Education has introduced a Coding and Robotics Curriculum which supports the current Technology subject offering to Grades 7-9. This is to be seen in the context of the Fourth Industrial Revolution (4IR) Coding, Robotics and Technology merging theory and practice to enhance the practical and manipulative skills of learners.

- 2.3 The Coding and Robotics curriculum is piloted in one thousand (**1000**) schools at Grade 7 level throughout the country.
- 2.4 The pilot is intended to cover all the categories of schools in the system namely Full Service, Multi-Grade and Special Schools for learners with disabilities.

3. SCOPE OF WORK

- 3.1 The DBE requires the services of a service provider or a consortium of service providers to supply, package, label and distribute the Coding and robotics resources to all nine (9) PEDs. Bidding service providers must be reputable with extensive, demonstrable knowledge and experience in the packaging, distribution, and delivery of Coding and robotics resources.
- 3.2 The service provider must also provide the requisite training to the DBE and Provincial Subject Specialists on the utilisation of the Coding and robotics resources supplied.
- 3.3 A comprehensive business process plan must include details pertaining to the logistical requirements for the execution of this tender. Human and physical resources needed for implementation must be included in the bid documentation submitted. The project plan must cover all phases of the project and must clearly describe the sequence of activities including time frames for deliverables at each stage and associated costs. Risks must be identified with detailed, appropriate risk mitigation plans enumerated.
- 3.4 The responsibilities of the DBE and the successful service provider:

3.4.1 The Department shall:

- 3.4.1.1 Provide the service provider with the delivery addresses;
- 3.4.1.2 Monitor the delivery of consignments to provincial centres;
- 3.4.1.3 Compile and submit paperwork for payment on receiving Proof of Delivery (PoD) and invoices from the service provider; and
- 3.4.1.4 Provide venue, accommodation and conferencing for one day centralised training session.
- 3.4.1.5 In consultation with the service provider and provinces, schedule the centralized Training session.

3.4.2 The service provider is expected to:

- 3.4.2.1 Supply the Coding and robotics kits as per specifications;
- 3.4.2.2 Package and label the resources as instructed by the DBE;
- 3.4.2.3 Distribute the required resources to all 9 provinces as directed by the DBE;

- 3.4.2.4 Provide a one-day centralized training for forty-two (42) identified officials on the utilisation of the supplied resources; and
- 3.4.2.5 Meet delivery schedules as determined by the DBE upon the award of the tender.
- 3.5 The recommended service provider is expected to demonstrate to the DBE Bid Evaluation Committee the functionality and educational suitability of the resources. The service provider must specify the guarantee and warranty period applicable to the resources.
- 3.6 The successful bidder/s must submit an implementation plan to DBE within two weeks after being awarded the tender.
- 3.7 The successful bidder/s is expected to finalise the training of the DBE and PEDs within a maximum two (2) month following the award of the tender, including submission of copies of the attendance registers to the department.
- 3.8 The successful bidder/s is expected to finalise delivery to four PEDs within a maximum of five (3) months following the award of the tender, including submission of copies of PoDs to the receiving PEDs. The remaining six PEDs should be completed within the next three months. The original PoDs must simultaneously be submitted to the DBE (MST-Curriculum, Innovation, and e-Learning Directorate).
- 3.9 Delivery of Coding and robotics kits for Grades 7-9 must be completed within eight months to all the nine provinces. Table 1 indicates the number of schools and resources that must be provided to each province.

Province	Number of piloting schools per province	Coding and robotics kits per province
Eastern Cape	111	444
Free State	111	444
Gauteng	111	444
KwaZulu-Natal	112	448
Limpopo	111	444
Mpumalanga	111	444
Northern Cape	111	444
North West	111	444
Western Cape	111	444
PEDS Officials	9	36
DBE Officials	1	6
TOTAL	1000	4042

- 3.9.1 The successful bidder is expected to package **four (4)** Coding and robotics kits per school.

3.10 SPECIFICATIONS OF THE ROBOTIC KIT

Specifications of Robotics Kits:

The Robotics Kits must be evaluated against their functionality. The Robot must do the following tasks:

1. Sense and follow a line
2. Detect physical contact and react
3. Detect Sound and react
4. Detect light and react

**** Each action must be demonstrated by the assembled robot.

Table 2

Each Coding and robotics kit must contain:

	Item	Quantity	Description
1.	Micro Controller	1	The brain of the robot, responsible for controlling its operations and executing programmed instructions A microcontroller or microcontroller unit is a small computer on a single integrated circuit. A microcontroller contains one or more CPUs along with memory and programmable input/output peripherals.
2.	Wheels rubberised	4	Omni wheels and Mecanum wheels are great wheels for making robots that are very manoeuvrable. Omni wheels on a skid steer robot removes the friction of a pivot turn since the wheels side slip.
3.	Swivel /castor wheel	1	The swivel caster is designed so that the wheel in the caster can rotate 360 degrees while under load. As the center hub of the wheel revolves around the center of the swivel section it is said to “cast” in that small circle. Thus, caster!
4.	Chassis (firm material): hardboard / laser cut board / injection moulded firm plastic board	1	A chassis of a robot will carry the DC motors, batteries, electronics, mounting supports, and more
5.	Checklist:	1	Checklist: of all items in a table: identified, photographed and laminated in colour
6.	a. LiPo battery with generic charging port (usb micro) for cell phone charger	1	Lithium Polymer (AKA “LiPo”) batteries are a type of battery now used in many consumer electronics devices
7.	LED: RED Blue	4 of each	a light-emitting diode (LED) is a semiconductor device that emits light when

	Green		an electric current is passed through it RGB-Red Green and Blue LEDs
8	Software		Compatible free software to create coding projects
9.	Bluetooth, WIFI and RF Modules		That allows the robot to connect through WIFI and Bluetooth and Radio Frequencies
10.	Servo Motors	1	A servo motor is a self-contained electrical device, that rotate parts of a machine with high efficiency and with great precision
11.	Sensors: touch	1	Touch sensors detect physical contact with an object. They are employed in robotic systems for interaction and object manipulation
12.	Sensors: Sound	2	A sound sensor detects a sound and converts it into an electrical signal. By applying this type of sensor, robots can navigate through sound, even to the point of creating a sound-controlled robot that recognizes and responds to specific sounds or series of sounds, to carry out certain tasks.
13.	Sensors: Light	1	Lidar sensors use laser beams to measure distances and create detailed, three-dimensional maps of the surroundings. They are commonly used for obstacle detection and mapping
14.	Infrared Line sensor	2	Line sensors detect the presence of a black line by emitting infrared (IR) light and detecting the light levels that return to the sensor. They do this using two components: an emitter and a light sensor (receiver).
15	DC Motor, 3V, with leads fitted	2	A DC motor is an electrical machine that converts electrical energy into mechanical energy.
16	Connectors		To connect components of robots that are used to connect robot to computer (usb, etc)
17	Assembly Tools		To enable the assembly of the components
NB****	The minimum dimension of the robot should be as follows 20 cm (Length), 15 cm (Width) and 11 cm (height)		

3.11 CENTRALISED ONE-DAY TRAINING

3.11.1 The service provider is responsible for demonstrating the use of resources provided to identified coding and robotics officials from all PEDs and the DBE.

3.11.2 **Table 3** illustrates the number of DBE and PED officials to be trained and robotics kits to be provided.

Province	Number of officials per province
Eastern Cape	4
Free State	4
Gauteng	4
KwaZulu-Natal	4
Limpopo	4
Mpumalanga	4
Northern Cape	4
North West	4
Western Cape	4
DBE	6
Total	42

3.11.3 The centralised training will be face-to-face, and the DBE will provide the venue before the delivery of Coding and robotics kits.

3.11.4 The successful bidder or consortium must provide the following at the centralised training workshop:

3.11.4.1 **Forty-two (42)** full colour manuals on how to assemble an approved robot.

3.11.4.2 **Forty-two (42)** training manuals printed in full colour to be packaged with each robotic kit.

3.11.4.3 One electronic PDF version of the training manual and the robotics kit software must be loaded on a USB memory stick for all the forty-two participants.

3.11.4.4 The software for the robotics kits must be compatible with the following operating systems windows, iOS, and android.

3.11.4.5 The coding and robotics software should not be owned by a single person or a company (non-proprietary).

3.11.5 The Training content must include:

3.11.5.1 Administration Training

- a) Setting up the software and hardware
- b) Linking hardware components and software
- c) Saving and deleting projects
- d) Archiving, backup, and storage process
- e) Troubleshooting

3.11.5.2 Robot specific training

- a) Setting up software and hardware
- b) Creating new projects
- c) Connecting all components
- d) Adding new components to the system

- e) Standard coding streams
- f) Troubleshooting

3.11.5.3 Complete working robot

- a) One fully coded and working robot must be created from start to finish, during the Training session.
- b) The complete robot must cover all the activities indicated in the functionality specifications Section 10.2.
- c) The Robot must function as per the coding instructions given to it.
- d) The basic components of the robotics and Specifications for the kit is attached as Addendum A

3.12 PACKAGING AND LABELLING

The service provider must execute the following:

3.12.1 Packaging per Province

- a) Each school will receive **FOUR** (4) Coding and Robotics Kits.
- b) Each Coding and Robotic Kit must contain a list of the items inside.
- c) The box of each Coding and Robotic Kit must be labelled on the outside with a sticker.

3.12.2 Labelling per consignment of delivered robotics resources

- a) The label on the robotics resources to be delivered to each school must have the following information (Bold font size 72 or bigger):
- b) Name of the Provincial Education Department in full (e.g. Gauteng Department of Education);
- c) Subject name (Coding and robotics);
- d) Name of School and EMIS number (e.g. Tswelopele Primary School: 700042567);
- e) Grade (e.g. 7); and
- f) Name and contact details of the recipient (Provincial official).

3.11.2 Storage and Distribution

- a) The safety of the materials is the responsibility of the service provider at all stages i.e. during packaging, storage and in transit.
- b) The exact location and contact person per province will be made available by the DBE to the successful bidder; and
- c) There will be one delivery point per province as indicated in **TABLE 4**.
- d) Delivery of Coding and Robotics kits will follow the schedule below.

Table 4: Delivery schedule and points per province

PROVINCE	CITY/TOWN
1. Eastern Cape	Steve Vukile Tshwete Education Complex, Zone 6, Zwelitsha
2. Free State	Fidel Castro Building, Room 1601, 16th Floor, 55 Elizabeth Street, Bloemfontein, 9300
3. Gauteng	17 Simmonds Street, Marshalltown, 2107
4. KwaZulu-Natal	Anton Lembede Building at 247 Burger Street, Pietermaritzburg
5. Limpopo	Corner 113 Biccard & 24 Excelsior Streets, Polokwane
6. Mpumalanga	Government Blvd, Riverside Park, Mbombela, 1201
7. Northern Cape	56 Barkly Road Homestead, Kimberley 8301
8. North West	Garona Building 1st Floor, Dr James Moroka Drive, Mmabatho
9. Western Cape	1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town

4. DELIVERABLES AND TIME FRAMES

4.1 When deadlines are set, the service provider will be expected to deliver the required services within set timeframes. The timeframes agreed upon by the service provider and the DBE are binding.

4.2 The further breakdown of activities and its deliverables will be agreed upon with the appointed service provider, and a final project plan must be approved by the DBE.

TABLE 5: Deliverables

DURATION	ACTIVITY	PAYMENT
Two weeks from the commencement date	(a) Submit project plan and budget (b) Develop reporting frameworks and (c) Receive list and contact details of provincial contact person from DBE.	0%
Two months (2) from the inception of the project	(a) Signed proof of training of the DBE and PEDs officials with attendance registers. (b) Signed proof of deliveries of Coding and Robotics kits provided to the DBE and PEDs officials who attended training. (c) Invoice submitted to the department based on the agreed upon payment schedule	5%

Three to Four months from inception of the contract	(a) Delivered Coding and Robotics kits to four provinces (Eastern Cape, Free State, Gauteng and Mpumalanga) (b) Four signed proof of deliveries submitted by service provider to the designated provincial official. (c) Four invoices submitted to the department based on the agreed upon payment schedule. (d) Invoice submitted to the department based on the agreed upon payment schedule	30%
Four to Five months from inception of the contract	(a) Delivered Coding and Robotics kits to the remaining five provinces (KwaZulu Natal, Limpopo, North West, Northern Cape and Western Cape) (b) Five signed proof of deliveries submitted by service provider to the designated provincial official. (c) Five invoices submitted to the department based on the agreed upon payment schedule. (d) Invoice submitted to the department based on the agreed upon payment schedule	40%
Five to Six months from inception of the contract	(a) Signed close out-report submitted by service provider to the designated DBE official.	25%
	TOTAL	100

5. DURATION OF THE PROJECT

5.1 The duration of the contract will be six months from the date the contract has been signed by the Department of Basic Education and the appointed service provider.

6. NON-COMPULSORY BRIEFING SESSION

The DBE will hold a Non-Compulsory Briefing Session virtually on a date and time as published. Bidders who wish to attend the briefing session must forward their interest to this email address: Tenders@dbe.gov.za. A link to the virtual meeting will be provided to the interested bidders.

7. BIDDING REQUIREMENTS

7.1. Mandatory requirements

The bidders must comply with the following mandatory requirements:

- 7.1.1. Bidders must provide a total price, inclusive of VAT, for the project, and the price must be fixed for the full duration of the project.
- 7.1.2. Alteration of the Standard Bidding Documents (SBD forms) will lead to disqualification.
- 7.1.3. The Bidder must submit (a) company profile(s). In the case of a consortium or a joint venture, a profile of each company must be submitted.
- 7.1.4. Letter from Original Equipment Manufacturer (OEM) indicating the spares/parts will be available for the next three (3) years.
- 7.1.5. Letter from the OEM indicating the bidder is an accredited distributor/reseller of the equipment.
- 7.1.6. **A SITA Product Certificate or written confirmation from SITA that a certification application for the product is in progress.**

Bidders who do not comply with all of the above-mentioned mandatory requirements will be disqualified.

7.2. Administrative Requirements

- 7.2.1. Bidders should return all fully completed and signed attached SBD forms (SBD1, SBD3.1, SBD4, and SBD6.1). Non-submission of the SBD6.1 form will result in non-allocation of specific goals.
- 7.2.2. In case of a Consortium or Joint Venture, Bidders should individually submit the fully completed and signed SBD forms separately.
- 7.2.3. If Bidding as a Consortium or Joint venture, the Consortium or Joint Venture must provide the following information and documents:
 - i. The agreement signed by nominated members of both/ all consortium or joint venture partners;
 - ii. Name of the leading company;
- 7.2.4. If bidding with the intention of subcontracting certain tasks the bidder must state, the name of the subcontract Company and the percentage to be subcontracted.

8. FUNCTIONALITY EVALUATION CRITERIA

8.1 Functionality

Bids will be evaluated in terms of the following criteria:

Evaluation Criteria	Description	Weight %			
Capacity in handling high volume of materials and training	The service provider should demonstrate and produce evidence of knowledge and skills to handle high volume of materials.	/25			
	The bidder has submitted the CVs detailing Project Management Team (Project Manager, Training Manager, Accounts Manager, Risk Manager and Technical Specialist) capacity of the company, clearly indicating their positions to deal with each segment of deliverables and relevant experience.				
	NB: 1 Point per project team member for each year of experience				
	1		The bidder should demonstrate the capacity of the company to deal with the procurement and delivery of large volumes of materials.		
	No		Descriptions	Score	
	1		The bidder has submitted the CVs of Project Team members indicating their extensive experience (five years and more) in the procurement and delivery of large volume of materials	25	
	2		The bidder has submitted the CVs of the project Team members indicating their experience (four years and up to five years) in the procurement and delivery of large volume of materials.	20	
	3		The bidder has submitted the CVs of Project Team members indicating their experience (three years and up to four years) in the procurement and delivery of large volume of materials.	15	
Reference letters	The bidder should provide reference letters with experience in Coding and Robotics indicating the relevant skills and capacity supportive of the project in Procuring and delivering coding and robotics materials	/3			
	2		No	Descriptions	Score

		1	At least one reference letter showing 5 years or more years of experience in procuring and delivering coding and robotics materials.	3		
		2	At least one reference letter showing 3 years but less than 5 years of experience in procuring and delivering coding and robotics materials.	2		
		3	At least one reference letter showing 1 year but less than 3 years of experience in procuring and delivering coding and robotics materials.	1		
		4	No (0) reference letter procuring and delivering of coding and robotics materials	0		
User manual	The bidders must submit the teaching and learning material (user manual) with activities indicating how the one (1) day training of officials will be conducted.					
	4	The bidder must submit the training material indicating how the following four (4) sensors will be connected to the microcontroller namely (1) Line, (2) Sound (3) Light and (4) Touch				
		No	Functionality	Score		
		1	The bidder submitted the training manual showing how all the four sensors will be connected.	8	/8	
		2	The bidder submitted the training manual showing how the three sensors will be connected.	6		
		3	The bidder submitted the training manual showing how the two sensors will be connected	4		
		4	The bidder submitted the training manual showing how one sensor will be connected	2		
Teaching and learning activities	5	The bidder must submit the training material with four activities showing how the four sensors will be programmed, and code transferred into the working robot.				
		No	Descriptions	Score		
		1	The bidder submitted the training manual showing how all four sensors will be programmed and code transferred to the working robot.	24	/24	
		2	The bidder submitted the training manual showing how three sensors will be programmed and code transferred to the working robot.	18		
		3	The bidder submitted the training manual showing how two sensors will be programmed and code transferred to the working robot.	12		
		4	The bidder submitted the training manual showing how one sensor will be programmed, and code transferred to the working robot.	6		
Project Plan	6	The bidders should be able to outline in detail how the project would be managed, the management team, the monitoring team, the packaging point, collection point, to the delivery point of the materials and manipulatives for the different provinces, the project plan must indicate delivery schedules.				

		The Project Plan must detail how all activities, timeframes and deliverables will be completed.		
		No	Descriptions	Score
		1	<ul style="list-style-type: none"> • A Comprehensive and Innovative Project Plan is provided, which indicates the relationships between relevant activities, timeframes and deliverables at an appropriate level of detail – the project plan should also be plausible (realistic and effective to achieve the project’s aims at a sufficient quality). • All aspects are suitably sequenced with detailed sub-activities listed, deliverables and successful indicators, risks and contingencies as well as realistic timeframes for all phases are clearly documented. Timeframes are consistent with those laid out as stipulated. Activities (3) Timeframes (3) Deliverables (3) Success indicators (3)	15
		2	The bidder submitted the project plan that shows all the required aspects but misses one.	12
		3	The bidder submitted the project plan that shows all the required aspects but misses two.	9
		4	The bidder submitted the project plan that shows all the required aspects but misses three.	6
		5	The bidder submitted the project plan that shows all the required aspects but misses more than three.	3
		6	No project plan submitted	0
		/15		
Risk Management Plan	7	The bidders are requested to classify the identified risks in three impact levels: Low, Medium and High; thereafter provide at least one mitigation for each risk. <ul style="list-style-type: none"> • Employee strike (2); • Community service delivery protest (2); • Adverse weather conditions (2); • Loss or damage of goods (2); and • Non-compliance by the 3rd party insurer (2). 		
		No	Descriptions	Score
		1	The bidder submitted a Risk Management Plan that shows the three impact levels addressing all the above-mentioned risk factors with mitigation for each factor. (Low Risk)	10
		2	The bidder submitted a Risk Management Plan that shows the three impact levels addressing four of the above-mentioned risk factors with mitigation for each factor. (Low/Medium Risk)	8
	3	The bidder submitted a Risk Management Plan that shows the three impact levels addressing three of the above-mentioned risk factors with mitigation for each factor. (Medium Risk)	6	
		10		

		4	The bidder submitted a Risk Management Plan that shows the three impact levels addressing two of the above-mentioned risk factors with mitigation for each factor. (Medium/High Risk)	4	
		5	The bidder submitted a Risk Management Plan that shows the three impact levels addressing one of the above-mentioned risk factors with mitigation for each factor. (High Risk)	2	
		6	The bidder has not submitted a Risk Management Plan with mitigation for each risk factor. High Risk	0	
				TOTAL	85

Each of the criteria will be assessed and scored on the evaluation sheet using the above-mentioned weights. Bidders who score less than 70% per criteria will not be considered for this tender.

8.2 Evaluation of a working robot

Bidders who score at least 70 points on functionality will be required to demonstrate a working version of the proposed robot to the Department before being considered for the tender.

The recommended bidder/s that submitted a written confirmation from SITA that a certification application for the product is in progress, must provide SITA Product Certificate. **Failure to provide this certificate within the communicated period will lead to the disqualification of the bidder.**

Technical requirements	The bidders must demonstrate that the robotic kit(s) they are proposing have the following Technical requirements namely software capabilities and hardware components.				
	3	No	Description		Score
		1	The bidders demonstrate that the robotic kit has a microprocessor/microcontroller		2
		2	The bidders submitted a manual indicating that the proposed robotic kit can be supported by various software packages such as Scratch, Python and Arduino.		3
		3	The bidders submitted the hardware specifications indicating that the proposed robotic kit has the following components: a) Line following sensor b) Sound sensor c) Light sensor d) Touch sensor e) Servo motors f) Bluetooth, WIFI and RF Modules g) Power Supply h) Chassis		10
				/15	

			i) Connectors j) Assembly tool(s) NB: 1 point will be allocated per component		
				Total	15

Bidders who score less than 100% on Technical requirement will not be considered for this tender.

Testing of Robot	Working	Not working
Test the line following sensor		
Test the sound /buzzer sensor		
Test the light sensor		
Test the touch/obstacle sensor		

Bidder(s) who's robot fail(s) to demonstrate that all the four sensors are working will not be considered for the tender.

Overall scoring

Evaluation	Points	Score
Functionality	85	Bidders who score less than 70% per criteria will not be considered for this tender.
Working robot	15	Less than 100% of technical requirements will not be considered
Total	100	

9. PRICE AND PREFERENCE POINTS (80/20)

Bids will be evaluated in terms of 80/20 preference point system where 80 points will be used for *price only* and 20 points for DBE specific goals. (Refer to attached SBD 6.1 form).

The following formula will be used for the calculation of price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

P_s = Points scored for price of bid under consideration

P_t = Rand value of acceptable bid under consideration

P_{min} = Rand value of lowest bid

Points Awarded for Specific Goals

A maximum of 20 points will be awarded to a tenderer for the specific goals of people who were historically disadvantaged by unfair discrimination on the basis of being Black, Women, Living with disability, or Youth.

Note to Bidders:

1. **The bidder must indicate how they claim points for each preference point system.**
2. **Allocation of points will be prorated as per percentage of ownership of each goal. In case of a Joint Venture or a Consortium, the points will be averaged**
3. **DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.**
4. **Specific goals for the tender and points claimed are indicated per the table below**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the bidder)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		
Disability	1	<p>Submit any of the documents below:</p> <ul style="list-style-type: none"> • Proof of registration with National Council for Persons with Physical Disability in South Africa registration (NCPDPSA); OR • Medical Certificate 		
Youth	6	DBE will utilise CSD Report to validate points claimed		
Total Points	20			

10. PAYMENT

Payment shall be effected proportionately on completion of each phase of the project as shown in **Table 4** and within 30 days of receipt of valid original invoices.

11. MONITORING AND REPORTING

11.1. The DBE will monitor the performance of the service provider in terms of the stipulated deliverables and timeframes. A Steering Committee, appointed by the Director-General will regularly meet to monitor deliverables. These meetings will be added to regular project meetings that will focus on the operational aspects of the project. Formal meeting procedures will be followed and approved and signed minutes will be kept by the DBE as official meeting records.

12. CONDITIONS

12.1. Material compiled for and by the Department of Basic Education (DBE) may not be used in any form or for any purpose other than the purpose stipulated in this agreement. If the service provider wishes to use such material in any other form or for any other purpose, including, but not limited to, workshops, media releases and the like, it must submit to the DBE a written motivation for such use.

12.2. The DBE will request approval from the designated officer in who copyright vests. Only once the designated officer has granted written approval will the DBE convey such written approval to the service provider and will the service provider have permission for such usage.

- 12.3. In the case of material compiled, developed, researched, commented on, or evaluated on behalf DBE as a result of a contractual agreement with the service provider, or any other form of material, irrespective of whether in a completed form or otherwise, all intellectual property rights relating to such material will vest in the state. The service provider may not use any such material without first having obtained written approval from the DBE.
- 12.4. The Service Provider will be expected to complete all phases of the project and adhere strictly to the deadlines specified. A written report on completion of each phase is mandatory.
- 12.5. The Service Provider is expected to demonstrate credibility and perform the services as described in this document.
- 12.6. If bidding with an intention of subcontracting certain tasks the bidder must state, the name of the subcontract Company and percentage to be sub-contracted. DBE will confine its contractual dealings with the primary service provider in a case where there is a consortium
- 12.7. The appointed Service Provider shall undertake to avoid any activity of whatsoever nature that may be detrimental to the Department's interest, goodwill and reputation
- 12.8. The DBE reserves the right to change the Terms of Reference prior to the closing of the bid.
- 12.9. The Department reserves the right not to award the tender and will not be held liable for the preparation of the bid documents by the bidders.
- 12.10. The DBE reserves the right to terminate the contract with the service provider at any point during the contract period should the performance of the service provider not meet the satisfactory requirements of the stipulated deliverables.
- 12.11. TERMINATION FOR DEFAULT: The Department, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier reserves the right to terminate this contract with the appointed service provider, in accordance with clause 23 of the General Conditions of Contract, should challenges be experienced with the service delivery and customer service to the Department.

- 12.12. The Bidder/s must submit proof of registration with the National Treasury's Central Supplier Database (CSD).
- 12.13. The recommended service provider must, within 14 days of receipt of the appointment letter from DBE, furnish DBE with proof of warranty of the coding and robotics kits. The warranty must be valid for three (3) years).
- 12.14. Consortiums, who possess all the functional knowledge and experience, will be considered for this proposal but proposals must clearly indicate the organization that will be the lead agency that will take full managerial and technical accountability for the outcomes of this proposal.

13. COMMUNICATION

- 13.1. The DBE Supply Chain Management (SCM) Unit shall communicate with bidders where clarity is sought after the closing date and no other communication to any DBE official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid may be entered into.
- 13.2. All communication between the bidder and the DBE must be in writing and addressed to Supply Chain Management Office at Tenders@dbe.gov.za.

14. CONTACT DETAILS

Bid Enquiries

Department of Basic Education: Supply Chain Management,

Tel: (012) 357 3134

E-mail: Tenders@dbe.gov.za

Enquiries must be made at least twelve (12) days before the closing date of the bid.