



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**INVITATION AND TERMS OF REFERENCE TO SUBMIT INVITATION TO SUBMIT
GRADES 10 - 12 NOVELS, SHORT STORIES, DRAMA, POETRY AND GRADES 10 -
11 FOLKLORE FOR EVALUATION AND ADOPTION IN THE NATIONAL
CATALOGUE, DEPARTMENT OF BASIC EDUCATION, SOUTH AFRICA**

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1. INTRODUCTION

- 1.1. The Invitation and Terms of Reference (TOR) to submit Learning and Teaching Support Material (LTSM) for Evaluation and Adoption in the National Catalogue of the Department of Basic Education (DBE). The TOR relates to the evaluation and adoption of Grades 10 - 12 Novels, Short stories, Drama, Poetry and Grades 10 - 11 Folklore for use in South African public schools.
- 1.2. This document, including all attachments, provides for functionality and price, giving an overview of the process for submission, evaluation, and adoption of the National Catalogue for Grades 10 - 12 Novels, Short stories, Drama, Poetry and Grades 10 - 11 Folklore.
- 1.3. The National Catalogue for Grades 10 - 12 Novels, Short stories, Drama, Poetry and Grades 10 - 11 Folklore will provide a listing of all texts approved for use in South African public schools, available for procurement by all provincial education departments and schools (with a function to procure LTSM in terms of Section 21 of the South African Schools Act, 84 of 1996). It will provide one title per genre in a particular language per grade.

2. SPECIAL CONDITIONS OF CONTRACT (SCC)

- 2.1. This Invitation and Terms of Reference sets out a framework agreement between the Department of Basic Education and Publishers for the submission of the requested material to be included in the National Catalogue for Grades 10 - 12 Novels, Short stories, Drama, Poetry and Grades 10 - 11 Folklore.
- 2.2. The catalogue sets the ceiling price for the texts but does not guarantee their purchase. By submitting the requested material for evaluation, Publishers agree to follow the procedures set forth in this invitation and terms of reference.

3. REGISTRATION, PAYMENT AND SUBMISSION PARAMETERS

3.1. REGISTRATION

- 3.1.1. Publishing companies¹ are limited to registering no more than **ONE** submission per genre per language per language level.
- 3.1.2. For registration, publishers must register their company on the LTSM website: www.ltsm.doe.gov.za, providing a company registration number (mandatory) and a VAT number (where applicable) together with contact details.
- 3.1.3. Publishing companies will be required to complete a declaration form to be supplied by the DBE indicating whether they have the same beneficial owner(s) as other companies that would be submitting material for evaluation for this period. The declaration would also give consent to the DBE to request the Companies and Intellectual Property Commission (CIPC) to provide requested information regarding all companies who attended the compulsory briefing. Licencing agreements and permissions between publishers are excluded to broaden the representation of publishers in the impending National Catalogue.
- 3.1.4. Publishers will also be required to submit their BEE certificates.
- 3.1.5. Publishers may register from 08.00 on 17 November 2014 until 23.59 on 21 November 2014.

¹ *A publishing company is deemed to be a registered legal entity and not a publishing imprint. A company registration number must be provided on registration. For the purposes of clause 3.1.3, separately registered companies with the same beneficial owner will be considered to be a single publishing company.*

3.1.6. On registration, publishers must provide the full and final title of the material, authors' names, prices per price band and ISBN, as they should appear on the catalogue. No panels or teams may be given in place of authors' names. Publishers are also requested to submit names and ID numbers of living authors/resource material authors/compiler to the DBE with the other requisite documents using the template provided as **Appendix A**.

3.1.7. Publishers are responsible for stipulating the correct language of the submission on registration. On acceptance of registration the electronic system will generate unique codes for each pack. These unique codes cannot be changed.

3.1.8. Publishers may register for the following category.

CATEGORY OF LTSM FOR SUBMISSION FOR GRADES 10 - 12 NOVELS, SHORT STORIES, DRAMA, POETRY AND GRADES 10 - 11 FOLKLORE

Publishers may not submit titles for drama, novels, poetry and short stories that appear in the current Grade 12 national literature catalogues. Nor can they include individual poems and short stories from the current lists.

Category	Subject - Novels (NOV) (Contemporary or Classic) – School edition	Languages	Components	Number of submission copies required
NOVHLGR10-12LIT-1	Home Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Novel	6 copies
NOVFALGR10-12LIT-1	First Additional Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Novel	6 copies
Category	Subject – Short Novels (NOV) (Contemporary) – School edition	Languages	Components	Number of submission copies required
SNOVSALGR10-12LIT-1	Second Additional Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Novel	6 copies

Category	Subject - Short Stories (SS) - School edition	Languages	Components	Number of submission copies required
SSFALGR10-12LIT-2	First Additional Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Short story Anthology	6 copies
SSSALGR10-12LIT-2	Second Additional Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Short story Anthology	6 copies
Category	Subject - Drama (DRA) (Contemporary or Classic) - School edition	Languages	Components	Number of submission copies required
DRAHLGR10-12LIT-3	Home Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Drama	6 copies
DRAFALGR10-12LIT-3	First Additional Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Drama	6 copies
Category	Subject - Drama (DRA) (Contemporary – One act play) - School edition	Languages	Components	Number of submission copies required
SDRASALGR10-12LIT-3	Second Additional Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Drama	6 copies
Category	Subject – Poetry (POE) - School edition	Languages	Components	Number of submission copies required
POEHLGR10-12LIT-4	Home Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Poetry Anthology	6 copies
POEFALGR10-12LIT-4	First Additional Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Poetry Anthology	6 copies
POESALGR10-12LIT-4	Second Additional Language	Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Poetry Anthology	6 copies
Category	Subject – Folklore HL (FOLK)	Language	Components	Number of submission copies required
FOLKHLGR10-11LIT-5	Home Language	isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, SiSwati, Tshivenda and Xitsonga	Folklore Anthology	6 copies

3.1.9. On registration, a submission will not be accepted if prices are not provided.

3.1.10.No further opportunities will be given for the correction of data.

3.2. PAYMENT OF SUBMISSION FEES

3.2.1. A non-refundable submission fee of R2 000 will be payable for the submission.

3.2.2. Submission fees must be paid to the Finance Section at the cashier of the DBE.

3.2.3. Payments for **submissions** will be accepted from 09.00 on 01 December 2014 until 15.30 on 05 December 2014.

3.2.4. Only cash or bank guaranteed cheques (i.e. cheques issued by a bank) will be accepted for payment (no EFT). Cheques to be made payable to “Department of Basic Education”. Personal or company cheques will not be accepted.

3.2.5. In addition it is compulsory for each publishing company to submit an original valid tax clearance certificate from the South African Receiver of Revenue (SARS) on payment of their submission fees. The tax clearance certificate must be in the name of the publisher registered in the DBE electronic system.

3.2.6. Failure to submit a valid tax clearance certificate in the name of the publisher will render a publisher’s submission incomplete and it will therefore be disqualified.

3.3. SUBMISSIONS

3.3.1. It is the responsibility of the publisher to ensure that each submission is complete and anonymous and that the material to be evaluated is delivered to the designated submission venue. DBE cannot be held

responsible for material that is incomplete, not anonymous or delivered to an undesignated submission venue.

3.3.2. All submissions must be anonymous:

3.3.2.1. Author/compiler names, publisher imprint and publisher details must not appear at all in the material submitted for evaluation. The submissions must not reveal details relating to the publisher, publisher imprint or author. This may include slogans, graphics or logos that are synonymous with the publisher.

3.3.2.2. The title of a Novel and Drama may appear provided it does not reveal the name of a publisher, publisher imprint, series or author. In the case of Short story and Poetry anthologies, titles may not appear at all.

3.3.3. The book cover should include the Pack ID provided by the DBE upon registration, in addition to stating the subject, type of component (i.e. Novel), language and ISBN. All copies must include this information on their book covers. The book cover should be white with black print. No colour, additional text, graphics or logos may appear on the book cover.

3.3.4. Each submission should be packaged in a separate container. The language of the submission must be clearly indicated on the anonymous exterior identification sheet which must be pasted onto the exterior of each container.

3.3.5. Each submission must contain an anonymous interior identification sheet attached to each set, which includes the Pack ID, language and ISBN.

3.3.6. The evaluation is limited to print material.

3.3.7. Submission copies

- must be in final form.
- must include all illustrations where applicable;
- must be printed and bound in book form (stapled and/or ring bound copies will not be accepted);
- must be edited and proofread;
- must contain all intended pages; and
- must be presented in final design and typesetting, with accurate pagination.

3.3.8. A submission is deemed to be complete if on submission the following are provided:

- Proof of payment in an envelope marked accordingly;
- The correct component per submission with all the required information on the book covers (the Pack ID provided by the DBE on registration, language and ISBN (as submitted on registration); and
- The correct number of copies of the submission as set out in the invitation; each copy must be complete, identical and contain the same number of pages.

NB: By the final submission date, the correct number of copies of each submission must have been submitted. If this requirement is not met, the submission will not be accepted.

3.3.9. Submissions that do not meet the requirements as listed in paragraphs 3.3.1 to 3.3.8 will be disqualified and will not be screened or considered for incorporation in the national catalogue.

3.3.10. Neither the DBE nor its appointed service provider will assist in adding missing documents or information to a submission.

3.4. SUBMISSION DATES

3.4.1. Submissions will be accepted from 09.00 on 14 January 2014 until 16.00 on 16 January 2014. The closing time for submissions will be strictly adhered to; publishers need to allow adequate provision for possible delays when sending/delivering material to the submission venue. Late submissions will not be accepted and will therefore not be screened or considered for inclusion in the national catalogue. An outline of the submission process and timeframes is attached as **Appendix B**.

4. THE SCREENING PROCESS

4.1.1. Submissions will be evaluated against broad criteria by the screening teams for each genre per grade per language per language level as set out in the attached guidelines. The screening teams will recommend titles that are considered of appropriate quality for a particular genre per grade per language per language level. The recommended titles per genre per grade per language per language level will be submitted to the DBE for approval.

4.1.2. Guidelines that will form the basis of the development and evaluation process are attached as **Appendix C**.

GRADES 10

4.1.3. For Home Language and First Additional Language, only **TWO** titles (one Contemporary and one Classic) per genre per grade per language will be approved to be listed in the **GRADE 10** National Catalogues.

4.1.4. For Second Additional Language, only **ONE** contemporary title for Short Drama (One act play) and Short Novel per grade per language will be approved to be listed in the **GRADE 10** National Catalogue.

4.1.5. For Short Stories in First Additional Language and Second Additional Language, only ONE Short Story Anthology per grade per language will be approved to be listed in the **GRADE 10** National Catalogue.

GRADE 11

4.1.6. For Home Language and First Additional Language, only **TWO** titles (one Contemporary and one Classic) per genre per grade per language will be approved to be listed in the **GRADE 11** National Catalogue.

4.1.7. For Second Additional Language, only **ONE** contemporary title for Short Drama (One act play) and Short Novel per grade per language will be approved to be listed in the **GRADE 11** National Catalogue.

4.1.8. For Short Stories in First Additional Language and Second Additional Language, only ONE Short Story Anthology per grade per language will be approved to be listed in the **GRADE 11** National Catalogue.

GRADE 12

4.1.9. For Home Language and First Additional Language, only **TWO** titles (one Contemporary and one Classic) per genre per grade per language will be approved to be listed in the **GRADE 12** National Catalogue.

4.1.10. For Second Additional Language, only **ONE** contemporary title for Short Drama (One act play) and Short Novel per grade per language will be approved to be listed in the **GRADE 12** National Catalogue.

4.1.11. For Short Stories in First Additional Language and Second Additional Language, only ONE Short Story Anthology per grade per language will be approved to be listed in the **GRADE 12** National Catalogue.

5. THE SELECTION PROCESS

5.1.1. The DBE approval process by DBE will be guided by the General Procurement Guidelines issued by the National Treasury of South Africa which states that *“proper and successful government procurement rests upon certain core principles of behaviour. The Five Pillars of Procurement. They are described as pillars because if any one of them is broken the procurement system falls down”*.

The Five Pillars are:

- a) Value for Money
- b) Open and Effective Competition
- c) Ethics and Fair Dealing
- d) Accountability and Reporting
- e) Equity

6. REPORTING

6.1.1. Reports for all submission will be made available to individual Publishers.

6.1.2. The contents of evaluation reports are confidential to the publisher and no part thereof may be reproduced, shared with other publishers or used for marketing.

6.1.3. Publishers of titles accepted for inclusion in the National Catalogue, are obligated to lodge 6 (six) copies of the final version of each approved title with the DBE.

7. PRICES OF TITLES ON THE CATALOGUE

- 7.1.1. Publishers are required to provide the price per item on registration. Prices must be net including VAT but exclude distribution cost. These prices will be applicable for a period of three years, after which prices will be revised by publishers so that they in line with the Consumer Price Index (CPI).
- 7.1.2. Provinces will be responsible for distribution and the costs thereof.

8. EXCEPTIONAL CONDITIONS

- 8.1.1. The DBE reserves the right to:

- 8.1.1.1. call for a resubmission, where no submissions of appropriate quality is received for a particular subject/language;
- 8.1.1.2. use different processes (other than calling for submissions from publishers) for the development and/or provision of titles where necessary;
- 8.1.1.3. internally produce / commission the development of titles where necessary;
- 8.1.1.4. purchase and distribute additional titles for use in schools from sources other than the National Catalogue; and
- 8.1.1.5. select titles from the catalogue to be Brailled for use by blind/visually impaired learners in schools.

- 8.1.2. By submitting titles onto the catalogue publishers agree to:

- 8.1.2.1. allow their approved material to be used for Brailing, and provide the DBE with an electronic copy (EPUB/PDF) of the material for Brailing purposes.

9. CONFLICT OF INTEREST

- 9.1. To manage any potential conflict of interest and limit undue influence, screening committee members will be required to sign declaration forms, making undertaking that they have no vested interest in LTSM development, be it as an author or beneficiary from a publishing company. Furthermore, the declaration forms will include an undertaking to report approaches by LTSM developers, be it companies or authors, during the screening process.
- 9.2. Any publishing company or author found to be seeking to directly or indirectly, positively or negatively influence the evaluation process will be reported to the National Treasury and will, in terms of National Treasury's processes, be barred from doing business with government in future.

10. QUERIES

- 10.1. All queries related to this document and the process outlined herein should be submitted via the email address: Grade78912LTSM@dbe.gov.za.

11. COMPLIANCE BY PUBLISHERS

- 11.1. By submitting LTSM for evaluation, publishers agree to subscribe to the procedures and deadlines set forth in this Invitation and Terms of Reference. Failure to comply with any of the procedures and deadlines will result in disqualification from the evaluation and adoption process. The DBE will not entertain approaches by publishers to discuss issues of non-compliance.

11.2. By making a submission in terms of this Invitation and Terms of Reference, publishers agree to adhere to the general conditions of contract for all bidders for State procurement. These include but are not limited to:

11.2.1. not seeking to influence the selection committee in any way;

11.2.2. not soliciting privileged information, regarding the selection process or requirements, from any DBE official or appointed screener; and

11.2.3. not to make any misleading representations, such as presenting intellectual property they do not have the permission to reproduce.

11.3. By submitting LTSM for evaluation publishers warrant that they are a going concern and in a position to fulfil orders ranging from the lowest price band quantity to the highest. Failure in this regard will grant the DBE the right to remove the related title from the National Catalogue.

12. COMPULSORY BRIEFING

12.1. A compulsory briefing with the publishers and publishers' associations will be held on **04 November 2014**. Publishers who fail to attend the compulsory briefing will be disqualified from participating in the process.