

**SCI-BONO DISCOVERY CENTRE NPC**

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | [www.sci-bono.co.za](http://www.sci-bono.co.za)  
C/o Miriam Makeba & Helen Joseph (formerly President street) Streets  
Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2017

Company registration: 2004/010183/08 | VAT no: 473 021 629  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSALS:  
APPOINTMENT OF A CONSULTANT TO PROVIDE FUND RAISING SERVICES**

**1. DETAILS OF THE RFP**

<b>RFP Number</b>	SCM/CEO/R18-19/29
<b>RFP For</b>	Appointment of the Fund Raising Consultant
<b>Advertisement Date</b>	23 August 2018
<b>Submission Date &amp; Time</b>	12 September 2018 at 12:00PM
<b>Submission Address</b>	Corner Miriam Makeba & Helen Joseph Street Newtown, Johannesburg, 2017

**2. BACKGROUND INFORMATION**

The Sci-Bono Discovery Centre (Sci-Bono) is the largest science centre in Sub-Saharan Africa and is South Africa's flagship science centre. Sci-Bono's mission is to assist all members of the South African society to (i) acquire science knowledge, skills and attitudes, (ii) use their acquired science knowledge, skills, and attitudes to develop and innovate new products and services that will uplift the quality of life of all South Africans, and (iii) compete in the global world of science with their new products and services.

### 3. FUNDING DIVERSIFICATION

- 3.1. Opened in 2004 in Johannesburg, the Sci-Bono concept is a unique Gauteng idea that brings private business and commerce into partnership with the education department to drive improvement in the teaching and learning of the SMT curriculum in the province.
- 3.2. Since its establishment, Sci-Bono has undertaken major institutional adaptations and structural modifications from a conventional Science Centre to an established mathematics, science and technology education institution and a distinguished service implementation and resource agency, functioning at both national and provincial levels of South Africa's education system.
- 3.3. Amongst other things, the work of the Sci-Bono is significant in respect of the enhancement of the Mathematics Science and Technology (MST) Strategy for GDE, which is aimed as follows:
  - To strengthen MST teaching in all Gauteng schools;
  - To improve the provision of MST resources;
  - To provide programmes of learner support in MST; and
  - To improve the management of MST teaching and learning.
- 3.4. Sci-Bono remains a flagship Science Centre which attracts more than 100 000 learners per annum and about 295 950 visitors. Sci-Bono has developed a project management capacity, which has saw it implementing projects to the value of R 500 million.
- 3.5. After 10 years of Sci-bono existence, Sci-Bono is ready to extend its footprint beyond Gauteng Province; being a flagship Science Centre, it also well positioned to have tailor-made offerings for the African Continent.

#### **4. LEGAL AND POLICY FRAMEWORK**

The Sci-Bono Discovery Centre is registered as a Non-Profit Company (NPC) in terms of the Companies' Act, 71, of 2008, as a Public Benefit Organization (PBO) in terms of the Income Tax Act, 58 of 1962 as well as a Non-Profit Organization in terms of the NPO Act, 1997.

#### **5. PURPOSE**

Sci-Bono requires proposals from suitable qualified service providers or individuals (consultants) with the right institutional leadership, Institutional knowledge and technical capability to assist to source funding from potential external funders or partners. Sci-Bono intends to source funding for its programmes / projects from external funders where possible to assist the Sci-Bono in delivering on its vision. The appointed consultants shall act on behalf of Sci-Bono to get funding.

#### **6. SCOPE OF WORK**

- 6.1. The scope of work for this Request for Proposals (RFP) includes but not limited to:
- Identifying potential funders and donors, nationally and internationally.
  - Compiling funding proposals in line with Sci-Bono's vision, programme needs and priorities.
  - Develop and submit proposals to potential funders and donors, after the approval by the CEO.
  - Develop materials and make use of social networking opportunities.
  - Facilitating funding related engagements between Sci-Bono and potential funders and donors.
  - Develop Sci-Bono fundraising policy, fundraising strategies, and plans in line with Sci-Bono's vision.
  - Provide reports on the work done from time to time or as and when required.

## 6.2. KEY DELIVERABLES

The following are amongst the deliverables of fundraising consultant:

- Partnership agreements and MOUs within at least two (2) entities, and raised at least R 100 million within the first 12 months.
- Develop and submit quarterly fund raising plan and reports to the CEO.
- Amendments to all existing SLAs, Partnerships and MOUs (whether current or expired); and enter into new agreements.
- Develop the donor database and/or map existing databases.
- List of funding opportunities, prioritized according to the best possible match between the scope of future independent organisations activities and donor interests.
- Frameworks for project proposal/grant applications for specific sources of funding.
- List of organizations, government agencies and business sector clients that may have interest to support the Sci-Bono's vision.
- Skills transfer and build capacity of the identified internal staff within the duration of the contract.

## 7. COSTING STRUCTURE

Sci-Bono intends to appoint the fundraising consultant(s) at risk using the commission-based approach. The fundraising consultants must provide Sci-Bono with the financial proposals and recommend financing methodologies suitable for them and/or potential funders. This means that the proposed financial methodologies shall be unique based on the service providers or individuals' needs and industry focus.

## 8. PRESENTATIONS

The fundraising consultants shall be required to present their proposals and demonstrate the responsiveness of their proposed fundraising strategy and plan. The fundraising consultants must have the national and/or international footprint, experience and expertise to engage with the variety donors and funders, including but not limited to national and international public (including governments) and private institutions and companies, corporate and private donors, public or constitutional institutions, and related institutions, as well as the international development funders.

## 9. MINIMUM REQUIREMENTS

9.1. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall constitute automatic disqualification.

**Suppliers must submit the following** (Submit two envelopes as follows):

### **Envelope 1:**

- A Formal Written Quotation (clear & unambiguous; with VAT implications)
- Quotation form downloadable from the Sci-Bono website

### **Envelope 2:**

9.2. Service providers or individuals must supply Sci-Bono with the below-mentioned minimum requirements:

- 1) A comprehensive company proposal; (and Project Plan)
- 2) A certification of company registration (CK Registration form);
- 3) A valid and verifiable SARS Tax Clearance Certificate;
- 4) Declaration Forms (SBD 4, SBD 8 & SBD 9) obtainable from the Sci-Bono website;
- 5) An original BBBEE Rating Certificate or certified copy;
- 6) Curriculum Vitae of the lead employee(s);

- 7) Any other letters of accreditation or supporting documentation;
- 8) Proof of Business Address;
- 9) Two contactable References; and
- 10) An Over the counter Stamped Letter Confirming Bank Details of the bidding entity.

### 9.3. COMPETENCIES OF THE SUCCESSFUL CONSULTANT

- 9.3.1. Knowledge of stakeholder management.
- 9.3.2. Knowledge of change management and project planning and execution.
- 9.3.3. Excellent presentation and report writing skills.
- 9.3.4. Knowledge and understanding of Education and Training in South Africa, the NPO Legislative framework, and applicable legislation.
- 9.3.5. The knowledge will extend to demonstrated depth in the overall enterprise – wide and external systems and processes, extensive business expertise.
- 9.3.6. Knowledge of risk management.
- 9.3.7. Ability to share knowledge and transfer skills.

### 9.4. ELIGIBILITY

- 9.4.1. Demonstrate understanding of Sci-Bono's mission and develop a fundraising that complement the mission and assist the organisation towards achieving it.
- 9.4.2. Demonstrate a deep understanding of Sci-Bono's values, programmes and projects and knowledge of the beneficiary communities; demonstrate an ability to interpret this understanding and knowledge into effective fundraising communications.
- 9.4.3. Obtain support for Sci-Bono in an open, honest and trustworthy manner, resisting the temptation to over claim or disguise Sci-Bono's ability to achieve the promised outcomes.
- 9.4.4. Demonstrate professional responsibility, thereby placing the best interest on Sci-Bono and those it serves above their own personal interest; and in good faith

corporate with follow practitioners in curbing malpractice and eliminate unethical and undesirable conduct.

## 9.5. REFERENCES

9.4.1. Bidders must further supply Sci-Bono Discovery Centre at most with two (2) contactable references where the bidder has delivered the similar services by simply stating the following:

- Name of client,
- Position,
- Contact telephone numbers, and
- Dates and work performed.

## 10. PRICING SCHEDULE AND DELIVERY

### 10.1 General Pricing Fee

- 1) The bidder must provide a clear and unambiguous price schedule (quotation) with the fixed rates.
- 2) All disbursements and related costs must be provided separately, if any, and shall be negotiated.
- 3) Discounts shall be accepted but without any conditions

## 11. CONDITIONS FOR SHORT LISTING

- 11.1. Sci-Bono shall evaluate submitted proposals based on the strength of the consultants' technical abilities and the responsiveness of the proposals to mobilize funding to advance Sci-Bono's vision.
- 11.2. The proposals shall be taken through the preliminary evaluation process to determine their responsiveness and whether they are accepted or disqualified. Sci-Bono shall disqualify proposals that does not meet the minimum requirements set and will not be evaluated for technicality and for further purposes.
- 11.3. Proposals submitted will be evaluated using a system Method 2 (Financial Offer and Preference) in line with Section 7.3 (Table 5: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.
- 11.4. All bids shall be subjected to a preliminary evaluation process and bidders who shall not meet minimum requirements set by this RFB shall automatically be disqualified and shall not be evaluated for functionality, and ultimately for price and preference.
- 11.5. The **functionality evaluation criterion** shall be as follows:
- 11.5.1. Any proposal that scores less than 70% shall be disqualified and shall not be evaluated for price and B-BBEE.
- 11.5.2. The proposal obtaining the highest number of points may be awarded the contract, although other factors may lead to a different decision.
- 11.5.3. In the event of equal points scored, the tender will be awarded to the proposals scoring the highest on B-BBEE



**12. PRICE EVALUATION**

12.1. The proposals / bids shall be evaluated using the 80/20 preference point scoring system, (In terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000; Preferential Procurement Regulations, 2017)

$$PS = 80 \left[ 1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Point scored for comparative price of bid under consideration;

Pt = Comparative price of bid under consideration; and

Pmin = Comparative price of the lowest acceptable bid.

**13. POINTS FOR B-BBEE**

13.1. An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 14. TECHNICAL EVALUATION

14.1. All proposals / bids that will qualify (accepted) during the preliminary evaluation stage shall be evaluated for functionality or technicality. The **functionality evaluation criterion** shall be as follows:

<b>Criteria for functionality</b>	<b>Points</b>
<b>Capacity</b>	<b>30</b>
Curriculum Vitae of Key Personnel	5
Knowledge & Understanding of Sci-Bono's Vision & Mandate	5
Knowledge & Understanding of the National Donors	10
Knowledge & Understanding of the International Donors	10
<b>Strength of Proposal</b>	<b>50</b>
Funding Management Strategy	10
Funding Management Plan	10
Clear & Unambiguous Approach	10
Stakeholder Management Plan	10
Negotiation Strategy or Approach	10
<b>Experience</b>	<b>10</b>
Between 2 to 5 years	5
Over 5 years	10
<b>Total</b>	<b>90</b>
<b>Minimum threshold</b>	<b>70</b>

The technical points shall be determined as follows:

- For the 10 points: Satisfactory (6), Good (8), and Excellent (10).
- For the 5 points: Satisfactory (3), Good (4), and Excellent (5).

14.2 To be considered for presentations, the consultants' proposals must at least score a minimum threshold of 70 points.

## 15. AWARD CRITERIA

15.1. The consultants that demonstrate understanding of Sci-Bono, its mandate and vision; wider understanding of diversified potential donors or partners (nationally or internationally); and responsive fundraising proposal, funding strategy and plan aligned to Sci-Bono's vision shall be awarded the contract.

15.2. Sci-Bono may appoint more than one or more consultants based on their individual area of expertise or focus, and the content of the contracts with the consultants shall vary from one to another based on their proposed financing methodology.

15.3. The duration of the contracts shall be **36 months** renewable on performance.

15.4. The bidder with the highest number of points shall be awarded the contract, unless there are factors that may lead to a different decision.

15.5 In the event of two or more bids score equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.

12.3. However, in the event the two or more bids have equal B-BBEE points, the tender will be awarded to the bidder with the highest points on functionality, if applicable.

12.4. Qualifying proposals will be evaluated according to the following criteria:

- **Price:** **80%**
- **BEE rating** **20%**

## 16. CLOSING DATE AND TIME

- 16.1. Submissions should be hand delivered by on or before **12 SEPTEMBER 2018 at 12:00PM, deposited into the tender box marked or with the subject titled: "Proposals for the Appointment of Fund Raising Consultant.** All documents must be delivered to Corner Miriam Makeba and Helen Joseph street, Johannesburg, 2017
- 16.2. All correspondences shall be done by e-mail [tenders@sci-bono.co.za](mailto:tenders@sci-bono.co.za); no telephonic correspondences shall be done before and after the closing of bid. Bidders may be informed in writing of the outcome of the bid adjudication process.
- 16.3. **Sci-Bono shall not accept late proposals.**

## 17. DISCLAIMER

- 17.1. Sci-Bono reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract.
- 17.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 17.3. Sci-Bono reserves the right not to appoint a provider, to accept and/or award the whole or any portion of the tender, and is not obliged to provide reasons for the rejection of any tender.
- 17.4. Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection, but will give written reason for action upon request to do so.