



SCI-BONO DISCOVERY CENTRE NPC

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Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

REQUEST FOR BID:

**APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE THE REPAIR, MAINTANCE AND
SERVICING OF THE ROOF WATERPROOFING**

RFB: CFO/SCM/FACILITIES/R24-25/06

1. DETAILS OF THE RFB:

RFB NO	CFO/SCM/FACILITIES/R24-25/06
RFB FOR	REQUEST FOR THE PROCUREMENT OF A SERVICE PROVIDER TO PROVIDE REPAIRS, MAINTANCE AND SERVICING OF THE ROOF WATERPROOFING
ADVERTISEMENT DATE	22 OCTOBER 2024
COMPULSORY BRIEFING	29 OCTOBER 2024 AT 14:00
SUBMISSION DEADLINE	6 NOVEMBER AT 12:00 PM
RFB TO BE SUBMITTED IN HARD COPY TO:	Corner Miriam Makeba & Helen Joseph Street, Newtown, Sci-bono Discovery Centre
	Johannesburg, 2017
RFB VALIDITY PERIOD	14 Days

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2. BACKGROUND INFORMATION

- 2.1 The Sci-Bono Discovery Centre is an independent Non-Profit Company set up by the Gauteng Department of Education. It is a flagship science centre located in Newtown, Johannesburg.
- 2.2 Sci-Bono's envisions a society with the capacity to compete in the global world of science and technology and that is equipped with the skills, attitudes and values needed to improve the quality of life of all South Africans. It also works closely with, and on behalf of Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.
- 2.3 Guided by the provisions of the organisation's Memorandum on Incorporation (MOI) adopted through a resolution of the Board of Directors, Sci-Bono's mission is to support and enhance the delivery of effective Mathematics, Science, Technology and career education in all schools and to improve awareness of interest in and engagement with all aspects of science, engineering and technology in youth and the general public.
- 2.4 Clause 3 of the Sci-Bono Memorandum of Incorporation states that as an NPC, the organisation must apply all its assets and income, however derived, to advance its states objectives as set out in the organisation's documents of incorporation.
- 2.5 Roof waterproofing is an integral part of the infrastructure design of the building. Waterproofing is essential to keep everything inside the building safe and avoid damage to the building as per the guidelines of Occupational Health and Safety Regulations. Regular maintenance and servicing of roof waterproofing systems is crucial to ensure the longevity and effectiveness of the building's infrastructure. This includes protecting building structural elements, such as beams and columns, from water damage.
- 2.6 To ensure a watertight building that meets the comfort, health, and safety needs of building occupants, including design life, correct waterproofing installation and timely maintenance and repairs, if necessary, are required.
- 2.7 The Occupational Health and Safety Act of 1993 has its relevance in roof waterproofing of buildings since it is applicable to all places where any work is performed by persons, employing persons, or self-employed persons in connection with the workplace, or activities carried out by a person at a workplace.

3. SPECIFICATIONS AND SCOPE OF WORK

3.1 Phase 2 Balconies:

- Remove existing tiles and discard.
- Clean and prepare all surfaces, remove all old, damaged waterproofing.
- Ensure that slope is effective for water drainage.
- Application of spray-on/torch-on waterproofing.
- Paint and seal, as necessary.
- Re-tile entire area:
- Tiling to match existing tiles on roof area/level 5.

3.2 Phase 2 Main Entrance:

- Remove existing tiles and discard.
- Clean and prepare all surfaces, remove all old, damaged waterproofing.
- Ensure that slope is effective for water drainage.
- Application of spray-on/torch-on waterproofing.
- Paint and seal, as necessary.
- Tiling to match existing tiles on roof area/level 5.

3.3 Exterior retaining walls:

- Excavate paving to expose foundations at retaining wall and set aside for reuse, if required.
- Strip off existing waterproofing and cart off site.
- Clean and prepare all surfaces.
- Ensure effective run-off to existing stormwater drainage.
- Apply new waterproofing, either torch-on or spray-on, along entire length of retaining walls.
- Paint and seal, as necessary.
- Apply new cementitious-type waterproofing system complete with embedded polypropylene membrane and reinstate paving.

3.4 Phase 2 Lift shafts:

- Strip old waterproofing on roof of lift shafts and cart offsite.
- Clean and prepare all surfaces.
- Ensure that slope is effective for water drainage.

- Apply spray-on/torch-on waterproofing.
- Paint and seal as necessary.

3.5 Phase 1 (Facing Helen Joseph):

- Strip old waterproofing in all gutters and downpipes, clean and prepare all surfaces.
- Ensure effective run-off to existing stormwater drainage.
- Apply new waterproofing, either torch-on or spray-on, along entire length of gutters and into downpipes.
- Replace all roof screws with new, including new seals.
- Replace damaged roof sheets as necessary and spray to match existing.
- Apply spray-on/torch-on waterproofing.
- Paint and seal if necessary.

3.6 Phase 3B Simplon Office Roof:

- Strip old waterproofing in all gutters and downpipes, clean and prepare all surfaces.
- Ensure effective run-off to existing stormwater drainage.
- Apply new waterproofing, either torch-on or spray-on, along entire length of gutters and into downpipes.
- Replace all roof screws with new, including new seals,
- Replace damaged roof sheets as necessary and spray to match existing.
- Apply spray-on/torch-on waterproofing and paint and seal as necessary.

3.7 Phase 3A Office Roof:

- Strip old waterproofing in all gutters and downpipes. Clean and prepare all surfaces.
- Ensure effective run-off to existing stormwater drainage.
- Apply new waterproofing, either torch-on or spray-on, along entire length of gutters and into downpipes.
- Replace all roof screws with new, including new seals.
- Replace damaged roof sheets as necessary and spray 10 match existing.
- Apply spray-on/torch-on waterproofing, and paint and seal, as necessary.

3.8 Phase 3A: H2O outside areas\:

- Remove existing tiles and discard.
- Clean and prepare all surfaces, remove all old, damaged waterproofing.

- Ensure that slope is effective for water drainage.
- Application of spray-on/torch-on waterproofing.
- Paint and seal, as necessary.
- Re-tile entire area.
- Tiling to match existing tiles on roof area / level 5.

3.9 Plumbing and gutters

- Chop approx. 18 metres concrete in duct area and remove from site. Excavate and remove 18 metres soil fill from duct and remove from site. Excavate and install sump.
- Install 18 metres sub surface drainage within duct area.
- Install sump pump including discharge pipe, power light and operation light.
- Extend discharge pipe to stormwater drainage system.
- Unblock and clean all downpipes, full bores.
- Ensure clear and uninterrupted flow of stormwater throughout the entire drainage system.
- Assess entire drainage system for leaks and repair. Re-affix all gutter covers.

4. MINIMUM REQUIREMENTS

- 4.1. The bidder must have proven track record and experience in waterproofing and related engineering contracts or service.
- 4.2. The bidder must provide a track record of a minimum of 3 years as an entity providing such services and installations.
- 4.3. PRAWA (Professional Roof Repair and Waterproofing Association) Certificate of Membership.
- 4.4. A valid site-specific health and safety file to be provided to Sci-Bono representative within 7 days of awarding the tender.
- 4.5. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall automatically constitute disqualification:
 - 4.5.1. Clearly costed BOQ addressing items captured by the scope and specification (clear & unambiguous; with VAT implications)
 - 4.5.2. Quotation Form downloadable from the Sci-Bono website.
 - 4.5.3. An abridged proposal and project plan with clear timelines.
 - 4.5.4. Proof of Company Registration.
 - 4.5.5. A valid Tax Clearance Certificate.

- 4.5.6. Valid B-BBEE Certificate (SANAS) or Sworn Affidavit.
- 4.5.7. Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website.
- 4.5.8. An **over the counter** / **electronic** stamped letter confirming bank details of the bidding entity.

4.6. References:

- 4.6.1. The bidders must further supply SCI-BONO DISCOVERY CENTRE at most with three (3) contactable references where the bidder has delivered the similar services by simply stating the following:
 - Name of client.
 - Position.
 - Contact telephone numbers.
 - Dates and Work performed.

5. PRICING SCHEDULE AND DELIVERY

5.1. 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.

5.2. Value Added Tax Registration:

- 5.2.1. It is mandatory for a business to register for VAT if the income earned in any consecutive 12 Months period exceeded or is likely to exceed R 1 000 000.00 (One Million Rand) Threshold in terms of section 21(1)(a) of the value added Tax Act 89 of 1991. The business must complete a VAT 101.

6. CONDITIONS FOR SHORT LISTING

- 6.1. 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.
- 6.2. 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 for price and preference.

Request for Bid for the Appointment of Professional Service Provider to Provide Repairs, Maintenance and Service of Roof Waterproofing

7. PRICE EVALUATION

7.1. The proposals / bids shall be evaluated using the 80/20 preference point scoring system.

$$Pt - Pmin \quad PS = 80 \quad 1 - \frac{Pt - Pmin}{Pmin}$$

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.

8. POINTS OF B-BBEE

8.1. 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

9. AWARD CRITERIA

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

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

9.3. 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.

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

- Price: 80%
- BEE rating 20%

10. CLOSING DATE AND TIME

10.1. Submissions should be hand delivered on or before **06 NOVEMBER 2024 12:00pm**, deposited into the tender box or submit an e-mail using details provided on 10.3 a clearly marked proposal: **“CFO/SCM/FACILITIES/R24-25/06 “REQUEST FOR THE PROCUREMENT OF A SERVICE PROVIDER TO PROVIDE REPAIRS, MAINTANCE AND SERVICING OF THE ROOF WATERPROOFING ”. NO LATE PROPOSALS / BIDS shall be accepted.** Late proposals / bids shall be immediately returned to the bidders. All documents must be sent to Corner of Miriam Makeba & Helen Joseph Street, Johannesburg, 2107.

10.3. All correspondences shall be done by e-mail to: thulasizwe.ngcobo@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.

11. AWARDING OF THE BIDDER

11.1. After all evaluation and approvals are completed, Sci-Bono will than send award letter to the accepted bidder. Sci-Bono reserve the right to appoint more than one Bidder for this project (RFB)

12. ACCEPTANCE PROCEDURE

12.1. The successful bidder will be required to enter into a contractual agreement with Sci-Bono Discovery Centre.

13. DUE DILIGENT

13.1. Bidders are expected to examine all instruction, terms and specification stated in this RFB. The bid document should be precise, complete and in the prescribed format as per the requirement on the RFB

Document. Failure to furnish all information or submission of a bid not responsive to this RFB will be at the bidder's risk and may result in rejection of the bid.

- 13.2. The Bidder is requested to carefully examine the RFB document and conditions specified therein, and if there appears to be any contradictions, inconsistency, gap and or discrepancy in the RFB document. The bidder should seek necessary clarifications by e-mail as mentioned in section 10.3.

14. COST OF THE RFB

- 14.1. The Bidder shall bear all cost associated with the preparation and submission of its RFB, and Sci-Bono will not be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

15. DISCLAIMER

- 15.1. 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.
- 15.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 15.3. 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.
- 15.4. 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 and will not incur any liability to a tenderer for such cancellation and rejection.