



Sci-Bono Discovery Centre

**REQUEST FOR QUOTATIONS:
PROCUREMENT OF ACCOMMODATION TO SUPPORT THE MARCH 2019
GRADE 12 SSIP CAMPS
CS/SCM/TDU/SSIP/R18-19/37**

1. DETAILS OF THE RFQ

RFB NO	CS/SCM/TDU/SSIP/R18-19/37
RFB FOR	PROCUREMENT OF ACCOMMODATION TO SUPPORT THE MARCH 2019 GRADE 12 SSIP CAMPS
ADVERTISEMENT DATE	19 FEBRUARY 2019
COMPULSORY BRIEFING MEETING	25 FEBRUARY 2019 @11H00AM
SUBMISSION DEADLINE	01 MARCH 2019
RFB TO BE SUBMITTED IN HARD COPY TO:	corner Miriam Makeba & President Street, Newtown, Johannesburg, 2017
RFP VALIDITY PERIOD	90 Days

2. BACKGROUND INFORMATION

- 1.1. 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. Sci-Bono's goal is to enhance interest and learning in mathematics, science and technology. Sci-Bono works closely with, and on behalf of the Gauteng Department of Education (GDE), to enhance curriculum delivery in schools. As part of its mandate, Sci-Bono is organising the Grade 12 March Camps and is thus calling for the submission of bids for the provision of accommodation space and related goods and services for Grade 12 learners over a period of 5 days.

2. SPECIFICATIONS

- 2.1 Sci-Bono invites proposals from reputable venue owners to provide the following:

Item No.	Item	Tick	
1.	Indicate what type of establishment?	Hotel	
		Chalets	
		Bed and breakfast	
		School	
		College	
		University	
		Other, please specify	

2.	Which region will be serviced?	TSHWANE	Tshwane North	
			Tshwane South	
			Tshwane West	
			Gauteng North	
		EKURHULENI	Ekurhuleni North	
			Ekurhuleni South	
			Gauteng East	
		SEDIWEST	Sedibeng East	
			Sedibeng West	
			Gauteng West	
		JORBUG	JHB East	
			JHB North	
			JHB West	
			JHB South	
			JHB Central	
3.	Dates when available? (Indicate actual available dates)		17 – 29 March	
4.	Total number of learners that can be accommodated?			
5.	Can boys and girls be separated?		YES	NO
6.	If yes, briefly explain how boys and girls will be separated?			

7.	Number of learners that can be accommodated per room, per bed (No mattress on the floor!)			
8.	Indicate what bedding is provided? (Indicate currently numbers available)		Learners	Adults
		No mattress and no bedding		
		Mattress		
		Blanket		
		Sheet		
		Pillow		
		Sleeping bag		
9.	Indicate the grade level of the facility?	Not graded		
		1 star		
		2 star		
		3 star		
		4 star		
10.	List the recreation activities that are available?			
11.	Indicate the number of available resources		Chairs	
	Type of Tables		Number of Tables	Seaters per table
	Type of Tables		Number of Tables	Seaters per table
	Type of Tables		Number of Tables	Seaters per table
12.			Conference venues	

	List the number of conference venues, classrooms and/or breakaway rooms that will be available?	Breakaway rooms		
		Classrooms		
13.	State how many learners can be accommodated in each of these rooms	Conference venues		
		Breakaway rooms		
		Classrooms (indicate size of the classroom)		
14.	What equipment is in each of these rooms?	Blackboard or whiteboard (indicate size of the board/s)		
		Data projector		
		PA system/ speakers		
		Flipchart stand, flipchart paper & pens		
15.	Explain what onsite maintenance is provided? eg – provision of warm water			
16.	Explain what onsite security is provided?			
17.	Explain what onsite cleaning is provided (frequency)?			
18.	Are laundry facilities available? Specify type and costs.			
19.	Provide a detailed menu for 5 days:	DAY 1	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 2	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 3	Breakfast	
			Lunch	
			Supper	

			Tea	
		DAY 4	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 5	Breakfast	
			Lunch	
			Supper	
			Tea	
Are the contents of the First Aid kit as listed below?				
Will there be a qualified First Aider on site?				
Does the site have valid public liability insurance?				
Does the site have a valid health and safety certificate?				
Comments:				

3. SCOPE OF WORK

3.1 The selected service provider will be required to provide accommodation and meals together with teaching and learning facilities as follows:

- a) The venue will have to provide accommodation for a minimum of 300 to a maximum of 1000 learners and teachers combined in the form of bedrooms and or dormitories;
- b) There must be a provision of three meals per day ,i.e. breakfast; lunch and dinner;
- c) There must be at least at least a minimum of 8 conference rooms or classrooms.

4. MINIMUM REQUIREMENTS

4.1.1 The bidder must be the owner of the establishment and MUST provide proof in writing.

4.2 Bidders must supply Sci-Bono with the below-mentioned minimum requirements. Failing to provide these requirements may constitute automatic disqualification

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

Envelope 1:

4.1.1. A Formal Written Quotation (clear & unambiguous; with VAT implications) per learner per day

4.1.2. Quotation form downloadable from the Sci-Bono website.

Envelope 2:

4.1.3 Comprehensive proposal (including the project plan)

4.1.4 Available dates (between 17 – 29 March 2019)

4.1.5 Proof of Company Registration

4.1.6 A valid Tax Clearance Certificate

4.1.7 B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit

4.1.8 Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website

4.1.9 An over the counter Stamped Letter Confirming Bank Details of the bidding entity

4.1.10 Proof of Business Address

4.1.11 Public Liability Certificate in the name of the bidder.

4.1.12 Health and Safety Certificate in the name of the bidder.

4.3 References

The 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
- 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. Bidders **MUST** confirm availability of the camp/s for the following dates:

HOLIDAYS	
MONTH	DATES
March	17 - 29

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 ultimately for price and preference.
- 6.3 District proximity
- 6.4 Capacity to accommodate the number of learners according to district needs
- 6.5 Availability of the accommodation dates according to district needs
- 6.6 The **functionality evaluation criterion** shall be as follows:
 - 6.6.1 The proposal obtaining the highest number of points may be awarded the contract, although other factors may lead to a different decision.
 - 6.6.2 In the event of equal points scored, the tender will be awarded to the proposals scoring the highest on B-BBEE

7. PRICE EVALUATION

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

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

Where:

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

P_t = Comparative price of bid under consideration; and

P_{min} = Comparative price of the lowest acceptable bid.

8. POINTS FOR B-BBEE

- 1.2 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.
- 9.4 Qualifying proposals will be evaluated according to the following criteria:
- Price: 80%
 - BEE rating 20%

10. GUIDELINES FOR PROPOSAL PREPARATION

- Proposals must be received by 12H00 on the 01ST of March 2019.
- Proposals must include itemised costing for each learner inclusive of teachers
- Proposals must include price per learner inclusive of meals.

11. CLOSING DATE AND TIME

11.1 Submissions should be hand delivered at **Sci-Bono Discovery Centre, cnr Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg** on or before **12H00 on the 01st of March 2019.** , Reference: **PROCUREMENT OF ACCOMMODATION TO SUPPORT THE MARCH 2019 GRADE 12 SSIP CAMPS.** Late proposals/quotations shall be immediately returned to the bidders.

12. DISCLAIMER

12.1 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. 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. 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.