



SCI-BONO DISCOVERY CENTRE NPC

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PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSALS (RFP):
REFURBISHMENT OF A LIBRARY/ CAREER INFORMATION CENTRE**

1. DETAILS OF THE RFB

RFB NO	CS/SCM/COO/CC/R17-18/54
RFB FOR	Refurbishment of A Library/Career Information Centre
ADVERTISEMENT DATE	26 October 2017
COMPULSORY BRIEFING	06 November 2017
SUBMISSION DEADLINE	15 November 2017
RFB SUBMISSION DATE	Corner Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg, 2017

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. Sci-Bono 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 works closely with the Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

3. PURPOSE

- 3.1 The purpose of this Request for Proposals (RFP) is to solicit bids from reputable suppliers for the refurbishment of a Library/Career Information Centre.

4. SPECIFICATIONS, SCOPE OF WORK AND DELIVERABLES

4.1 Design Work

- 4.1.1 This section must include amongst other things:
- Schematic Design & Conceptual Viability, including brief documentation, concept look and feel, spatial analysis. Please refer to the attached floor plan for an indication of the floor layout [sandy coloured floor filling].
 - Design Development & 3D Modelling, including space planning, 3D perspective views.
 - Technical Documentation, including technical drawings, detailed specifications, and construction documentation.
 - Construction Administration & Management, including sourcing of suppliers and design management.

4.2 Construction Work

- 4.2.1 This section must include:
- Demolition & alteration
 - Drywall partitioning, glazing & doors
 - Ceiling and feature fixtures
 - Electrical work and data
 - Wall and glazing finishes
 - Floor finishes
 - Occupational site cleaning

4.3 Furniture Work

- 4.3.1 This section must include furniture for the following areas:
- Entrance and waiting area
 - Reception desk area
 - Desktop research area
 - Open reading booth area
 - 04 (Four) focus rooms, namely Life and Physical Sciences, Technology, Maths and Engineering
 - Utility areas, including bookcases, filing cabinets, locker area, newspaper stands, and

4.4 IT Hardware

- IT hardware with network connections,
- Wall mounted TV screens with brackets -02 (two)

NB: See attached Layout Drawings – *the section of the space to be revamped is highlighted in a sandy/cream yellow colour*

5. MINIMUM REQUIREMENTS

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

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

Envelope 1:

- (a) A Formal Written Quotation (clear & unambiguous; including VAT);
 - (i) Quotation 1: Design Work
 - (ii) Quotation 2: Construction Work
 - (iii) Quotation 3: Furniture & Fittings
 - (iv) Quotation 4: IT Hardware/ Equipment
- (b) Quotation form obtained from the Sci-Bono website;

Envelope 2:

- (a) Comprehensive description and specification of the offered items. (no prices)
- (b) Proof of Company Registration.
- (c) A valid Tax Clearance Certificate
- (d) B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit.
- (e) Fully completed SBD forms (SBD 4, SBD 8, SBD 9) obtained from the Sci-Bono website.
- (f) Stamped Letter Confirming Bank Details.
- (g) Proof of Business Address.
- (h) References of Previous Projects/Services Successfully Completed.
- (i) Health and Safety certificate/Profile of an accredited Safety officer for Construction work
- (j) Guarantee/Warranty of Works and IT/Furniture.
- (k) Project Plan (from date of award until final delivery, with time lines for construction and commissioning).

5.2. REFERENCES

5.2.1. 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
- Dates and Work performed.

5.2.2. The failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

6. PRICING SCHEDULE AND DELIVERY

6.1 GENERAL PRICING FEE

6.1.1 The bidder must provide a clear and unambiguous price schedule (quotation) stating Value Added Tax (VAT) implications, if any.

6.1.2 All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.

6.1.3 Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.

6.1.4 Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

7. CONDITIONS FOR SHORT LISTING

- 7.1 Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (Table 6.3.1: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.
- 7.2 All bids shall be subjected to the preliminary evaluation process. Bidders who do not meet the minimum requirements (item 5) set by this RFP shall automatically be disqualified and shall not be evaluated for functionality, price and preference.
- 7.3 Service providers are required to submit all documents specified on item 5.1 of this RFP, otherwise failure to submit all documents shall constitute disqualification.
- 7.4 SCM shall apply newly approved and affected Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017) to assess the market for completion pricing in case quotations submitted varies.

8. PRICE EVALUATION

- 8.1 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.

9. POINTS FOR B-BBEE

9.1 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

10. AWARD CRITERIA

- 10.1 The bidder with the highest number of points shall be awarded the contract, unless there are factors that may lead to a different decision.
- 10.2 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.
- 10.3 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.
- 10.4 Qualifying proposals will be evaluated according to the following criteria:
- Price: 80%
 - PDI / BEE rating 20%
- 10.5 Prequalification criteria:
- Level 1 to Level 3 B-BBEE Contributors; or
 - Exempt Micro Enterprises (EME); or
 - Qualifying Small Enterprises (QSE)
- (In terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017)

11. CLOSING DATE AND TIME

11.1.1 A **compulsory briefing meeting** will be held on the **06 November 2017 at 10h00**, Sci-Bono Discovery Centre, Cnr Miriam Makeba & Helen Joseph Streets. Bidders who do not attend this briefing meeting will be disqualified.

11.1.2 Submissions should be hand delivered by on or before **15 November 2017 at 12h00**, deposited into the tender box marked **“REFURBISHMENT OF A LIBRARY/CAREER INFORMATION CENTRE”**. **NO LATE PROPOSALS / BIDS shall be accepted**. Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & Helen Joseph Street, Johannesburg, 2107.

11.1.3 All correspondences shall be done by e-mail 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.

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.

12.2 Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.

12.3 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 also not obliged to provide reasons for the rejection of any tender.

12.4 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.