



Sci-Bono
Discovery Centre

**REQUEST FOR PROPOSAL
APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL
AND MAINTAIN AN OUTDOOR DIGITAL LED BILLBOARD**

1. RFP SUMMARY DETAILS

| | |
|---|---|
| RFP N° | RFP : CS/SCM/CFO/R19-20/14 |
| RFP FOR | Appointment of a service provider to supply, install and maintain an outdoor digital LED Billboard. |
| ADVERTISEMENT DATE | 11 June 2019 |
| COMPULSORY BRIEFING | 18 June 2019 @ 10:30am |
| SUBMISSION DATE | 28 June 2019 @ 12:00pm |
| RFP TO BE SUBMITTED IN HARD COPY TO: | Corner Miriam Makeba & Helen Joseph Street, Newtown, Johannesburg, 2017 |
| RFP VALIDITY PERIOD | 90 Days |

2. ABOUT SCI-BONO DISCOVERY CENTRE

- 2.1 Sci-Bono Discovery Centre is the national flagship science centre in South Africa and the largest and most visited science centre in Southern Africa. Located in the historic, century-old Electric Workshop in the cultural precinct of Newtown Johannesburg, Sci-Bono annually receives hundreds of thousands of visitors to its large collection of interactive science and technology exhibits and exhibitions.
- 2.2 Sci-Bono started in 2004 as a partnership between the Gauteng Department of Education (GDE) and various private sector partners. It supports mathematics, science and technology education in order to help build South Africa's science engineering, mathematics and technology capacity.
- 2.3 It also works with the Department of Science and Technology (DST) and the South African Agency for Science and Technology Advancement (SAASTA), to promote interest and awareness in the fields of science, technology, engineering and mathematics and is a core member of the Southern African Association of Science and Technology Centres.
- 2.4 The activities and exhibitions we run and host at Sci-Bono are guided by its Vision: 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.
- 2.5 The Centre supports Science, Technology, Mathematics and related subjects to help build South Africa's Science, Engineering and Technology capacity. The Sci-Bono Discovery Centre, where visitors can engage with the NPO's collection of interactive Science and technology exhibits and exhibits also offers a broad programme of Science and Technology events, activities and programmes for schools, and the public at large.
- 2.6 Sci-Bono's mission is to support and enhance the delivery of effective Mathematics, Science, Technology and Career Education in Gauteng schools and to improve

awareness of, interest in and engagement with all aspects of science, engineering and technology in youth and the public.

2.7 Sci-Bono is one of the most popular leisure and educational destinations in Gauteng. The science centre endeavors to remain relevant to its patrons by bringing them once and again intriguing scientific content through internationally renowned travelling exhibitions and exhibits. In 2013 and 2016, Sci-Bono hosted the Body Worlds Travelling International Exhibition, which was well received and saw Sci-Bono receive record setting footfall through the science centre doors.

2.8 Sci-Bono through its goals, works towards achieving this mission by:

2.8.1 Improving the teaching and learning of Mathematics, Science and Technology in Gauteng

2.8.2 Providing Career Education to learners and youth in Gauteng

2.8.3 Providing skills development opportunities for young people

2.8.4 Promoting and improving public awareness of and engagement with Science, Engineering and Technology.

2.9 To achieve these goals, Sci-Bono implements a wide range of activities and offers exhibitions, for learners, teachers and the public at its centre in Newtown and through an extensive outreach programme to schools throughout Gauteng.

3. BACKGROUND OF PROJECT

As part of Sci-Bono branding and innovative ways of increasing awareness of the various services offered by this Science Centre as well as generation of revenue by offering advertising platform for businesses in and around Gauteng, a need for the procurement of an outdoor digital LED Billboard screen has been identified.

4. SCOPE OF WORK

Supply, deliver and install

- One (3x12) metre outdoor digital outdoor LED Billboard screen with a wall mounted frame **OR**
- One (11x12) metre outdoor digital outdoor LED Billboard screen with a wall mounted frame

NB: The quotation for each screen must include all structural and electrical work that might need to be conducted. Also to be included is the maintenance cost of each screen.

5. TERMS AND CONDITIONS/ INSTRUCTION FOR THE PROPOSAL

- 5.1** Sci-Bono can request further information from any service provider (s) after the closing date.
- 5.2** Sci-Bono reserves the right to cancel the bid or not to appoint any service provider (s).
- 5.3** Sci-Bono reserves the right to perform audits on the quality of processes/intervention methodology or approach utilized by the service provider, after the awarding of the service provider.
- 5.4** The service provider will always be appointed on the premise of a supplier-delivering-a-service relationship and not of an employer-employee relationship.

6. MINIMUM REQUIREMENTS

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:

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

Envelope 2:

- 6.1.3 Comprehensive proposal (including the project plan)
- 6.1.4 Proof of Company Registration
- 6.1.5 A valid Tax Clearance Certificate
- 6.1.6 B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit
- 6.1.7 Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website
- 6.1.8 An over the counter Stamped Letter Confirming Bank Details of the bidding entity
- 6.1.9 Proof of Business Address

6.2 Bidders must further supply Sci-Bono Discovery Centre with at least two (2) contactable references where the bidder has delivered similar services. Reference letters demonstrating skills and expertise to undertake the contract; and

6.3 Contactable references by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Dates and work performed
- Rand value of worked performed

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

6.5 Bidders are reminded that the Sci-Bono will award the bid based on a bidder's total project cost and not hourly or daily rates. The bidder must ensure delivery of the project within the required timeframes stipulated in the terms of reference.

7. PRICING SCHEDULE AND DELIVERY

7.1 General Pricing Fee

- 7.1.1 The bidder must provide a clear and unambiguous price schedule (quotation).
- 7.1.2 All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.
- 7.1.3 Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.
- 7.1.4 Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

7.2 Delivery

7.2.1 The delivery/provision of services shall be done at primarily at Sci-Bono Discovery Centre, Newtown, Johannesburg, Gauteng Province.

8. **CONDITIONS FOR SHORT LISTING**

8.1 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.

8.2 All bids shall be subjected to the preliminary evaluation process. Bidders who do not meet the minimum requirements (item 10) set by this RFP may automatically be disqualified and shall not be evaluated for functionality, price and preference.

8.3 Service providers are required to submit all documents specified on item 9.1 and 9.2 of this RFP, otherwise failure to submit all documents may constitute disqualification.

9. **TECHNICAL EVALUATION (COMPULSORY PRESENTATION)**

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



9.2 Shortlisted service providers will be required to submit and present their proposal on a specified date.

10. PRICE EVALUATION

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

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

Where:

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.

11. POINTS FOR B-BBEE

11.1 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 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

12. AWARD CRITERIA

12.1 The bidder with the total highest number of points for price and B-BBEE contribution shall be awarded the contract, unless objective criteria applied leads to an award to an alternative bidder.

12.2 In the event of two or more bids scoring 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 for functionality, if applicable.

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

- Price: 80%
- PDI / BEE rating 20%

13. CLOSING DATE AND TIME

13.1 Compulsory briefing will be held on **18 June 2019**, 10:30am; at Sci-Bono Discovery Centre.

13.2 Submissions should be delivered by hand (hardcopy) on or before **28 June 2019 at 12:00pm**, deposited into the tender box marked **“APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL AND MAINTAIN AN OUTDOOR DIGITAL LED BILLBOARD”**; **“NO LATE PROPOSALS”** shall be accepted. Late proposals / bids shall be immediately returned to the bidders.

13.3 Shortlisted bidders will be invited to present their submissions to the Bid Evaluation Committee (BEC) on a date that will be communicated via email after the closing date.

13.4 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.

Consultants may be informed in writing of the outcome of the bid adjudication process.

14. DISCLAIMER

- 14.1** 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.
- 14.2** Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 14.3** 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.
- 14.4** 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.