



SCI-BONO DISCOVERY CENTRE NPC

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PO Box 61882 | Marshalltown | 2107

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

**REQUEST FOR PROPOSAL:
PROCUREMENT OF QUALIFIED SERVICE PROVIDER TO CONDUCT LEARNER DEVELOPMENT
SUPPORT FOR GRADE 9, 11 & 12 FOR MST CAMPS
CFO/SCM/TDU/R21-22/08**

1. DETAILS OF THE RFP:

RFB NO	CFO/SCM/TDU/R21-22/08
RFB FOR	PROCUREMENT OF QUALIFIED SERVICE PROVIDER TO CONDUCT LEARNER DEVELOPMENT SUPPORT FOR GRADE 9, 11 & 12 FOR MST CAMPS
ADVERTISEMENT DATE	15 September 2021
COMPULSORY BRIEFING	None
SUBMISSION DEADLINE	21 September 2021 @ 12H00 PM AT SCI-BONO
RFB TO BE SUBMITTED IN HARD COPY TO:	C/o Miriam Makeba & President Street, Newtown, Johannesburg, 2017
RFP VALIDITY PERIOD	90 Days

PROCUREMENT OF QUALIFIED SERVICE PROVIDER TO CONDUCT LEARNER DEVELOPMENT SUPPORT FOR GRADE 9, 11 & 12 FOR MST CAMPS: CFO/SCM/SSIP/R21-22/08.

TABLE OF CONTENT

1. BACKGROUND INFORMATION.....2

2. SPECIFICATION.....3

3. SCOPE OF WORK.....4

4. MINIMUM REQUEREMENTS.....5

5. PROJECT MANAGEMENT6

6. PRICING SCHEDULE AND DELIVERY.....7

7. CONDITIONS FOR SHORT LISTING.....8

8. PRICE EVALUATION.....9

9. POINTS FOR B-BBEE.....10

10. AWARD CRITERIA.....11

11. CLOSING TIME AND DATE.....12

12. AWARDING OF THE BIDDER.....13

13. ACCEPTANCE PROCEDURE.....14

14. DUE DILIGENTS.....15

15. COST OF THE RFP.....16

16. DISCLAIMER17

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'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.

3. SPECIFICATIONS

3.1 Sci-Bono invites proposals from reputable service providers to provide the following:

- Provision of tutors and motivational speakers
- Content development for Grade 9,11 & 12 learners
- Integrate MST content with ICT
- Printing of training materials
- Development of Pre & post tests
- Reporting on Pre & Post test
- Role modelling to the learners
- Life skills training
- Soft skills to learners
- Time table for the camp session
- Bring along banners in the camp sites.
- Detailed report to the project per grade.
- Adult supervision throughout the programme
- Keep daily registers.
- Hold an award ceremony on the last day of an intervention.

4. MINIMUM REQUIREMENTS

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

4.2. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall constitute automatic disqualification (**Submit 2 envelopes as follows**):

Envelope 1:

4.2.1 A Formal Written Quotation for all Grades (clear and unambiguous; with VAT implications if applicable).

4.2.2 Quotation Form downloadable from the Sci-Bono website.

Envelope 2:

4.2.2 Comprehensive proposal (including the project plan)

4.2.3 Proof of Company Registration

4.2.3 A valid Tax Clearance Certificate

4.2.4 B-BBEE certificate (SANAS) or Sworn Affidavit

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

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

4.2.7 Proof of Business Address.

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.

NOTE – Value Added Tax Registration

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 RFP 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.

7. PRICE EVALUATION

7.1. 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.

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 Contributor	Level of	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%

9.5. Capacity to accommodate the number of learners according to district needs

9.6. Availability of the accommodation dates according to district needs.

10 CLOSING DATE AND TIME

10.1 Submissions should be hand delivered on or before **21 September 2021 at 12:00PM, deposited into the tender box marked “PROCUREMENT OF QUALIFIED SERVICE PROVIDER TO CONDUCT LEARNER DEVELOPMENT SUPPORT FOR GRADE 9,11 AND 12 MST CAMPS”**. **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 & President Street, Johannesburg, 2107.

10.2 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.

11 AWARDING OF THE BIDDER

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

12 ACCEPTANCE PROCEDURE

The successful bidder will be required to enter in a contractual agreement with Sci-Bono where there will be capacity of learners, number of days in a camp and total amount.

15. DUE DILIGENT

Bidders are expected to examine all instruction, terms and specification stated in this RFP. The bid document should be precise, complete and in the prescribed format as per the requirement on the RFP Document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the bidder's risk and may result in rejection of the bid.

The Bidder is requested to carefully examine the RFP document and conditions specified therein, and if there appears to be any contradictions, inconsistency, gap and or discrepancy in the RFP document. The bidder should seek necessary clarifications by e-mail as mentioned in section 12.3.

16. COST OF THE RFP

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

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 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.
- 17.5. Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection but will give written reason for action upon requested to do so.