



## REQUEST FOR INFORMATION: PRINTING, COLLATING, PACKAGING AND DISTRIBUTION OF LEARNER MATERIALS

<b>RFP No.</b>	<b>CFO/SCM/SSIP/R23-24/13</b>
<b>RFP FOR:</b>	PRINTING, COLLATING, PACKAGING AND DISTRIBUTION OF SSIP GRADE 12 MATERIALS.
<b>Advertisement Date:</b>	<b>21 July 2023</b>
<b>Compulsory Briefing:</b>	<b>04 August 2023 @ 11h00am</b>
<b>Submission Deadline:</b>	<b>10 August 2023 @ 12h00 PM</b>
<b>RFP Submission Address:</b>	<b>Corner Miriam Makeba and President, Newtown Johannesburg</b>
<b>RFP Validity Period:</b>	<b>60 Days</b>

### 1. AIM

To invite potentially qualified and capacitated service providers to submit proposals with quotations to deliver on the printing and distribution of learner material for the Sci-Bono Discovery Centre.

### 2. BACKGROUND ABOUT THE SCI-BONO DISCOVERY CENTRE

The Secondary School Intervention Programme (SSIP) is an intervention by the Gauteng Department of Education. Its mandate is to assist secondary school learners to improve their performance in selected subjects. SSIP's target groups are Grade 10 to 12 learners in identified schools across Gauteng. The Programme offers support in the following subjects:

**Mathematics: Accounting: Physical Sciences: Geography: English**  
**FAL: English HL: History: Math's: Tech Science: Tech Math's Math**  
**Literacy: Economics: Life Sciences: Business Studies**

Learning materials to be printed and delivered to 30 delivery points and securing this service is the aim of this RFP.

### 3. SCOPE OF WORK AND DELIVERABLES

You are invited to submit a proposal to print and deliver selected materials by the stipulated dates. The scope of work and delivery details are as follows:

#### 3.1 Scope of Work

The selected service provider will be required to bulk print, collate, package and deliver as follows:

**NB: A QUANTIFIED DOCUMENT OF THE SCOPE OF WORK SHALL BE AVAILED ON THE COMPULSORY BRIEFING SESSION AS SCHEDULED.**

##### 3.1.1. Learner Notes/Homework Solutions

- a) Question Papers and Memos should be printed separately.
  - b) The layout will be A4 landscaped, with black print, double-sided, and saddle stitched at least two times.
  - c) PDF versions will be supplied in A4 and these must be imposed and laid up in A5, with two pages per A4 side.
  - d) There will be a specified number of different learner booklets (content files) as indicated in the table below.
  - e) All materials packaged in bundles of fifty (50) and put in boxes that are clearly labelled. The box labels must indicate the following categories of information:
    - Material should be packed per site - Name of Site
    - Subject (e.g. Mathematics)
    - Grade (e.g. Grade 12)
    - Booklet Type: Learner Notes
    - Total number of bundles (e.g. 5 bundles of 50)
    - Total number of units (e.g. 250)
- a) Failure to do so will result in a 10% penalty, per day for each day of late delivery after that, to be imposed on the full amount agreed upon, excluding the VAT portion.
  - b) Price per leaf (i.e. A4 page printed both sides) should not exceed **0.30 cents per A4 leaf (excluding vat).**
  - c) All content and materials printed will remain the property of Sci-Bono and may not be sold or distributed.

### 3.1.2. Teacher Notes

- a) The pages should be printed per subject.
- b) The layout will be A4 landscaped, with black print, double-sided, and saddle stitched at least two times.
- c) All printing must be done onto 80gsm paper.
- d) PDF versions will be supplied in A4 and these must be imposed and laid up in A5, with two pages per A4 side.
- e) There will be a specified number of different learner booklets (content files) as indicated in the table below.
- f) All materials packaged in bundles of fifty (50) and put in boxes that are clearly labelled. The box labels must indicate the following categories of information:
  1. Material should be packed per site - Name of Site
  2. Subject (e.g., Mathematics)
  3. Grade (e.g., Grade 12)
  4. Booklet Type: Teacher Notes
  5. Total number of bundles (e.g., 5 bundles of 50)
  6. Total number of units (e.g., 250)

**These booklets must be delivered to all delivery addresses by no later than the 23<sup>rd</sup> of February 2022**

- g) Failure to do so will result in a 10% penalty, per day for each day of late delivery after that, to be imposed on the full amount agreed upon, excluding the VAT portion.
- h) **Price per leaf (i.e., A4 page printed both sides) should not exceed XXX cents per A4 leaf (excluding vat)( Provide your own price per page).**
- i) All content and materials printed will remain the property of Sci-Bono and may not be sold or distributed.

### 3.2 Deliverables.

**3.2.1 A QUANTIFIED DOCUMENT OF THE SCOPE OF WORK SHALL BE AVAILED ON THE COMPULSORY BRIEFING SESSION AS SCHEDULED (REFER TO 3.1 ABOVE).**

## 4. GUIDELINES FO PROPOSAL PREPARATION.

- Proposals must be received by 12H00 pm before the **10 August 2023**
- Proposals must include itemized costing for each learner booklet and homework solutions.
- Proposals must include price per leaf.
- Proposals must include price per cover.

## 5. MINIMUM REQUIREMENTS

5.1 Bidders must supply Sci-Bono with the below-mentioned minimum requirements.

Failing to provide these requirements may constitute automatic disqualification.

### **5.2 Two envelopes as per below:**

#### **Envelope 1 (Price Proposal)**

5.1.1 A Formal Written Price Quotation (clear & unambiguous; with VAT implications) with itemized costing for each booklet (*Memo, Question Paper, Answer Sheet, Annexure or Addendum etc.*) per subject. Quotations must include price per leaf.

Quotations must include price per cover.

5.1.2 A standard Quotation Form downloadable from Sci-Bono website. (tenders' link).

#### **Envelope 2 (Proposal)**

5.2 Precise Proposal.

5.2.1 Proof of Company Registration.

5.2.2 A valid Tax Clearance Certificate.

5.2.3 B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit.

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

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

5.2.6 Proof of Business Address.

## 5.3 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.

## **6. PRICING SCHEDULE AND DELIVERY**

- 1) The bidder must provide a clear and unambiguous price schedule (quotation) with the fixed rates of **0.30** cents for printing, collating, packaging, and distribution.
- 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.
- 4) Delivery shall be on ALL 15 districts to be provided only to recommended providers.

## **7. CONDITIONS FOR SHORT LISTING**

- 7.1 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.
- 7.2 All bids shall be subjected to a preliminary evaluation process and bidders who shall not meet minimum requirements set by this RFI shall automatically be disqualified and shall not be evaluated for functionality, and ultimately for price and preference.
- 7.3 The proposal obtaining the highest number of points may be awarded the contract, although other factors may lead to a different decision.
- 7.4 In the event of equal points scored, the tender will be awarded to the proposals scoring the highest on B-BBEE.

## 8. PRICE EVALUATION

8.1 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.

## 9. POINTS FOR B-BBEE

An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points</b>
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 Awarding of contract shall be on rotational basis focusing on capacity to deliver.
- 10.2 The bidder with the highest number of points shall be awarded the contract, unless there are factors that may lead to a different decision.
- 10.3 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.
- 10.4 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.
- 10.5 Qualifying proposals will be evaluated according to the following criteria:
- Price: 80%
  - BEE rating 20%

## 11. CLOSING DATE AND TIME

- 11.1 Submissions should be Submitted at Sci-bono Discovery Centre (Dinosaur Entrance on or before the **10 August 2023** at **12H00 PM Tender box clearly marked “RFP: CFO/SCM/SSIP/R22-23/13; PRINTING, COLLATING, PACKAGING AND DELIVERY OF SSIP GRADE 12 LEARNER MATERIALS”**. **NO LATE PROPOSALS / BIDS shall be accepted. COMPULSORY BRIEFING WILL BE ON THE 04<sup>TH</sup> AUGUST**. Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & Helen Joseph Streets, Johannesburg, 2107.
- 11.2 All correspondences shall be done by e-mail on [tenders@sci-bono.co.za](mailto: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.

## **DISCLAIMER**

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.