



SCI-BONO DISCOVERY CENTRE NPC

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**REQUEST FOR PROPOSAL:
 PROCUREMENT OF GRADE 11 MST CAMP: ACADEMIC AND ROLE MODELING**

1. DETAILS OF THE RFP

RFB No.	CS/SCM/COO/MST/R18-19/26
RFB FOR	PROCUREMENT OF GRADE 11 MST CAMP ACADEMIC AND ROLE MODELLING
Advertisement Date	20 August 2018
Compulsory Briefing	27 August 2018
Submission Deadline	03 August 2018
RFB Submission Address	Corner Miriam Makeba and President, Newtown Johannesburg
RFB Validity Period	90 Days

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. PURPOSE

- 3.1. The purpose of this Request for Proposal is to solicit bids from reputable suppliers for the Provision for Grade 8 & 9 MST Camps Academic and Modeling.

4. SPECIFICATIONS

GRADE 11 MATHEMATICS AND SCIENCE CAMP

1. Background The Gauteng Department of Education through the support of Sci-Bono Discovery Centre wishes to run a holiday camp wherein **300 learners** are supported to not only get the required Mathematics, Science grades for them to be able to follow the professions in critical scarce skills in South Africa but also to receive the necessary Life Skills, Soft Skills (i.e. Study Skills and Exam Techniques that would make them the qualifying learners who will complete their degrees in record times.

Sci-Bono is therefore requesting the following services from experienced service providers.

2. Academic The tutoring should be provided for the following subjects:

- Mathematics and Physical Science for 250 Learners
- Technical Maths and Technical Science for 50 Learners

The appointed Service Provider should contract highly qualified and competent subject specialists in the above mentioned subjects to conduct **TUTORING**. The Service Provider should have successfully run camps for GDE or similar institutions.

Tutors develop and quality assure the study material based on the DBE diagnostic reports and the analytical moderators' reports. The material is pitched at level higher and it is aligned CAPS and ATP's for each subject.



They also set Pre- and Post-Tests that are written on first and final days of the camp respectively. Tutors must put more emphasis on the areas that learners are struggling with. The Post Tests is then written in order to see impact of the teaching done in the past 6 days of the camp. The below table consist of topics to be covered during the camp:

Subject	Grade	Topics
Mathematics	11	<ul style="list-style-type: none"> • Euclidean Geometry • Functions and graphs • Trigonometry • Algebra and Equations • Analytic Geometry
Technical Maths		<ul style="list-style-type: none"> • Exponents • Logarithms • Quadratic equations • Euclidean Geometry
Physical Science		<ul style="list-style-type: none"> • Current Electricity • Electrostatic • Stoichemistry • Newton's Laws of motion
Technical Science		<ul style="list-style-type: none"> • Waves, • sound • light • Electricity and magnetism

The analysis of the results for these tests is used to measure the success of the camps. The results are also share with the schools to enable them to pick up the learners' weaknesses and strengths in the subjects.

For two hours after dinner the tutors monitor study sessions during which learners ask questions in the areas that they require more explanation.

3. Role Modeling

University students who are studying professions that are in scarce skills in South Africa are SAICA as group leaders. Each leader is assigned 20 – 25 learners for mentoring and coaching. It is imperative that Public School learners see these successful students (who come from the very schools) as their role models.

Bridging the Gap – University Students have been there and know all challenges of being away from home and still have to maneuver around a “strange” place with all that is happening at tertiary. Students therefore give insightful advices to the learners on focusing and ensuring that they work hard and pass.

Talent Show/Public Speaking – The students come up with a topic (**Theme of the Camp**) that the learners would discuss in their respective groups. The learners then put together a performance (ie stage play, song or Radio Interview) which will be presented on the night of the last day at camp. Winning teams get awarded prizes for their hard work at a Prize Giving Event held on departure day.

Professionals – Doctors, Lawyers, Engineers and Chartered Accounts are invited to motivate learners and encourage them to work hard and this assists with getting camp attendees interest in occupations in High Demand.

4. Other Benefits

Tertiary Institutions – they are invited at the camp to present the requirements for one to be accepted at varsity, APS required and the registration processes

Bursary Funds – are discussed to assist learners on how to apply for different bursaries.

NSFAS – is invited to the camp to present on the requirements for students to qualify for funding, the application process and the closing dates for applications.

Award ceremony: At the end of the camps learners are awarded certificates trophies and other goodies for the excellent achievements in various categories/activities including the performance in the tests.

5. Reports

Report – A detailed analysis of Pre & Post assessments should form part of the report. Specific recommendations on short comings of learners should be reflected and suggested solutions provided.

5. MINIMUM REQUIREMENTS

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

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

Envelope 1:

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

Envelope 2

- 1) Comprehensive proposal (Including project plan)
- 2) Proof of Registration (CK Registration Certificate)
- 3) An Original Valid SARS Tax Clearance Certificate (Pin Tax clearance);
- 4) BBBEE Certificate (IRBA or SANAS) or Sworn Affidavit
- 5) Declaration Forms (SBD 4, SBD 8 & SBD 9) Can be obtained from Sci-Bono website;
- 6) An Over the counter Stamped Letter Confirming Bank Details of the bidding entity
- 7) Proof of Business Address

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. 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 The **functionality evaluation criterion** shall be as follows:

6.3.1 Any proposal that scores less than 60% shall be disqualified and shall not be evaluated for price and B-BBEE.

6.3.2 The proposal obtaining the highest number of points may be awarded the contract, although other factors may lead to a different decision.

6.3.3 In the event of equal points scored, the tender will be awarded to the proposals scoring the highest on B-BBEE

7. PRICING SCHEDULE AND DELIVERY

7.1. 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.

Discounts shall be accepted but without any conditions

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 5) set by this RFP shall 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 5.1 of this RFP, otherwise failure to submit all documents shall constitute disqualification.
- 8.4. 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.

9. PRICE EVALUATION

- 9.1. 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:

- 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.

10. POINTS FOR B-BBEE

10.1. 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

11. AWARD CRITERIA

11.1. The bidder with the highest number of points shall be awarded the contract, unless there are factors that may lead to a different decision.

11.2. 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.

11.3. 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.

11.4. Qualifying proposals will be evaluated according to the following criteria:

- **Price:** 80%
- **BEE rating** 20%

12. CLOSING DATE AND TIME

- 12.1. Compulsory Briefing will be held on 27 August 2018, 11:00am; at Sci-Bono Discovery Centre.
- 12.2. Submissions should be hand delivered by on or before 03 AUGUST 2018 at 12:00, **deposited into the tender box marked "PROCUREMENT GRADE 8 AND 9 MST CAMP ACADEMIC AND ROLE MODELING". 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.
- 12.3. 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.

13. 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.