

**SCI-BONO DISCOVERY CENTRE NPC**

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

**REQUEST FOR PROPOSALS (RFP):
SUPPLY AND DELIVERY OF GRADE 7 - 9 TECHNOLOGY KITS
CS/SCM/TDU/R17-18/29 (Re-Advertisement)**

1. DETAILS OF THE RFP

RFP NO	CS/SCM/TDU/R17-18/29
RFP FOR	Supply & Delivery of Grades 7 - 9 Technology Kits (Re-Advertisement)
COMPULSORY BRIEFING	23 August 2017 @10:00am
SUBMISSION DEADLINE	01 September 2017 @ 12:00pm
RFP SUBMISSION DATE	corner Miriam Makeba & Helen Joseph Street, 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 Proposal (RFP) is to solicit quotations from reputable service providers for the **Supply and Delivery of Grades 7 - 9 Technology Kits.**

4. SPECIFICATIONS

4.1. Bidders must submit a quote that meets the requirement of the items specified in the table below:

<u>SPECIFICATIONS FOR TECHNOLOGY KITS</u>	
Grades 7 – 9	
104 kits to 15 GDE Districts Offices in Gauteng Province	
<ul style="list-style-type: none"> To be supplied in a sturdy plastic trunk with wheels 	
<ul style="list-style-type: none"> 1 set in each trunk 	
<ul style="list-style-type: none"> CAPS compliant Manuals and Guides for each grade and each strand to accompany the kits 	
<ul style="list-style-type: none"> There must be Learner Manual and Teachers' Manual for all prescribed Mini-PATs in Grades 7 – 9. 	
<ul style="list-style-type: none"> A hard copy and an e-copy included in the mobile Kit. 	
<ul style="list-style-type: none"> Teacher training must be included. 	
BASIC ITEMS	QUANTITY
Rubber bands, packet of 100	1
String, thin cotton, 50g ball	1
Drinking Straws, packet of 100	2
Skewers, Wooden, packet	2
Wheels, rubberised, 52mm diam, packet of 40	1
Rigid plastic rod, 450x4mm, packet of 20	1
Wooden dowel, 450x4mm, packet of 50	1
Paper fasteners, box of 100	1
Paper clips, silver metal type, box of 100	1
Wood strip, 450x10x10mm, bundle of 50	1
Plastic chassis, for model cars	10
Nut and bolt pack, 16mm M4, packet of 100	1
Glue, clear adhesive, 25g tube	2
Glue, wood and paper, 500g bottle	1
Masking tape, 40m roll	2
Plastic sheet, A4, (1mm white PVC)	20
Sello tape, 40m roll	4
Cams –packet of 20 (2 sizes), packet of 20	1
Gear Set, 4 sizes of spur gears, packet of 40	2

Junior Hack Saw	10
Specialised gear pack, 4 types, packet of 40	1
Pulley pack, packet of 30	2
Perforated base plate, packet of 10	1
Angle bracket pack, 300mm, packet of 10	1
Nut and bolt pack, 25mm M4, packet of 100	1
Wedge (16 mm timber 30 x 70 at an angle)	10
Copper sulphate, 500g	1
Recycled plastic pellets, 1 packet (about 200 g)	1
Copper strip – 150 x 20 mm	10
Zinc strip - 150 x 20 mm	10
Nail, 100 mm	20
PNEUMATICS	QUANTITY
Syringe 10ml	10
Syringe 2,5 ml	10
Syringe adaptors for 10ml syringes,	10
Syringe adaptors for 2,5ml syringes,	10
Plastic tubing, 3ml ID, per m	10
T-pieces	10
One-way valve to show Hydraulic press	1
Shut-off T valve	10
ELECTRICITY	QUANTITY
Motor, 3V, with leads fitted	10
Motor clip, packet of 10	1
Reducer, to fit on motor, Packet of 10	1
Battery holder, for 2 AA cells (with leads)	10
Torch cell, AA size	20
Lampholder, MES	10
Lamps, MES, 2,5V	10
Wire, single core, red, 10m roll	1
Wire, single core, black, 10m roll	1
Buzzer	10
Connector block, strip of 12 connectors	4
Connector board, simple	10
Diode	10
LED (10 red & 10 green)	20
Resistors, various ratings, 0,25W	30
Thermistor – 3V3 NTC 1.5A 15ohm	10
Light dependent resistor – 4 x 5 , 20K	10
Transistors	10
Variable resistor (10 K)	10

Resistor 20ohm (ceramic resistor)	10
Capacitor, 1000uF	10
Switch, SPST	1
Switch, SPDT	1
Switch, DPDT	1
Solar panel	1
Ammeter (single scale)	1
Voltmeter (single scale)	1
Reed Switch N/O 20.5 x 2.5	1
Small disc ferrite magnet	1
PACKAGING & MANUALS	QUANTITY
Booklet - Educator's Guide	1
Booklet - Learners' Worksheets	1
Container to house overall Kit (90 litre plastic trunk)	1
Accessory trays & lids	4
Dividers for Acc trays	4
Cardboard container	1
<u>DVD's with the ff. video clips: As per CAPS in Senior phase technology.</u>	
Graphic Communication	
Structures	
Mechanical Systems and Control (Electric and electronics)	
Processing	
Mechanical Systems and Control (Mechanical)	

4.2 Summary on Scale of Work

4.2.1 Provision of subject specific kits.

4.2.2 Kits to be supplied in a sturdy plastic trunk with wheels.

4.2.3 Teacher manual containing the PAT activities, investigations and project assessment tasks. To be supplied as hard and soft copies.

4.2.4 Learner manual/ worksheets to be supplied as hard and soft copies.

4.2.5 Delivery of these resources to 15 GDE Districts offices in Gauteng Province.

4.2.6 Mediation of kits to teachers at their respective districts.

4.3 Technical Evaluation

- 4.3.1 The kit with apparatus must be clearly labeled. Packaged for easy identification, accessibility and utilization. The kit must be mobile, easy to carry from one classroom to the next.
- 4.3.2 Colorful Teacher and Learner Manual. A hard copy and an e-copy of the manuals included in the kit.
- 4.3.3 Teacher manuals to include detailed, step by step solutions.
- 4.3.4 Training on the use of the kit will be conducted with teachers in all targeted schools formally.
- 4.3.5 The quotation to include price list on every items.
- 4.3.6 The quotation to include 15 training session (8 hours); at the respective Districts on a Saturday.
- 4.3.7 Shortlisted service providers will be required to **present and commission the kits** to a panel of subject specialists and include a record of delivery of the similar services.
- 4.3.8 Date of delivery of goods and services **will be communicated to the successful bidder.**
- 4.3.9 All proposals / bids that will qualify (accepted) during the preliminary evaluation stage shall be evaluated for functionality or technicality. The **functionality evaluation criterion** shall be as follows:

NO:	Criteria description	Weighting
1.	Technology kit must contain all the items as per specifics provided	3
2.	The contents of the kit must be labelled	1
3.	Safety manuals/instructions included	1
4.	The equipment/kits must cater for all prescribed Mini PATs in Grades 7 - 9	1
5.	There must CAPS Aligned Learner Manual and Teachers' Guide for the use of the kit	3
6.	Manuals: A hard copy and an e-copy included in the kit	2
7.	Teacher guide must provide solutions.	1
8.	Training: Model of training explained	1
9.	Shortlisted service providers will be required to present evidence/proof of training and the capacity to deliver on this tender	1
10.	Quality of kits: Excellent quality. Very durable. The apparatus will be checked by the panel	1
TOTAL		15
Minimum threshold for functionality (70%)		10.5

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):

Envelop 1:

- A Formal Written Quotation (clear & unambiguous; including VAT);
- Quotation form obtained from the Sci-Bono website;

Envelop 2:

- Comprehensive description and specification of the offered items. (no prices)
- Proof of Company Registration.
- A valid Tax Clearance Certificate
- B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit.
- Fully completed SBD forms (SBD 4, SBD 8, SBD 9) obtained from the Sci-Bono website.
- Stamped Letter Confirming Bank Details.
- Proof of Business Address.
- References of Previous Projects/Services Successfully Completed.
- Guarantee Letter where applicable.
- Project Plan (from date of award until final delivery, including training where applicable).

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).
- 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.

6.2 Delivery

- 6.2.1 The delivery will be to the 15 GDE District offices. Any changes for the delivery will be communicated with the successful bidders.
- 6.2.2 Service providers must confirm the availability of stock and the delivery date. This must be detailed in the project plan. Failing to provide this information may result to the disqualification of the tenderer's bid.

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 (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 shall 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.

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

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 procurement 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 Compulsory briefing will be held on 23 August 2017, 10:00am; at Sci-Bono Discovery Centre

11.2 Submissions should be hand delivered by hand on or before **01 September 2017 at 12:00pm, deposited into the tender box marked “Procurement of Supply and Delivery Grade 7 – 9 Technology Kits”**. **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.

11.3 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.