

**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 3 MATHEMATICS KITS  
CS/SCM/TDU/R17-18/30**

**1. DETAILS OF THE RFP**

<b>RFP NO</b>	<b>CS/SCM/TDU/R17-18/30</b>
<b>RFP FOR</b>	Supply & Delivery of Grade 3 Mathematics Kits
<b>COMPULSORY BRIEFING</b>	19 July 2017 @ 11:00am
<b>SUBMISSION DEADLINE</b>	<b>28 July 2017 @ 12:00pm</b>
<b>RFP SUBMISSION DATE</b>	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 Grade 3 Mathematics Kits**.

### 4. SCOPE OF THE PROJECT

4.1 **606 kits** to be procured for Mathematics Grade 3 Teachers.

4.2 The content of the kit must be provided in 9 official languages offered as LoLT:

- isiZulu
- isiXhosa
- Afrikaans
- Sepedi
- Setswana
- Xitsonga
- Tshivenda

### 5. SPECIFICATIONS

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

<b>Mathematics kit for teachers in Grade 3: 606 Kits</b>	<b>Quantity</b>
Ink pad and bottle	1
Number bonds (wooden) stamp	1
Spider stamps (wooden)	1
Clock stamp (with numbers 1-12)	1
Number line stamp (no numbers)	1
Fraction board labelled in words not symbols (whole, half, third, quarter, fifth, sixth, eighth, tenth and twelfth)	1
Fraction circles (whole, half, third, quarter, fifth, sixth, eighth, tenth and twelfth)	10
Number board 1-1000 large for educator (1-500 on one side and 501-1000 on the other side)	1

<b>Mathematics kit for teachers in Grade 3: 606 Kits</b>	<b>Quantity</b>
(A4) Number board in multiples of 2, 3, 4, 5, 10 in the range (1-200) and in multiples of 20, 25, 50 in the range (1-500)	5 packs of each
Laminated flash cards (empty)	20
Set of flard cards (hundreds, tens & units)	1 set
Big dice with numbers	10
Big dice with operational signs	5
Interlocking cubes(500)	5 packs
Base 10 blocks	5 packs
Measuring balance (scale)	1
Measuring tapes up to 150	10
Measuring cups with calibration	1 set
Slates: One side chalk and the other side whiteboard	50
Small white chalks	25 boxes
Whiteboard maker	50
Round counters with magnets at the back	50
Set of Geometric 3-D objects (cylinder, cone, cube, sphere, pyramid, prism)	10
Poster with 3-D objects labelled in different languages	1
Poster with 2-D shapes labelled in different languages	1

## 5.2 Summary on Scale of Work

5.2.1 Provision of subject specific kits.

5.2.2 Kits to be supplied in a sturdy plastic trunk with wheels

5.2.3 Teacher manual containing the PAT activities, investigations and projects assessment tasks, to be supplied as hard and soft copies.

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

5.2.5 Delivery of these resources to 15 GDE Districts offices.

5.2.6 Mediation of kits to teachers at their respective districts.

### 5.3 Technical Evaluation

- 5.3.1 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.
- 5.3.2 Colorful Teacher and Learner Manual. A hard copy and an e-copy of the manuals included in the kit
- 5.3.3 Teacher manuals to include detailed, step by step solutions.
- 5.3.4 Training on the use of the kit will be conducted with teachers in all targeted schools formally
- 5.3.5 The quotation to include price list on every items
- 5.3.6 The quotation to include 15 training sessions (8 hours); at 15 GDE District Offices, on a Saturday.
- 5.3.7 Shortlisted service providers will be required to present to a panel of subject specialists and include a record of delivery of the similar services
- 5.3.8 Date of delivery of goods and services **will be communicated to the successful bidder.**

### 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 address will be provided to successful bidder. 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>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 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 19 July 2017, 11:00am; at Sci-Bono Discovery Centre
- 11.2 Submissions should be hand delivered by hand on or before **28 July 2017 at 12:00pm, deposited into the tender box marked “Procurement of Supply and Delivery Grade 3 Mathematics 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](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.

## 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.