

**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 4 - 7 MATHEMATICS KITS
CS/SCM/TDU/R17-18/34**

1. DETAILS OF THE RFP

RFP NO	CS/SCM/TDU/R17-18/34
RFP FOR	Supply & Delivery of Grade 4 - 7 Mathematics Kits
COMPULSORY BRIEFING	19 July 2017 @ 12:00pm
SUBMISSION DEADLINE	28 July 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 Grade 4 - 7 Mathematics Kits.**

4. SPECIFICATIONS

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

Mathematics kit for teachers in Grade 4 - 7: 291 Kits	Quantity
Multiplication and decimal fraction board	1
Square Tangram	1
Number cards	1
SA playing cards	1
Fraction circles	1
Number spinners-10's 100's and fractions	1
Fraction Strips	1
Equivalent fraction spray cards	1
Geometric solids	1
Hexagonal jigsaw and shape set	1
Dice – a set of four	1
Napier rods	1
Scatter boards and chess boards	1
Chess pieces	1
Oval tangrams	1
Square tangrams	1
Multipurpose paper	1
Stamps	1
Hour clock face –red (big)	1
SA flag and jigsaw puzzle	1
120 number board	1
Number line charts- set of four	1
Money coins only	1
Money notes only	1
Intermediate phase kit guide	1
Counters-a set hundred	1
Stopwatch	1
Thermometer	1
Measuring tape	1
Symbol chart	1

Mathematics kit for teachers in Grade 4 - 7: 291 Kits	Quantity
Calculator	1
Mathematical dictionary	1
Shapes stencil	1
Ruler	1
Mathematical instruments set	1
Spring balance	1
Fraction chart	1
Senior Phase kit guide	1
Number lines	1

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 projects 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 District offices.

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 sessions (8 hours); at 15 GDE District Offices on a Saturday.

4.3.7 Shortlisted service providers will be required to present to a panel of subject specialists and include a record of delivery of the similar services

4.3.8 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-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 19 July 2017, 12:00pm; 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 4 -7 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; 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.