



SCI-BONO DISCOVERY CENTRE NPC

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSALS :
PROCUREMENT OF CATERING SERVICES**

1. DETAILS OF THE RFP

RFP NO	CS/SCM/CATERNG/R17-18/04
RFP FOR	PROCUREMENT CATERING SERVICES
SUBMISSION DEADLINE	28 JUNE 2107
COMPULSORY BRIEFING	21 JUNE 2017 @ 10:00am
RFB SUBMISSION DATE	Corner Mirriam 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'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.

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3. PURPOSE

3.1. The purpose of this RFP is to solicit bids from reputable suppliers for the Catering services.

4. SPECIFICATIONS

4.1. Scope of work

Option 1

Option 2

LUNCH	LUNCH
Starch –Pap, Rice	Starch –Pap, Rice
Protein serve- 1 meat	Protein serve- 1 meat
2 × Vegetable	1 × Vegetable
2 × Salad	1 × Salad
Juice	Juice

Option 3

Option 4

LUNCH	LUNCH
Starch –Pap, Rice	Starch –Pap, Rice
Protein serve-2 meat	Protein serve-2 meat
2 × Vegetable	1 × Vegetable
2 × Salad	1 × Salad
Juice	Juice

Platters:

- Please quote on different kind of platters you provide

Lunch packs:

- 2 slice Sandwich, 100% juice, energy bar, fruit, simba snacks

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Breakfast

BREAKFAST (OPTION 1)	BREAKFAST (OPTION 2)	BREAKFAST (OPTION 3)
Tea	Tea	English Breakfast
Coffee	Coffee	
Sandwiches	Muffin	

Quantities Breakfast

No.	Description	Number of people to be catered	Cost per plate (Option 1)	Cost per plate (Option 2)	Cost per plate (Option 3)
1	Catering Services	10-50			
2		51-200			
3		201-500			
4		501-1000			
5		1001-1500			
6		1501-2500			
7		2501-3500			
8		3501-4500			
9		4501-5000			
10		5001-10000			

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Lunch Quantities

No.	Description	Number of people to be catered	Cost per plate (Option 1)	Cost per plate (Option 2)	Cost per plate (Option 3)	Cost per plate (Option 4)
1		10-50				
2		51-200				
3		201-500				
4	Catering Services	501-1000				
5		1001-1500				
6		1501-2500				
7		2501-3500				
8		3501-4500				
9		4501-5000				
10		5001-10000				

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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

- 1) A Formal Written Quotation (clear & unambiguous; with VAT implications);
- 2) Quotation form downloadable from the Sci-Bono website;
- 3) Comprehensive description and specification of items offered;
- 4) A Certification of Registration;
- 5) A Original Valid SARS Tax Clearance Certificate (Pin Tax clearance);
- 6) An Original BBBEE Rating Certificate or certified copy (SANAS approved);
- 7) Declaration Forms (SBD 4, SBD 8 & SBD 9) downloadable from the Sci-Bono website;
- 8) Stamped Letter Confirming Bank Details;
- 9) Valid Health and safety certificate;
- 10) Proof of Business Address and
- 11) At least 2 letters of trade references as per 5.2 below

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 and
- 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) stating price per learner per day.
- 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.

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 (Table 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 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.
- 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.
- 7.4 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.

8. PRICE EVALUATION

8.1 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:

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 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 21 JUNE 2017, 10:00am; at Sci-Bono Discovery Centre.

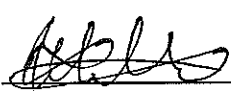
11.2. Submissions should be hand delivered by on or before 28 JUNE 2017 at 12:00, deposited into the tender box marked "CATERING SERVICES". **NO LATE PROPOSALS / BIDS shall be accepted.** Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Mirriam Makeba & Helen Joseph Street, Johannesburg, 2107.

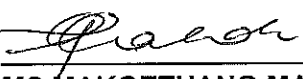
11.3. All correspondences shall be done by e-mail tenders@sci-bono.co.za; no telephonic correspondences shall be done before and after the closing of bid. Bidders may be informed in writing of the outcome of the bid adjudication process.

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.

13. APPROVALS (RFP: CS/SCM/COO/SSIP/R17-18/04 CATERING SERVICES)

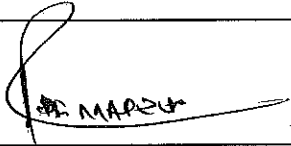
 MR NKATEKO MALULEKE PROCUREMENT MANAGER	<u>09/06/2017</u> DATE
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RECOMMENDED <input checked="" type="checkbox"/> NOT RECOMMENDED <input type="checkbox"/>	
COMMENTS: _____ _____ _____	
 MS MAKGETHANG MALINDI SNR MANAGER: TDU	<u>09/06/2017</u> DATE



RECOMMENDED NOT RECOMMENDED

COMMENTS:


MS FIKILE MAPELA

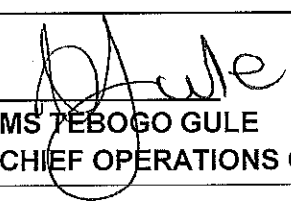
DIRECTOR: CORPORATE SERVICES

04/06/17

DATE

RECOMMENDED NOT RECOMMENDED

COMMENTS:


MS TEBOGO GULE

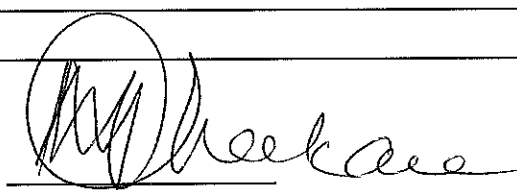
CHIEF OPERATIONS OFFICER

18/06/2017

DATE

APPROVED NOT APPROVED

COMMENTS:


DR MORE CHAKANE

CHIEF EXECUTIVE OFFICER

18/06/17

DATE