



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 PROPOSAL:
PROCUREMENT OF TRANSPORT SERVICES (BUSES)**

1. DETAILS OF THE RFP

RFB NO	CS/SCM/COO/R17-18/03
RFB FOR	Supply and Delivery of Transportation Transportation of learners by Bus to and from various point within Gauteng
SUBMISSION DEADLINE	28 JUNE 2017
COMPULSORY BRIEFING	21 JUNE @ 11:00am
RFB SUBMISSION DATE	Corner Mirriam Makeba & Helen Joseph, 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 Request for Proposal is to solicit bids from reputable suppliers for the Provision and Supply of Transportation for learners (Bus).

4. SPECIFICATIONS

4.1. Rates

A: 7-9 Seater

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop off-point	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100km		
7		101-150km		
8		151-200km		
9		201-250km		
10		251-300km		
11		301-350km		

B: 15-18 SEATER

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop off-point	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100km		
7		101-150km		
8		151-200km		
9		201-250km		
10		251-300km		
11		301-350km		

C: 35 SEATER

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop off-point	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100km		
7		101-150km		
8		151-200km		
9		201-250km		
10		251-300km		
11		301-350km		

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D 60-65 SEATER

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop off-point	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
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6		76-100km		
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9		201-250km		
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E: 90-100

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop off-point	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100km		
7		101-150km		
8		151-200km		
9		201-250km		
10		251-300km		
11		301-350km		

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5. MINIMUM REQUIREMENTS

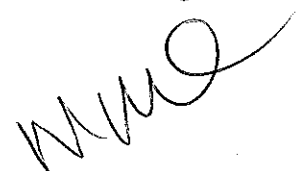
5.1. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall constitute automatic disqualification (

- 1) A Formal Written Quotation (clear & unambiguous; with VAT implications);
- 2) Quotation form obtained 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 BBEE Rating Certificate or certified copy (SANAS approved);
- 7) Declaration Forms (SBD 4, SBD 8 & SBD 9) to be attached or obtained from the Sci-Bono website;
- 8) Stamped Letter Confirming Bank Details;
- 9) Proof of Business Address;
- 10) Proof of Roadworthy Certificate ;
- 11) Vehicle Registration Certificate;
- 12) Valid Driver's Licenses for drivers;
- 13) Public Liability Certificate
- 14) Proof of Professional drivers permit and
- 15) 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
- 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

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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, 11:00am; 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 "PROCUREMENT OF TRANSPORT 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.

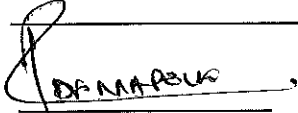
13. APPROVALS (RFP:CS/SCM/COO/R17-18/03 PROCUREMENT OF TRANSPORT SERVICES

 MR NKATEKO MALULEKE PROCUREMENT MANAGER	<u>09/06/2017</u> DATE
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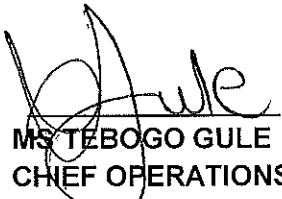
RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED <input type="checkbox"/>	
COMMENTS: _____ _____	
 MR VINCENT ZULU SNR MANAGER SCHOOL SUPPORT	<u>09/06/17</u> DATE


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RECOMMENDED NOT RECOMMENDED
COMMENTS:


MS FIKILE MAPELA
DIRECTOR: CORPORATE SERVICES
09/06/17
DATE

RECOMMENDED ~~NOT RECOMMENDED~~
COMMENTS:


MS TEBOGO GULE
CHIEF OPERATIONS OFFICER
13/06/2017
DATE

APPROVED NOT APPROVED
COMMENTS:


DR MORE CHAKANE
CHIEF EXECUTIVE OFFICER
15/06/17
DATE