



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 (RFP):
PRINTING OF LEARNER AND TEACHER BOOKLETS**

1. DETAILS OF THE RFP

RFP NO	CS/SCM/COO/SSIP/R17-18/05
RFP FOR	PRINTING OF LEARNER AND TEACHER BOOKLETS
SUBMISSION DEADLINE	28 JUNE 2107
COMPULSORY BRIEFING	21 JUNE @ 12:00pm
RFB 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'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 Supply and Delivery of Printing of learner and teacher booklets.

4. SPECIFICATIONS

4.1. Scope of work

The selected service provider will be required to bulk print, collate, package and deliver as follows:

4.1.1. Learner booklet

- a) Learner booklets should be printed per subject.
- b) The layout will be A4 landscaped, with black print, double-sided, and saddle stitched at least two times.
- c) The booklets should be covered in 160gsm coloured cover. The front cover and inside should be printed in black. The colour details should be specified in the quote. All printing must be done onto 80gsm paper.
- d) PDF versions will be supplied in A4 and these must be imposed and laid up in A5, with two pages per A4 side.
- e) There will be a specified number of different learner booklets (content files) as indicated in the table below.
- f) All materials packaged in bundles of fifty (50) and put in boxes that are clearly labelled. The box labels must indicate the following categories of information:
 - Material should be packed per site - Name of Site
 - Subject (e.g. Mathematics)
 - Grade (e.g. Grade 12)
 - Booklet Type: Teacher or Learner Booklet
 - Total number of bundles (e.g. 5 bundles of 50)
 - Total number of units (e.g. 250)
- g) These booklets must be delivered to all delivery addresses given; Failure to do so will result in a 10% penalty, per day for each day of late delivery after that, to be imposed on the full amount agreed upon, excluding the VAT portion.
- h) All content and materials printed will remain the property of Sci-Bono and may not be sold or distributed.

PRICING

- i) Price per leaf (i.e. A4 page printed both sides) to be quoted and price per cover.

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4.1.2. Homework solutions/ Tutor Booklet

- a) The homework solutions and teacher booklets should be printed separately.
- b) The layout will be A4 landscaped, with black print, double-sided, and saddle stitched at least two times.
- c) All printing must be done onto 80gsm paper.
- d) PDF versions will be supplied in A4 and these must be imposed and laid up in A5, with two pages per A4 side.
- e) There will be a specified number of different learner booklets (content files) as indicated in the table below.
- f) All materials packaged in bundles of fifty (50) and put in boxes that are clearly labelled. The box labels must indicate the following categories of information:
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- k) All content and materials printed will remain the property of Sci-Bono and may not be sold or distributed.

PRICING

Price per leaf (i.e. A4 page printed both sides) to be quoted.

4.1.3. Printing of Manuals (Teachers)

Training manual, specifications

- Cover page in colour
- Content in black & white
- Perfect Binding

Pre Tests and Post Tests Specifications:

- Black and white
- Stapled

Evaluations Specifications:

- Black and white
- Stapled

Registers specifications

- Black and white

Grid Papers to be laminated

Delivery: 15 Districts

All Boxes to be labelled and packaged as follows:

- District
- Contents
- Number in the packages

ITEM	NO OF PAGES	TOTAL
Pre-Test	6	1000
Facilitators Guide	93	200
Post-Test	6	1000
Evaluation forms	3	1000
Personal detail form	1	1000
Technology Participation manuals	93	1000
USB (with printed material)	8G	1000

PRICING

Price per leaf (i.e. A4 page printed both sides) to be quoted.

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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 automatically 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) Proof of Business Address and
- 10) 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

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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, 12:00pm; 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 "PRINTING OF GRADE 12 LEARNERS AND TEACHER BOOKLETS"**. **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.

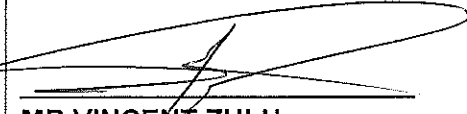
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12. DISCLAIMER

- 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/R17-18/05 PRINTING OF GRADE 12 LEARNER AND TEACHER BOOKLETS

 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: <hr/> <hr/> <hr/>	 MR VINCENT ZULU SNR MANAGER SCHOOL SUPPORT	<u>09/06/17</u> DATE
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RECOMMENDED NOT RECOMMENDED

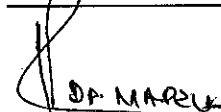
COMMENTS:


MS MAKGETHANG MALINDI
SNR MANAGER TDU

09/06/2017
DATE

RECOMMENDED NOT RECOMMENDED

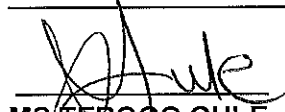
COMMENTS:


MS FIKILE MAPELA
DIRECTOR: CORPORATE SERVICES

09/06/17
DATE

RECOMMENDED NOT RECOMMENDED

COMMENTS:

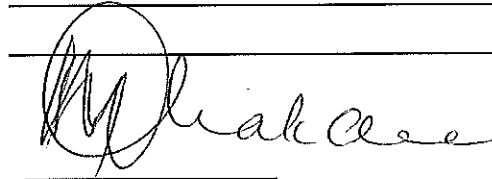

MS TEBOGO GULE
CHIEF OPERATIONS OFFICER

13/06/2017
DATE

APPROVED NOT APPROVED

COMMENTS:

Please get best quality printing,



DR MORE CHAKANE
CHIEF EXECUTIVE OFFICER

13/06/2017
DATE