



SCI-BONO DISCOVERY CENTRE NPC

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 PBO reference no. 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSALS:
 APPOINTMENT OF A CONSULTANT TO DEVELOPMENT OF 5-YEAR BUSINESS PLAN
 FOR SCI-BONO DISCOVERY CENTRE (SCI-BONO)**

1. DETAILS OF THE RFP

RFP Number	SCM/CEO/R19-20/11
RFP For	Appointment of a Consultant for the Development of 5-Year Business Plan (2019 – 2023) for Sci-Bono Discovery Centre (Sci-Bono) Operations.
Submission Date & Time	02 May 2019 at 12:00
Submission Address	Corner Mirriam Makeba and Helen Joseph Street Newtown, Johannesburg, 2019

2. BACKGROUND INFORMATION

The Sci-Bono Discovery Centre (Sci-Bono) is the largest science centre in Sub-Saharan Africa and is South Africa's flagship science centre. Sci-Bono's mission is to assist all members of the South African society to (i) acquire science knowledge, skills and attitudes, (ii) use their acquired science knowledge, skills, and attitudes to develop and innovate new products and services that will uplift the quality of life of all South Africans, and (iii) compete in the global world of science with their new products and services.

3. LEGAL AND POLICY FRAMEWORK

The Sci-Bono Discovery Centre is registered as a Non-Profit Company (NPC) in terms of the Companies' Act, 71, of 2008, as a Public Benefit Organization (PBO) in terms of the Income Tax Act, 58 of 1962 as well as a Non-Profit Organization in terms of the NPO Act, 1997.

4. PURPOSE

Sci-Bono requires proposals from suitable qualified service providers with solid experience (5 years) in the development of strategic documents. In this regard, Sci-Bono wishes to appoint a consultant to develop a 5-year (2019 – 2023) business plan for Sci-Bono. The objectives of this exercise are to:

- Develop a professional business plan in terms of content and finishes that Sci-Bono can use not only for its daily operations, but also for marketing purposes.
- Work with content already developed by the various operational units to develop a professional document.
- Edit, Design and Develop a cover for the document.
- Develop a project plan for the scope of work to be done as well the deliverables.

5. SCOPE OF WORK

5.1. The scope of work for this Request for Proposals (RFP) includes but not limited to:

- Consolidation of existing documentation from various departmental units and report from the Board Strategic Session.
- Using the information (5.1) to develop a high quality Business Plan for the organisation.
- Recommend Design for the cover of the Business Plan Developed.
- Once signed off by the organisation, the printing of 100 copies for delivery to Sci-Bono.
- The content used remains the intellectual Property of Sci-Bono.



6. COSTING STRUCTURE

The Consultants must provide Sci-Bono with the financial proposals.

7. PRICE EVALUATION

7.1. The proposals/ bids shall be evaluated using the 80/20 preference point scoring system.

$$PS = 80 - 1 \cdot \left[\frac{Pt - Pmin}{Pmin} \right]$$

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.

8. POINTS FOR B-BBEE

8.1. 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	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9. PRESENTATIONS

The Consultants shall be required to present their proposals with examples of similar work undertaken over a 5-year period (minimum)

10. MINIMUM REQUIREMENTS

Service providers or individuals must supply Sci-Bono with the below-mentioned minimum requirements:

- 1) A comprehensive proposal;
- 2) A certification of registration;
- 3) A valid and verifiable SARS Tax Clearance Certificate;
- 4) Declaration Forms (SBD 4, SBD 8 & SBD 9) obtainable from the Sci-Bono website;
- 5) An original BBBEE Rating Certificate or certified copy;
- 6) Curriculum Vitae of the lead employee(s); and
- 7) Any other letters of accreditation or supporting documentation.

11. COMPETENCIES OF THE SUCCESSFUL CONSULTANT

11.1.1 Knowledge of developing high quality strategic documents

11.1.2 Knowledge of developing business plans and/or strategic documents

11.1.3 Excellent presentation and report writing skills.

11.1.4 Knowledge and understanding of the Science Engagement and Science Education in South Africa.

11.1.5 Knowledge of the NPO Legislative framework, and applicable legislation.

11.2. ELIGIBILITY

11.2.1 Demonstrate understanding of Sci-Bono's mission and develop high quality business plans based on strategic goals and objectives of the organisation.



11.2.2. Demonstrate a deep understanding of Sci-Bono's values, programmes and projects and knowledge of the beneficiary communities.

11.2.3. Demonstrate professional responsibility, thereby placing the best interest on Sci-Bono and those it serves above their own personal interest; and in good faith cooperate with follow practitioners in curbing malpractice and eliminate unethical and undesirable conduct.

11.3 REFERENCES

11.3.1. 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
- Copies / examples of similar work done

12. CONDITIONS FOR SHORT LISTING

12.1. Sci-Bono shall evaluate submitted proposals based on the strength of the consultants' technical abilities and the responsiveness of the proposals to mobilize funding to advance Sci-Bono's vision.

12.2. The proposals shall be taken through the preliminary evaluation process to determine their responsiveness and whether they are accepted or disqualified. Sci-Bono shall disqualify proposals that do not meet the minimum requirements set and will not be evaluated for technicality and for further purposes.

13. TECHNICAL EVALUATION

13.1. All proposals / bids that will qualify (accepted) during the preliminary evaluation stage shall be evaluated for functionality or technicality. The **functionality evaluation criterion** shall be as follows:



Criteria for functionality	Points
Capacity	30
Curriculum Vitae of Key Personnel with relevant expertise in developing of strategic documents	10
Knowledge and Understanding of Sci-Bono's Vision and Mandate	10
Knowledge and Understanding of the Best Practice in of developing strategic documents	10
Strength of Proposal	40
Relevant experience in the development of business	20
Project Implementation Plan taking into account timelines	10
Clear and Unambiguous Approach	10
Experience	30
Minimum 5 years of doing similar work – examples to be provided of previous work done	30
Total	100
Minimum threshold	70

The technical points shall be determined as follows:

- For the 10 points: Satisfactory (6), Good (8), and Excellent (10).
- For the 5 points: Satisfactory (3), Good (4), and Excellent (5).

13.2. To be considered for presentations, the consultants' proposals must at least score a minimum threshold of 70 points.

14. AWARD CRITERIA

14.1. The consultants that demonstrate understanding of Sci-Bono, its mandate and vision; wider understanding of diversified potential donors or partners (nationally or internationally); and responsive fundraising proposal, funding strategy and plan aligned to Sci-Bono's vision shall be awarded the contract.

14.2. Sci-Bono may appoint more than one or more consultants based on their individual area of expertise or focus, and the content of the contracts with the consultants shall vary from one to another based on their proposed financing methodology.

14.3. The duration of the contracts to be determined.

15. CLOSING DATE AND TIME

- Submissions should be hand delivered by hand or e-mailed to tenders@sci-bono.co.za on or before **02 May 2019 at 12:00**, property marked or with a subject titled: **Proposals for the Appointment of Consultant to Develop a Business Plan.**
- Interested consultants may contact Sci-Bono by email using the following: tebogo.gule@sci-bono.co.za; and always copy more.chakane@sci-bono.co.za.
- Sci-Bono shall not accept late proposals.

16. DISCLAIMER

- 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.
- Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 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 not obliged to provide reasons for the rejection of any tender.
- 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.