

**SCI-BONO DISCOVERY CENTRE NPC**

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | www.sci-bono.co.za
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): CS/SCM/TDU/R17-18/12**PROCUREMENT OF INTERACTIVE CONTENT SOFTWARE FOR GRADE 12 TECHNICAL SCIENCE
(18 Schools).****1. DETAILS OF THE RFP**

RFP NO	CS/SCM/TDU/R17-18/12
RFP FOR	Procurement of interactive content software for grade 12 Technical Science (18 Schools)
ADVERTISEMENT DATE	18 January 2018
COMPULSORY BRIEFING	25 January 2018
SUBMISSION DEADLINE	08 February 2018
RFP SUBMISSION VENUE	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 envision 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. Sci-Bono 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 proposals from reputable service providers for the Development, Supply and Commissioning of interactive content software for grade 12 Technical Science to 18 Schools in Gauteng Province, for the MST Conditional Grant project of GDE.
- 3.2 The software should be able to assist educators and learners to better manage the teaching and learning of Technical Science in the classroom. This will be one of the effective and efficient mechanisms of assisting learners to grasp and revise tough concepts in the subject. This software should be able to assist the educators with the administration and control of the informal assessments.
- 3.3 It is for the above stated reasons that, Sci-Bono wishes to procure a service provider for development, supply and commissioning of the interactive content software for grade 12 Technical Science to each of the 18 Mathematics, Science and Technology (MST) Conditional Grant (CG) project schools in Gauteng province within three months after signing the contract.
- 3.4 It also entails the training of the teachers from the 18 schools on the software to be supplied.

4. SCOPE AND SPECIFICATIONS

4.1 Scope (The Size and/or Magnitude of the Project)

The appointed Service Provider will be required to: develop, supply and commission interactive content software for grade 12 Technical Science to each of the 18 MST Conditional Grant schools in Gauteng province within three months after signing the contract.

4.2 Specifications

Bidders must submit a quote that meets the requirement of the specifications for the interactive content software for grade 12 Technical Science with the following:

- 4.2.1 Soft copy Power point presentations for all topics in CAPS with step by step content explanations and exciting illustrations/animations.
- 4.2.2 Assessment tools for all topics, covering all types of Technical Science questions and all the cognitive levels.
- 4.2.3 Videos for all prescribed experiments for grade 12 Technical Science.
- 4.2.4 Booklet and worksheets for all prescribed experiments.
- 4.2.5 Summary for each topic.

4.3 Additional requirements

- 4.3.1 The bidder must submit a detailed Gantt chart format project implementation plan.
- 4.3.2 The bidder must demonstrate the capacity and expertise to develop, supply, deliver, commission and mediate software to the educators.
- 4.3.3 The quotation to include price list for all items specified for supply to the 18 schools.
- 4.3.4 Shortlisted service providers will be required to present to a panel of subject specialists and include a record of delivery of the similar services.
- 4.3.5 Date of delivery of goods/services to schools will be communicated to the successful bidder.
- 4.3.6 Software provided will be owned by (GDE).

5. MINIMUM REQUIREMENTS

5.1 Bidders must supply Sci-Bono with the below-mentioned minimum requirements. Failing to provide these requirements may constitute automatic disqualification:

Suppliers must submit the following (Submit two envelopes as follows):

Envelop 1:

- A Formal Written Quotation (clear & unambiguous; with VAT implications).
- Quotation form downloadable from the Sci-Bono website.

Envelop 2:

- Comprehensive description detailing the specification of the offered items
- 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) downloadable from the Sci-Bono website
- An over the counter Stamped Letter Confirming Bank Details of the bidding entity
- Proof of Business Address
- References of Similar Previous Projects/Services Successfully Completed
- 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 with at least two (2) contactable references where the bidder has delivered similar services by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Dates and work performed
- Rand value of worked performed

5.2.2 The failure to provide the above may 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 shall be done at physical addresses of the 18 schools in the Gauteng Province. The list and addresses of the schools for the delivery will be communicated with the successful bidder(s).
- 6.2.2 Sci-Bono's mission is to support and enhance the delivery of effective mathematics, science, and technology and career education in Gauteng schools and to improve awareness of, interest in and engagement with all aspects of science, engineering and technology in youth and the general public.

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 may 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 and 5.2 of this RFP, otherwise failure to submit all documents may constitute disqualification.

8. TECHNICAL EVALUATION

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

NO	CRITERIA	WEIGHT
1	Proposed Methodology and Project Plan (Project Plan Indicating Milestones)	10
	The bidder should provide the methodology on how they will Supply and Deliver the software with clear milestones and risks mitigations.	
	• Proposed Project Methodology (5)	
	• Deliverable plan indicating supply considerations undertaken (1)	
	• Milestone proposal as linked to contract requirements (2)	
2	The bidder must be able to provide post software commissioning support for at least 12 months.	10
	• The post software commissioning support to be provided for:	
	➤ 12 months (10)	
	➤ 6 – 11 months (5)	
	➤ 5 – 2 months (2)	
3	Proven Track Record (at least 2 contactable references: involvement in similar projects undertaken through the past five years to be attached; projects that were undertaken must have a user base of more than 50 users per project)	20
	• 3 or more references (20)	
	• 2 references (10)	
	• 1 reference (5)	
4	The Interactive content software to be Provided	40
	• The software to be supplied includes all items as specified (40)	
	• The software supplied includes 95% of items (20)	
	• Below 95% of specified items to be supplied (0)	
5	A Training Programme, detailing the following (25 points)	10
	• Specific skills transfer plan, training resources and methodology (5)	
	• Outcomes and Milestones clearly detailed (5)	
6	Sample of the product to be supplied and delivered	10
	• A complete CAPS aligned power point presentations submitted (10)	
	• An incomplete CAPS aligned power point presentations submitted (0)	
	TOTAL	100
	Minimum threshold for functionality	70

8.2 Shortlisted service providers will be required to submit and present the samples on a specified date.

9. PRICE EVALUATION

9.1 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.

10. POINTS FOR B-BBEE

10.1 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

11. AWARD CRITERIA

11.1 The bidder with the total highest number of points for price and B-BBEE contribution shall be awarded the contract, unless objective criteria applied leads to an award to an alternative bidder.

11.2 In the event of two or more bids scoring equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.

11.3 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 for functionality, if applicable.

11.4 Qualifying proposals will be evaluated according to the following criteria:

- Price: 80%
- PDI / BEE rating 20%

11.5 Prequalification criteria:

- Level 1 to Level 3 B-BBEE Contributors; and
- 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)

12. CLOSING DATE AND TIME

12.1. Compulsory briefing will be held on 25 January 2018, 11:00am; at Sci-Bono Discovery Centre.

12.2. Submissions should be delivered by hand on or before **08 February 2018 at 12:00, deposited into the tender box marked “Procurement of interactive content software for grade 12 Technical Science”**. **NO LATE PROPOSALS / BIDS shall be accepted**. Late proposals / bids shall be immediately returned to the bidders. All documents must be submitted to Corner of Miriam Makeba & Helen Joseph Street, Johannesburg, 2107.

12.3. 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.

13. DISCLAIMER

- 13.1. 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.
- 13.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 13.3. 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.
- 13.4. 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.