

**SCI-BONO DISCOVERY CENTRE NPC**

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REQUEST FOR PROPOSALS (RFP): CS/SCM/TDU/R17-18/13**PROCUREMENT INTERACTIVE CONTENT SOFTWARE FOR MATHEMATICS GRADES 8 AND 9 (103 Schools)****1. DETAILS OF THE RFP**

RFP NO	CS/SCM/TDU/R17-18/13
RFP FOR	Procurement of Interactive content software for Mathematics Grades 8 and 9 (103 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 Proposals (RFP) is to solicit proposals from reputable service providers for the Development, Supply and Commissioning of Interactive content software for Mathematics grades 8 and 9, to 103 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 Mathematics content in the classroom. This will be one of the effective and efficient mechanisms of assisting learners to grasp and revise tough concepts in Mathematics. This software should be able to assist the educators with informal assessments.
- 3.3 It is for the above stated reasons the Sci-Bono wishes to procure a service provider for development, supply and commissioning of interactive content software for Mathematics grades 8 and 9 to each of the 103 Mathematics, Science and Technology (MST) Conditional Grant (CG) project schools in Gauteng province within three months after signing of the contract.
- 3.4 It also entails the training of the teachers from the 103 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 Mathematics grades 8 and 9 to each of the 103 MST Conditional Grant schools in Gauteng province within three months after signing the contact.

4.2 Specifications

Bidders must submit the proposal and the quote that meet the requirements of the specifications for the interactive content software for Mathematics (Grade 8 and 9); 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 Mathematics questions and all the cognitive levels.
- 4.2.3 Summaries per topic.
- 4.2.4 DVD with videos for reinforcement of 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 103 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 the Gauteng Department of Education (GDE).

4.4 Operating Environment

- 4.4.1 The educational software should be compatible with Microsoft Windows operating system (XP or higher) and must run efficiently on desktop, laptop, thin client computers, windows tablets and android.
- 4.4.2 The software may be assessed through a browser interface or flash application.
- 4.4.3 The software must be stored on the hard-disk of each computer or sever and NOT require internet connectivity to access it
- 4.4.4 The software resolution should be 1280 x 720 and should also work on smaller screens (e.g. netbooks)

4.5 Training of Teachers

- 4.5.1 Training must begin with installation, backup and recovery of the software.
- 4.5.2 This must be followed by use of the Software's interface and navigating to the various aspects of the software and controls and feature of each.
- 4.5.3 Teachers must be trained on integration of software in everyday teaching. This must be done topic wise and spread over three/four schools' terms
- 4.5.4 Total number of teachers will be as per the number of schools (one teacher per school)

4.6 The Service Provider is requested to perform the functions outlined below:

- 4.6.1 Provide educational software, which is an engaging package of audio-visual content, simulations (manipulatives) and questions bank
- 4.6.2 Provide site licensing of the educational software at schools, where each site license allows installation on the maximum of forty(40) computers at the site. Unlimited number of users (teachers and learners) must be allowed by the software.
- 4.6.3 Provide free updates to the educational software during the licensing period.
- 4.6.4 Period training to teachers in clusters of schools at regular intervals.

4.7 The Educational Software

- 4.7.1 Should be in English language and ALL audio voiceovers must be in authentic South African English accent Foreign accents are not acceptable.
- 4.7.2 Should be completely aligned to the Curriculum and Assessment Policy Statement (CAPS) documents of the National Curriculum Statement Grades (R-12).
- 4.7.3 Should cover each point mentioned in Content, Concepts & Skills column of the content specifications in the above document.
- 4.7.4 Should cover all examples mentioned in the CAPS documents under "Content, Concepts & Skills".
- 4.7.5 Should have examples that are relevant to South African learners; they may be South African or African. Examples must reflect the diverse cultural and socio-economic context of South Africa and must be accessible to a wide range of learners from different backgrounds, regardless of race and gender.
- 4.7.6 Practical demonstration of experiment must be part of the audio-visual content.
- 4.7.7 Problems must be solved in a step-by-step manner, added by practical total of the audio visual content to be a minimum of 15 hours.

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:

- Similar software, previously developed stored in a media device (USD/CD/etc.)
- 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 work 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 103 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 RFQ 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 (COMPULSORY PRESENTATION AND DEMONSTRATION)

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.	
	<ul style="list-style-type: none"> • Proposed Project Methodology (5) • Deliverable plan indicating supply considerations undertaken (1) • Milestone proposal as linked to contract requirements (2) • Risks considered and proposed risk mitigation strategy (2) 	
2	The bidder must be able to provide post software commissioning support for at least 12 months.	10
	<ul style="list-style-type: none"> • The post software commissioning support to be provided for: <ul style="list-style-type: none"> ➤ 12 months (10) ➤ 6 – 11 months (5) ➤ 5 – 2 months (2) ➤ 0 – 1 month (0) 	
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
	<ul style="list-style-type: none"> • 3 or more references (20) • 2 references (10) • 1 reference (5) 	
4	The sample of Interactive content software to be Provided	50
	<ul style="list-style-type: none"> • A complete CAPS aligned power point presentations submitted (8) • Software (engaging package of audio-visual content, Interactive activities (manipulative) and question bank (10) • How compability with various operating system will be ensured. (8) • Licensing (provision of site licensing of the education software at schools, where each site license allows installation on minimum of 25 and maximum 40 computers on site. Unlimited number of users (teachers and learners) must be allowed by the software) (8) • Updates to the educational software during the licensing period. (8) • Monitor usage and tracking learner progress- How you will provide us with statistics for usage (Tracking progress, learner progress and monitoring of usage.) (8) 	
5	A Training Programme, detailing the following (25 points)	10
	<ul style="list-style-type: none"> • Specific skills transfer plan, training resources and methodology (5) • Outcomes and Milestones clearly detailed (5) 	
	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 may lead to an award to an alternative bidder.

11.2 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.

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 Mathematics grades 8 and 9”**. **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.