

**SCI-BONO DISCOVERY CENTRE NPC**

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Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSAL:  
PROVISION OF ACCOMMODATION TO SUPPORT 300 GRADE 11 MST LEARNERS CAMP FOR  
SEPT/OCT 2023  
CFO/SCM/TDU/R23-24/14**

**1. DETAILS OF THE RFP**

<b>RFP NO:</b>	<b>CFO/SCM/TDU/R23-24/14</b>
<b>RFB FOR:</b>	PROVISION OF ACCOMMODATION TO SUPPORT 300 GRADE 11 MST LEARNERS FOR SEP/OCT CAMP
<b>ADVERTISEMENT DATE:</b>	<b>15 August 2023</b>
<b>COMPULSORY BRIEFING:</b>	<b>None</b>
<b>CLOSING DATE:</b>	<b>05 September 2023 @ 12H00pm</b>
<b>RFB TO BE SUBMITTED IN HARD COPY TO:</b>	Corner Miriam Makeba & President Street, Newtown, Johannesburg, 2017
<b>RFP VALIDITY PERIOD</b>	30 Days

**PROVISION OF ACCOMMODATION TO SUPPORT GRADE 11 MST LEARNERS CAMP:  
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## 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. It also works closely with, and on behalf of Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

## 3. SPECIFICATIONS

3.1 Sci-Bono invites proposals from reputable venue owners to provide the following:

Item No.	Item	Tick	
1.	Indicate what type of establishment	Hotel	
		Chalets	
		Bed and breakfast	
		Tents	
		Other, please specify	
2.	Which region will be serviced	Tshwane	
		Ekurhuleni	
		Sediberg	
		Joburg	

3.	Dates when available? (Indicate actual available dates)			30 Sep –	
				06 Oct 2023	
4.	Total number of learners that can be accommodated				
5.	Can boys and girls be separated?			YES	NO
6.	If yes, briefly explain how boys and girls will be separated				
7.	Number of learners that can be accommodated per room				
8.	Indicate what bedding is provided			Learners	Adults
		No mattress and no bedding			
		Mattress			
		Blanket			
		Sheet			
		Pillow			
		Sleeping bag			
9.	Indicate the grade level of the facility	Not graded			
		1 star			
		2 star			
		3 star			

		4 star	
<b>10.</b>	List the recreation activities that are available (swimming pools, if any they must be dry or covered)		
<b>11.</b>	Indicate the number of available resources	Chairs	
	Type of Tables	Number of Tables	Seaters per table
	Type of Tables	Number of Tables	Seaters per table
	Type of Tables	Number of Tables	Seaters per table
<b>12.</b>	List the number of conference venues, classrooms and/or breakaway rooms that will be available	Conference venues	
		Breakaway rooms	
		Classrooms	
<b>13.</b>	State how many learners can be accommodated in each of these rooms	Conference venues	
		Breakaway rooms	
		Classrooms	
<b>14.</b>	What equipment is in each of these rooms?	Blackboard or whiteboard	
		Data projector	
		PA system/ speakers	
		Flipchart stand, flipchart paper & pens	

15.	Explain what onsite maintenance is provided? Eg – provision of warm water			
16.	Explain what onsite security is provided?			
17.	Explain what onsite cleaning is provided (frequency)?			
18.	Are laundry facilities available? Specify type and costs.			
19.	Provide a detailed menu for 6 days:	DAY 1	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 2	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 3	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 4	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 5	Breakfast	

			Lunch	
			Supper	
			Tea	
Are the contents of the First Aid kit as listed below?				
<p>a. First Aid Box that meet minimum requirements as per General Safety Regulations 3.</p> <p>b. Does the site have fire equipment?</p>				
Will there be a qualified First Aider on site?				
Does the site have valid public liability insurance?				
Does the site have a valid health Permit certificate from Municipality?				
<b>Comments:</b>				

#### 4. SCOPE OF WORK

- 4.1 The selected service provider will be required to provide accommodation and meals together with teaching and learning facilities as follows:
- a) The venue will have to provide accommodation at full capacity of the venue. The 100% is for learners and teachers combined in the form of bedrooms and or dormitories.
  - b) There must be a provision of three meals per day, i.e. breakfast, lunch, and dinner a descriptive menu to be provided.
  - c) There must be at least at least a minimum of 8 (Eight) conference rooms or classrooms and also avoid classrooms being overcrowded.
  - d) Security – adequate security registered with PSIRA, if necessary what measures are in place in case of any emergency or security threat.

- e) Medical needs for learners – resident medical Doctor or qualified medical practitioner for emergency needs (provide proof)
- f) Compliance:
  - OHS Prescribed standards
  - Municipality bylaws
- g) Back up water – alternative water supply in case of water outage
- h) Back-up power/ solar; in case of power shortage or loadshedding.
- i) Proper beds; Lighting, Ventilation; Heaters; Aircon; Clean & neat facility in general.
- j) Proper teaching and learning aids – prescribed under GDE requirements, further information will be provided during the compulsory briefing
- k) Recreational activities (swimming pools, if any they must be dry or covered)
- l) The venue must ensure compliance with Covid-19 regulations and the following must be in place:
  - Hand sanitisers at the entrance of each classroom, feeding venues, entrance to rooms, etc
  - Soap and water in the toilets
  - Adhere to social distancing when feeding learners / different groups of learners fed in different locations / venues.
  - Desks in classrooms to be between 1m apart.
  - Beds in dormitories to be between 1m apart. 1 learner per bunk bed.
  - Disinfection of the venue prior to learners arriving at the venue.
  - Isolation room with all requirements.
  - Access to medical services
  - Markings on the floor to indicate social distancing.

## 5. MINIMUM REQUIREMENTS

5.1 The bidder must be the **Owner** of the venue and **MUST** provide proof in writing.

5.2 Bidders must supply Sci-Bono with the below-mentioned minimum requirements.

Failing to provide these requirements may constitute automatic disqualification

5.3. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall constitute automatically disqualification (**Submit 2 envelops as follows**):



### **Envelope 1: (neatly binded)**

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

### **Envelope 2: (neatly binded)**

- 5.3.3 Comprehensive proposal (including the project plan)
- 5.3.4 Available dates (between **30 Sep – 06 Oct 2023**)
- 5.3.5 Proof of Company Registration
- 5.3.6 A valid Tax Clearance Certificate
- 5.3.7 Valid B-BBEE certificate (SANAS) or Sworn Affidavit
- 5.3.8 Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website
- 5.3.9 An over-the-counter Stamped Letter Confirming Bank Details of the bidding entity
- 5.3.10 Proof of Business Address (**Gauteng Province only**)
- 5.3.11 Valid Public Liability Certificate
- 5.3.12 Health Permit certificate issued by Relevant Municipality {Shall be valid certificate}
- 5.3.13 Health and Safety Plan that include but not limited to:
- 5.3.14 Risk Assessment conducted by Competent person.
- 5.3.15 Safety and Security induction
- 5.3.16 Procedure to follow in case of emergency.

### **5.4 References**

The 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.

## 6. PROJECT MANAGEMENT

- 6.1. The project team will do inspections of the venue with the checklist to check if all camps do comply with any aspect required by legislature.
- 6.2. The signage and information about Covid-19 and any other safety majors must be in display.
- 6.3. All camps must have clean running water (Compulsory), the project Team will do verifications.

## 7. PRICING SCHEDULE AND DELIVERY

### 7.1. General Pricing Fee

- 1) The bidder must provide a clear and unambiguous price schedule (quotation) with the fixed rates.
- 2) All disbursements and related costs must be provided separately, if any, and shall be negotiated.
- 3) Discounts shall be accepted but without any conditions.

### 7.2. Bidders **MUST** confirm availability of the camp/s for the following dates:

**30 Sep – 06 Oct 2023**

### **NOTE – Value Added Tax Registration**

It is mandatory for a business to register for VAT if the income earned in any consecutive 12 Months period exceeded or is likely to exceed R 1 000 000.00 (One Million Rand) Threshold in terms of section 21(1)(a) of the value added Tax Act 89 of 1991. The business must complete a VAT 101.

## 8. CONDITIONS FOR SHORT LISTING

- 8.1. Proposals submitted will be evaluated using a system Method 2 (Financial Offer and Preference) in line with Section 7.3 (Table 5: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.
- 8.2. All bids shall be subjected to a preliminary evaluation process and bidders who shall not meet minimum requirements set by this RFB shall automatically be disqualified and shall not be evaluated for functionality, and ultimately for price and preference.
- 8.3. District proximity
- 8.4. Capacity to accommodate the number of learners according to district needs
- 8.5. Availability of the accommodation dates according to district needs

## 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 OF B-BBEE

- 10.1. An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

B-BBEE Contributor	Status	Level of	Number of points
1			20
2			18
3			16
4			12
5			8
6			6
7			4
8			2
Non-compliant contributor			0

## 11. AWARD CRITERIA

11.1. The bidder with the highest number of points shall be awarded the contract, unless there are factors that may lead to a different decision.

11.2. In the event of two or more bids score equal points s, 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 on functionality, if applicable.

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

- Price: 80%
- BEE rating 20%

11.5. District proximity

11.6. Capacity to accommodate the number of learners according to district needs

11.7. Availability of the accommodation dates according to district needs

## 12. CLOSING DATE AND TIME

12.1. Submissions should be hand delivered by on or before **05 September 2023 deposited into the tender box marked “PROVISION OF ACCOMMODATION TO SUPPORT 300 GRADE 11 MST LEARNERS FOR SEP/OCT CAMPS”**. **NO LATE PROPOSALS / BIDS shall be accepted**. Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & President Street, Johannesburg, 2107.

12.2. All correspondences shall be done by e-mail [tenders@sci-bono.co.za](mailto: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. AWARDING OF THE BIDDER**

After all evaluation and approvals are completed, Sci-Bono will than send award letter to the accepted bidder. Sci-Bono reserve the right to appoint more than one Bidder for this project (RFQ)

### **14. ACCEPTANCE PROCEDURE**

The successful bidder will be required to enter in a contractual agreement with Sci- Bono where there will be capacity of learners and Teachers, number of days in a camp and total amount.

### **15. DUE DILIGENT**

Bidders are expected to examine all instruction, terms and specification stated in this RFP. The bid document should be precise, complete and in the prescribed format as per the requirement on the RFP Document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the bidders risk and may result in rejection of the bid.

The Bidder is requested to carefully examine the RFP document and conditions specified therein, and if there appears to be any contradictions, inconsistency, gap and or discrepancy in the RFP document. The bidder should seek necessary clarifications by e-mail as mention in section 12.3

## **16. COST OF THE RFP**

The Bidder shall bear all cost associated with the preparation and submission of its RFP, and Sci-Bono will not be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **17. COMMUNICATION**

All correspondence will be shared on our advertising platform (Sci-Bono Website) regarding the outcome of the project nor Tender, after completing the evaluation process and following all necessary procedures.

## **18. DISCLAIMER**

- 18.1. 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.
- 18.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 18.3. 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 not obliged to provide reasons for the rejection of any tender.
- 18.4. 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.
- 18.5. Should a Service Provider's proposal not be accepted by Sci-Bono for whatever reason it deems fit, Sci-Bono will not be liable for any reporting or justifying obligations to such Service Provider or third party but will merely be entitled to written reasons for disqualification.