



**REQUEST FOR PROPOSALS (RFP): CS/SCM/COO/FAC/R17-18/56  
SUPPLY AND INSTALLATION OF AUDIO VISUAL & LIGHTING SYSTEMS IN THE SAP  
AUDITORIUM**

**1. DETAILS OF THE RFP**

<b>RFP NO</b>	<b>CS/SCM/COO/FAC/R17-18/56</b>
<b>RFP FOR</b>	Supply and Installation of Audio Visual & Lighting Systems In The SAP Auditorium
<b>ADVERTISEMENT DATE</b>	09 October 2017
<b>COMPULSORY BRIEFING</b>	16 October 2017 @ 11:00am
<b>SUBMISSION DEADLINE</b>	<b>23 October 2017 @ 12:00pm</b>
<b>RFP SUBMISSION VENUE</b>	Corner Miriam Makeba & Helen Joseph Streets, 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 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 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 request quotations for the Servicing, Supply & Installation of Audio Visual and Lighting Systems in the SAP Auditorium.

### **4. SPECIFICATIONS**

4.1 Bidders must submit a Proposal that meets the requirement of the below-mentioned specifications:

#### **SCOPE OF WORK FOR THE UPGRADE**

- AMX Audio upgrade
- Amplifier, equaliser & speakers service
- Hi spec BLU RAY, 3D DVD Player
- Hi spec CD player
- Auditorium projectors:
  - ❖ 1 X 3D HD cinema projector
  - ❖ 1 X standard HD projector
  - ❖ Screen
- 2 X SHURE SLX handheld wireless system + extra battery covers
- 2 X SHURE SLX lapel wireless system
- Lighting(conversion to LED) and lighting mixer upgrade
- 3 X wall plates, with VGA, HDMI XLR, 6.35mm jack, 3.5mm and RCA inputs upgrade.
- Roof Audio buffers replacement
- New LED lighting on the sidewalk rails
- LED emergency exit signage X6
- New Stage (4m width x 8m Length x 1m Height)
- Electronic Curtains

## 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.

**Suppliers must submit 2 envelopes as follows:**

### **Envelope 1:**

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

### **Envelope 2:**

- Comprehensive description and specification of the offered items (No prices);
- 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;
- Stamped Letter Confirming Bank Details;
- Proof of Business Address;

## 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
- 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).
- 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 and Installation**

- 6.2.1 The delivery and installation of services/ goods shall be done at Sci-Bono Discovery Centre, cnr Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg, 2017.

## **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 (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 shall 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.

## 8. PRICE EVALUATION

8.1 All proposals / bids that will qualify (accepted) during the evaluation stage shall be evaluated for Price & Preference Points. The **evaluation criterion** shall be as follows:

8.2 The proposals / bids shall be evaluated using the 80/20 preference point scoring system. Where a 80/20 preference point system, which will be calculated be calculated as follows:

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

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.

### 8.3 POINTS FOR B-BBEE

8.3.1 A 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

## 9. AWARD CRITERIA

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

9.2 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.

9.3 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.

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

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

9.5 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)

## 10. CLOSING DATE AND TIME

- 10.1 Compulsory briefing will be held on **16 October 2017**, 11:00am; at Sci-Bono Discovery Centre
- 10.2 Submissions should be hand delivered by hand on or before **23 October 2017 at 12:00pm, deposited into the tender box marked “Supply and Installation of Audio Visual & Lighting Systems in the SAP Auditorium”**. **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 & Helen Joseph Street, Johannesburg, 2107.
- 10.3 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.

## 11. DISCLAIMER

- 11.1 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.
- 11.2 Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 11.3 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.
- 11.4 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.

