



# Sci-Bono Discovery Centre

**REQUEST FOR QUOTATIONS:  
SUPPLY AND DELIVERY OF SSIP GRADE 12 EXAM PAPERS AND MEMOS  
(OCTOBER CAMPS)**

<b>RFB No.</b>	CS/SCM/SSIP/R18-19/30
<b>RFB FOR</b>	SUPPLY AND DELIVERY OF SSIP GRADE 12 EXAM PAPERS AND MEMOS (OCTOBER CAMPS)
<b>Advertisement Date</b>	28 August 2018
<b>Compulsory Briefing</b>	N/A
<b>Submission Deadline</b>	04 September 2018
<b>RFB Submission Address</b>	Corner Miriam Makeba and President, Newtown Johannesburg
<b>RFB Validity Period</b>	90 Days

## 1. BACKGROUND INFORMATION

The Secondary School Intervention Programme (SSIP) is an intervention by the Gauteng Department of Education. Its mandate is to assist the secondary school learners improve their performance in selected subjects. SSIP's target groups are Grade 10 to 12 learners in identified schools across Gauteng. The programme offers support in the following subjects:

Mathematics:	Accounting:	Physical Sciences:
Geography:	English FAL:	History: Maths Literacy:
Economics:	Life Sciences:	Business Studies

SSIP needs Grade 12 learning materials to be printed and delivered to 30 delivery points and securing this service is the aim of this RFQ.

## 1. SPECIFICATIONS

2.1 Sci-Bono invites proposals from printers to print, package and deliver Grade 12 exam papers and memos to various districts in the Gauteng Region by the stipulated dates. The scope of work and delivery details are as follows:

### 2.2 Scope of Work

The selected service provider will be required to bulk print, collate, package and deliver as follows:

#### 2.2.1. Learner Notes/Homework Solutions

- a) Question Papers and Memos should be printed separately.
- b) The layout will be A4 landscaped, with black print, double-sided, and saddle stitched at least two times.
- c) PDF versions will be supplied in A4 and these must be imposed and laid up in A5, with two pages per A4 side.
- d) There will be a specified number of different learner booklets (content files) as indicated in the table below.
- e) All materials packaged in bundles of fifty (50) and put in boxes that are clearly labelled. The box labels must indicate the following categories of information:
  - Material should be packed per site - Name of Site
  - Subject (e.g. Mathematics)
  - Grade (e.g. Grade 12)
  - Booklet Type: Learner Notes
  - Total number of bundles (e.g. 5 bundles of 50)
  - Total number of units (e.g. 250)
- f) These booklets must be delivered to all delivery addresses **by no later than 13:00 on Friday, 14 September 2018.**
- g) Failure to do so will result in a 10% penalty, per day for each day of late delivery after that, to be imposed on the full amount agreed upon, excluding the VAT portion.

- h) Price per leaf (i.e. A4 page printed both sides) should not exceed 0.22 cents per A4 leaf (excluding vat).
- i) All content and materials printed will remain the property of Sci-Bono and may not be sold or distributed.

### 2.2.2. Teacher Notes

- a) The pages should be printed per subject.
- b) The layout will be A4 landscaped, with black print, double-sided, and saddle stitched at least two times.
- c) All printing must be done onto 80gsm paper.
- d) PDF versions will be supplied in A4 and these must be imposed and laid up in A5, with two pages per A4 side.
- e) There will be a specified number of different learner booklets (content files) as indicated in the table below.
- f) All materials packaged in bundles of fifty (50) and put in boxes that are clearly labelled. The box labels must indicate the following categories of information:
  - 1. Material should be packed per site - Name of Site
  - 2. Subject (e.g. Mathematics)
  - 3. Grade (e.g. Grade 12)
  - 4. Booklet Type: Teacher Notes
  - 5. Total number of bundles (e.g. 5 bundles of 50)
  - 6. Total number of units (e.g. 250)
- j) These booklets must be delivered to all delivery addresses **by no later than 13:00 on Friday, 14 September 2018.**
- k) Failure to do so will result in a 10% penalty, per day for each day of late delivery after that, to be imposed on the full amount agreed upon, excluding the VAT portion.
- l) Price per leaf (i.e. A4 page printed both sides) should not exceed 0.22 cents per A4 leaf (excluding vat).
- m) All content and materials printed will remain the property of Sci-Bono and may not be sold or distributed.

### 3. Deliverables.

Details of the materials to be printed are as follows:

#### Grade 12 Material:

SSIP Material	Books to be printed	Number of pages	Adjusted pages	QTY
Accounting	Answer sheet	34	10	12467
	Memo	34	10	12467
	Question paper	40	10	12467
Business Studies	Memo	100	26	28244
	Question paper	32	8	28244
Economics	Memo	76	20	19382
	Question paper	49	14	19382
ENG FAL	Memo	90	24	61345
	Question paper	88	22	61345
Geography	Annexure	22	6	41617
	Memo	68	18	41617
	Question paper	56	14	41617
History	Addendum	56	14	27314
	Memo	92	24	27314
	Question paper	36	10	27314
Life Science	Memo	46	12	35077
	Question paper	62	16	35077

Maths	Answer sheet	54	14	24322
	Memo	80	20	24322
	Question paper	48	12	24322
Maths Lit	Addendum	20	6	47362
	Memo	62	16	47362
	Question paper	48	12	47362
Physical Science	Memo	60	16	20184
	Question paper	82	22	20184

#### **GUIDELINES FOR PROPOSAL PREPARATION.**

- Proposals must be received by 14H00 on the **04 September 2018**.
- Proposals must include itemized costing for each learner booklet and homework solutions.
- Proposals must include price per leaf.
- Proposals must include price per cover.

#### 4. MINIMUM REQUIREMENTS

4.1 The bidder must be the operator of the venue and MUST provide proof in writing.

4.2 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):

##### Envelope 1:

- A Formal Written Quotation (clear & unambiguous; with VAT implications) with itemized costing for each booklet (*Memo, Question Paper, Answer Sheet, Annexure or Addendum*) per subject. Quotations must include price per leaf. Quotations must include price per cover.
- Quotation form downloadable from the Sci-Bono website.

##### Envelope 2:

4.1.3 Comprehensive proposal (including the project plan)

4.1.4 Proof of Company Registration

4.1.5 A valid Tax Clearance Certificate

4.1.6 B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit

4.1.7 Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website

4.1.8 An over the counter Stamped Letter Confirming Bank Details of the bidding entity

4.1.9 Proof of Business Address

#### 4.2 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.

## **5. PRICING SCHEDULE AND DELIVERY**

### **a. 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.

## **6. CONDITIONS FOR SHORT LISTING**

- 6.1 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.
- 6.2 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.
  - 6.2.1 The proposal obtaining the highest number of points may be awarded the contract, although other factors may lead to a different decision.
  - 6.2.2 In the event of equal points scored, the tender will be awarded to the proposals scoring the highest on B-BBEE

## 7. PRICE EVALUATION

1.1 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.

## 8. POINTS FOR B-BBEE

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	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 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%
  - BEE rating 20%

## 10. CLOSING DATE AND TIME

9.1 Submissions should be hand delivered by hand on or before **04 September 2018 at 12:00, deposited into the tender box marked "SUPPLY AND DELIVERY OF SSIP GRADE 12 EXAM PAPERS AND MEMOS (OCTOBER 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 & Helen Joseph Streets, Johannesburg, 2107.

9.2 All correspondences shall be done by e-mail [quotations@sci-bono.co.za](mailto:quotations@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

- **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 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.**