

**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):
SUPPLY AND DELIVERY OF GRADES 4 - 7 NATURAL SCIENCES KITS
CS/SCM/TDU/R17-18/33 (Re-Advertisement)**

1. DETAILS OF THE RFP

RFP NO	CS/SCM/TDU/R17-18/33
RFP FOR	Supply & Delivery of Grades 4 -7 Natural Sciences Kits (Re-Advertisement)
COMPULSORY BRIEFING	23 August 2017 @ 10:00am
SUBMISSION DEADLINE	01 September 2017 @ 12:00pm
RFP SUBMISSION DATE	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 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 Proposal (RFP) is to solicit quotations from reputable service providers for the **Supply and Delivery of Grades 4 - 7 Natural Sciences Kits.**

4. SPECIFICATIONS

4.1. Bidders must submit a quote that meets the requirement of the items specified in the table below:

Natural Science Grade 4-7 Mobile Kits

4.1.1 Mobile Kits

106 Mobile kits to 15 GDE District Offices around Gauteng Province.

4.1.2 Specifications

4.1.2.1 To be supplied in a sturdy plastic trunk with wheels

4.1.2.2 Apparatus and chemicals to be packed in small plastic containers as per topic/theme and grade

4.1.2.3 8 sets in each trunk

4.1.2.4 **CAPS compliant Manuals and Guides for each grade and each strand to accompany the kits**

4.1.2.5 **Video clips on all practical task for grade 4-7 as per CAPS content**

4.1.2.6 Each **Set** to contain:

ITEM	Quantity
Spirit lamp	3
Test Tubes 24 ml	10
Test Tube Stand (Wooden with 6 holes)	2
Plastic Funnel (75mm)	3
Methylated Spirit (750ml)	1
Chalk-White (box 100)	1
Coal (1kg packet)	2
Cement (500g packet)	1
Clay-Raw (500g packet)	1

ITEM	Quantity
Jelly Powder (packet)	2
Drinking Straws (100 in packet)	3
Thermometer (in protective casing) -Thermometer pencil red spirit -20/110 °C	5
Iron Filling (100g packet)	2
String- Twine (2-3mm thick) 50cm	1
Steel Ruler (with Cover-30cm)	4
Sieve (Plastic 20-223cm diameter)	2
Nails (10mm, 50 in packet)	1
Plaster of Paris (or polyfilla), 200g Packet	1
Glue Gun	1
Glue Sticks for blue glue Gun	5
Modelling clay (500g in packet)	1
Steel-wool (100g packet)	3
Cells (battery) packet with 12 (AA)	1
Bar Magnets (2-in-box) - Normal Bar magnet between 10cm – 12 cm	3
Cell Holders (holds 2 batteries/cells)	5
Conducting wires (with crocodile clips) 300 mm red	20
Conducting wires (with crocodile clips) 300 mm black	20
Ceramic Plates (electrodes)	1
Potassium permanganate 100 g	1
Wooden splints (20 packet) 10-20 cm long	5
Small ceramic dish (high temp round form)	3
Matches (10 in packet)	1
Measuring Clynder 100 ml	5
Glass Jar 100 ml	5

ITEM	Quantity
Tins (340 mil) no lid	4
Foil pie Dishes	10
Tripod Stand	2
Gauze wire mats	5
Candle wax chips (500g packet)	2
Sponge (5cm thick, 20 cm long)	3
Drawing Pins (100's packet)	1
Paper clips (50,s packet)	1
Wooden blocks (5cm by 5cm)	3
Metal blocks (3 cm by 3cm)	2
Rooibos (100g packet)	1
Cooking oil (250 ml bottle)	1
Beakers (100ml)	5
Coffee (100g packet)	1
Plastic blocks (5cm by 5 cm)	3
Compressed springs (20 in packet)	2
Circuit boards -(Normal school Circuit board (700X465) or (600X450) board with holes separated by 8 – 12 cm)	1
Torch bulbs (2V 3A)	12
Bulb Holders	5
Switch (Toggle)	4
Vaseline (200ml)	1
Steel Wire 2-3mm, 2m long	1
A4 paper-white (500 sheet)	2
Wooden dowels (30cm X10mm)	30

ITEM	Quantity
Sticky tape (salophen) (2cmX10m)	1
Paper fasteners (50 in packet.)	2
Salt (50g packet)	1
Sugar (50g packet)	1
Tea leaves (100g packet)	1
Filter paper (50 in packet)	2
Dried beans (500g packet)	1
Beakers 25ml	5
Evaporating dish	6
Ice cream sticks (50 in packet)	10
Measuring spoons	3
Purification tablets (10 in packet)	2
Liebig condenser	1
Black ink 50ml	1
Koki multi-colours (4 in packet)	1
Red litmus paper (50 sheets in packet)	3
Blue litmus paper (50 sheets in packet)	3
Vinegar 100ml	1
Tartaric acid (100g packet)	1
Lemon Juice 100ml	1
Antacids (50g packet.)	1
Liquid soap 100ml	1
Shampoo 100ml	1
Bicarbonate of soda (100g packet)	1
Paraffin 100ml	1

ITEM	Quantity
Elastic bands- 50mm (100 in packet)	1
Metal discs (coin size) (30 in packet)	1
Buzzers	4
Scissors	1
Motor 3V with leads	2
Glue (wood glue) 100ml bottle	1
Stop watch	1
Brass rods	4
Steel rods	4
Aluminum rods	4
Iron rods	4
Styrofoam blocks	5
Food colouring (50ml- different colours)	3
Periodic Tables: colour – (Glossy paper A2 Periodic Table for the wall)	5
Torso – 50cm high with detachable parts	1
Miniature skeleton model 1m high on stand	1
Anatomical models of male & female reproductive systems	1

4.1.3 Summary on Scale of Work

4.1.3.1 Provision of subject specific kits

4.1.3.2 Kits to be supplied in a sturdy plastic trunk with wheels

4.1.3.3 Teacher manual containing the PAT activities, investigations and projects assessments tasks. To be supplied as hard and soft copies.

4.1.3.4 Learner manual/ worksheets to be supplied as hard and soft copies

4.1.3.5 Delivery of these resources to 15 GDE District Offices.

4.1.3.6 Mediation of kits to teachers at their respective districts.

4.1.4 Technical Evaluation

- 4.1.4.1 The kit with apparatus must be clearly labeled. Packaged for easy identification, accessibility and utilization. The kit must be mobile, easy to carry from one classroom to the next.
- 4.1.4.2 Colorful Teacher and Learner Manual. A hard copy and an e-copy of the manuals included in the kit.
- 4.1.4.3 Teacher manuals to include detailed, step by step solutions.
- 4.1.4.4 Training on the use of the kit will be conducted with teachers in all targeted schools formally.
- 4.1.4.5 The quotation to include price list on every items.
- 4.1.4.6 The quotation to include 15 training sessions (8 hours); at 15 GDE District offices on a Saturday.
- 4.1.4.7 Shortlisted service providers will be required to **present and commission the kits** to a panel of subject specialists and include a record of delivery of the similar services
- 4.1.4.8 Date of delivery of goods and services **will be communicated to the successful bidder.**
- 4.1.4.9 All proposals / bids that will qualify (accepted) during the preliminary evaluation stage shall be evaluated for functionality or technicality. The **functionality evaluation criterion** shall be as follows:

No:	Criteria description	Weighting
1.	Natural Sciences mobile kits must contain equipment and chemicals for conducting tasks in Grades 4 -7 (confirm against the checklist below)	3
2.	The contents of mobile lab must include one teacher demonstration kit per experiment.	1
3.	Apparatus and chemicals must be packed in the removable trays/containers and content clearly labelled	1
4.	The equipment/kits must cater for all prescribed experiments in Grades 4 - 7 List of experiments included in the pack	1
5.	There must be CAPS aligned Learner Manual and Teachers' Manual for all prescribed experiments in Grades 4 - 7	3
6.	Manuals: A hard copy and an e-copy included in the mobile kit.	2
7.	Teacher manual must have solutions	1
8.	Training: Model of training explained	1
9.	Shortlisted service providers will be required to present evidence/proof of training and the capacity to deliver on this tender	1
10.	Quality of apparatus: Excellent quality. Very durable. The apparatus will be checked by the panel	1
TOTAL		15
Minimum threshold for functionality (70%)		10.5

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 the following (Submit two envelopes as follows):

Envelop 1:

- A Formal Written Quotation (clear & unambiguous; including VAT);
- Quotation form obtained from the Sci-Bono website;

Envelop 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) obtained from the Sci-Bono website.
- Stamped Letter Confirming Bank Details.
- Proof of Business Address.
- References of Previous Projects/Services Successfully Completed.
- Guarantee Letter where applicable.
- 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 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

- 6.2.1 The delivery address will be provided to successful bidder. Any changes for the delivery will be communicated with the successful bidders.
- 6.2.2 Service providers must confirm the availability of stock and the delivery date. This must be detailed in the project plan. Failing to provide this information may result to the disqualification of the tenderer's bid.

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 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.

9. POINTS FOR B-BBEE

9.1 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	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

10. AWARD CRITERIA

10.1 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.

10.2 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.

10.3 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.

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

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

10.5 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)

11. CLOSING DATE AND TIME

11.1 Compulsory briefing will be held on 23 August 2017, 10:00am; at Sci-Bono Discovery Centre

11.2 Submissions should be hand delivered by hand on or before **01 September 2017 at 12:00pm, deposited into the tender box marked “Procurement of Supply and Delivery Grade 4 - 7 Natural Sciences Kits”**. **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.

11.3 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.

12. DISCLAIMER

12.1 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.

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

12.3 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.

12.4 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.