



SCI-BONO DISCOVERY CENTRE NPC

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PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSAL:
PROCUREMENT OF ACCOMMODATION & MEALS TO SUPPORT GRADE 12 LEARNERS FOR
MST CAMPS (250 LEARNERS & 25 ADULTS)
CFO/SCM/TDU/R21-22/07**

1. DETAILS OF THE RFP:

RFP NO:	CFO/SCM/TDU/R21-22/07
RFP FOR:	PROCUREMENT OF ACCOMMODATION & MEALS TO SUPPORT GRADE 12 LEARNER DEVELOPMENT FOR MST CAMPS (250 LEARNERS & 25 ADULTS)
ADVERTISEMENT DATE:	07 SEPTEMBER 2021
COMPULSORY BRIEFING:	NONE
SUBMISSION DEADLINE:	14TH SEPTEMBER 2021 @ 12H00 PM
RFP TO BE SUBMITTED IN HARD COPY Or emailed TO:	C/o Miriam Makeba & President Street, Newtown, tenders@sci-bono.co.za Johannesburg, 2017
RFP VALIDITY PERIOD:	30 Days

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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	
		Boarding School	
		Bed and breakfast	
		Lodge	
		Resort	
		Other, please specify	

2.	Which region will be serviced	Tshwane			
		Ekurhuleni			
		Sedibeng West			
		Johannesburg			
3.	Dates when available? (Indicate actual available dates)			27 September–04 October 2021	
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			
10.	List the recreation activities that are available					
11.	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	

12.	List the number of School halls, classrooms and/or laboratories that will be available	School Hall	
		Laboratories	
		Classrooms	
13.	State how many learners can be accommodated in each of these rooms	School hall	
		Laboratories	
		Classrooms	
14.	What equipment is in each of these rooms?	Smartboard, 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 5 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	
DAY 6	Breakfast			
	Lunch			
	Supper			
	Tea			
DAY 7	Breakfast			
	Lunch			

Are there First Aid kits (with contents) available)?	
Will there be a qualified First Aider on site?	
Does the site have valid (Public Liability insurance)?	
Does the site have a valid health and safety certificate?	
Comments:	
Covid-19 Regulations	
1. Venue must follow all covid-19 rules provided by Government	
2. Adhere to all protocol (Social Distancing and scanning)	
3. Visible signage for Covid-19	
4. Induction about the camp (providing of an isolation room and hand sanitizers)	

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

- i) Should cater for **250 Learners and 25 Adults** and is to be conducive to learning requirements and ensure social distancing in adherence to the **COVID-19 regulations and protocols.**
- ii) The venue should be in Gauteng province.

b) The Accommodation / Classrooms.

- i) To cater for learners in accordance with COVID-19 regulations and protocols.
- ii) To cater for 10-15 classrooms to be used for a ratio of 1-20 learners with desk and chairs ensuring social distancing.
- iii) The school must have a room with one (1) Projecting device.

- iv) Staff room where Task team (GDE officials, Tutors and Camp staff will deliberate and discuss issues encountered for solutions.
- v) Classrooms to consist of Interactive Smartboards.
- vi) At least One (1) storeroom for safe keeping of camp materials and valuables.
- vii) A Hall to accommodate number of learners when Professional speakers address learners.
- viii) Laboratories to conduct experiments.
 - ix) The Camp should have Recreational facilities with obstacle courses where learning, playing, and monitoring where morning exercises will be held.
 - x) The Camp should have network connectivity (wi-fi) accessible to all learners.
 - xi) The venue must ensure compliance with Covid-19 regulations and the following must be in place:
 - xii) Hand sanitisers at the entrance of each classroom, feeding venues, entrance to rooms, etc.
 - xiii) Soap and water in the toilets
 - xiv) Adhere to social distancing when feeding learners / different groups of learners fed in different locations / venues.
 - xv) Desks in classrooms to be between 1,5m and 2m apart.
 - xvi) Beds in dormitories to be between 1,5m and 2m apart. 1 learner per bunk bed.
 - xvii) Disinfection of the venue prior to learners arriving at the venue.
 - xviii) Isolation room with all requirements.
 - xix) Access to medical services
 - xx) Markings on the floor to indicate social distancing.

c) Catering

- i) The Lodge should have experience in catering for group of learners and provide cost effective and health catering.
- ii) The school / university should provide a healthy and hygiene plan, that will include processes on handling food and recycling of leftovers.

d) General Requirements

- i) Classroom setup should be the same as the one in a school environment.
- ii) First Aid Plan (i.e. the provider must have a health certificate, OHS).
- iii) Security Plan
- iv) Sanitary Disposable Plan.
- v) Health and Safety Emergency Plan.
- vi) Boarding Facility Management Plan.

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 automatic disqualification (**Submit 2 envelops as follows**):

Envelope 1:

5.3.1 A Formal Written Quotation for either Grade 10 or Grade 12 or both (clear and unambiguous; with VAT implications if applicable)

5.3.2 Quotation form downloadable from the Sci-Bono website.

Envelope 2:

5.3.3 Comprehensive proposal (including the project plan)

5.3.4 Available dates (between **27th September to 4th October 2021**)

5.3.5 Proof of Entity Registration

5.3.6 A valid Tax Clearance Certificate.

5.3.7 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.
- 5.3.11 Public Liability Certificate.
- 5.3.12 Health and Safety Certificate (issued by the Municipality) and or.
- 5.3.13. Valid Certificate of Compliance/ Acceptability –in line with Municipal Environmental Health. Certificate to be issued 90 days prior RFP.
- 5.3.14 Covid-19 Management Plan – as part of the project plan.

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 Bidder is responsible for providing a venue that comply with the new regulations of Covid -19
- 6.2. 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.
- 6.3. The signage and information about Covid-19 and any other safety majors must be in display.
- 6.4. All camps must have 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:

27 September -04 October2021.

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 RFP 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 to Sci-Bono Discovery Centre tender box or emailed to: tenders@sci-bono.co.za on or before **14th September 2021 at 12:00PM, clearly marked “PROCUREMENT OF GRADE 12 ACCOMMODATION & MEALS FOR MST LEARNER DEVELOPMENT”**. **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 ; 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 then send award letter to the accepted bidder. Sci-Bono reserve the right to appoint more than one Bidder for this project (RFP).

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, 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 bidder's 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 mentioned 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. RECOMMENDATION

- a) RFP be advertised for five (5) days is recommended due to time constraints as camp should begin on the 27th September 2021, also taking into consideration administrative process and that most lodges require prior bookings.
- b) That only lodges should be targeted as most boarding schools will still be opened when camp starts as recommended by end-user.
- c) This RFP be approved as revised by GDE for MST Conditional Grant Camps.

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.