



Sci-Bono Discovery Centre

**REQUEST FOR QUOTATIONS:
PROCUREMENT OF ACCOMMODATION FOR CONDUCTING OF DEVELOPMENT
CAMPS FOR GRADE 11 MATHEMATICS AND PHYSICAL SCIENCE LEARNER
SUPPORT**

RFB No.	CS/SCM/MST/R18-19/22
RFB FOR	PROCUREMENT OF ACCOMMODATION FOR CONDUCTING OF DEVELOPMENT CAMPS FOR GRADE 11 MATHEMATICS AND PHYSICAL SCIENCE LEARNER SUPPORT
Advertisement Date	07 August 2018
Compulsory Briefing	14 August 2018 @ 11H00AM
Submission Deadline	20 August 2018
RFB Submission Address	Corner Miriam Makeba and President, Newtown Johannesburg
RFB Validity Period	90 Days

1. BACKGROUND INFORMATION

- 1.1. 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 goal is to enhance interest and learning in mathematics, science and technology. Sci-Bono works closely with, and on behalf of the Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

2. SPECIFICATIONS

2.1 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)	29 September to 05 October 2018	
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.	7.1 Number of learners that can be accommodated per room		
	7.2 Number of beds 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 conference venues, classrooms and/or breakaway rooms that	Conference venues				
		Breakaway rooms				
		Classrooms				

	will be available?			
13.	State how many learners can be accommodated in each of these rooms	Conference venues		
		Breakaway rooms		
		Classrooms		
14.	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 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		
		Are the contents of the First Aid kit as listed below?			
		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:					

3. SCOPE OF WORK

3.1 VENUE - The venue should cater for **300 learners** excluding staff, and is to be conducive to the learning requirements

3.1.1 Learner Accommodation

- To cater for not more than four learners per room with beds
- 10 classrooms for breakaway sessions with the university students who are in the MST profession.
- 6 breakaway rooms are to be used for a ratio of 1 to 30 learners with desks and chairs
- The camp venue must have a room with 1 Projecting device
- Staff Room where the Task Team (GDE officials, Tutors, and Camp Staff) where they will reflect on the day and discuss solutions to encountered challenges.
- 1 Storeroom for material and other camp valuable
- A hall to accommodate the number of campers when professional speakers are addressing the learners.
- The camp venue should have Recreational Grounds with obstacle courses where learning, playing and monitoring with morning exercises will be held.

3.1.2 Catering

- The camp venue should be experienced in catering for a group of learners and provide cost effective and healthy catering.
- The camp venue should provide a health and hygiene plan, that will include processes on handling food and recycling of left -overs.

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) per learner per day
- Quotation form downloadable from the Sci-Bono website.

Envelope 2:

- 4.1.3 Comprehensive proposal (including the project plan)
- 4.1.4 Available dates (between 29 Sep to 05 October 2018)
- 4.1.5 Proof of Company Registration
- 4.1.6 A valid Tax Clearance Certificate
- 4.1.7 B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit
- 4.1.8 Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website
- 4.1.9 An over the counter Stamped Letter Confirming Bank Details of the bidding entity
- 4.1.10 Proof of Business Address
- 4.1.11 Public Liability Certificate
- 4.1.12 Health and Safety Certificate

4.3 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

5.1. 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.

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

- **29 September 2018 – 05 October 2018**

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.
- 6.3 District proximity
- 6.4 Capacity to accommodate the number of learners according to district needs
- 6.5 Availability of the accommodation dates according to district needs
- 6.6 The **functionality evaluation criterion** shall be as follows:
 - 6.6.1 Any proposal that scores less than 60% shall be disqualified and shall not be evaluated for price and B-BBEE.
 - 6.6.2 The proposal obtaining the highest number of points may be awarded the contract, although other factors may lead to a different decision.
 - 6.6.3 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 s, 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

10.1 Compulsory briefing will be held on the **14th of August 2018**, 11H00 am at Sci-bono Discovery Centre

10.2 Submissions should be hand delivered by hand on or before **20 August 2018 at 12:00, deposited into the tender box marked "PROCUREMENT OF ACCOMMODATION FOR CONDUCTING OF DEVELOPMENT CAMPS FOR GRADE 11 MATHEMATICS AND PHYSICAL SCIENCE LEARNER SUPPORT"**. **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.

10.3 All correspondences shall be done by e-mail siphesihle.nzimande@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.**