



**REQUEST FOR PROPOSALS (RFP): CS/SCM/CFO/PROC/R17-18/55**  
**INVITATION FOR REGISTRATION INTO THE SCI-BONO SUPPLIERS DATABASE**

**1. DETAILS OF THE RFP**

<b>RFP NO</b>	<b>CS/SCM/CFO/PROC/R17-18/55</b>
<b>RFP FOR</b>	Invitation for Registration Into The Sci-Bono Suppliers Database
<b>ADVERTISEMENT DATE</b>	30 October 2017
<b>BRIEFING MEETING</b>	06 November 2017 @ 10:00am
<b>SUBMISSION DEADLINE</b>	<b>13 November 2017 @ 12:00pm</b>
<b>RFP SUBMISSION VENUE</b>	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 also 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 register suppliers and service providers into Sci-Bono's Suppliers Database.

### 4. SPECIFICATIONS

- 4.1 Bidders must submit a fully completed Supplier Database Registration Form obtainable from the Sci-Bono website (<http://www.sci-bono.co.za/tenders.html>);
- 4.2 This form is to be completed by **all** entities seeking registration as an approved supplier;
- 4.3 The form must be completed in **full** and **signed**;
- 4.4 A **company profile** must accompany the registration form but will **not be accepted** as substitute for the application form – all fields on application form **MUST** be completed by applicant;
- 4.5 It should be noted that Sci-Bono Discovery Centre reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- 4.6 Suppliers will **be notified** whether their application was accepted or not by means of written confirmation by e-mail;
- 4.7 Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so may result in the application being declined.

## 5. MINIMUM REQUIREMENTS

5.1 Potential suppliers and service providers must supply Sci-Bono with the below-mentioned minimum requirements. Failure to provide these requirements shall constitute automatic disqualification.

5.2 **Suppliers must submit the following (Bound and sealed in an envelope):**

- Supplier Registration form from the Sci-Bono website;
- Proof of Company Registration;
- A valid Tax Clearance Certificate;
- B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit;
- Accreditation Certificates (where applicable)
- Stamped Letter Confirming Bank Details;
- Proof of Business Address;
- References.

## 6. REFERENCES

6.1 Potential suppliers and service providers must further supply Sci-Bono Discovery Centre with at most two (2) contactable references where the supplier / service provider has successfully rendered similar services as the ones selected in the List of Services/Products. These references should contain the following information:

- Name of client
- Position
- Contact telephone numbers
- Dates and work performed

6.2 Failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

## 7. CLOSING DATE AND TIME

- 7.1 Briefing will be held on 06 November 2017, 10:00am at Sci-Bono Discovery Centre.
- 7.2 Fully completed applications must be hand delivered on or before **13 November 2017 at 12:00pm, deposited into the tender box in a sealed envelope clearly marked "Supplier Database Registration". NO LATE APPLICATIONS shall be accepted.** Late applications shall be immediately returned to the bidders. The location/address of the tender box is: corner of Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg, 2107.
- 7.3 All correspondences shall be done by e-mail to this email address [tenders@sci-bono.co.za](mailto:tenders@sci-bono.co.za);

## 8. DISCLAIMER

- 8.1 Sci-Bono reserves the right to accept or reject any application and may cancel the tender process and reject all registration process and reject all applications at any time before the finalization of the Supplier Database.
- 8.2 Sci-Bono reserves the right to appoint multiple suppliers / service provider(s) not on the database, should it be deemed necessary.
- 8.3 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.
- 8.4 Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection, but may give written reason for action upon request to do so.

