

**SCI-BONO DISCOVERY CENTRE NPC**

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Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 320-603 NPO

**REQUEST FOR PROPORSAL (RFP):
APPOINTMENT OF A PROFESSIONAL FUNDRAISER CONSULTANT(S)
CFO/SCM/PMO/R25-26/06**

1. DETAILS OF THE RFB

RFB NO	CFO/SCM/PMO/R25-26/06
RFB FOR	Appointment of a Professional Fundraiser Consultant(s)
ADVERTISEMENT DATE	03 March 2026
SUBMISSION DEADLINE	16 March 2026 @ 12H00PM
RFB SUBMISSION DATE	Corner Mirriam Makeba & President Street, Newtown, Johannesburg, 2017
COMMUNICATION	tenders@sci-bono.co.za
Tender Validity	90 Days

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 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.

- 2.2. Sci-Bono Discovery Centre (hereafter “Sci-Bono”) is a public institution mandated to advance Science, Technology, Research, Engineering, Arts and Mathematics (STREAM) education, youth skills development, innovation ecosystems, and inclusive economic participation.

3. PURPOSE

Sci-Bono seeks to appoint experienced fundraising consultants to identify, develop, and secure external funding aligned to its strategic priorities, including:

- STREAM education programmes.
- Youth skills development initiatives.
- Innovation and research projects.
- Infrastructure and capital expansion projects.
- Identify, develop, and secure funding opportunities for Sci-Bono’s programmes and capital projects.
- Support structured engagement with donors, development finance institutions, corporates, foundations, multilateral agencies, and philanthropic entities.
- Contribute to the implementation of Sci-Bono’s Third-Stream Revenue Strategy.
- Strengthen institutional sustainability through diversified funding mechanisms.

4. IMPORTANT CONDITIONS

- The appointment is strictly at risk to the appointed consultant.
- No guaranteed retainer unless expressly approved in terms of policy.
- Remuneration shall be success-fee based and payable only upon confirmed receipt of funds into Sci-Bono’s bank account.
- No payment shall be made for unsuccessful funding applications.

5. ELIGIBILITY REQUIREMENTS

Interested bidders must demonstrate:

- Proven track record in securing grant or capital funding
- Experience working with public entities, NGOs, educational or development institutions
- Strong proposal development and donor engagement capacity
- Registration on the Central Supplier Database (CSD)
- Valid tax compliance status

6. MINIMUM REQUIREMENTS

- 6.1. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall automatically constitute disqualification (**Submit two envelopes as follows**):

Envelope 1:

- 1) A Formal Written Quotation (clear & unambiguous; with VAT implications);
- 2) Quotation form obtained from the Sci-Bono website;

Envelope 2:

- 3) Comprehensive description (detailed Proposal)
- 4) An Original Valid SARS Tax Clearance Certificate (Pin Tax clearance);
- 5) An Original BBBEE Rating Certificate or certified copy (SANAS approved);
- 6) Declaration Forms (SBD 4, SBD 8 & SBD 9) to be attached or obtained from the Sci-Bono website;
- 7) Stamped Letter Confirming Bank Details;
- 8) Proof of Business Address
- 9) CV(s) of key personnel

6.2. REFERENCES

- 6.2.1. 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 (Fund raising).

- 6.2.2. The failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

7. SCOPE OF WORK

The appointed professional fundraiser(s) shall:

7.1 Funding Identification & Pipeline Development

- Identify potential funding sources (local and international).
- Develop a structured funding pipeline aligned to Sci-Bono's strategic priorities.
- Conduct donor mapping and intelligence gathering.

7.2 Proposal Development & Submission

- Prepare high-quality funding proposals, concept notes, expressions of interest, and grant applications.
- Align proposals to donor requirements and compliance frameworks.
- Coordinate internal inputs required for submission.

7.3 Donor Engagement & Relationship Management

- Facilitate meetings and engagements with prospective funders.
- Support negotiation of funding agreements.
- Assist with partnership structuring where applicable.

7.4 Strategic Advisory Support

- Advise on innovative funding models (blended finance, PPPs, sponsorship models, grant funding, corporate CSI alignment, etc.).
- Support capital campaigns and infrastructure funding drives.
- Provide market intelligence reports.

7.5 Reporting

- Submit monthly and quarterly progress reports.
- Provide pipeline status updates.
- Maintain a funding tracker.
- Submit post-award handover documentation.

8. DURATION OF APPOINTMENT

- The appointment shall be for a fixed term not exceeding twelve (12) months.

- Renewal shall be subject to performance evaluation and institutional needs reviewed six (6) months after formal appointment.
- The contract does not create an employment relationship.

9. REMUNERATION STRUCTURE

9.1 Risk-Based Appointment

The appointment shall be strictly at risk to the Fundraiser, meaning:

- No guaranteed monthly retainer.
- Compensation shall be performance-based and linked to successfully secured funding.
- No payment shall be made for unsuccessful applications.
- Payments shall only be made upon confirmation of funds received into Sci-Bono's bank account.

9.2 Success Fee Structure

- Remuneration shall be aligned to the approved Fundraising Policy.
- A capped, pre-approved success fee percentage shall apply to funds successfully secured and received.
- Payment may be made upon receipt of deposit in Sci-Bono's bank account.

9.3 Compliance

All payments shall be processed in accordance with:

- Sci-Bono SCM Policy &
- Sci-Bono Finance Policy

10. GOVERNANCE & COMPLIANCE REQUIREMENTS

The appointment process shall:

- Be conducted through a competitive SCM process (RFQ/RFP depending on threshold).
- Include due diligence checks (CSD registration, tax compliance, B-BBEE verification where applicable).
- Require declaration of conflicts of interest.
- Prohibit engagement in unethical donor solicitation practices.
- Prohibit commission-based solicitation that contravenes public sector regulations.

11. ELIGIBILITY CRITERIA

Interested consultants must demonstrate:

- Proven track record in securing grant or capital funding.
- Experience working with public entities, NGOs, or educational institutions.
- Strong proposal writing and donor engagement capabilities.
- Understanding of development finance, CSI frameworks, and multilateral funding.
- Verifiable references of secured funding.

12. PERFORMANCE MANAGEMENT

Failure to meet agreed performance thresholds may result in termination. Performance will be evaluated based on:

- Value of funding secured.
- Number of qualified proposals submitted.
- Donor conversion rate.
- Quality of engagement and institutional representation.
- Compliance with governance standards.

13. ETHICAL STANDARDS & CONFIDENTIALITY

The professional fundraiser(s) shall:

- Maintain strict confidentiality regarding institutional data.
- Avoid misrepresentation of Sci-Bono.
- Comply with POPIA and data protection laws.
- Not enter into any funding agreement without written institutional approval.

14. INTELLECTUAL PROPERTY

All proposals, documents, databases, donor pipelines, and materials developed during the contract period shall remain the sole property of Sci-Bono.

15. REPORTING LINE

All report engagements shall be formally authorised in writing directed to:

- Chief Executive Officer (or designated Executive).
- Head: Project Management (or designated official)
- Fundraising Committee (where applicable).

16. TERMINATION CLAUSE

No compensation shall be payable beyond approved success fees for secured funds. Sci-Bono reserves the right to:

- Terminate the contract for non-performance.
- Terminate for breach of governance requirements.
- Terminate if misrepresentation or reputational risk arises.

17. BID EVALUATION CRITERIA

Submitted bids shall be evaluated using a two-stage bidding process:

17.1. Stage 1 evaluation shall be based on technical approach and preference, where only bidders scoring 70% or above shall qualify to be evaluated for price and preference in line with the SCM Policy.

13.2. The financial proposal shall clearly indicate:

- Proposed success fee percentage.
- VAT status.

18. PRICING SCHEDULE AND DELIVERY

18.1. GENERAL PRICING FEE

- The bidder must provide a clear and unambiguous price schedule (quotation).
- All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.

- Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.

18.2. DELIVERY

- The delivery address shall be delivered at Sci-Bono Discovery Center. Any changes for the delivery will be communicated with the successful bidders.

**Corner Mirriam Makeba & Helen Joseph
Newtown
JHB**

19. CONDITIONS FOR SHORT LISTING

19.1. Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (Table 6.3.2: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.

19.2. All bids shall be subjected to the preliminary evaluation process. Bidders who shall not meet the minimum requirements (item 6) set by this RFP shall automatically disqualified and shall not be evaluated for functionality, price and preference.

19.3. Technical evaluation shall be evaluated and awarded as follows, out of 100 points: track record (30), sector experience (20), methodology (25), capacity (15), and references (10).

20 PRICE EVALUATION

20.1. The proposals / bids shall be evaluated using the 80/20 preference point scoring system Where a 80/20 preference point system, which will be calculated be calculated as follows:

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.

21. POINTS FOR B-BBEE

21.1. A 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	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

22. AWARD CRITERIA

- 22.1. The bidder with the highest number of points shall be awarded the contract, unless there are factors that may lead to a different decision.
- 22.2. 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.
- 22.3. 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 price.

23. CONDITIONS OF CONTRACT

- Appointment subject to signing of Service Level Agreement (SLA).
- Payment subject to funding receipt.
- Consultant may not bind Sci-Bono contractually.
- All proposals and documentation remain property of Sci-Bono.
- Confidentiality and POPIA compliance mandatory.
- Conflict of interest declarations required.
- Non-performance may result in termination.

24. CLOSING DATE AND TIME

- 24.1. Submissions should be hand delivered by on or before **16 March 2026 12:00**, deposited into the tender box marked **“APPOINTMENT OF A PROFESSIONAL FUNDRAISER CONSULTANT”**. **NO LATE PROPOSALS / BIDS shall be accepted.** Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Mirriam Makeba & President Street, Johannesburg, 2107.
- 24.2. 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.

25. DISCLAIMER

- 25.1.1. 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.
- 25.1.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 25.1.3. 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.
- 25.1.4. 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.