

**SCI-BONO DISCOVERY CENTRE NPC**

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PBO reference no: 930 014 449 | NPO Registration: 320-603 NPO

DETAILS OF THE RFP

RFP NO	CFO/SCM/TDU/R26-27/02
RFP FOR	Provision of Early Reading Support Programme.
ADVERTISEMENT DATE	21 April 2026
COMPULSORY BRIEFING	None
SUBMISSION DEADLINE	11 May 2026 @ 12:00pm
RFP SUBMISSION VENUE	Corner Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg, 2017

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 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.

1. LEGAL AND POLICY FRAMWORK

The Sci-Bono Discovery Centre is registered as a Non-Profit Company (NPC) in terms of Companies Act 71 of 2008, as a Public Benefit Organization (PMO) in terms of the Income Tax Act, 58 of 1962 as well as a Non-Profit Organization in terms of the NPO Act 1997

2. PURPOSE

Sci-Bono requires proposals from suitable qualified service providers or individuals (consultants) To submit comprehensive proposals for the design ,implementation ,and support of an Early Reading Support Programme .This initiative targets Early Childhood Development(ECD) practitioners working with children under the age of Zero to Four years old .The Programme strengthen emergent literacy across 15 districts in Gauteng by training 600 ECD practitioners (40 Districts), supplying early reading training kits, and providing sustained mentorship , monitoring, and evaluation.

SCOPE OF WORK FOR THE UPGRADE

2.1. The Sci-Bono Discovery Centre seeks a qualified service provider to provide comprehensive proposals for design, implementation and support of an Early Reading Programme.

2.2. *The scope of work for this Request for Proposal includes but is not limited to;*

- 1. Training & Capacity Building** Facilitate the training and ongoing support of 600 ECD practitioners in 15 districts on evidence-based early reading methodologies for children from birth to 4 years of age.
- 2. Mentorship & Coaching** Deliver structured mentorship and instructional support to effective implementation of early reading activities within ECD centers.
- 3. Resource Provision** Supply high-quality early reading kits, play-based learning materials, and training resources to all participating practitioners.
- 4. Monitoring & Evaluation** Assess and report on the program's impact on emergent literacy as well as cognitive, physical, and socio-emotional development of children. Produce periodic progress reports and final recommendations for potential scaling and sustainability.
- 5. Conduct Training** provide resources, (a) distribute the following regards (b) Baby emergent reading kits (c) Toddler Emergent reading kits (d) Pre-Grade R Emergent Reader kits.

6. Mentorship & Support To offer ongoing mentorship and support to practitioners post-training, using coaching models tailored to the diverse contexts of ECD center's.

7. Monitoring & Evaluation Implement and manage monitoring and evaluation activities to track progress and outcomes

DELIVERABLES

The successful service provider must deliver:	Budget Implications	Project Timeline
Comprehensive training on the use of Baby, Toddler, and Pre-Grade R Emergent Reading Kits.	Training implementation costs.	Preparation and development of materials.
Detailed training reports for each district.	Personnel and facilitation fees.	District-wise training delivery schedule
Final programmer recommendations, including guidance on scaling up the initiative.	Supply of training kits (Baby, Toddler, and Pre-Grade R) & Report writing	Phases for mentorship and practitioner support & Monitoring and evaluation timelines

TERMS AND CONDITIONS

The following terms and conditions apply:

- 3.2.1 Proposals should indicate the content, approach, and methods to be used in delivering/ rendering the service of this Programme
- 3.2.2 All materials and artwork will be organized by the appointed service provider.
- 3.2.3 Service providers should include the names, qualifications, and brief statement (max 100 words) of previous experience of school learners training.
- 3.2.4 Sci-Bono will award the project at its sole discretion and will apply several criteria including but not limited to the proposed costs, the quality and quantity of previous services, the profile and location of the participants selected for this project
- 3.2.5 Sci-Bono may contract a third-party evaluator to monitor and report on the report of references provided by the bidder in submitting a proposal, service providers accept this as a condition of the project and agree to allow unrestricted access to evaluators for this purpose. Sci-Bono will make all reports available to the contracted service providers.

3. COSTING STRUCTURE (ENVELOPE ONE)

Separate Envelope 1 & 2 as follows:

The service provider must provide Sci-Bono with a Financial Proposal on **Envelope 1**

4. MINIMUM REQUIREMENTS (ENVELOPE TWO)

- 4.1. Bidders must supply Sci-Bono with the below-mentioned minimum requirements on **envelope 2** Failing to provide these requirements shall automatically constitute disqualification.

SERVICE PROVIDERS SHOULD SUBMIT

- Itemize, Unambiguous and clear Formal written Quotation
- Comprehensive proposal: (Project plan, structures, design etc.)
- 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) downloadable from the Sci-Bono website.
- Stamped Letter Confirming Bank Details.
- Proof of Business Address.

5. REFERENCES

- 5.1. 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
 - Reference and Work performed
 - 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

General Pricing Fee

- 6.1. The bidder must provide a clear and unambiguous price schedule (quotation).
- 6.2. All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.
- 6.3. Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.
- 7.4. Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

DELIVERY

The submission of comprehensive proposals shall be done at Sci-Bono Discovery Centre, Cnr Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg, 2017.

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. All proposals / bids that will qualify (accepted) during the evaluation stage shall be evaluated for Price & Preference Points. The **evaluation criterion** shall be as follows:
- 8.2. preference.
- 8.3. 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:

$$PS = 80 \quad \left[\frac{Pt - P_{min}}{P_{min}} \right]$$

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

10.1. A 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

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.

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

11. CLOSING DATE AND TIME

- 11.1. Submissions should be hand delivered on or before **11 May 2026 at 12:00pm, deposited into the tender box marked “RFP: XXXXXPROVISION OF EARLY READING SUPPORT PROGRAMME. 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.
- 11.2. All correspondences shall be done by e-mail sonia.tuzine@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

- 11.1 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.
- 11.2 Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 11.3 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.
- 11.4 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.