

**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 PROPOSALS**CFO/SCM/FAC.R25-26/05****RE-ADVERTISEMENT****PROVISION OF MAINTENANCE AND SERVICING OF FIRE DETECTION AND SUPPRESSION EQUIPMENT FOR 36 MONTHS**

RFP NO	Ref: CFO/SCM/FAC/R25-26/05
RFP FOR	Re- Advertisement For Provision of Maintenance and Servicing of Fire detection and suppression equipment for 36 Months
ADVERTISEMENT DATE	19 March 2026
COMPULSORY BRIEFING	31 March 2026 @ 11H00AM (not compulsory)
SUBMISSION DEADLINE	08 April 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 Discovery Centre 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.

Ref: CFO/SCM/FAC/R25-26/05 : Provision of Maintenance and Servicing of Fire detection and suppression equipment.

2. 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

3. PURPOSE

SCM to request for Proposals, evaluate and appoint a suitable, qualified and accredited Service provider for Maintenance and servicing of fire detection and suppression of equipment to industry best standards and meeting all applicable legislative requirements. A valid Certificate of Compliance.

Services required at:

Sci-Bono Discovery Centre in Newtown, Johannesburg

Service Provider is to be certified to provide installation, servicing, maintenance and testing of all fire protection systems to SANS 10287, SANS 17020, SANS 1475, SANS 14520, SANS 306, SANS 10139, ASIB,NFBP, FM & BSEN standards. These services as per below specification are of critical importance to the compliance and operation of Sci-Bono Discovery Centre. These services impact all staff as well as our many stakeholders, tenants and public visitors.

SCOPE OF WORK FOR THE UPGRADE

3.1. The Sci-Bono Discovery Centre seeks a qualified service provider to provide maintenance fire detection and suppression equipment.

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

Services to be provided are:

- Monthly inspection, testing and certification of the Fire Pump installation and four (04) Alarm Control Valve installations.

- Annual Servicing of entire fire pump installation,
- Three yearly overhauls of Installation Control Valves
- Six Monthly (bi-annual) inspection of fire sprinkler installation,
- Annual service of All firefighting equipment:

○ **Hydrants** ○ **Hose Reels** ○ **Fire**

Extinguishers

- 3 monthly inspection and testing of Fire detection systems,
- 3 monthly inspection and testing of gas suppression systems,
- Annual Service of Fire Detection systems,
- Annual Service of Gas suppression systems,
- Annual Service of Smoke Ventilation system.
- Provide a fire equipment register
- Annual Risk Assessment of each building and provide a management report.
- Attend to any emergency/callout within 2 hours,

Service Provider Requirements

Service Provider to:

- Provide a valid, site specific Health and Safety file.
- Provide proof of training/certification of staff,
- Provide valid police clearance for all staff,
- Provide proof of registration to relevant regulatory body, SAQCC, or similar approved body.
- Provide three (03) references for equivalent services provided to clients of a similar complexity. •
- Must be a going concern and in operation as an organization/entity for a minimum of 5 years
- Provide spares, at preferred rate, to Sci-Bono as required.
- Discounted Call-out rate,

4. COSTING STRUCTURE (ENVELOPE ONE)

Separate Envelope 1 & 2 as follows:

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

5. MINIMUM REQUIREMENTS (ENVELOPE TWO)

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

Service Provider must submit the following:

- 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.
- Occupational Health and Safety Certificate
- SAQA Accreditation Certificate or any accreditation.

6. REFERENCES

- 6.1. 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

7. PRICING SCHEDULE AND DELIVERY

General Pricing Fee

- 7.1. The bidder must provide a clear and unambiguous price schedule (quotation).
- 7.2. All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.
- 7.3. 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 delivery and installation of services/ goods shall be done at Sci-Bono Discovery Centre, Coner. Miriam Makeba & Helen Joseph Streets, Newtown, Johannesburg, 2017.

8. CONDITIONS FOR SHORT LISTING

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.

9. PRICE EVALUATION

- 9.1. 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:
- 9.2. 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:

$$PS = 80 \left[\frac{Pt - Pmin}{P} \right]$$

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 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

11. AWARD CRITERIA

- 11.1. 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.

12. CLOSING DATE AND TIME

- 12.1. Submissions should be hand delivered on or before **08 April 2026 at 12:00pm, deposited into the tender box marked “Provision of Maintenance and Servicing of Fire Detection and Suppression equipment (Ref: CFO/SCM/FAC R25-26/05)**
- 12.2. **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.
- 12.3. A non-Compulsory Briefing session will be held on the **31 March 2026 @ 11H00PM.**
- 12.4. 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. DISCLAIMER

- 13.1. 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.
- 13.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 13.3. 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.
- 13.4. 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.