



**SCI-BONO DISCOVERY CENTRE NPC**

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR QUOTATION:  
APPOINTMENT OF A REPUTABLE SERVICE PROVIDER TO PROVIDE AND  
MAINTAIN A TIMESHEET MANAGEMENT SYSTEM THAT IS WEB BASED AND  
CAN BE ACCESSED THROUGH COMPUTERS, TABLETS AND SMARTPHONES**

**1. RFP SUMMARY DETAILS**

<b>RFQ N°</b>	<b>RFQ : CFO/SCM/SSIP/R20-21/12</b>
<b>RFQ FOR</b>	<b>Appointment of a reputable service provider to provide and maintain a timesheet management system that is web based and can be accessed through computers, tablets and smartphones</b>
<b>ADVERTISEMENT DATE</b>	<b>19 February 2021</b>
<b>COMPULSORY BRIEFING</b>	<b>02 March 2021 - 10H30AM AT SCI-BONO</b>
<b>SUBMISSION DATE</b>	<b>11 March 2021 - 12H00PM AT SCI-BONO</b>
<b>RFQ TO BE SUBMITTED BY HAND DELIVERY TO:</b>	Sci-Bono Discovery Centre Corner Miriam Makeba & Helen Joseph Streets Newtown Johannesburg 2107
<b>RFQ VALIDITY PERIOD</b>	90 Days

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## 2. ABOUT SCI-BONO DISCOVERY CENTRE

2.1 Sci-Bono Discovery Centre is the national flagship science centre in South Africa and the largest and most visited science centre in Southern Africa. Located in the historic, century-old Electric Workshop in the cultural precinct of Newtown Johannesburg, Sci-Bono annually receives hundreds of thousands of visitors to its large collection of interactive science and technology exhibits and exhibitions.

2.2 Sci-Bono started in 2004 as a partnership between the Gauteng Department of Education (GDE) and various private sector partners. It supports mathematics, science and technology education in order to help build South Africa's science engineering, mathematics and technology capacity.

2.3 It also works with the Department of Science and Technology (DST) and the South African Agency for Science and Technology Advancement (SAASTA), to promote interest and awareness in the fields of science, technology, engineering and mathematics and is a core member of the Southern African Association of Science and Technology Centres.

2.4 The activities and exhibitions we run and host at Sci-Bono are guided by its Vision: 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.

2.5 The Centre supports Science, Technology, Mathematics and related subjects to help build South Africa's Science, Engineering and Technology capacity. The Sci-Bono Discovery Centre, where visitors can engage with the NPO's collection of interactive Science and technology exhibits and exhibits also offers a broad

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programme of Science and Technology events, activities and programmes for schools, and the public at large.

2.6 Sci-Bono's mission is to support and enhance the delivery of effective Mathematics, Science, Technology and Career Education in Gauteng schools and to improve awareness of, interest in and engagement with all aspects of science, engineering and technology in youth and the public.

2.7 Sci-Bono is one of the most popular leisure and educational destinations in Gauteng. The science centre endeavors to remain relevant to its patrons by bringing them once and again intriguing scientific content through internationally renowned travelling exhibitions and exhibits. In 2013 and 2016, Sci-Bono hosted the Body Worlds Travelling International Exhibition, which was well received and saw SciBono receive record setting footfall through the science centre doors.

2.8 Sci-Bono through its goals, works towards achieving this mission by:

2.8.1 Improving the teaching and learning of Mathematics, Science and Technology in Gauteng

2.8.2 Providing Career Education to learners and youth in Gauteng

2.8.3 Providing skills development opportunities for young people

2.8.4 Promoting and improving public awareness of and engagement with Science, Engineering and Technology.

2.9 To achieve these goals, Sci-Bono implements a wide range of activities and offers exhibitions, for learners, teachers and the public at its centre in Newtown and through an extensive outreach programme to schools throughout Gauteng.

### 3. PURPOSE FOR THIS REQUEST FOR PROPOSAL (RFP)

3.1 The purpose of the terms of reference is to appoint a reputable service provider to provide and manage a timesheet management system.

3.2 The system must be able to manage two databases as follows:

3.2.1 Teachers/Tutors (approximately 4000);

3.2.2 Trainers/Independent Contractors (approximately 300)

### 4. SCOPE OF WORK

The scope of work will be as follows:

4.1 For Teachers/Tutors

4.1.1 User to must able to create and account, and apply to be a tutor / site manager / administrator / night monitor and upload all compulsory documents (ID, CV, Banking Details, Proof of Address, District, site, Subjects taught by tutors)

4.1.2 Submitted profile to be received by the DIT; -Acceptance/Rejection; accepted moved to SSIP Manager

4.1.3 Acceptance/Rejection; -Acceptance moves to HR Manager

4.1.4 Approval/Rejection; -Acceptance moves to Chief Executive Officer

4.1.5 System must generate contract (with relevant scope of work) with CEO's Signature

4.1.6 System must email contract to applicant, with acceptance/rejection options

4.1.7 If accepted, system should generate employee number, send letter of employment, send email to [hr@sci-bono.co.za](mailto:hr@sci-bono.co.za) & [ssip@sci-bono.co.za](mailto:ssip@sci-bono.co.za)

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4.1.8 Contracts should be stored in a cloud storage facility, accessible to SciBono HR Department

4.1.9 System must allow teacher/tutor to capture timesheet, with approvals

4.1.9.1 Tutor must capture timesheet

4.1.9.2 Site Manager must approve/reject, system must forward to next level

4.1.9.3 District Manager must approve/reject, system must forward to next level

4.1.9.4 SSIP Manager must approve/reject, system must forward to next level

4.1.9.5 HR Manager must approve/reject, system must forward to next level

4.1.10 System must generate a payment file, that is in a format acceptable / intergrate by/with SAGE People/VIP

4.2 For Trainers / Independent Contractors to be developed, based on the success of the Tutor module

## **5. TERMS AND CONDITIONS/ INSTRUCTION FOR THE PROPOSAL**

5.1 Sci-Bono can request further information from any service provider(s) after the closing date.

5.2 Sci-Bono reserves the right to cancel the bid or not to appoint any service provider (s).

5.3 Sci-Bono reserves the right to perform audits on the quality of processes/intervention methodology or approach utilized by the service provider, after the awarding of the service provider.

5.4 The service provider will always be appointed on the premise of a supplierdelivering-a-service relationship and not of an employer-employee relationship.

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5.4.1 Rand value of worked performed.

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

## **6. OPENING, EVALUATION AND ADJUDICATION OF PROPOSALS**

### **6.1 *Opening of Proposals***

6.1.1 Sci-Bono will open the technical proposals in the presence of the Bid Evaluation Committee (BEC) formed by Sci-Bono at Sci-Bono on a date fixed after the closing of the tendering period. Each technical proposal will be opened during the session.

6.1.2 Financial proposals will be opened only after the technical evaluation of the proposals, by Bid Adjudication Committee (BAC).

### **6.2 *Clarification of Proposals***

Sci-Bono may, at its discretion, ask any bidder for clarification of any part of its proposal to assist in the examination, evaluation and comparison of proposals. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

### **6.3 *Preliminary Examination of Proposals***

6.3.1 Sci-Bono will examine the proposals to determine whether:

- a) they are complete,
- b) any computational errors have been made,
- c) the documents have been properly signed, and
- d) the proposals are generally in order.

6.3.2 Please note that Sci-Bono is not bound to select any of the firms/institutions submitting proposals.

6.3.3 Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project

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concerned, due consideration being given to Sci-Bono's general principles, including economy and efficiency, Sci-Bono does not bind itself in any way to select the firm/institution offering the lowest price.

#### 6.4 *Technical Evaluation of Proposals*

6.4.1 A two-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any evaluation of the Financial Proposal.

6.4.2 The technical evaluation of proposals will be accomplished by a selection panel. The selection panel will evaluate all proposals which have passed the preliminary examination of proposals.

6.4.3 The evaluation of submitted bid documents will be subject to a 2 Stage Evaluation Methodology.

#### 6.5 *Bid evaluation*

##### ***Stage 1a): Administrative Evaluation***

A paper-based evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed or attached such a bid will be eliminated from any further evaluation.

- a) Attended compulsory briefing meeting;
- b) Submission of detailed project plan for each component;
- c) Submission of an all-inclusive bid price: Price and/or Payment Schedule in a separate sealed envelope;
- d) Completed and Signed SBD 4 – Declaration of Interest;
- e) Completed and Signed SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices;
- f) Completed and Signed SBD 9 – Certificate of Independent Bid Determination;

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- g) Proof of Company Registration
- h) Submission of valid tax clearance certificate or SARS Pin;
- i) In the case of Joint Ventures include Teaming Agreements and B-BBEE status for all members of the Joint Venture.
- j) A Stamped Letter Confirming Bank Details of the bidding entity
- k) Proof of Business Address.
- l) Contactable references by simply stating the following:
  - 1. Name of client
  - 2. Position
  - 3. Contact telephone numbers
  - 4. Dates and work performed.

**ANY BIDDER THAT DOES NOT COMPLY WITH THE ABOVE CRITERIA WILL BE ELIMINATED.**

**Stage 1b): Functional Evaluation**

**Functionality evaluation will be based on the following criteria:**

A Bidder that scores less than 70 points out of 100 in respect of functionality will be regarded as submitting a non – responsive proposal and will be disqualified from further evaluation.

<b>NO:</b>	<b>Criteria</b>	<b>Weighting</b>
1	The quality of the overall proposal	5 Points
2	The appropriateness of the proposed approach	10 Points
4	The quality of the technical solution proposed	10 Points
5	The experience of the firm in carrying out related projects	10 Points
6	The qualifications and competence of the personnel proposed for the assignment	15 Points
7	Customisation to Sci-Bono needs	30 Points

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8	Integration and/or compatibility to SAGE VIP	20 Points
	<b>Total</b>	<b>100 Points</b>
	<b>Overall Minimum Threshold (70%)</b>	<b>70 Points</b>

**Stage 1c): Presentation**

1c)1 All Bidders achieving the minimum threshold of 70 points during Stage 1b) of the evaluation process could be called upon to present the proposed solution to SciBono. These Bidders will be informed of the presentation as well as the evaluation methodology to be used during the presentation.

1c)2 At the discretion of Sci-Bono, selected bidders may be invited to supply additional information on the contents of their proposal during the evaluation period. Such bidders could be asked to give a presentation of their proposal (possibly with an emphasis on a topic of Sci-Bono’s choice) followed by a question and answer session. If Sci-Bono determines that there is such a need, the presentation will be held at Sci-Bono, or by videoconference/Internet. Bidders will be given reasonable time to prepare for the presentation.

NOTE: Presentations or other individual contact is strictly prohibited before the closing date for proposal submission. The only exception allowed is the participation in the mandatory “compulsory briefing / site visit”.

6.6 *Bid Adjudication*

**Stage 2a): Price**

2a)1 The financial proposal will only be evaluated if the technical proposal achieves a minimum of 70% of the total allocable points for the technical evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

2a)2 Contract will be awarded guided by the principles of the Preferential Procurement Regulations, 2017 as per Gazette 10684. Responsive bids will be adjudicated in terms of (80/20) preference point system in terms of which points are awarded to Bidders on the basis of:

**PRICE EVALUATION**

2a)3 The proposals / bids shall be evaluated using the 80/20 preference point scoring system.

$$PS = 80 \cdot \left[ 1 - \frac{Pt - Pmin}{Pmin} \right]$$

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.

***Stage 2b): Preferential Points***

2b)1 In terms of Section 9 (1) of the Broad- Based Black Economic Empowerment Act the B - BBEE status Preference points must be awarded to a bidder for attaining the B - BBEE status level of contribution in Accordance with the table below:

**2b)2 PREFERENCE POINTS**

Failure to submit an original or certified copy of the Bidder's B-BBEE certificate that is valid at the date of tender closing, will result in no points for Stage 2b being allocated to Bidder.

### **2b)3 POINTS FOR B-BBEE**

An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

***Please note:*** In order to qualify for the above Preference Points Bidders are required to submit a certified valid copy of their B-BBEE Certificate as issued by an accredited SANAS Verification Agency. B-BBEE Certificates issued through IRBA practitioners or affidavits will not be considered for the calculation of Preference Points. Affidavits will be considered for the calculation of Preference Points for ENE and QSE suppliers only.

## **7. AWARD CRITERIA**

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

7.2 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.

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7.3 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.

7.4 Qualifying proposals will be evaluated according to the following criteria:

- Price: 80%
- BEE rating 20%

7.5 Sci-Bono reserves the right to:

7.5.1 Request further information from any Bidder after the closing date;

7.5.2 Verify information and documentation of a respective Bidder;

7.5.3 Make sure that the Bidder(s) have at their disposal the necessary infrastructure and technology to execute the contract to the satisfaction of Sci-Bono and GDE prior to the awarding of the contract;

7.5.4 Inspect the operation or any part thereof during the evaluation phase of the Bid; or

7.5.5 Arrange contracts with more than one contractor and to order its requirements from the most economical, suitable or convenient source of supply.

## **6. PRICING SCHEDULE AND DELIVERY**

### **6.1 General Pricing Fee**

6.1.1 The bidder must provide a clear and unambiguous price schedule (quotation).

6.1.2 All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.

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

6.1.4 Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

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## 6.2 Delivery

6.2.1 The delivery/provision of services shall be done primarily at Sci-Bono Discovery Centre, Newtown, Johannesburg, Gauteng Province or as stipulated by the authorised representative/s of Sci-Bono handing the appointment.

## 7. CLOSING DATE AND TIME

7.1 Submissions should be hand delivered by on or before **11 March 2021 at 12:00PM, deposited into the tender box marked "TIMESHEET MANAGEMENT SYSTEM". 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 & President Street, Johannesburg, 2107.

7.2 A compulsory briefing will take place on the **02 March 2021 @ 10H30am**, at Sci-bono Discovery Centre

7.3 All correspondences shall be done by e-mail [tenders@sci-bono.co.za](mailto: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.

## 8. AWARDING OF THE BIDDER

After all evaluation and approvals are completed, Sci-Bono will than send award letter to the accepted bidder. Sci-Bono reserve the right to appoint more than one Bidder for this project (RFQ)

## 9. ACCEPTANCE PROCEDURE

The successful bidder will be required to enter in a contractual agreement with SciBono where there will be capacity of learners and Teachers, number of days in a camp and total amount.

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## **10. DUE DILIGENT**

Bidders are expected to examine all instruction, terms and specification stated in this RFP. The bid document should be precise, complete and in the prescribed\_format as per the requirement on the RFP Document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the bidders risk and may result in rejection of the bid.

The Bidder is requested to carefully examine the RFP document and conditions specified therein, and if there appears to be any contradictions, inconsistency, gap and or discrepancy in the RFP document. The bidder should seek necessary clarifications by e-mail as mention in section 7.3.

## **11. COST OF THE RFP**

The Bidder shall bear all cost associated with the preparation and submission of its RFP, and Sci-Bono will not be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process

## **12. DISCLAIMER**

- 12.1. 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.
- 12.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary
- 12.3. 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 not obliged to provide reasons for the rejection of any tender.

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- 12.4. 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.
- 12.5. Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection, but will give written reason for action upon requested to do so.