



SCI-BONO DISCOVERY CENTRE NPC

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | www.sci-bono.co.za
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 PROPORSALS (RFP):
APPOINTMENT OF A PANNEL OF SERVICE PROVIDERS TO PROVIDE CATERING
SERVICES FOR A PERIOD OF 12 MONTHS
CFO/SCM/CATERING/R23-24/11**

1. DETAILS OF THE RFB

| | |
|----------------------------|---|
| RFP NO | CFO/SCM/CATERING/R22-23/11 |
| RFP FOR | Appointment of a Pannel of service providers to provide catering services for a period of 12 Months |
| ADVERTISEMENT DATE | 05 July 2023 |
| SUBMISSION DEADLINE | 25 July 2023 @12H00PM |
| RFB SUBMISSION DATE | Corner Mirriam Makeba & President Street, Newtown, Johannesburg, 2017 |
| 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.

3. PURPOSE

3.1. The purpose of this Request for Information (RFP) is to solicit bids from reputable suppliers for the Supply and Delivery of Catering servers.

4. SPECIFICATIONS

4.1. SCOPE OF WORK

Option 1

| LUNCH |
|-----------------------|
| Starch |
| Protein serve- 1 meat |
| 1 x Vegetable |
| 1 x Salad |
| Juice / Fizzy Drink |

Option 2

| LUNCH |
|----------------------|
| Starch |
| Protein serve-2 meat |
| 2 x Vegetable |
| 2 x Salad |
| Juice/ Fizzy Drink |

Option 3

| LUNCH |
|----------------------|
| Strictly Halaal Dish |
| Juice/Fizzy Drink |

Option 4

| LUNCH |
|-------------------|
| Vegetarian Meal |
| Fizzy Drink/Juice |

Option 5

| BREAKFAST |
|--------------|
| Tea & Coffee |
| Sandwiches |
| Muffin |
| Scones |
| Croissants |

QUANTITIES

| No. | Description | Number of people to be catered | Cost per plate | Total Cost |
|-----|-------------------|--------------------------------|----------------|------------|
| 1 | Catering Services | 10-50 | | |
| 2 | | 51-200 | | |
| 3 | | 201-500 | | |
| 4 | | 501-1000 | | |
| 5 | | 1001-1500 | | |
| 6 | | 1501-2500 | | |
| 7 | | 2501-3500 | | |
| 8 | | 3501-4500 | | |
| 9 | | 4501-5000 | | |
| 10 | | 5001-10000 | | |

5 MINIMUM REQUIREMENTS

5.1. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall automatically constitute disqualification (**Submit two envelops 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 and specification of items offered (no prices).
- 4) A Certification of Registration;
- 5) A Original Valid SARS Tax Clearance Certificate (Pin Tax clearance);
- 6) An Original BBBEE Rating Certificate or certified copy (SANAS approved);
- 7) Declaration Forms (SBD 4, SBD 8 & SBD 9) to be attached or obtained from the Sci-Bono website;
- 8) Stamped Letter Confirming Bank Details;
- 9) Proof of Business Address
- 10) Valid Health and safety certificate
- 11) Kitchen (maintenance of kitchen equipment and adhering to OHS regulation)
- 12) At least 2 letters of trade references as per 5.2 below

5.2. REFERENCES

5.2.1. 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.

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

6. PRICING SCHEDULE AND DELIVERY

6.1. GENERAL PRICING FEE

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

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

6.2. DELIVERY

- 1) The delivery address shall be delivered at Sci-Bono Discovery Center. Any changes for the delivery will be communicated with the successful bidders.
- 2) Service providers must confirm the availability of Supply and Delivery date. Failing to provide this information may result to the disqualification of the tenderer's bid.

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 (Table 6.3.2: 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 RFB shall automatically disqualified and shall not be evaluated for functionality, price and preference.

7.2.1. Service providers are required to submit all documents specified on item 4.1 of this RFB, otherwise failure to submit all documents shall constitute disqualification.

8. PRICE EVALUATION

8.1. 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.

9. POINTS FOR B-BBEE

9.1. 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 |

10. AWARD CRITERIA

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

10.2. 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.

10.3. 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.

11. CLOSING DATE AND TIME

- 11.1. Submissions should be hand delivered by on or before **25 July 2023 at 12:00PM, deposited into the tender box marked “PROCUREMENT OF CATERING SERVICES”**. **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.
- 11.2. 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.

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.
- 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.

