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PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

REQUEST FOR PROPOSALS (RFP):

CFO/SCM/TDU

PROVISION OF SKILLS PROGRAMME FOR TECHNICAL SCHOOL LEARNERS

DETAILS OF THE RFP

RFP NO	CFO/SCM/TDU/R22-23/15
RFP FOR	Provision of Skills programme for Technical School Learners
ADVERTISEMENT DATE	07 December 2023
COMPULSORY BRIEFING	13 December 2023 @ 10:30PM
SUBMISSION DEADLINE	21 December 2023 @ 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.

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 Organisation (PMO) in terms of the Income Tax Act, 58 of 1962 as well as a Non-Profit Organisation in terms of the NPO Act 1997

3. PURPOSE

Sci-Bono requires proposals from suitable qualified service providers or individuals (consultants) with the right institutional leadership, institution knowledge and technical capability to Provide skills programme for technical learners. The service provider must have capacity, experience, and contactable references in line with similar work.

3.1 PROJECT DISCRPTION

The project is aimed at offering a part qualification on skills programme to the Grade 11 Electrical & Mechanical Technologies learners, provision of training packs, procurement of training resources (which will be overseen by the appointed service provider).

The aim is to improve, measure and evaluate the learners' conceptual understanding of Electrical & Mechanical Technologies and as a result allows them to display the skills effectively in the classroom and in real life context. Lastly, one of the objectives of this skills programme is to equip learners in being self-employed or employable.

The appointed service provider will train the learners over the weekends and during school holidays from **February - August 2024** and should procure all workshop/ training consumables and resources on or before the 20th of January 2024.

4. SPECIFICATIONS

SCOPE OF WORK

- 4.1. Sci-Bono Discovery Centre seeks experienced service providers to provide the Following:
- 4.2. To provide theory & practical (Skills Programme), training for Grade 11 Electrical Technology and/or Mechanical Technology learners in their respective area of specialization within the subjects, incorporating the accredited certification.
- 4.3. To provide the training centre facility to the beneficiaries.
- 4.4. To develop SETA accredited skills programmes (part qualification NQF level 2 bearing training manuals for the learners to be trained.
- 4.5. The provider should be registered with their relevant SETA and the QTCO.
- 4.6. To offer a skill programme to the 25 Mechanical and 25 Electrical learners.
- 4.7. To print all training manuals and provide USB's as per the subjects' requirements.

- 4.8. Provide all resources and basic toolboxes as per skills programmes need.
- 4.9. Provide lunch for learners attending the training.
- 4.10. To provide personal protective equipment as per the subject's (Overalls, safety boots and safety glasses)
- 4.11. To provide breakfast and lunch services to the attendees per subject for the duration of the programme.
- 4.12. Provide an accreditation bearing certificate to all learners.

- **TUTORS**

The service provider should:

- Provide credible tutors.
- A profile of each tutor should be forwarded to Sci-Bono for tender application.

- **SCALE OF WORK**

- Provision of training packs
- Procurement of Training resources e.g., materials and workshop consumables/tools
- Printing the training packs of per subject, stationery & USBs that contain the and the training packs per subject.
- To provide the training venue for the attendees.
- To provide personal protective equipment –PPE.
- To provide the medical insurance for the attendees as per code of conduct on OHS-act.
- Provide a unit standard based attendance certificate.z

- **THE TRAINING MANUAL**

- Provide a SETA accreditation bearing training pack for Electrical technology: Power Systems and Mechanical Technology: Auto repairs.
- The cover page of these training packs should bear the logos of the Gauteng Department of Education (GDE) and Sci-Bono Science Discovery Centre (Sci-Bono).

CONTENT

ELECTRICAL TECHNOLOGY: GRADE 11 (NQF 2)

AREA OF SPECIALISATION	TARGET	TYPE OF SERVICE
Power Systems -10-15 days	25 learners	Training of school learners in Single Phase Installations (construction of wireways and wiring, construction and fault finding of DOL)

MECHANICAL TECHNOLOGY: GRADE 11 (NQF 2)

AREA OF SPECIALISATION	TARGET	TYPE OF SERVICE
Automotive- 10-15 days	25 learners	Skills Training of school learners in Basic Automotive maintenance and repairs -major and minor servicing of petrol and diesel engines

5. PROJECT TERMS AND CONDITIONS

The following terms and condition apply:

- Proposals should indicate the content, approach, and methods to be used in delivering the training.
- Photocopying costs, training venues and catering services will be organized by the appointed service provider.
- Service providers should include the names, qualifications, and brief statement (max 100 words) of previous experience of school learners training.
- 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 training, etc.
- Sci-Bono may contract a third-party evaluator to monitor and report on the training. 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.

6 COSTING STRUCTURE

The service provider must provide Sci-Bono with Financial Proposal

MINIMUM REQUIREMENTS

Bidders must supply Sci-Bono with the below-mentioned minimum requirements, bidders are requested to separate the envelope (**Envelope 1 Price and envelope 2 Proposal**). Failing to provide these requirements shall automatically constitute disqualification.

Envelope 1 (One)

- Submission of clear and unambiguous price nor Quotation with company letter head
- Quotation form (Obtained on Sci-Bono website)

Envelope 2 (Two)

- 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.
- Registered with their relevant SETA and the QTCO.

7 REFERENCES

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

8 PRICING SCHEDULE AND DELIVERY

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

9 CONDITIONS FOR SHORT LISTING

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.

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.

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.

10 PRICE EVALUATION

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:

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:

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

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.

POINTS FOR B-BBEE

- 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

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 or preference.

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.

- Qualifying proposals will be evaluated according to the following criteria:
 - Price: 80%
 - BEE rating 20%
- Prequalification criteria:
 - Level 1 to Level 3 B-BBEE Contributors; or
 - Exempt Micro Enterprises (EME); or
 - Qualifying Small Enterprises (QSE)

(In terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017)

12 CLOSING DATE AND TIME

- briefing will be held on **13 December 2023**, 10:00am; at Sci-Bono Discovery Centre
- 13 Submissions should be hand delivered by hand on or before **21 December 2023 at 12:00pm, deposited into the tender box marked “PROVISION OF SKILLS PROGRAMME FOR TECHNICAL SCHOOL LEARNERS 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.
- 14 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.

15 DISCLAIMER

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