



**SCI-BONO DISCOVERY CENTRE NPC**

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
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Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPORSAL (RFP):  
PROCUREMENT OF TRANSPORT SERVICES  
CFO/SCM/SSIP/R24-25/02**

**1. DETAILS OF THE RFB**

<b>RFB NO</b>	<b>CFO/SCM/SSIP/R24-25/02</b>
<b>RFB FOR</b>	Provision of Transportation Services
<b>ADVERTISEMENT DATE</b>	<b>24 April 2024</b>
<b>BRIEFING SESSION</b>	<b>02 May 2024 @ 10H30</b>
<b>SUBMISSION DEADLINE</b>	<b>07 May 2024 @ 12H00</b>
<b>RFB SUBMISSION DATE</b>	Corner Mirriam Makeba & President Street, Newtown, Johannesburg, 2017
<b>COMMUNICATION</b>	<a href="mailto:tenders@sci-bono.co.za">tenders@sci-bono.co.za</a>
<b>Validity</b>	90 Days

**2. BACKGROUND INFORMATION**

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. Its 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 (SASTA), 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 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. LEGAL AND POLICY FRAMEWORK

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 FOR THIS REQUEST FOR QUOTATION (RFP)

The primary purpose for the issuance of the RFP, is to present the terms and framework for the engagement/insourcing of a suitably proficient service provider to make provision of Transportation services. the provider must have good references and valid road documents.

### 4. SPECIFICATIONS

#### 4.1. Rates

##### A: 7-9 Seater

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop - off points	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100		
7		101-150		
8		151-200km		
9		201-250		
10		251-300		
11		301-350		

##### B: 15-18 SEATER

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100		
7		101-150		

8	drop - off points	151-200km		
9		201-250		
10		251-300		
11		301-350		

**C: 35 SEATER**

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop – off points	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100		
7		101-150		
8		151-200km		
9		201-250		
10		251-300		
11		301-350		

**D 60-65 SEATER**

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop - off points	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100		
7		101-150		
8		151-200km		
9		201-250		
10		251-300		
11		301-350		

**E: 90-100**

No.	Description	Range Return Trip	Cost per km	Total cost
1	Transportation of learners to and from various pick up and drop - off points	1-10km		
2		11-20km		
3		21-30km		
4		31-50km		
5		51-75km		
6		76-100		
7		101-150		
8		151-200km		
9		201-250		
10		251-300		
11		301-350		

**5. TERMS AND CONDITIONS/ INSTRUCTION FOR THE QUOTATION**

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 supplier- delivering-a- service relationship and not of an employer-employee relationship.

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 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.

## 7. MINIMUM REQUIREMENTS

7.1. 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) Proof of registration with Central Supplier Database
- 11) Proof of Roadworthy Certificate
- 12) Vehicle Registration Certificate
- 13) Valid Driver's Licenses for drivers
- 14) Proof of Professional drivers permit
- 15) At least 2 letters of trade references as per 5.2 below

## 7.2. REFERENCES

7.2.1. 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.

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

## 8. PRICING SCHEDULE AND DELIVERY

### 8.1. 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.

### 8.3. 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 Buses and the starting date. Failing to provide this information may result to the disqualification of the tenderer's bid.



## **9. CONDITIONS FOR SHORT LISTING**

9.1. 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.

9.2. 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.

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

## **10 PRICE EVALUATION**

10.1. 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.

## **11. POINTS FOR B-BBEE**

11.1. A 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	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

## **12. AWARD CRITERIA**

- 12.1. The bidder with the highest number of points shall be awarded the contract, unless there are factors that may lead to a different decision.
- 12.2. 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.
- 12.3. 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.

## **13. CLOSING DATE AND TIME**

- 13.1. Submissions should be hand delivered by on or before **07 May 2024 12:00**, deposited into the tender box marked **“PROVISION OF TRANSPORTATION 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.
- 13.2. Briefing session will be held on the **02 of May 2024 @ 10H30AM**

13.3. 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.

#### **14. DISCLAIMER**

14.1.1. 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.

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

14.1.3. 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.

14.1.4. 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.