

**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: 056-334-NPO

**REQUEST FOR PROPORSAL (RFP):
APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE
TRANSPORT SERVICES FOR LEARNERS (12 MONTHS)
CFO/SCM/TRANSPORT/R23-24/10**

1. DETAILS OF THE RFB

RFB NO	CFO/SCM/TRANSPORT/R23-24/10
RFB FOR	Appointment of a pannel of service providers to provide Transportation services for Learners 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
COMMUNICATION	tenders@sci-bono.co.za
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 Appointment of a panel of service providers to provide Transportation services for Learners for a period of 12 Months.

SCOPE OF WORK

Rates

A: 7-9 Seater

No.	Description	Range	Return	Cost per km	Total cost
		Trip			
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	Cost per km	Total cost
		Trip			
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			

C: 35 SEATER

No.	Description	Range Trip	Return	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 Trip	Return	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 Trip	Return	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. 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 envelopes 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 (Photos of Transportation).
- 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 Roadworthy Certificate
- 11) Vehicle Registration Certificate
- 12) Valid Driver's Licenses for drivers
- 13) Proof of Professional drivers permit
- 14) Policy Clearance of all the drivers
- 15) Vin Number and Number plate
- 16) Transport (Bus, mini bus, Taxi) maintenance report
- 17) Drivers details
- 18) 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

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.

6.2. 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.

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JHB

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.

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 RFI, 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 12:00**, deposited into the tender box marked **“APPOINTMENT OF A PANNEL OF SERVICE PROVIDERS TO PROVIDE TRANSPORTATION SERVICES FOR LEARNERS FOR A PERIOD OF 12 MONTHS”**. **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

- 12.1.1. 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.
- 12.1.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 12.1.3. 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.
- 12.1.4. 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.

