

**SCI-BONO DISCOVERY CENTRE NPC**

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PBO reference no: 930 014 449 | NPO Registration: 320-603 NPO

REQUEST FOR PROPORSAL:
PROCUREMENT OF ACCOMMODATION TO SUPPORT GRADE 12 LEARNERS FOR SSIP CAMPS
JUNE 2026- MARCH 2027
CFO/SCM/SSIP/R26-27/03

1. DETAILS OF THE RFP

RFB NO	CFO/SCM/SSIP/R26-27/03
RFB FOR	PROCUREMENT OF ACCOMMODATION TO SUPPORT GRADE 12 LEARNERS FOR SSIP CAMPS (2026-2027 PERIOD)
ADVERTISEMENT DATE	30 April 2026
COMPULSORY BRIEFING	NONE
SUBMISSION DEADLINE	20 May 2026 @ 12H00 PM
RFB TO BE SUBMITTED IN HARD COPY TO:	corner Miriam Makeba & President Street, Newtown, Johannesburg, 2017
RFP VALIDITY PERIOD	90 Days

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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 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.

3. SPECIFICATIONS

3.1 Sci-Bono invites proposals from reputable venue owners to provide the following:

Item No.	Item	Tick	
1.	Indicate what type of establishment	Hotel	
		Chalets	
		Bed and breakfast	
		Tents	
		Other, please specify	
2.	Which region will be serviced	Tshwane	
		Ekurhuleni	
		Sediwest	
		Joburg	

3.	Dates when available? (Indicate actual available dates)				
4.	Total number of learners that can be accommodated				
5.	Can boys and girls be separated?			YES	NO
6.	If yes, briefly explain how boys and girls will be separated				
7.	Number of learners that can be accommodated per room				
8.	Indicate what bedding is provided		Learners	Adults	
		No mattress and no bedding			
		Mattress			
		Blanket			
		Sheet			
		Pillow			
		Sleeping bag			
9.	Indicate the grade level of the facility	Not graded			
		1 star			
		2 star			
		3 star			
		4 star			
10.	List the recreation activities that are available				

11.	Indicate the number of available resources		Chairs			
	Type of Tables		Number of Tables		Seaters per table	
	Type of Tables		Number of Tables		Seaters per table	
	Type of Tables		Number of Tables		Seaters per table	
12.	List the number of conference venues, classrooms and/or breakaway rooms that will be available		Conference venues			
			Breakaway rooms			
			Classrooms			
13.	State how many learners can be accommodated in each of these rooms		Conference venues			
			Breakaway rooms			
			Classrooms			
14.	What equipment is in each of these rooms?		Blackboard or whiteboard			
			Data projector			
			PA system/ speakers			
			Flipchart stand, flipchart paper & pens			
15.	Explain what onsite maintenance is provided? Eg – provision of warm water					
16.	Explain what onsite security is provided?					
17.	Explain what onsite cleaning is provided (frequency)?					

18.	Are laundry facilities available? Specify type and costs.			
19.	Provide a detailed menu for 5 days:	DAY 1	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 2	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 3	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 4	Breakfast	
			Lunch	
			Supper	
			Tea	
		DAY 5	Breakfast	
			Lunch	
			Supper	
			Tea	
Are the contents of the First Aid kit as listed below?				
a. First Aid Box that meet minimum requirements as per General Safety				

Regulations 3.	
b. Does the site have fire equipment?	
Will there be a qualified First Aider on site?	
Does the site have valid public liability insurance?	
Does the site have a valid health Permit certificate from Municipality?	
Comments:	

4. SCOPE OF WORK

- 4.1 The selected service provider will be required to provide accommodation and meals together with teaching and learning facilities as follows:
- a) The venue will have to provide accommodation at full capacity of the venue. The 100% is for learners and teachers combined in the form of bedrooms and or dormitories.
 - b) There must be a provision of three meals per day, i.e. breakfast, lunch, and dinner.
 - c) There must be at least at least a minimum of 8 (Eight) conference rooms or classrooms.
 - d) Soap and running water in the toilets

5. MINIMUM REQUIREMENTS

- 5.1 The bidder must be the **owner** of the venue and **MUST** provide proof in writing.
- 5.2 Bidders must supply Sci-Bono with the below-mentioned minimum requirements.
Failing to provide these requirements may constitute automatic disqualification
- 5.3. Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall constitute automatically disqualification (**Submit 2 envelopes as follows**):

Envelope 1:

PROCUREMENT OF ACCOMMODATION TO SUPPORT GRADE 12 LEARNERS: CFO/SCM/SSIP/R26-27/03

- 5.3.1 A Formal Written Quotation (clear & unambiguous; with VAT implications)
- 5.3.2 Quotation form downloadable from the Sci-Bono website.

Envelope 2:

- 5.3.3 Comprehensive proposal (including the project plan)
- 5.3.4 Available dates
- 5.3.5 Proof of Company Registration
- 5.3.6 A valid Tax Clearance Certificate
- 5.3.7 B-BBEE certificate (SANAS) or Sworn Affidavit
- 5.3.8 Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website
- 5.3.9 An over-the-counter Stamped Letter Confirming Bank Details of the bidding entity
- 5.3.10 Proof of Business Address
- 5.3.11 Public Liability Certificate
- 5.3.12 Health Permit certificate issued by Relevant Municipality {Shall be valid certificate}
- 5.3.13 Health and Safety Plan that include but not limited to:
- 5.3.14 Risk Assessment conducted by Competent person.
- 5.3.15 Safety and Security induction
- 5.3.16 Backup Systems (Water and Electricity)
- 5.3.17 Qualified medical personnel (to assist with injuries, illness and other unforeseen incident)

5.4 References

The 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.

6. PROJECT MANAGEMENT

- 6.1. The project team will do inspections of the venue with the checklist to check if all camps do comply with any aspect required by legislature.
- 6.2. All camps must have clean running water (Compulsory), the project Team will do verifications.

7. PRICING SCHEDULE AND DELIVERY

7.1. General Pricing Fee

- 1) The bidder must provide a clear and unambiguous price schedule (quotation) with the fixed rates.
- 2) All disbursements and related costs must be provided separately, if any, and shall be negotiated.
- 3) Discounts shall be accepted but without any conditions.

NOTE – Value Added Tax Registration

It is mandatory for a business to register for VAT if the income earned in any consecutive 12 Months period exceeded or is likely to exceed R 1 000 000.00 (One Million Rand) Threshold in terms of section 21(1)(a) of the value added Tax Act 89 of 1991. The business must complete a VAT 101.

8. CONDITIONS FOR SHORT LISTING

- 8.1. Proposals submitted will be evaluated using a system Method 2 (Financial Offer and Preference) in line with Section 7.3 (Table 5: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.
- 8.2. All bids shall be subjected to a preliminary evaluation process and bidders who shall not meet minimum requirements set by this RFB shall automatically be disqualified and shall not be evaluated for functionality, and ultimately for price and preference.
- 8.3. District proximity
- 8.4. Capacity to accommodate the number of learners according to district needs
- 8.5. Availability of the accommodation dates according to district needs

9. PRICE EVALUATION

- 9.1. The proposals / bids shall be evaluated using the 80/20 preference point scoring system.

$$\left[\begin{array}{c} \mathbf{Pt - Pmin} \\ \mathbf{PROCUREMENT OF ACCOMMODATION TO SUPPORT GRADE 12 LEARNERS: CFO/SCM/SSIP/R26-27/03} \end{array} \right]$$

$$PS = 80 - \frac{100(P - P_{min})}{P - P_{max}}$$

Pmin

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.

10. POINTS OF B-BBEE

10.1. An 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	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11. AWARD CRITERIA

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

11.2. 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.

11.3. 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.

11.4. Qualifying proposals will be evaluated according to the following criteria:

- Price: 80%
- BEE rating 20%

11.5. District proximity

- 11.6. Capacity to accommodate the number of learners according to district needs
- 11.7. Availability of the accommodation dates according to district needs

12. CLOSING DATE AND TIME

- 12.1. Submissions should be hand delivered by on or before **20 May 2026 deposited into the tender box marked “PROCUREMENT OF ACCOMMODATION TO SUPPORT GRADE 12 LEARNERS SSIP CAMPS”**. **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.
- 12.2. 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.

13. 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)

14. ACCEPTANCE PROCEDURE

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

15. 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 12.3

16. 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.

17. LANGUAGE OF THE PROPOSAL AND OTHER DOCUMENTS

The proposal prepared by the bidder, and all correspondence and documents relating to the proposal exchanged between the bidder and Sci-Bono shall be written in the English language.

18. COMMUNICATION

All correspondence will be shared on our advertising platform (Sci-Bono Website) regarding the outcome of the project nor Tender, after completing the evaluation process and following all necessary procedures.

19. COST OF PROPOSAL

The bidder shall bear all costs associated with the preparation and submission of the proposal up to the final award of the contract. Sci-Bono will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

20. MODIFICATION AND WITHDRAWAL OF PROPOSALS

- The bidder may withdraw its proposal any time after the proposal's submission and before the opening date, provided that written signed notice of the withdrawal (by a duly authorized representative of the bidder) via email is received by Sci-Bono prior to the closing date.
- The bidder's withdrawal notice shall be prepared and dispatched to be received before the closing date. (Email for withdrawal of proposal to tenders@sci-bono.co.za).
- No proposal may be modified after the closing date for submission of proposals, unless Sci-Bono has issued an amendment to the RFP allowing such modifications.
- No proposal may be withdrawn in the interval between the opening date and the expiration of the period of proposal validity specified by the bidder in the proposal.

21. AMENDMENTS OF THE RFP

At any time prior to the closing date for submission of proposals, Sci-Bono may, for any reason, whether on its own initiative or in response to a clarification requested by a bidder, modify the RFP by amendment. Amendments could include modification of project scope or requirements, project timeline expectations or extension of the closing date for submission.

All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP. In addition, all amendments will be posted on the Sci-Bono website in the Request for Proposals section and in any other website used by Sci-Bono directly for publishing the Request for Proposals.

22. RIGHT TO REJECT, ACCEPT/ CANCEL

Sci-Bono reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. Sci-Bono does not bind itself to accept the lowest or any Bid and reserves the right to reject all or any Bid or cancel the RFP without assigning any reason whatsoever. Sci-Bono also has the right to re-issue the RFP without the Bidders having the right to object to such re-issue.

23. NOTIFICATION OF AWARD/ PURCHASE ORDER

PROCUREMENT OF ACCOMMODATION TO SUPPORT GRADE 12 LEARNERS: CFO/SCM/SSIP/R26-27/03

After evaluation of all submitted Bids, Sci-Bono will obtain internal approvals prior to expiration of the period of Bid validity and send a Notification of Award/Purchase Order to the selected Bidder(s). Sci-Bono reserves the right to appoint more than one Bidder for this RFP.

24. AWARD OF CONTRACT

Sci-Bono reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the grounds for the Sci-Bono's action.

Prior to expiration of the period of proposal validity, Sci-Bono award the contract in entirety to the qualified bidder(s) whose proposal, after being evaluated, is considered to be the most responsive to the needs of Sci-Bono and activity concerned. Sci-Bono reserves the right to award the contract components to bidders whose proposals are most cost-effective in respective components of this RFP.

Sci-Bono has the right to eliminate bids throughout the evaluation process. However, Sci-Bono is under no obligation to state the reasons for elimination to the bidder. RFP: **CFO/SCM/SSIP/R26-27/03** PROCUREMENT OF ACCOMMODATION TO SUPPORT GRADE 12 LEARNERS SSIP CAMPS.

25. SCI-BONO'S RIGHT TO MODIFY SCOPE OR REQUIREMENTS DURING THE PROPOSAL PROCESS

Sci-Bono reserves the right to, at any time during the proposal process, modify the scope of services and goods specified in the RFP. At any step in the evaluation process, Sci-Bono reserves the right to issue an amendment to the RFP detailing the change to only those bidders that have not been officially eliminated due to technical reasons at that point in time. Official elimination is signified by a direct communication to that effect from Sci-Bono.

26. DISCLAIMER

- 26.1. 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.
- 26.2. Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 26.3. 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.
- 26.4. 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.
- 26.5. 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.