

March 2022

Enquiries: Mr B. Molefe

Tel: (011) 474 2055

Dear Sir/Madam

LETTER OF INVITATION

St Barnabas School of Specialisation represented by its School Governing Body (SGB) invites you to submit a proposal for the Renovation of the Schools Science Laboratories.

In responding to this tender, please indicate the Proposal number **(SB/SGB202203_Renovation of Science Labs)**.

a) Commercial Compliance evaluation

This evaluation looks at the tenderers' adherence to requirements set out in the RFP i.e. submission of a proposal, and regulatory documents.

Regulatory documents required with your submission:

- CIPC Registration Document
- Valid SARS Tax Pin
- COID Letter of Good Standing
- BBBEE Certificate
- Professional Indemnity Insurance
- NHBRC Registration

These documents will be verified to enable further evaluations of adherence to the Scope of Work and related pricing.

b) Technical Evaluation

The evaluation criteria will be as follows:

- Functionality will be evaluated on a total weight of 100%.
- A score-card approach is used to evaluate the technical compliance of the tenderers against St Barnabas' requirements.
- Tenderers need to achieve a weighted score of 70% overall or more to qualify for further evaluation.

- Suppliers that fail to achieve this will be disqualified.
- Thereafter the price preference evaluation will be performed and presented to the Panel/Committee.

The appointment of a Service Provider will be based on the adherence to the specifications and competitiveness of the related pricing. A purchase order/agreement will be negotiated with applicable terms and conditions as agreed by both St Barnabas and the successful tenderer.

St Barnabas reserves the right to award the tender to a supplier who may not be the highest scoring/highest ranked tenderer.

Format and Composition

The tenderer shall submit in English via email an electronic copy of their signed proposal clearly labelled/market with the email subject as follows:

Proposal Number: SB/SGB202203_ Renovation of Science Labs

c) Scope of Services

The elected School Governing Body is actioning the School's Development Plan for 2022 and would require that work on the project is started **within a month** of awarding this tender. A detailed project plan should accompany your proposal. We are therefore looking at receiving proposals/quotations from all services providers who has the experience, skills and resources to take on a project of this size. The number of Science Labs that needs to be renovated is four. Each bidder will have the opportunity to visit the site to confirm the size/dimensions of the facilities. This will be done by appointment only using the contact details provided in the bid.

The scope of services is as follows:

The service provider needs to provide a quotation for the following as part of their proposal:

Renovation

Description	All Building Work. (Including Plumbing and Electrical Work)	Ceiling and Flooring	Removal of current equipment	Price Including VAT
LIFE SCIENCE LAB 1				
LIFE SCIENCE LAB 1				
PHYSICAL SCIENCE LAB 3				
PHYSICAL SCIENCE LAB 4				
			Total	

Furniture and Fittings

Description	Table Dimension/ Size	Under desk storage Dimension/ Size	Chairs / Lab Stools	Price per unit	Total Price Including VAT
LIFE SCIENCE LAB 1					
LIFE SCIENCE LAB 1					
PHYSICAL SCIENCE LAB 3					
PHYSICAL SCIENCE LAB 4					
				Total	

NB. The above price schedule **shall not be altered**. Content and format must remain the same. (This will aid in comparing proposals from all the service providers on a like for like basis)

- Provide a draft warranty for services to be rendered.
- Provide a draft Implementation Plan.
- Provide a PowerPoint and 3D Schematic or presentation of the envisioned completed project per Lab
- Provide 3 contactable reference where the same or similar services are or has been provided by the tenderer within the last 2-3 years.
- Payment terms will be agreed between the successful tenderer and the selected St Barnabas Committee responsible for this project.
- The applicable completion and certificates of compliance will be required upon completion eg. Electrical Compliance Certificate. Receipt of these certificates will trigger final payment.

NB. Shortlisted tenderers may be asked to facilitate a site visit to their premises to inspect their service centre and confirm their ability to fulfil the order. The delegation from the school will/may include a panel of representatives not more than four as selected by the school management team and SGB. A date and time will be communicated after the evaluation has been concluded.

d) Closing date

The deadline for submission of proposals is **11H00 hours on 10 April 2022**

NB: Proposal **must** be sent by email to this email address only:
molefeb@stbarnabas.co.za

- ❖ **All tenderers will be notified via email if they were successful or unsuccessful once the tender has been adjudicated and awarded.**