REQUEST FOR PROPOSAL

SETUP A FULLY-FLEDGED, FUNCTIONAL AND INTERACTIVE VR (VIRTUAL REALITY), AR (AUGMENTED REALITY) AND AI (ARTIFICIAL INTELLIGENCE) CENTRE/ ROOM

1. RFP SUMMARY DETAILS

<table>
<thead>
<tr>
<th><strong>RFP NO</strong></th>
<th><strong>RFP : SCM/CEO/R18-19/08</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>RFP FOR</strong></td>
<td>Setup a fully-fledged, functional and interactive VR (Virtual Reality), AR (Augmented Reality) and AI (Artificial Intelligence) Centre/ Room</td>
</tr>
<tr>
<td><strong>ADVERTISEMENT DATE</strong></td>
<td>10 May 2018</td>
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<tr>
<td><strong>COMPULSORY BRIEFING</strong></td>
<td>18 May 2018 @11H00AM</td>
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<tr>
<td><strong>SUBMISSION DATE</strong></td>
<td>31 May 2018 @ 12H00PM</td>
</tr>
<tr>
<td><strong>RFP TO BE SUBMITTED IN HARD COPY TO:</strong></td>
<td>Corner Miriam Makeba &amp; Helen Joseph Street, Newtown, Johannesburg, 2017</td>
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<tr>
<td><strong>RFP VALIDITY PERIOD</strong></td>
<td>21 Days</td>
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2. BACKGROUND

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 (SAASTA), 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 exhibitions also offers a broad programme of Science and Technology events, activities and programmes for schools, and 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 general public.

2.7 Sci-Bono is one of the most popular leisure and educational destinations in Gauteng. The science centre endeavors to remain relevant to its patrons and enhance their visitor experience by bringing them innovative and ground breaking Mathematics, Science and Technology exhibits and exhibitions such as the Virtual Reality Experience.
3. GOALS

3.1 Sci-Bono works towards achieving this mission by:
   3.1.1 Improving the teaching and learning of mathematics, science and technology in Gauteng
   3.1.2 Providing career education to learners and youth in Gauteng
   3.1.3 Providing skills development opportunities for young people
   3.1.4 Promoting and improving public awareness of and engagement with science, engineering and technology.

3.2 To achieve these goals, Sci-Bono implements a wide range of activities and offers exhibitions, for learners, teachers and the general public at its centre in Newtown and through an extensive outreach programme to schools throughout Gauteng.

4. PURPOSE FOR THIS REQUEST FOR PROPOSAL (RFP)

4.1 The purpose of this Request for Proposal (RFP) is to solicit comprehensive proposals from reputable service providers / bidders to set-up a fully-fledged and functional Virtual Reality, Augmented Reality and Artificial Intelligence experience room.

4.2 The primary objective is to create a space/ room that will provide Sci-Bono Discovery Centre visitors a valuable hands-on learning experience that encourages exploration and discovery while increasing skills and understanding of science concepts behind the VR Experience.

5. PRESENTATION OF THE VIRTUAL REALITY EXPERIENCE

5.1 A realistic three-dimensional image or artificial environment that is created with a mixture of interactive hardware and software, and presented to the user in such a way that any doubts are suspended and it is accepted as real environment in which it is interacted with in a seemingly real or physical way.

5.2 A virtual world: is a three-dimensional environment that is often, but not necessarily, realized through a medium (i.e. rendering, display, etc.) where one can interact with others and create objects as part of that interaction. In a virtual world, visual perspectives are responsive to changes in movement and interactions mimic those experienced in the real world.
5.3 Immersion: Virtual reality immersion is the perception of being physically present in a non-physical world. It encompasses the sense of presence, which is the point where the human brain believes that is somewhere it is really not, and is accomplished through purely mental and/or physical means. The state of total immersion exists when enough senses are activated to create the perception of being present in a non-physical world. Two common types of immersion include

- **Mental Immersion** - A deep mental state of engagement, with suspension of disbelief that one is in a virtual environment.
- **Physical Immersion** - Exhibited physical engagement in a virtual environment, with suspension of disbelief that one is in a virtual environment

5.4 Interactivity: The element of interaction is crucial for virtual reality experiences to provide users with enough comfort to naturally engage with the virtual environment. If the virtual environment responds to a user’s action in a natural manner, excitement and senses of immersion will remain. If the virtual environment cannot respond quick enough, the human brain will quickly notice and the sense of immersion will diminish. Virtual environment responses to interaction can include the way a participant moves around or changes in their viewpoint; generally through movements of their head.

6. **SCOPE OF WORK**

6.1 The Sci-Bono Discovery Centre seeks to appoint a service provider to set-up and build an interactive virtual reality experience room that incorporates all innovative technologies demonstrating past technologies to and including most recent and current technological advancements.

6.2 The space on completion of the project will comprise the following

   - 6.2.1 an interactive wall, with a MST theme
   - 6.2.2 VR experience booths, fully functional and equipped
   - 6.2.3 VR simulators profiling transportation in space, air, water OR simulators on MST related career technologies
   - 6.2.4 an Augmented reality experience
7. KEY DELIVERABLES

7.1 The service provider is expected to provide the following deliverables (using Above-The-Line (ATL) and Below-The-Line (BTL) channels):

7.1.1 Project management plans with clear time lines on the services to be rendered
7.1.2 Graphic designs and project proposal concept note, including costs
7.1.3 Coding of all VR experiences
7.1.4 Hardware, and all necessary audio-visual. Guarantee attached to all audio-visual
7.1.5 Headsets and scanners with spares
7.1.6 Training for Sci-Bono staff
7.1.7 Technical support for period of 12 months after installation

8. TERMS AND CONDITIONS/ INSTRUCTION FOR THE PROPOSAL

8.1 Sci-Bono can request further information from any service provider (s) after the closing date.
8.2 Sci-Bono reserves the right to cancel the bid or not to appoint any service provider (s).
8.3 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.
8.4 The service provider will always be appointed on the premise of a supplier-delivering-a-service relationship and not of an employer-employee relationship.

9. MINIMUM REQUIREMENTS

9.1 Bidders must supply Sci-Bono with the below-mentioned minimum requirements. Failing to provide these requirements may constitute automatic disqualification:

Suppliers must submit the following (Submit two envelops as follows):

Envelop 1:

9.1.1 A Formal Written Quotation (clear & unambiguous; with VAT implications).
9.1.2 Quotation form downloadable from the Sci-Bono website.
**Envelop 2:**

9.1.3 Comprehensive proposal (including the project plan)
9.1.4 Proof of Company Registration
9.1.5 A valid Tax Clearance Certificate
9.1.6 B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit
9.1.7 Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website
9.1.8 An over the counter Stamped Letter Confirming Bank Details of the bidding entity
9.1.9 Proof of Business Address

9.2 Bidders must further supply Sci-Bono Discovery Centre with at least two (2) contactable references where the bidder has delivered similar services and work; by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Dates and work performed
- Rand value of worked performed

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

**10. PRICING SCHEDULE AND DELIVERY**

10.1 General Pricing Fee

10.1.1 The bidder must provide a clear and unambiguous price schedule (quotation).
10.1.2 All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.
10.1.3 Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.
10.1.4 Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.
10.2 Delivery

10.2.1 The delivery/provision of services shall be done primarily at Sci-Bono Discovery Centre, Newtown, Johannesburg, Gauteng Province.

11. CONDITIONS FOR SHORT LISTING

11.1 Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (Table 6.3.1: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.

11.2 All bids shall be subjected to the preliminary evaluation process. Bidders who do not meet the minimum requirements (item 9) set by this RFP may automatically be disqualified and shall not be evaluated for functionality, price and preference.

11.3 Service providers are required to submit all documents specified on item 9.1 and 9.2 of this RFP, otherwise failure to submit all documents may constitute disqualification.
### 12. TECHNICAL EVALUATION (COMPULSORY PRESENTATION)

12.1 All proposals / bids that will qualify (accepted) during the preliminary evaluation stage shall be evaluated for functionality or technicality. The **functionality evaluation criteria** shall be as follows:

<table>
<thead>
<tr>
<th>NO</th>
<th>CRITERIA</th>
<th>WEIGHT</th>
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<tbody>
<tr>
<td>1</td>
<td>Demonstration of understanding of the project and the expected outcomes</td>
<td></td>
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<tr>
<td></td>
<td>• Establishment of the Overall Purpose, Objectives, and Outcomes</td>
<td>(4)</td>
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<tr>
<td></td>
<td>• Collection of Initial Information</td>
<td>(2)</td>
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<td></td>
<td>• Identifying the Audience</td>
<td>(3)</td>
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<tr>
<td></td>
<td>• Deciding on the Key Message</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>• Selection the Actions/Activities</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>• Selecting the Communication Tools</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>• Developing a Plan</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>• Evaluation at pre-determined intervals and at the end</td>
<td>(3)</td>
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| 2  | Proposed Methodology and Project Plan (Project Plan Indicating Milestones) |        |
|    | The bidder should provide the methodology on how they will successfully complete the construction of the room with clear milestones and risks mitigations. |        |
|    | • Proposed Project Methodology                                             | (5)    |
|    | • Deliverable plan indicating supply/provision considerations undertaken  | (5)    |
|    | • Milestone proposal as linked to contract requirements                    | (5)    |
|    | • Risks: Crisis communications plan                                       | (5)    |

| 3  | Deliverables                                                             |        |
|    | •                                                                         |        |

| 4  | Suppliers’ presence in the exhibition place, during the exhibition phase |        |
|    | •                                                                         |        |

| 5  | Communication Tools                                                      |        |
|    | •                                                                         |        |

| 6  | Proven Track Record (at least 2 contactable references: involvement in similar projects undertaken through the past five years to be attached; projects that were undertaken must have an audience/attendance base of more than 20,000 people per day) |        |
|    | •                                                                         |        |

| TOTAL | 100 |

Minimum threshold for functionality: 70
12.2 Shortlisted service providers will be required to submit and present their proposal on a specified date.

13. **PRICE EVALUATION**

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

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

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.

14. **POINTS FOR B-BBEE**

14.1 An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
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<td>3</td>
<td>14</td>
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<td>4</td>
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<td>6</td>
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<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
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</table>

15. **AWARD CRITERIA**

15.1 The bidder with the total highest number of points for price and B-BBEE contribution shall be awarded the contract, unless objective criteria applied leads to an award to an alternative bidder.
15.2 In the event of two or more bids scoring equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.

15.3 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 for functionality, if applicable.

15.4 Qualifying proposals will be evaluated according to the following criteria:

- **Price:** 80%
- **PDI / BEE rating** 20%

15.5 Prequalification criteria:

- Level 1 to Level 3 B-BBEE Contributors; and
- 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)*

16. **CLOSING DATE AND TIME**

16.1 Compulsory briefing will be held on “18 May 2018”, 11:00am; at Sci-Bono Discovery Centre.

16.2 Submissions should be delivered by hand (hardcopy) on or before “31” May 2018 at 12:00PM, deposited into the tender box marked “Setup a fully-fledged, functional and interactive VR (Virtual Reality), AR (Augmented Reality) and AI (Artificial Intelligence) Centre/ Room at SCI-BONO DISCOVERY CENTRE”; “NO LATE PROPOSALS” shall be accepted. Late proposals / bids shall be immediately returned to the bidders.

16.3 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. Consultants may be informed in writing of the outcome of the bid adjudication process.

17. **DISCLAIMER**

17.1 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.

17.2 Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
17.3 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.

17.4 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.