

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre Your partner in becoming globally competitive
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

## REQUEST FOR QUOTATION (RFQ) WITH FUNCTIONALITY

REQUEST FOR QUALIFIED AND EXPERIENCED PROFESSIONAL SERVICE PROVIDERS (PSP'S) TO DELIVER MULTI-DISCIPLINARY PROFESSIONAL SERVICES FOR THE REPRODUCTION OF AS-BUILT DRAWINGS AND TO SECURE BUILDING OCCUPANCY CERTIFICATES ON A JUST-IN-TIME BASIS FOR STRUCTURES WITHIN THE AUTOMOTIVE SUPPLIER PARK AND ITS REMOTES SITES AND ITS REMOTES SITES.

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : 16266

PROJECT NO. :

ISSUE DATE : 10 FEBRUARY 2026

COMPULSORY BRIEFING YES/NO : YES

BRIEFING SESSION DATE AND TIME : 17 FEBRUARY 2026 @ 10H00

CLOSING DATE : 20 FEBRUARY 2026

CLOSING TIME : 16H00

RFQ VALIDITY DATE : 90 Business days

### REQUESTOR DETAILS

Requested By (SCM):	ALI MALEFO
Contact Number:	012 564 5043
Department Requested for:	FMM
For general RFQ and submissions contact	amalefo@aidc.co.za

### REQUEST FOR QOUTATION (RFQ) CLOSING VENUE

E-mail to: [quotations@aidc.co.za](mailto:quotations@aidc.co.za)

**NB: DO NOT COPY ANY AIDC PERSONNEL, INCLUDING THE SCM OFFICIAL, ON YOUR RESPONSE; RESPONSES WITH AIDC EMPLOYEES COPIED WILL BE DISQUALIFIED.**

THE AIDC RESERVES THE RIGHT TO AWARD THE QUOTE IN PART OR IN FULL AT ITS OWN DISCRETION

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**DETAILS OF BIDDER**

**COMPANY NAME:** .....

**CONTACT PERSON:** .....

**TELEPHONE NUMBER:** .....

**CELLULAR NUMBER:** .....

**FAX NUMBER:** .....

**EMAIL ADDRESS:** .....

In submitting any information or documentation requested in this RFQ, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFQ and further confirming that they are aware of their rights in terms of Section 5 of POPIA

**Respondents are required to provide consent below:**

YES		NO	
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	YES	NO
Please indicate if your company is Registered on National Treasury – Central Supplier Database (provide your CSD Number)		
CSD number		

**” ACTIVE STATUS”:** - means your BBBEE Certificate or Sworn affidavit is still valid (thus your documents have not yet expired)

**NB: Please Note:** - AIDC won't be able to do business with suppliers not registered on CSD as per National Treasury SCM Instruction No.4 of 2016/17.

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## EVALUATION CRITERIA

### 1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ Pre-qualification
▪ Functionality at <b>100%</b> with minimum of <b>70%</b>
▪ Price ( <b>80</b> )
▪ Specific goals ( <b>20</b> )

THE FOLLOWING DOCUMENT ARE REQUIRED - PLEASE TICK YES ONLY IF THE DOCUMENTS ARE ATTACHED TO YOUR PROPOSAL

A. Administration Criteria - Compliance Requirements – all documents to be submitted	YES	NO
<b>SARS Pin to verify your status</b>		
Valid Sworn affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of BBBEE SANAS accredited verification certificate. NB: Suppliers to use approved DTI or CIPC Affidavit template (check website: <a href="http://www.dti.gov.za">www.dti.gov.za</a> )		
<b>SBD 4 – Declaration of Interest form – completed and signed</b>		
<b>SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022 (PPR 2022)</b>		
<b>SBD 6.2 - Declaration Certification for Local Production and Content. (PPR 2022) and Annexure C where local content production is a specific goal, it must be noted under 6.1 for specific goal.</b>		

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**THE FOLLOWING DOCUMENT ARE REQUIRED - PLEASE TICK YES ONLY IF THE DOCUMENTS ARE ATTACHED TO YOUR PROPOSAL**

B. Pre-qualification documents	YES	NO
<b>1.</b> Professional Architect as Principal Agent: Attach Valid South African Council for the Architectural Profession (SACAP) certificate – <b>Disqualified if document not provided</b>		
<b>2.</b> Professional Engineer (PrEng) or Professional Engineering Technologist (PrEngTech) Civil or Structural Engineer: Attach a valid Engineering Council of South Africa (ECSA) certificate – <b>Disqualified if document not provided</b>		
<b>3.</b> Professional Engineer (PrEng) or Professional Engineering Technologist (PrEngTech) Mechanical or Fire Engineer: Attach a valid Engineering Council of South Africa (ECSA) certificate – <b>Disqualified if document not provided</b>		
<b>4.</b> Professional Engineer (PrEng) or Professional Engineering Technologist (PrEngTech) Electrical Engineer: Attach a valid Engineering Council of South Africa (ECSA) certificate – <b>Disqualified if document not provided</b>		
<b>NB: All submitted documentation are subject to verification by AIDC. Documents that are forged will immediately result in disqualification.</b>		

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## C Functionality

Based on Capability	TYPE OF SUPPORTING DOCUMENTS REQUIRED	MAXIMUM Points	SCORE Point Scored	MINIMUM Points
<b>NB:</b> The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & specific goals system.		Maximum Points	Point Scored	Minimum Points
Capability		100		70
<b>A. SITE SPECIFIC TEAM ORGANOGRAM</b>				
<b>Site specific team Organogram with names and roles,</b> (The bidder should propose the structure and arrangement of their team as follows: <ul style="list-style-type: none"> <li>Comprehensive organogram with personnel full names and roles per pre-qualification submitted personnel, inclusive of sub-contractors if applicable = <b>10 points</b></li> <li>If not provided or incomplete = <b>0 points</b></li> </ul> <b>Total = 10 Points</b>	Organogram	10		
<b>B. ORGANIZATION AND STAFFING TO BE ADDRESSED TO AIDC</b>				
<b>Experience of the key staff</b> (This criterion covers the general experience, education, and training of each key staff/ expert personnel. <p><b>A. Professional Architects as Principal Agent Experience:</b></p> Registered Professional Architect - Lead Consultant/Principal Agent with a minimum of 3 years' professional post professional registration: <ul style="list-style-type: none"> <li>Four (4) years and above = <b>10 points</b></li> <li>Three (3) years = <b>5 points</b></li> <li>Less than Three (3) Years = <b>0 points</b></li> </ul>	Provide CV including Valid Proof of Registration (Registered with the applicable South African regulating body/council for their Professional discipline).	40		

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<p><b>B. PrEng or PrEngTech Civil: Structural Engineer Experience:</b></p> <p>Registered Professional Civil: Structural Engineer with a minimum of 3 years' post professional registration experience in the construction/building industry:</p> <ul style="list-style-type: none"> <li>▪ Four (4) years and above = <b>10 points</b></li> <li>▪ Three (3) years = <b>5 points</b></li> <li>▪ Less than Three (3) Years = <b>0 points</b></li> </ul> <p><b>C. PrEng or PrEngTech Mechanical/ Fire Engineer Experience:</b></p> <p>Registered Professional Mechanical Engineer with a minimum of 3 years post professional registration experience in the construction/building industry:</p> <ul style="list-style-type: none"> <li>▪ Four (4) years and above = <b>10 points</b></li> <li>▪ Three (3) years = <b>5 points</b></li> <li>▪ Less than Three (3) Years = <b>0 points</b></li> </ul> <p><b>D. PrEng or PrEngTech Electrical Engineer Experience:</b></p> <p>Registered Professional Electrical Engineer with a minimum of 3 years post professional registration experience in the construction/building industry:</p> <ul style="list-style-type: none"> <li>▪ Four (4) years and above = <b>10 points</b></li> <li>▪ Three (3) years = <b>5 points</b></li> <li>▪ Less than Three (3) Years = <b>0 points</b></li> </ul> <p><b>Total = 40 Points</b></p> <p>N.B: Points to be allocated based on the relevant experience provided on the CVs (CVs should be of the same personnel submitted on pre-qualification criteria).</p>				
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<p><b>Proof of Professional Indemnity Insurance</b></p> <p>Provide proof of valid Professional Indemnity Insurance to the minimum values listed below:</p> <p><b>A.</b> Architect: R 1 million Minimum  <b>B.</b> Civil Engineer: R 1 million Minimum  <b>C.</b> Mechanical Engineer: R 1 million Minimum  <b>D.</b> Electrical Engineer: R 1 million Minimum</p> <p>The bidders shall provide requested Professional Indemnity Insurance for all 5 x professional disciplines</p> <p>(Full points will be allocated if all 5 x Professional Indemnity Insurances are provided and ZERO points will be allocated if less than 5 x Professional Indemnity Insurance are provided):</p> <ul style="list-style-type: none"> <li>• (for all 4 x Professional Indemnity Insurance) <b>Total = 10 Points</b></li> <li>• (for all 2 x Professional Indemnity Insurance) <b>Total = 5 Points</b></li> <li>•</li> </ul> <p>N.B: Points to be allocated based on the Professional Indemnity Insurance provided (Submitted Insurances shall be of the same personnel submitted on pre-qualification criteria).</p>	<p>Proof of valid Professional Indemnity Insurance for each discipline complying with the minimum amounts stated shall be attached</p>	<b>10</b>		
<p><b>C. BIDDER (PSP/COMPANY) EXPERIENCE</b></p> <p>Bidder's experience with respect to Multi discipline profession projects with the minimum value of R 1 000 000.00 over the last 10 years in the construction/building industry.</p> <ul style="list-style-type: none"> <li>• 3 or more reference letters or project completion certificate/letters = <b>40 points</b></li> <li>• 2 reference letters or project completion certificate/letters = <b>30 points</b></li> <li>• 1 reference letter or project completion certificate/letter = <b>20 points</b></li> <li>• No reference letter or project completion certificate/letter = <b>0 points</b></li> </ul>	<p>Reference letter or Project Completion certificate/letter</p>	<b>40</b>		

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<p><b>Total = 40 Points</b></p> <p>NB: The reference letters or project completion certificate/letter to contain the following minimum client's information.</p> <p><b>a) Reference Letter</b></p> <ul style="list-style-type: none"> <li>• Dated Reference Letter, with,</li> <li>• Client's Company Information</li> <li>• Client's Contactable details (e.g., Physical Address, e-mail, Telephone, etc.)</li> <li>• Awarded Description/scope of the work with value</li> </ul> <p style="text-align: center;">Or</p> <p><b>b) Project Completion certificate/letter</b></p> <ul style="list-style-type: none"> <li>• Dated Completion Certificate/letter, with,</li> <li>• Client's Contactable details (e.g., Physical Address, e-mail, Telephone, etc),</li> <li>• Awarded Description/scope of the work with value, and</li> <li>• Signed.</li> </ul>				
<b>TOTAL SCORE</b>		<b>100</b>		<b>70</b>

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## Preferential procurement targets

### Take note!

The following preferential procurement targets will be followed out of 20 points. Points will be awarded for specific goals related to this RFQ. The total points obtained will be used to evaluate 80/20, where 80 points are assigned to price and the remaining 20 points are assigned to a specific goal. Bidder must attach supporting documents listed below and complete SBD6.1 in full on page 4 of 5. (To be completed by the tenderer), a bidder who fails to complete in full or complete incorrectly SBD 6.1 to claim points for specific goals will receive a score of zero for that goal.

Specific goals	Supporting evidence for meeting preferential procurement targets	Points
B-BBEE status contributor level 1, 2, 3 or 4.	Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate.	<b>10 points</b>
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	<b>5 Points</b>
51% owned by black people who are women.	Certified ID copy not older than 6 months.	<b>5 Points</b>

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**Dear Service Provider**

## **REQUEST FOR PROPOSAL /QUOTATION (RFQ) – SCOPE OF WORK/SERVICE**

### **2. INTRODUCTION**

#### **2.1 MANDATE**

The AIDC is the dedicated developmental agency of the Gauteng Growth and Development Agency (GGDA) in relation to the specific industrial, infrastructure and training needs required by the automotive and allied sector - those based in the Gauteng province. The AIDC is thus tasked by GGDA with special developmental type projects aimed at enhancing and possibly expanding the automotive and allied-related sector with a focus on enterprise development; also, in the support of government's aims at BBBEE SMME development and the radical transformation of various townships. The AIDC otherwise explores other developmental projects, external to the objectives of the GGDA in support of the AIDC's own business development processes. These include projects related to the transport and energy sectors, as well the development of the Tshwane Auto City. The AIDC's focus, in terms of the 2016 Gauteng Economic Development Plan/Framework (GEDP/F), is towards the automotive sector in the Northern Corridor of the Gauteng City Region (GCR) framework.

#### **2.2 VISION**

The Vision of the AIDC is:

To be the leading implementation agency delivering creative, efficient, best practice and value-based solutions in support of government programmes related to the automotive and allied sectors.

#### **2.3 MISSION**

The Mission of the AIDC, in pursuit of its Vision, is to provide innovative customised solutions: To develop the automotive manufacturing sector to globally competitive standards of excellence through a world-class value proposition which enables effective and sustainable socio-economic growth.

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### 3. RFQ OBJECTIVES

**3.1.**The aim is to request appoint Professional Service Providers (PSP's) from proven experienced, qualified companies to render multi-disciplinary Professional Civil-, Structural-, Electrical, Mechanical Engineering and Architectural Service on an as-and-when required basis for a period of 12 months in building infrastructure projects for the Automotive Industry Development Centre (AIDC).

- 3.1.1.** Review of the Architectural and Engineering drawings,
- 3.1.2.** Re-production of As-built drawings (Fire Engineering Services, Civils and Structural, Electrical, and Mechanical Engineering service,
- 3.1.3.** Submission to the municipality (As- Built Drawings),
- 3.1.4.** Coordinate Architectural, electrical, mechanical drawings, and
- 3.1.5.** Obtaining Building occupancy certificates.

#### 3.2. Built Environment Professions

Each built environment profession will be guided by a government gazette that outlines the scope of services. Other allied professions which are outside the built environment also have their scope of services, but for purposes of this document, scope of work for the built environment professions only is outlined as follows:

##### 3.2.1. Architectural Profession:

For the Architectural Profession, scope of services and applicable rates will be in terms of the gazette rates and services as contained in The South African Council for the Architectural Profession (SACAP) under Section 34(2) of the Architectural Profession Act 2000

##### 3.2.2. Engineering Professionals (civil, structural, mechanical/ Fire, electrical etc.):

For Engineering Professionals (civil, structural, mechanical/fire, electrical etc.) the scope of services and applicable rates will be in terms of the gazette rates and services as contained in the Engineering Council of South Africa (ECSA) under section 34(2) of Engineering Professions Act, 2000 (Act No. 46 of 2000) as published in (Gazette No. 44333, Board Notice 669 of 2021).

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#### 4. PROJECT LOCATION

GENERAL INFORMATION OF THE AIDC SITES:	A SATELLITE IMAGE:
<p><b>A. AUTOMOTIVE SUPPLIER PARK (Rosslyn)</b>  <b>Building Location:</b> Automotive Supplier Park  <b>Building Area of Focus:</b> Common Area  <b>Local Authority:</b> Tshwane Metro Municipality  <b>Geographical location:</b> 30 Helium Road, Rosslyn, Pretoria  <b>Description of main use:</b> Industrial</p>	 <p>Figure 1 - Site Location (Google Satellite Image)</p>
<p><b>B. Gauteng Automotive Learning Centre (GALC)</b>  <b>Building Location:</b> Rosslyn  <b>Building Area of Focus:</b> Building &amp; Common Area  <b>Local Authority:</b> Tshwane Metro Municipality  <b>Geographical location:</b> Hendrick Van Eck Str, Rosslyn  <b>Description of main use:</b> Automotive Industrial Park</p>	
<p><b>C. Nissan Incubation Centre</b>  <b>Building Location:</b> Nissan Facility – Rosslyn  <b>Building Area of Focus:</b> Building &amp; Common Area  <b>Local Authority:</b> Tshwane Metro Municipality  <b>Geographical location:</b> Ernest Oppenheimer St  <b>Description of main use:</b> Automotive Industrial Park</p>	

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<p><b>D. Winterveldt Automotive Hub</b>  <b>Building Location:</b> Winterveldt  <b>Building Area of Focus:</b> building &amp; Common Area  <b>Local Authority:</b> Tshwane Metro Municipality  <b>Geographical location:</b> Bushveld Rd  <b>Description of main use:</b> Automotive Industrial Park</p>	
<p><b>E. Chamdor Automotive Hub</b>  <b>Building Location:</b> Krugersdorp  <b>Building Area of Focus:</b> Building &amp; Common Area  <b>Local Authority:</b> Mogale City  <b>Geographical location:</b> Jacobs St, Chamdor, Krugersdorp  <b>Description of main use:</b> Automotive Industrial Park</p>	

## 5. RFQ SCOPE

### Specification of Work

#### 5.1. Proposed Scope Solution to include but not limited to the following stages:

##### 5.1.1. Stage 1 – Initiation

Defined as: Establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions, aspirations and strategies:

- a) Assist in developing a clear project brief.
- b) Attend project initiation meetings.
- c) Advise on the rights, constraints, consents, and approvals.
- d) Define the scope of services and scope of work required.
- e) Conclude the terms of the agreement with the client.
- f) Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services.
- g) Determine the availability of data, drawings and plans relating to the project.
- h) Advice on criteria that could influence the project life cycle cost significantly
- i) Provide necessary information within the agreed scope of the project to other consultants involved.
- j) Site inspection of existing buildings and related structures

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k) Reviewing of available drawings

**Deliverables will typically include:**

l) Report on project, site, and functional requirements

**5.1.2. Stage 2 – Concept and Viability (Preliminary Design per Client’s requirements)**

Defined as: Prepare and finalize the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary Programme, and viability of the project:

- a) Agree documentation Programme with client/principal manager and other consultants involved.
- b) Attend design and consultants' meetings.
- c) Establish the concept design criteria.
- d) Prepare initial concept design and related documentation.
- e) Advise the client regarding further surveys, analyses, tests, and investigations that may be required.
- f) Establish regulatory authorities' requirements and incorporate them into the design.
- g) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- h) Establish access, utilities, services, and connections required for the design.
- i) Participate in coordinated design interfaces with architects or other consultants involved.
- j) Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and clients and suitable for costing.
- k) Provide cost estimates and life cycle costs, as required.
- l) Liaise, co-operate, and provide necessary information to the client, principal consultant and other consultants involved.
- m) Reproducing of AS built drawing to match existing development for council submission in accordance with the latest SAN 10400 compliance codes,
- n) Design and supervise any minor building change requirements,
- o) Reproducing SDP,
- p) Arrange inspection with relevant City Council officials,
- q) Follow up ensure issuance of Certificate of Occupancy.

**Deliverables will typically include:**

- m) Concept design
- n) Schedule of required surveys, tests and other investigations and related reports
- o) Process design
- p) Preliminary design
- q) Approved concept design by client

**5.1.3. Stage 3 – Design Development (Detail Design per Client’s requirements)**

Defined as: Develop the approved concept to finalize the design, outline specifications, cost plan, financial viability, and programme for the project:

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- a) Obtain clients authority to prepare and submit drawings to the local authority for approval
- b) Prepare specifications for the works
- c) Co-ordinate services and prepare necessary co-ordination drawings
- d) Review documentation programme with principal consultant and other consultants involved.
- e) Attend design and consultants' meetings.
- f) Incorporate client's and authorities' detailed requirements into the design.
- g) Incorporate other consultants' designs and requirements into the design.
- h) Prepare design development drawings including draft technical details and specifications.
- i) Review and evaluate design and outline specification and exercise cost control.
- j) Prepare detailed estimates of construction cost.
- k) Liaise, co-operate, and provide necessary information to the principal consultant and other consultants involved.
- l) Submit the necessary design documentation to local and other authorities for approval.

**Deliverables will typically include:**

- m) Design development implementation drawings
- n) Outline specifications
- o) Detailed estimates of construction costs.

**5.1.4. Stage 4 – Design Documentation**

Defined as: Prepare procurement and construction documentation, confirm, and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project:

- a) Attend design and consultants' meetings.
- b) Prepare specifications and preambles for the work.
- c) Accommodate services design.
- d) Check cost estimates and adjust designs and documents, if necessary, to remain within budget.
- e) Formulate the procurement strategy for contractors or assist the principal consultant where relevant.
- f) Prepare documentation for contractor procurement.
- g) Review designs, drawings, and schedules for compliance with approved budget.
- h) Liaise, co-operate, and provide necessary information to the principal consultant and the other consultants as required.
- i) Preparing contract documentation for signature.
- j) Assess samples and products for compliance and design intent.

**Deliverables will typically include:**

- k) Provide Specifications
- l) Provide BoQ
- m) Services co-ordination
- n) As-builts drawings
- o) Budget construction cost

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### 5.1.5. Stage 5 – Construction, contract administration and supervision

Defined as: Construction, Manage, administer, and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

- a) Attend site handover.
- b) Issue construction documentation in accordance with the documentation schedule
- c) Carry out contract administration procedures in terms of the contract.
- d) Attend regular site, technical and progress meetings.
- e) Inspect the works for conformity to contract documentation as described.
- f) Review the outputs of quality assurance procedures and advise the contractor and client on adequacy and need for additional controls, inspections, and testing.
- g) Adjudicate and resolve financial claims by contractors.
- h) Assist in the resolution of contractual claims by the contractor.
- i) Establish and maintain a financial control system.
- j) Clarify details and descriptions during construction as required.
- k) Prepare valuations for payment certificates to be issued by the principal agent.
- l) Witness and review of all tests and mock-ups carried out on site.
- m) Check and approve contractor drawings for compliance with contract documents.
- n) Update and issue drawings register.
- o) Issue contract instructions as and when required.
- p) Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- q) Inspect the works and issue practical completion and defects lists.

#### **Deliverables will typically include:**

- r) Construction documentation
- s) Drawing register
- t) Contract instructions
- u) Financial control reports
- v) Valuations for payment certificates
- w) Progressive and draft final accounts
- x) Practical completion and defects list
- y) All statutory certification and certificates of compliance as required by the local and other statutory authorities.
- z) Completion certification.

### 5.1.6. Stage 6 – Close-out

Project Management Services shall fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover, and operation of the project.

#### **Deliverables will typically include:**

- a) Sign-off Certification by Applicable Engineer
- b) Approval of Fire Chief and Building control
- c) Occupancy Certificate
- d) Submit as-built plans to the Employer in electronic format (preferably, dwg & PDF).

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## 6. Project Duration

- The proposed works shall commence immediately on formal contracting.
- The estimated overall contract duration is 12 months and/or end of contract value linked to AIDC Fiscal allocated yearly budget (whichever comes first), unless otherwise terminated earlier in accordance with other provisions hereof.

## 7. SPECIAL NOTES

- 7.1. All bidders shall be required to attend a compulsory site briefing to acquaint themselves with RFQ requirements.
- 7.2. The attendance register, or site inspection certificate shall be completed by the bidder as advised by AIDC during the session.
- 7.3. The RFQ documentation must be completed in full as per requirements.
- 7.4. This above indicative scope of works outlines minimum requirements relating to the scope and does not absolve the bidder from sound engineering practice responsibilities.
- 7.5. Specialist sub-contracting will only be engaged through the approval of AIDC project manager.
- 7.6. Disbursements as published in the monthly National Department of Public Works “Rates for Reimbursable Expenses” shall be used as guideline. A discount can also be offered on this regards, but the maximum rate applicable shall be for vehicles up to 2150 cc.
- 7.7. PSP rates will be verified for appropriateness using the DPSA Guide on Hourly Fee Rates for Consultants and Professional body’s (ECSA/SACAP) fee guide.
- 7.8. Architectural guidelines - South African Council for the Architectural Profession, Board Notice 122 of 2015, Government Gazette No. 38863, 12 June 2015
- 7.9. Civil/Structural, Mechanical & Electrical Engineers Engineering Council of South Africa, Board Notice 138 of 2015, Government Gazette No. 39480, 04 December 2015  
All Professionals are to be registered with the applicable South African regulating body/council for their Professional discipline.
- 7.10. All Professional Leads must be Registered Professionals and Registered Professional Technologists. All Registered Professionals must be in good standing with their respective council, and their membership must be valid.

## 8. HEALTH AND SAFETY REQUIREMENTS

- 8.1. All construction work including installations, whether detailed in the scope of work or not shall comply with the requirements of the Occupational Health and Safety Act 85 of 1993 and all other applicable legislation including local municipal by laws where applicable.
- 8.2. At all times, the successful bidder shall be responsible for the safety of all persons on site during the onsite assessment.

## 9. SHE SPECIFICATION – AIDC

- 9.1. It is a requirement that all personnel directly involved in this contract, including those of specialists, attend a Safety induction course before commencement of works.

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## 10. PRICE SCHEDULE

AIDC invites you to supply a quote for various items in line with the Scope of work and as per the instruction below.

NB:

- a. For fair price comparison, bidders must indicate whether they are registered VAT.
- b. Bidders submitting two different bids/proposals in value will be disqualified.
- c. If you have not received an order within a valid date of 90 business days of RFQ, Please accept your quote was unsuccessful.

### Costing

- d. The relevant Fee Guidelines are as per the Professional Senior Architectural Technologist fees based on rates for Reimbursable Expenses September 2024
- e. Your bid is to be based upon the relevant Guideline for Tariff of Fees (Para. ii) as published annually by the respective Discipline Council, less percentage discount (discount percentage on the estimated fee value as above of the Works per discipline) you are proposing for all disciplines as per 4.2.1 above.

NB: The detailed pricing proposal must be submitted which should clearly separate the different opinions and sum the totals.

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**11. TABLE A (ENGINEERING TIME BASED FEES RATES:**

ENGINEERING PROFESSIONAL TIME-BASED FEE RATES INLINE WITH ENGINEERING COUNCIL OF SOUTH AFRICA		
ITEM nr	FIELD	HOURLY RATE
1.	PrEng or PrEngTech Civil: Structural Engineer	R
2.	PrEng or PrEngTech Mechanical or Fire	R
3.	PrEng or PrEngTech Electrical Engineer	R
	<b>TOTAL</b>	R
	Less Discount: _____%	R
	<b>TABLE A SUB TOTAL</b>	R

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**12. TABLE B (ARCHITECTURAL SERVICE TIME BASED FEES RATE:**

ARCHITECTURAL PROFESSIONAL TIME-BASED FEE RATES INLINE WITH SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION		
ITEM nr	SERVICE	HOURLY RATE
1.	Professional Architect/ Principal Agent	R
	<b>TOTAL</b>	R
	Less Discount: _____%	R
	<b>TABLE B SUB TOTAL</b>	R

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**13. TABLE C (RATES ONLY FOR REIMBURSABLE EXPENSES):**

MISCELLANEOUS COSTS			
ITEM nr	SERVICE	UOM*	RATE
1	TRAVELLING COSTS	Tariff per/km Petrol	R
2		Tariff per/km Diesel	R
3	PRINTING	A0	R
4		A1	R
5		A2	R
7	DRAWING DUPLICATION	A0	R
8		A1	R
9		A2	R
10	OTHER (PLEASE LIST) 10.1 10.2 10.3		R R R
<b>TABLE C SUB TOTAL</b>			R

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#### 14. TABLE D (PROVISIONAL SUM):

Item nr	Description	UOM*	Qty	Total
1.	<p>PROVISIONAL SUM (CLIENT BUDGET)</p> <p>Allow for budgetary allowance to be used specifically to address Table A, B &amp; C project listed associated costs, and also to be used as directed by the client/principal agent and to be measured in accordance with the adjudicated supplied rates &amp; formal costing at the specific time &amp; period of special scope need.</p> <p>Work for which budgetary allowances are provided will, unless otherwise stated, be measured and valued in accordance with the contract prescript and deducted in whole or in part if not required without any compensation for loss or profit on the said allowances.</p>	Item	1	R 850 000.00
<b>TABLE D GRAND TOTAL</b>				R 850 000.00

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**PRICING SCHEDULE – OVERALL PROJECT COST**

<b>Item nr</b>	<b>Description</b>	<b>Total Price (excl. VAT)</b>
1.	TABLE "A" SUB TOTAL	R
2.	TABLE "B" SUB TOTAL	R
3.	TABLE "C" SUB TOTAL	R
4.	TABLE "D" SUB TOTAL	R 850 000.00
<b>SUB TOTAL</b>		<b>R</b>
<b>Add VAT@15%</b>		<b>R</b>
<b>GRAND TOTAL</b>		<b>R</b>

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**QUOTE CONDITIONS:**

1. This Quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions.
2. All price(s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period. VAT must be shown separately by VAT Vendors and non-registered or deregistered Vendors should exclude VAT from their quotes. Price(s) quoted must be valid for at least ninety (90) days from the closing date of the quotation and a firm delivery period must be indicated.
3. AIDC will not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business unless the quotation/offer specifically provides for it.
4. AIDC reserves the rights to validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By signing POPIA clause and submitting a bid, respondents hereby irrevocably grant the necessary consent to AIDC to do so.
5. All goods must be delivered to the address indicated in the RFQ document.
6. All prices quoted must be fixed & firm prices and where applicable, price negotiation with the preferred supplier will be entered into.
7. All purchases will be made through an AIDC Official Purchase Order with Order Number. Therefore, no goods must be delivered, or a service be rendered without a valid official Purchase Order & Number been received. The onus rests with the service provider to ensure they have received the above. Changes to RFQ/PO specifications should be communicated to the SCM Officer.
8. Fully Complete & sign the attached SBD forms, thus SBD 4, 6.1 and 6.2 NB: Quotes without or with not fully completed SBD 4 will not be considered, and with SBD 6.1 bidder with score zero)
9. The 80/20 preference point system is applicable to price quotations and tenders with a rand value from R2 000 up to a rand value of R50 million (all applicable taxes included).
10. This RFQ will be evaluated based on the 80/20 preferential point system as stipulated in the Preferential Procurement Policy Framework Act & PPR 2022. 20 Points allocated to specific goals listed in Table 1 of SBD 6.1 PPR 2022 Section 4.2
11. An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2022. In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME.
12. A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2022
13. B-BBEE Status Level Verification Certificates (NB: Certificate are identifiable by a SANAS logo) or Valid Sworn affidavit (as issued by DTI/or CIPC
14. (EME/QSE see point 9&10 above) to be provided in order to claim points for specific goals:

**Please note that failure to comply with the RFQ conditions will invalidate your proposal (if mandatory/prequalification documents are not returned then consider your quotation not accepted).**

I ..... in my capacity as ..... certify that the information supplied is correct and I have read and understood the AIDC general terms and conditions, and I accept them.

**Signature:** .....

**Company Name:** .....

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