


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 potential service providers to submit a quotation to AIDC for a panel of recruitment companies or service provider for sourcing of contracted Assessors, Moderators, and Facilitators (for the following but not limited to these trades; Auto Electrical, Boiler maker, Welding, Mechatronics Technician, Mechanical Fitter, Fitter & Turner, Autobody Repair, Spray Painting, Motor Mechanics and Panel Beating) for the AIDC Gauteng Automotive Learning Centre and Trade Test Centre for a period of 12 months.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: PR0000015644
PROJECT NO.	: 6110204
ISSUE DATE	: 08 December 2023
BRIEFING YES/NO	: Yes (Not compulsory)
BRIEFING SESSION DATE AND TIME	: 11 December 2023 at 10h00 Online meeting (Teams Invite)
CLOSING DATE	: 18 December 2023
CLOSING TIME	: 11H00
RFQ VALIDITY DATE	: 90 Business days

REQUESTOR DETAILS

Requested By (SCM):	Gloria Mathe
Contact Number:	012 564 5320
Department Requested for:	GALC
For general RFQ and submissions contact	gmathe@aidc.co.za


REQUEST FOR QUOTATION (RFQ) CLOSING VENUE

E-mail to: 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

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	1 of 11

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)			

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	
-----	--	----	--

	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.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	2 of 11

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)			

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ Pre-qualification
▪ Functionality at 100% with minimum of 70%
▪ Price (80) and Specific goals (20) will be evaluated in bidders that have passed a minimum of 70 as and when need arises Bidders that will be appointed as part of the panel will compete on the rate card and markup.


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
SARS Pin to verify your status		
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: www.dti.gov.za)		
SBD 4 – Declaration of Interest form – completed and signed		
SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022 (PPR 2022)		
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.		

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

B. Pre-qualification documents	YES	NO
Proof of registration with pre-employment verification agency like, but not limited to MIE, LexisNexis to confirm ID validation, criminal check, qualification check and any other checks. Accepted proof of registration is an SLA (fully signed and approved) or Registration letter (fully signed on company letterhead) or Tax invoice. AIDC reserves the right to verify the information provided		
Talent Selection Policy and Process explaining/ articulating the process of sourcing of Assessors, Moderators, and Facilitators (for the following but not limited to these trades; Auto Electrical, Boiler maker, Welding, Mechatronics Technician, Mechanical Fitter, Fitter & Turner, Autobody		

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	3 of 11


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

Repair, Spray Painting, Motor Mechanics and Panel Beating)		
--	--	--

C Functionality

		Maximum	Score	Minimum
Based on Capability		Maximum Points	Point Scored	Minimum Points
A. Capability		100		70
Provide the CV and qualification for the dedicated consultant or recruiter that will be responsible for all requests from AIDC. CV stating minimum of 5 years' experience in recruitment and certified copies of qualification in HRM or HRD at NQF level 5 or above. <ul style="list-style-type: none"> CV stating less than 5 years of experience in recruitment and no qualification= 0 points CV stating 5 years 'and above experience in recruitment = 20 points CV with 5 years' experience and above and qualifications in HRM or HRD at NQF level 5 =30 CV with 5 years' experience and above, qualifications in HRM or HRD at NQF level 5 and Certified copies of HRM or HRD qualification at NQF Level5 or above provided = 40 points 		40		
B. Reference letters				
Provide reference letters of previous recruitment activities done: Lettes must bear the letterhead of the organisations; direct contact person; must be signed and have valid email address of contact person where placements have been successfully made. AIDC reserves the right to contact these organisations, without prior notice to the bidder. <ul style="list-style-type: none"> 3 letters = 60 points 2 letters = 40 points 1 letter = 20 points 0 letter = 0 points 		60		
TOTAL SCORE		100		70

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	4 of 11


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

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. (Price (80) and Specific goals (20) will be evaluated in bidders that have passed a minimum of 70 as and when need arises Bidders that will appointed as part of the panel will compete on the rate card and markup).

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	5 of 11

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

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.	
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	
51% owned by black people who are women.	Certified ID copy not older than 6 months.	
51% owned by black people with disabilities.	Original letter from Doctor (Dr) on their letterhead which clearly indicate Doctor's practice number and confirmation of disability of the owner.	
51% owned by black people living in rural or underdeveloped areas or townships.	Tenderer must submit the Township municipal utility bill of which the owner resides. Township must be as per CSD township location address as registered.	
51% owned by black people who are military veterans.	The tenderer to submit proof of registration with military veteran database.	
Locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content.	SBD 6.2 - Declaration Certification and annexure C are completed and included in the tender document.	
Cooperative, which is 50% owned by black people.	CIPC registration documents as well as a cooperative membership agreement.	

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	6 of 11

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

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 as 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.

3. RFQ OBJECTIVES

The aim is to source the recruitment companies or service provider for Assessors, Moderators, and Facilitators (for the following but not limited to these trades; Auto Electrical, Boiler maker, Welding, Mechatronics Technician, Mechanical Fitter, Fitter & Turner, Autobody Repair, Spray Painting, Motor Mechanics and Panel Beating) for the AIDC Gauteng Automotive Learning Centre and Trade Test Centre for a period of 12 months.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	7 of 11

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)			

4. RFQ SCOPE

The aim is to find a panel of recruitment companies or service providers for sourcing of **Assessors, Moderators, and Facilitators** who have **minimum of 5 years' experience** for AIDC Gauteng Automotive Learning Centre for a period of 12 months.

The SETA landscape, QCTO, and NAMB requirements are key to the appointments of facilitators, assessors, and moderators at any trade test center and training center.

Trades to be covered is for the following but not limited to these trades:


- Auto Electrical,
- Boiler maker,
- Welding,
- Mechatronics Technician,
- Mechanical Fitter,
- Fitter & Turner,
- Autobody Repair,
- Spray Painting,
- Motor Mechanics
- Panel Beating

The recruitment companies or service provider for sourcing of contracted Assessors, Moderators, and Facilitators (for the following but not limited to these trades; Auto Electrical, Boiler maker, Welding, Mechatronics Technician, Mechanical Fitter, Fitter & Turner, Autobody Repair, Spray Painting, Motor Mechanics and Panel Beating) for the AIDC Gauteng Automotive Learning Centre and Trade Test Centre for a period of 12 months)

The service provider will:

- Source
- Interview
- Verify the qualification.
- Allocate the human capital (assessor, facilitator, or moderator) to AIDC for the prescribed period.
- Replace in the event, the placed candidate cannot attend.
- Service provider will directly pay the Assessor / Facilitator / Moderator (inclusive of legislative compliance / BCEA).
- Payment of Assessors / Facilitator / Moderatos per the attached rate "Annexure A ".

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	8 of 11


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

The salary / hourly rates for the assessors, moderators and facilitators, have been pre-set by the AIDC **based on the sectoral analysis**. Salary / hourly are all inclusive of taxes, travel, UIF tools of the trade, PPE, laptop etc. The rates are set at using cost to company structure. The rates breakdown has been attached as Annexure A.

5. CONTRACTING AND PANEL UTILISATION GUIDELINE

- 5.1 The Service providers shall consider that AIDC total requirements will not be allocated to one (1) bidder but on rotational basis.
- 5.2 The Service providers must agree to rates provided by AIDC as detailed below and the attached Annexure A of rates and will be fixed for the twelve (12) months.
- 5.3 Once the panel is selected and appointed contracts will be entered into for the duration of twelve (12) months as and when required.
- 5.4 There is no guarantee that a service provider on the panel will be contracted for specific work assignment/project during the duration of the contract.
- 5.5 Assignments/projects will be clearly defined in terms of the scope of work and/or deliverables, duration amongst others.
- 5.6 Performance Assessment will be conducted for each assignment allocated to the selected service provider or recruitment company.


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	9 of 11

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)			

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 right 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 price 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:
15. **NB: For Construction related services/work_CIDB Grading & Safety File – The successful contractor should take note that a “Safety File” will be required on appointment and should be submitted to the AIDC before commencement of any work and ensure comply with relevant CIDB grading were required.**

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	10 of 11

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

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:

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	11 of 11