


Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-012	 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) WITHOUT FUNCTIONALITY

**REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR THE APPOINTMENT OF THE COMMUNITY LIAISON OFFICER (CLO) PERSONNEL AT AIDC AS AND WHEN IT REQUIRED FOR PERIOD OF 12 MONTHS**

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : 15853

PROJECT NO. :

ISSUE DATE : 14 March 2024

BRIEFING YES/NO : NO

BRIEFING SESSION DATE AND TIME : N/A

CLOSING DATE : 22 March 2024

CLOSING TIME : 15:00

RFQ VALIDITY DATE : 90 Business days

### REQUESTOR DETAILS

Requested By (SCM):	
Contact Number:	
Department Requested for:	Marketing
For general RFQ and submissions contact	<a href="mailto:quotations@aidc.co.za">quotations@aidc.co.za</a>


### 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:**


<b>YES</b>	
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<b>NO</b>	
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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		
Please Indicate if your Company is Registered on SPDC SOC t/a AIDC Database & has “Active Status” *		

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

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**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.**

## EVALUATION CRITERIA

### 1. EVALUATION CRITERIA

The following will be considered in the evaluation:


EVALUATION CRITERIA
<ul style="list-style-type: none"> <li>▪ Compliance</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Pre-qualification –</b> <ul style="list-style-type: none"> <li>▪ Certified any Diploma Copy for Community Liaison Officer</li> <li>▪ A CV of the Community Liaison Officer with minimum of 3 years' experience in community liaison.</li> <li>▪ Attach two (2) x reference letters for bidding company on the client company's letterhead where the community liaison services were provided. The reference letters must be duly signed with contactable references.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Price <b>(80)</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ Specific goals <b>(20)</b></li> </ul>

**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: <a href="http://www.dti.gov.za">www.dti.gov.za</a> )		
SBD 4 – Bidders declaration – fully completed and signed compulsory		
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 <b>where local content production is a specific goal, it must be noted under 6.1 for specific goal. N/A</b>		

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

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B. Pre-qualification documents	YES	NO
<ul style="list-style-type: none"> <li>▪ Certified any Diploma copy for Community Liaison Officer</li> <li>▪ A CV of the Community Liaison Officer with minimum of 3 years' experience in community liaison.</li> <li>▪ Attach two (2) x reference letters for bidding company on the client company's letterhead where the community liaison services were provided. The reference letters must be duly signed with contactable references.</li> </ul>		


### 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.	20

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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’s 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 customized 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. BACKGROUND**

AIDC currently has offices in various corridors within the Gauteng Province which are: Rosslyn, Silverton, Winterveld and Chamdor. There is always potential for growth as per shareholder instruction. AIDC is running projects within the various communities with an objective of supporting the community development drive in line with its mandate. These services require from time to time an expert in community liaison to ensure successful delivery of the projects.

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#### 4. RFQ OBJECTIVES

The aim of the RFQ is to appointment of a Community Liaison Officer (As and when required for a period of 12 months). The **contract will be for 12 months or the award value whichever comes first**. The successful bidder will assist AIDC to communicate and engage community regarding the AIDC projects. The CLO will be responsible for all AIDC projects and will act as a liaison person between contractors, AIDC and community. The CLO will report to AIDC, however, will be paid by the service provider on the rates as agreed with the AIDC.

The AIDC requires an experienced person who has done similar work before to ensure that the appointed person has knowledge of what is required.

#### 5. RFQ SCOPE


**To appoint a service provider who will offer the services of a Community Liaison Officer to the AIDC on a need basis and contract will terminate earlier of 12 months or amount allocated at award is exhausted (whichever comes first). Terms of reference are as follows;**

##### Scope of Services and Responsibilities:

The following scope of work will apply, but not limited to the following:

- Oversee community engagements with different community groups (e.g. local leaders, general community members, interest groups)
- Providing feedback on critical stakeholder/community concerns and priorities.
- Engaging with local affected stakeholders to promote project activities, ensuring smooth operation of programmes.
- The identification of local resources, the creation of a database and engagement with these resources
- Keeping contractors and the project holder aware of community affairs and possible dynamics
- Reporting to relevant stakeholders
- Understanding and being involved in the administrative tasks related to implementation of projects.
- Communicate daily with the Contractor to determine the labour requirements regarding labour numbers and skills.
- To identify possible community and labour disputes and to assist in their resolution.
- Coordinating logistics for community/stakeholder engagements and meetings. Be a point of contact for enquiries from the public and stakeholders regarding programme opportunities and channels to the relevant unit.
- Communicating and disseminating information to key AIDC Stakeholders.
- Attend site meetings to report on the local community labour involvement.
- To identify, screen and nominate labour from the labour pools provided by the community per the Contractor's requirements.
- To inform labour of the conditions of temporary employment and employment termination.
- Risk impact mitigation, including managing local grievances, conflict resolutions and mediation.

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- To attend disciplinary proceedings and to ensure that hearings are fair and reasonable.
- To keep a daily written record of interviews concerning community liaison.
- To keep a daily written report of all local labour used on the project.
- Assist the Contractor with general administrative duties as required onsite.
- Sourcing local service providers for events and meetings where necessary.
- Close monitoring and oversight of the community grievance register, providing advice and contributions for effective resolution.
- Putting up project and programme posters in the community, on various platforms.
- Reporting and monitoring engagement actions and plans.

## 6. PRICING SCHEDULE

NB: The detailed pricing proposal must be submitted using below pricing schedule


ITEM NO.	DESCRIPTION/SCOPE OF WORK <b>Price for 1 resource to offer, Community Liaison Officer services to the AIDC on an hourly basis</b>	UNIT OF MEASURE (UOM*)	NUMERIC QUANTITY	RATE PER HOUR (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1.1	Community Liaison Officer services <b>(Hours estimated and cost to be provided must be all inclusive).</b>	Hours	960		
				<b>SUB-TOTAL</b>	
				<b>VAT @ 15%</b>	
				<b>TOTAL</b>	

\*UOM = Unit of measure, e.g., Hours/Days, etc.

### NB:

- The rate per hour to be provided should be inclusive of travel expenses that will be required and v the necessary tools of trade (all-inclusive rate).
- The above hours are estimated. The requirements are on a need basis and AIDC will pay based on actual hours claimed and approved.
- The **contract will terminate at the earlier of 12 months or amount allocated at award is exhausted (whichever comes first).**
- The successful bidder will be required to sign an SLA.


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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 as 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.**

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**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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