

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011-03	 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)			

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR A MERSETA/QCTO/NATIONAL ARTISAN MODERATION BODY (NAMB) ACCREDITED ASSESSMENT/TRADE TEST CENTRE/S TO CONDUCT PRE-ASSESSMENT, GAP CLOSURE, TRADE TEST PREPARATIONS, AND TRADE TESTING ON ARTISAN RECOGNITION OF PRIOR LEARNING (ARPL) FOR 1 MOTOR MECHANIC CANDIDATE.

RFQ NUMBER : PR00000016404

PROJECT NO. : A0319

ISSUE DATE : 07 October 2026

BRIEFING YES/NO : NO

BRIEFING SESSION DATE AND TIME : N/A

CLOSING DATE : 14 October 2026

CLOSING TIME : 11H00

RFQ VALIDITY DATE : 90 Business days

REQUESTOR DETAILS

Requested By (SCM):	DANE VISAGIE
Contact Number:	(012) 564-5003
Department Requested for:	SDT
For general RFQ and submissions contact	quotations@aidc.co.za

REQUEST FOR QOUTATION (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.

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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 (DELETE IF NOT APPLICABLE)
▪ Compliance
▪ Pre-qualification -
▪ Functionality at 100% with minimum of 70%
▪ Price (80)
▪ Specific goals (20)

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

A. ADMINISTRATION CRITERIA	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 6.1 Preference points claim form in terms of the preferential procurement regulations 2022 (PPR 2022)		

B. MANDATORY DOCUMENTATION	YES	NO
SBD 4 – Declaration of Interest form – Bidders will be disqualified if the declaration is not completed in full, submitted, and signed		
Pricing schedule -Fully completed and signed, an incomplete form will lead to disqualification		
Integrity Pact		

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

C. PRE-QUALIFICATION DOCUMENTS	YES	NO
- Proof of accreditation as an Assessment/Trade Test Centre with MerSETA/QCTO/NAMB for Motor Mechanic. Failure to submit proof of accreditation will result in the bid being declared non-responsive. - CV of Trade Test Assessor with 3 years or more experience in trade testing on Motor Mechanic. - Assessor certificate - CV of the Trade Test Moderator with 3 years or more experience in trade testing on Motor Mechanic. - Moderator certificate		

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.	Level 1 – 20 points Level 2 – 15 points Level 3 – 10 points Level 4 – 5 points

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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 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 request interested service providers to submit a detailed proposal for a merSETA/QCTO/National Artisan Moderation Body (NAMB) accredited Assessment/Trade Test Centre/s to conduct pre assessments, gap closure, trade test preparation and trade testing on Artisan Recognition of Prior Learning (ARPL) for 1 Motor Mechanic candidate to the Automotive Industry Development Centre. The quotation should be as per below. The suppliers who will not be quoting as per the specifications below will be disqualified.

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4. RFQ SCOPE

The quotation should be as per below. The suppliers who will not be quoting as per below specification will be disqualified.

- Number of candidates to be trade tested: **1 (One)**
- Title of Trade: **Motor Mechanic**
- **Pre assessment**
- **Gap closure**
- **Trade test Preparation**
- **Trade testing**

5. PRICING SCHEDULE

NB: Bidders must submit a detailed pricing proposal in accordance with the pricing schedule provided below. Quotations that are conditional, qualified, or subject to confirmation will not be considered. Bidders will not be requested or permitted to alter their quotations after the closing date and time for the submission of quotations. Only firm prices quoted in South African Rand (ZAR) will be accepted.

The quantities reflected in the pricing schedule are estimates provided solely for the purpose of evaluating quotations and ensuring a like-for-like comparison of prices.

AIDC acknowledges that, following the Pre-Assessment process, not all candidates may require Gap Closure and that the duration and extent of Trade Test Preparation may differ from one candidate to another, depending on the competency gaps identified during the assessment.

The estimated quantities do not constitute a guarantee or commitment by AIDC to procure the full quantities indicated, and no adjustment to the quoted unit rates will be permitted due to variations in the number of candidates or the duration of services provided.

Gap Closure and the extent of Trade Test Preparation will be determined by the outcome of the Pre-Assessment process. Bidders must therefore base their quotations on fixed unit rates per candidate, with payment being made only for services rendered.

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ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1	Pre assessment	CANDIDATE	1		
2	Gap closure	CANDIDATE	1		
3	Trade test preparation	CANDIDATE	1		
4	Trade testing	CANDIDATE	1		
*UOM = Unit of measure, e.g. Hours/Days, etc.				SUB-TOTAL	
				VAT @ 15%	
				TOTAL	

Delivery period in weeks:

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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 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 as 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 or letter of award. 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 and 6.2 bidder will 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 regulations 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 regulations 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 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). Bidders who will only submit the quotation on their letterhead without completing this RFQ documents won't be considered.

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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