


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)			

REQUEST FOR QUOTATION (RFQ) WITH FUNCTIONALITY

REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR THE SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR FORD IC IN SILVERTON AND NISSAN IC IN ROSSLYN.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : 15521

PROJECT NO. :

ISSUE DATE : 02 JUNE 2023

CLOSING DATE : 09 JUNE 2023

CLOSING TIME : 11H00

RFQ VALIDITY DATE : 90 Business days

REQUESTOR DETAILS

Requested By (SCM):	ALI MALEFO
Contact Number:	012 564 5043
Department Requested for:	FORD IC AND NISSAN IC
For general RFQ and submissions contact	amalefo@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.

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

	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)

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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1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ Prequalification: N/A
▪ Functionality at 100% with minimum of 70% - N/A
▪ 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 - 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 – Fully completed and signed. Failure to comply will result to disqualification.		
SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022 (PPR 2022). Fully completed and signed. Failure to comply will result to non-allocation of points.		
SBD 6.2 - Declaration Certification for Local Production and Content. (PPR 2022) and Annexure C 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
N/A		

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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.	5
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	5
51% owned by black people who are women.	Certified ID copy not older than 6 months.	5
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.	5
Cooperative, which is 50% owned by black people.	CIPC registration documents as well as a cooperative membership agreement.	

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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. RFQ OBJECTIVES

The objective of this RFQ is to appoint a suitable service provider to supply and deliver Office furniture for Nissan IC.

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4. SCOPE OF WORK

FOR FORD IC

- i. Supply twenty (20) 6-seater, dark brown benches for an eating area.


HDPE Table & bench 6-Seater bench with backrest



- ii. 60 Two-door lockers.
Heavy duty steel lockers



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FOR NISSAN IC

AIDC has 2 Incubation Centres, one at Ford and another one at Nissan which were established to mentor BBBEE businesses. Black business owners are upskilled, coached and mentored by AIDC growing their businesses through the supply of commodities to the Ford and Nissan production line for assembly.

AIDC aims to purchase assets in support of its functions.

The quotation must cover all areas on the pricing schedule:

Specifications:

1. Boardroom table BLK legs:


- Table Size: 2400 (L) x 1200 (W) x 730 (H)
- Finish: Acacia Paired with black Perspex Inlay
- Leg height: 705mm (H)
- Material used: Laminate
- Thickness of the table: 25mm thick



2. Two door, Four drawer boardroom server:

- Size: 1600 (W) x 600 (D) x 933 (H)
- 2 x hinge doors & 4 x drawer
- Finish: Acacia
- Material used: Laminate

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3. Mid back-office chair:
- C Chrome armrests
 - Swivel & tilt mechanism
 - Gas height adjustment
 - Chrome 5 star base in standard fabric contract colours: black, blue, burgundy.



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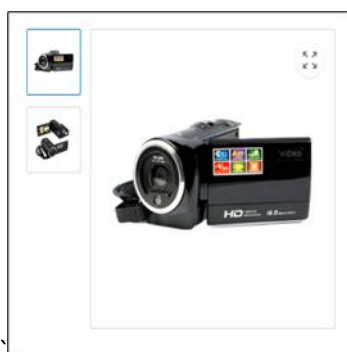
4. Camera:

16 Mp Max 720P HD 16 X Digital Zoom Digital Video Camera

Sensor CMOS 1.3Mega pixels, The max 16.0 Mega pixels

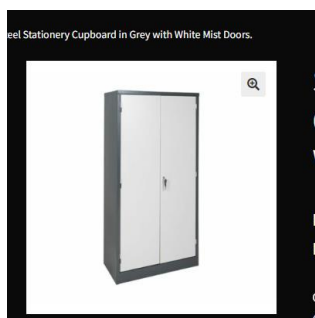
media SD/SDHC card (32GB Max)

- ISO: auto, 100/200/400
- Lens: F/3.2, f=7.6mm
- Focus Normal: 1.2m~infinity
- Image resolution : File format : JPEG, 2M, 3M, 5M, 7M, 10M, 12M, 16M
- Move resolution: File format: AVI, 720P, VGA (640 x 480), QVGA (320 x 240)
- Zoom: 16X digital zoom
- DIS: YES
- LED light: LED, <1.0M, open / close
- White balance: Auto / Sunny / Cloudy / Tungsten / Fluorescent
- Exposure: -3.0EV~+3.0EV
- Self-time mode: close / 2sec / 5sec / 10sec
- Usb port: USB2.0




5. Steel storage cabinets:

- Colour: White mist (Grey with white doors)
- Product Weight: 40.0 kg
- Product Dimensions: 450mm(L) x 900mm(W) x 1,800mm(H)
- Material: Mild Steel
- Thickness: 0.6mm to 1.2mm
- 4x Adjustable Shelves
- Comes fully assembled



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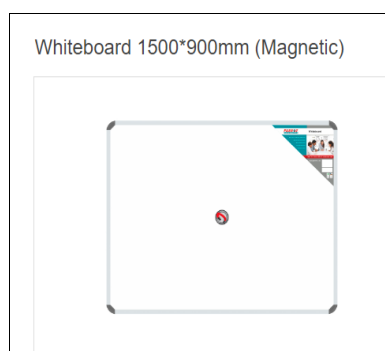
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6. Magnetic White board

Name: Magnetic receptive steel surface

Size : 1500mm x900mm


- Concealed mounting (wall screws and masonry plugs supplied, 6mm).
- Additional mounting brackets for boards larger than 1500mm.
- Slide-in aluminum pentray (450 x 35mm).
- Anodized aluminum frame.
- Includes mounting instructions.

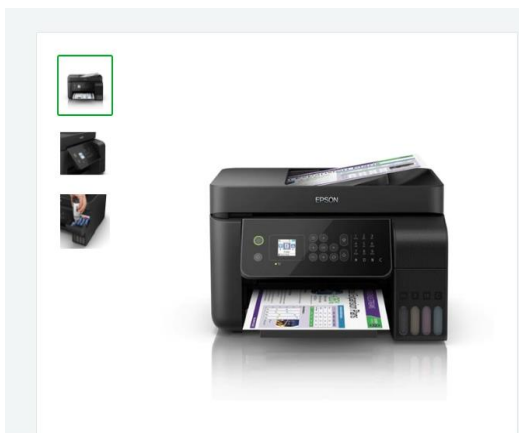


7. 2 Printers

- Automatic Document Feed: 30 pages
 - All-in-One Functions: Print, Scan, Copy, Fax
 - Category: Home, Office Desktop
 - Interfaces: Wi-Fi, USB, Ethernet, Wi-Fi Direct
 - Minimum Droplet Size: 3 pl, With Variable-Sized Droplet Technology
 - Ink Technology: Dye Ink
 - Printing Resolution: 5,760 x 1,440 DPI
 - Printing Speed ISO/IEC 24734: 10 pages/min Monochrome, 5 pages/min colour
 - Printing Speed: 33 pages/min Monochrome (plain paper 75 g/m²), 15 pages/min colour (plain paper 75 g/m²), 69 Seconds per 10 x 15 cm photo (Epson Premium Glossy Photo Paper).
 - Colours: Black, Cyan, Yellow, Magenta
 - Single-sided scan speed (A4 black): 200 dpi (with ADF); 4.5 ipm with ADF scan 200 dpi (flatbed) 12 sec. with flatbed scan.
 - Single-sided scan speed (A4 colour): 200 dpi (with ADF); 4.5 ipm with ADF scan 200 dpi (flatbed) 29 sec. with flatbed scan.
 - Optical Resolution: 1,200 DPI x 2,400 DPI (Horizontal x Vertical)
 - Output formats: BMP, JPEG, TIFF, PDF
 - Scanner type: Contact image sensor (CIS)
 - Duplex: Manual
 - Output Tray Capacity: 30 Sheets
 - Multifunction: 100 Sheets Standard, 100 Sheets Maximum, 20 Photo Sheets
 - Product dimensions: 375 x 347 x 237 mm (Width x Depth x Height)
- WLAN Security: WEP 64 Bit, WEP 128 Bit, WPA PSK (TKIP), WPA2 PSK (AES)

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8. **Boardroom table**


- Table dimension: 1800mm(D)*3800mm(W)*750mm(H)
- Material type: Solid and veneered wood, Mahogany
- Shape: Barrel
- Table design: Conference Table
- Base type : Panel legs
- Style : Morden



9. **Boardroom Chairs**

- External dimension:
- Maximum Weight: 120Kg
- Material: Faux leather
- Coulor: Black
- C chrome armrest
- 5 star Chrome base and 5 Nylon Castors.
- Mechanism: Swivel and tilt
- Gas height adjustment

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10. L Shape office desk

- Standard size: 1600mm (L)*2100mm(W)*
- Thickness 32mm (Top) and 16mm side thickness
Height :750mm
- Color: Maple
- Cable management hole, leg.
- Top drawer lockable
- Steel curved handles.
- Fitted credenza cabinet with two sliding doors, shelf & lock
- Fitted 3 drawer pedestals, Top drawer lockable




11. Office Desk Chairs

- Maximum Weight: 120Kg
- Material: Polypropylene & Mesh fabric
- Color: Black
- C chrome armrest

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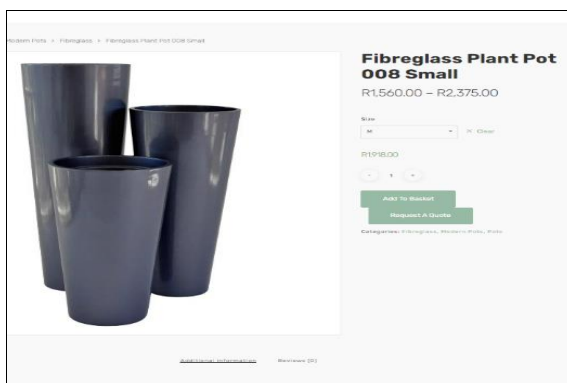
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- 5 star base and 5 Nylon Castors.
- Mechanism: Swivel and tilt
- Gas height adjustment




12. Pot Plant fitted with Ficus plant

- Pot size: Medium, 895mm(H) *345mm(D)
- Pot colour: 3*Grey & 1*white
- Pot material: Fibreglass
- Pot Shape: Trapezoid
- Fitted Ficus tree dimension: 600mm (H)
- Plants that grow in low light to no natural light.



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13. Three door boardroom server cabinet

- Size: 1700(L) *600(W)*960(H)
- Material: Solid and veneered wood, Mahogany
- Including 3 shelves
- Lockable
- Assembly required



14. Wood framed wall photos

- 900mm (L) x 600mm (W)
- Nissan cars photos and Nature photos




5. SITE BRIEFING N/A

6. THE FOLLOWING MJST ACCOMPANY YOUR PROPOSAL

- A Valid Tax Clearance Certificate
- Company Registration Documents
- BBBEE certificate (if applicable)
- SIGNED relevant SBD forms as provided.

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7. DURATION

Once-off service

8. PRICE SCHEDULE

DESCRIPTION OF REQUEST

AIDC invites you to supply a quote for various items as per the Scope of work below.
NB:


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

NB: The detailed pricing proposal must be submitted which should clearly separate the different opinions and sum the totals.
Fees must be set out in terms of hourly costs or milestone costs.

FOR FORD IC

ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
	In line with detailed specification as detailed in this document				
1	6-Seater, dark brown HDPE benches for an eating are (see number 1 under RFQ Scope)		20		
2	Two-door lockers. (See number 2 under RFQ Scope)		60		
*UOM = Unit of measure, e.g. Hours/Days, etc.				SUB-TOTAL	
				VAT @ 15%	
				TOTAL	

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FOR NISSAN

Item No.	Description	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
1	Boardroom table (See number 1 on specifications)	1		
2.	Boardroom chairs (See number 3 on specifications)	8		
3.	Boardroom server unit (See number 2 on specifications)	1		
4.	Steel cabinets (See number 5 on specifications)	2		
5.	Office desks (See number 10 on specifications)	2		
6.	Office chairs (See number 11 on specifications)	2		
7.	Magnetic White board (See number 6 on specifications)	3		
8.	Boardroom chairs (See number 9 on specifications)	10		
9.	Boardroom table (See number 8 on specifications)	1		
10.	Project Camera's (See number 4 on specifications)	2		
11	Printer (See number 7 on specifications)	2		
12	Pot Plant fitted with Ficus plant (See number 12 on specifications)	4		
13	Three door boardroom server cabinet (See number 13 on specifications)	1		
14	Wall frame photos (See number 14 on specifications)	5		

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

SUB-TOTAL	
VAT @ 15%	
TOTAL	

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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 (NB: Quotes without the signed completed forms will not be considered)
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.**

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).

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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: