

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a <b>Automotive Industry Development Centre</b> <small>Your partner in becoming globally competitive</small>	
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 THE AIDC FOR PROVISION OF WASTE MANAGEMENT SERVICES AT CHAMDOR AUTOMOTIVE HUB LOCATED (CAH) AT CHAMDOR, AT THE FOLLOWING ADDRESS: 1 JACOBS STREET, CHAMDOR, KRUGERSDORP**

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	:	PR0000015615
PROJECT NO.	:	
ISSUE DATE	:	04.12.2023
BRIEFING YES/NO	:	N/A
BRIEFING SESSION DATE AND TIME	:	N/A
CLOSING DATE	:	08.12.2023
CLOSING TIME	:	14.00
RFQ VALIDITY DATE	:	90 Business days

### REQUESTOR DETAILS

Requested By (SCM):	
Contact Number:	
Department Requested for:	
For general RFQ and submissions contact	

### REQUEST FOR QUOTATION (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:

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### CONTACT PERSON:

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### TELEPHONE NUMBER:

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### CELLULAR NUMBER:

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.....

### 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	
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NO	
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<b>Please indicate if your company is Registered on National Treasury –</b>	<b>YES</b>	<b>NO</b>
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<b>Central Supplier Database (provide your CSD Number)</b>		
<b>CSD number</b>		
<b>Please Indicate if your Company is Registered on SPDC SOC t/a AIDC Database &amp; has "Active Status"**</b>		

**"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.

## 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**

<b>A. Administration Criteria - Compliance Requirements – all documents to be submitted</b>	<b>YES</b>	<b>NO</b>
<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</b>		

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procurement regulations 2022 (PPR 2022)		
<b>SBD 6.2 - Declaration Certification for Local Production and Content. (PPR 2022)</b> and Annexure C where local content production is a specific goal, it must be noted under 6.1 for specific goal.		
Valid letter of Good Standing (COIDA)		
Valid Public Liability Insurance to the minimum of R1 Million		

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

B. Pre-qualification documents	YES	NO
Valid transporter certificate for hazardous waste and general waste		

## C Functionality

	Maximum	Score	Minimum
Based on Capability	Maximum Points	Point Scored	Minimum Points
<b>A. Capability</b>	100		70
➤ Relevant Contactable Reference <b>Signed letters on company letterhead from clients stating that Similar Project was implemented and completed successfully.</b>	50		
<ul style="list-style-type: none"> <li>3 or more letters = <b>50 points</b></li> <li>2 letters = <b>30 points</b></li> <li>1 letter = <b>15points</b></li> <li>No letter = <b>0 points</b></li> </ul>			
• A valid waste management association certificate = <b>10 points</b>	10		
<ul style="list-style-type: none"> <li>Proof of residential address <b>Proof of residential address (municipality account, signed lease agreement/ letter from the Councilor)</b></li> </ul>	40		
<ul style="list-style-type: none"> <li>Provided a proof of residential address from Chamdor/Kagiso = <b>40 points</b></li> </ul>			

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<ul style="list-style-type: none"> <li>Provided proof of residential address from Krugersdorp but not in Kagiso/Cham dor = <b>30 points</b></li> <li>Provided proof of residential address from Gauteng = <b>20 points</b></li> <li>Proof of residential address not provided/ not from Cham dor/ Kagiso/Krugersdorp/ Gauteng = <b>0 points</b></li> </ul>				
<b>TOTAL SCORE</b>		<b>100</b>		<b>70</b>

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

### 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

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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 quotations to render the waste management services at Cham dor Automotive Hub

### RFQ SCOPE

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

#### A. Waste Recycling Services

The service provider shall be responsible for ensuring the recycling services run smoothly and provide all equipment required to conduct proper waste recycling. The service provider shall properly place the waste bins in the designated areas. i.e., Eating areas, Offices, Workshops. Demarcating of designated areas and labelling of waste receptacles shall be the responsibility of the waste management service provider with guidance from the client. Next to the recycling designated areas the service provider shall place educational posters with regard to recycling activities to ensure people in all AIDC sites are well aware of the benefits of conducting a proper recycling of waste. The client and the service provider shall discuss the rebates from all recyclables waste materials collected and sold. **Recycling of oil.**

#### B. Destruction of Confidential Documents

The service provider shall be responsible for the destruction of the confidential documents. The method of destruction of confidential documents shall be through shredding in the presence of the Client representative on-site or off-site.

#### C. Disposal of Hazardous Waste

- The service provider shall ensure the hazardous waste is properly quoted through the understanding of the AIDC waste streams. Required waste sampling shall also be

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included and no charges shall be accepted later once the service provider has been appointed.

#### **D. Certification**

- a. Disposal of waste certificates: General and hazardous waste
- b. Reports on recyclable materials including oil.

#### **Description of services:**

Frequency	Action
DAILY	Sweep the waste management facility clean and free from littering
	Close the waste skips and Wheelie bins regularly
	Sorting of recyclable waste materials to the allocated bins
	Checking of effluent tank
	Ensure contractors or AIDC maintenance team do not dispose construction rubble in any of the skips on site. Report non-compliances to AIDC EHS Coordinator.
FORTNIGHTLY	Collection of general waste
QUARTERLY	Collect and dispose effluent tank contents or when required
	Collect and dispose hazardous waste skip or when required
	Destruction of confidential documents will be done as and when required.
	Collection and recycling of oil

#### **List of Waste management equipment and human resources required on site.**

1 x 3 m <sup>3</sup> skip bin for general waste with closing lid
1 x 6 m <sup>3</sup> skip bin for general waste
1 x 3 m <sup>3</sup> skip bin for hazardous waste with closing lids
10 x 240L Wheelie bins for waste collection and recycling purposes with closing lids
2 x 90l recycling bins station with frame for recycling purposes (4 different colours)
1 x cage for recycling purposes
2 x 210L drums with 2X drip tray used for oil

#### **List of Fleet required:**

AIDC CAH	Collection of hazardous waste skip	1 skip truck hydraulic lifting gear
AIDC CAH	Collection of general waste skip	1 skip truck hydraulic lifting gear

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AIDC CAH	Collection of 210L drums of hazardous waste	1 Suitable waste transport
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NB: The detailed pricing proposal must be submitted which should clearly separate the different opinions and sum the totals.

ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1.	Once off placement. 6 m <sup>3</sup> labelled General waste skip bin	01 skip bin	12 Months		
2.	Once off placement .3 m <sup>3</sup> labelled Hazardous waste skip bin with lid	01 skip bin	12 Months		
3.	Once off placement 240L wheelie bins color coded for recycling	10 wheelie bins	12 Months		
4.	Once off 90l recycling bins station with frame for recycling purposes (4 different colours)	2 bin stations	12 Months		
5.	Once off placement 210L drum for used oil and dip tray	2 Drums and dip tray	12 Months		
6.	Once off placement Cage galvanized steel mesh (L x W x H = 1100X 1100 X 1100)	01 cage	12 Months		
7.	Collection of hazardous waste skip with serviceable compactor truck with hydraulic lifting gear	Trips	2 trips		
8.	Collection of general waste compactor truck with hydraulic lifting gear	Weekly trips	52 weeks		
9.					
10.	Collection of 210L drums of hazardous waste with a registered vehicle for <b>recycling</b>	Trips – Quarterly	4 trips		
11.	Destruction of confidential	Trips – biannual	2 trips		

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	documents ( <b>service to be rendered when requested by client however it must be costed and only be invoiced once done</b> )				
<b>*UOM = Unit of measure, e.g., Hours/Days, etc.</b>					<b>SUB-TOTAL</b>
					<b>VAT @ 15%</b>
					<b>TOTAL</b>

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 & 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 proprietor 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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