

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

### REQUEST FOR A POTENTIAL SERVICE PROVIDER TO SUBMIT A QUOTATION FOR DIESEL AND MOTOR MECHANIC TOOL-BOXES

#### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	:	PR 15673
PROJECT NO.	:	GALC
ISSUE DATE	:	16 NOVEMBER 2023
BRIEFING YES/NO	:	NO
BRIEFING SESSION DATE AND TIME	:	N/A
CLOSING DATE	:	24 NOVEMBER 2023
CLOSING TIME	:	11H00
RFQ VALIDITY DATE	:	90 Business days

#### REQUESTOR DETAILS

Requested By (SCM):	Thulani Shongwe
Contact Number:	012 564 5301
Department Requested for:	GALC
For general RFQ and submissions contact	tshongwe@aidc.co.za

#### 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:** .....

**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
<b>Please indicate if your company is Registered on National Treasury – Central Supplier Database (provide your CSD Number)</b>		
<b>CSD number</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.

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## 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**

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 – 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
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.	10

### 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.

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## 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 quotation to AIDC for Diesel and Motor Mechanic Toolboxes.

**The quotation should be for 32 Toolboxes (20 for Diesel Mech and 12 for Motor Mechanic) however the services will be rendered as and when required. The invoice will be paid according to the number of Toolboxes requested at a time.**

**The Toolboxes to be delivered to the AIDC (Gauteng Automotive Learning Centre) within 3 days of PO award.**

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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.

**The quotation should be for 32 Toolboxes (20 for Diesel Mech and 12 for Motor Mechanic) however the services will be rendered as and when required. The invoice will be paid according to the number of Toolboxes requested at a time.**

**The Toolboxes to be delivered to the AIDC (Gauteng Automotive Learning Centre) within 3 days of PO award.**

ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
<b>DIESEL MECHANIC TOOL LIST</b>					
1	EMPTY TOOLBOX WITH TRAYS TO PUT THE TOOLS	ITEM	20		
2	HAMMER, BALLPEIN, FIBREGLASS HANDLE,25224, 700G	ITEM	20		
3	PUNCH, CENTRE, SQUARE,351C,100MM	ITEM	20		
4	PLIER, CIRCLIP, INSIDE STRAIGHT, 180MM	ITEM	20		
5	PLIER, CIRCLIP, OUTSIDE BENT, 180MM	ITEM	20		
6	PLIER, CIRCLIP, OUTSIDE STRAIGHT, 180MM	ITEM	20		
7	PLIER, CIRCLIP, OUTSIDE STRAIGHT 141 / 180MM	ITEM	20		
8	SPANNER SET, COMBINATION, IB,6 - 32MM (26 PIECE)	ITEM	20		
9	DIVIDER, SPRING, DD/6, 150MM	ITEM	20		
10	SQUARE, ENGINEERS, WS GRADE,SS/4,100MM	ITEM	20		
11	GAUGE, FEELER,1590M,26BLADE	ITEM	20		
12	FILE, ACCESSORY, BRUSH,463,115X40MM	ITEM	20		
13	FILE ACCESSORY, HANDLE PLASTICMEDIUM PH11,200-250MM	ITEM	20		
14	FILE ACCESSORY, HANDLE PLASTICLARGE PH13,300-350MM	ITEM	20		
15	FILE ACCESSORY, HANDLE PLASTICLARGE PH13,300-350 LARGE	ITEM	20		
16	FILE, FLAT 2ND CUT ,250MM	ITEM	20		
17	FILE, FLAT BASTARD CUT 300MM	ITEM	20		
18	CHISEL, COLD FLAT,25X250MM	ITEM	20		
19	FILE, FLAT, SMOOTH CUT, 200MM	ITEM	20		

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20	HACKSAW, FRAME,20-2T,300MM	ITEM	20		
21	HACKSAW BLADES	ITEM	20		
22	PLIER, DIAGONAL CUTTER, INS HANDLE,1000V,190MM	ITEM	20		
23	PUNCH, BELT/HOLLOW,910,05,0MM	ITEM	20		
24	PUNCH, BELT/HOLLOW,910,06,0MM	ITEM	20		
25	PUNCH, BELT/HOLLOW,910,08,0MM	ITEM	20		
26	PUNCH, BELT/HOLLOW,910,10,0MM	ITEM	20		
27	PUNCH, BELT/HOLLOW,910,12,0MM	ITEM	20		
28	PLIER, LONG NOSE, INS HANDLE, 200MM	ITEM	20		
29	EAR PLUGS, BANDED, PERFECT FIT, EP0999	ITEM	20		
30	PADLOCK, BRASS KD 264,38MM3KEYS	ITEM	20		
31	SPECTACLES, SAFETY CLEAR, SN180C	ITEM	20		
32	PUNCH, PIN, NO1,2-10MM,7PC	ITEM	20		
33	WRENCH, PIPE, HEAVY DUTY,350MM	ITEM	20		
34	KNIFE, TRIMMING, RETRACTABLE BLADE,99E, SX-75	ITEM	20		
35	GAUGE, SCREW PITCH,804, WW/MM	ITEM	20		
36	SCRIBER, ENGINEERS, MS/ST, E222,190MM	ITEM	20		
37	SCREW DRIVERS SET, BLACKPOINT,10001, (6 PIECE)	ITEM	20		
38	HAMER, SOFTFACE, FIBREGLASS, HANDLE,65340,40MM	ITEM	20		
39	SCREWDRIVER, MECH BLACKPOINT,6022, 10X300MM	ITEM	20		
40	WRENCH SET, HEXKEY, PS-B9,1,5-10	ITEM	20		
41	WRENCH SET, HEXKEY, PS-B9IN,1/16-3/8",9PC	ITEM	20		
42	WRENCH ADJUSTABLE SHIFTER, H/DUTY,450MM	ITEM	20		
43	SOCKET SET ,1/2"DR,12PT,8-32MM,24PC INCLUDING SPEEDBRACE	ITEM	20		
44	RULE, MEASURING, STAINLESS STEEL 300MM	ITEM	20		
45	TAPE, MEASURING, CROME CASE,19MMX5MM	ITEM	20		
46	TINSNIP, AVIATION TYPE, STRAIGHT, M3R,250MM	ITEM	20		
47	BAR, TOMMY ,19X450MM	ITEM	20		
48	PLIER, VICEGRIP, NO.137,250MM	ITEM	20		
49	PLIER.WATERPUMP, CURVED JAW.250MM	ITEM	20		
50	COMBINATION SPANNER SET 1/4" - 1 1/4" OF SET (17 PIECE)	ITEM	20		
51	TOOL TRUNK	ITEM	20		
52	DIAL INDICATOR,0-10MM-0,1	ITEM	20		
53	MAGNETIC BASE, HEAVY DUTY	ITEM	20		
54	DRILL, JOBBER, HSS,4.00MM	ITEM	20		

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55	DRILL, JOBBER,HSS6.50MM	ITEM	20		
56	DRILL, JOBBER,HSS,8,00MM	ITEM	20		
57	DRILL, JOBBER,HSS,8,50MM	ITEM	20		
59	DRILL, JOBBER,HSS,10,00MM	ITEM	20		
60	DRILL, JOBBER,HSS,12,00MM	ITEM	20		
61	MICROMETER, OUTSIDE,0-25MMX0,01 GRADUATION	ITEM	20		
62	MICROMETER, OUTSIDE,25-50MMX0,01 GRADUATION	ITEM	20		
63	CALIPER, VERNIER DIGITAL,150MMX0,01MM GRADUATION	ITEM	20		
64	GAUGE,TELESCOPIC,19-32MM	ITEM	20		
65	CALCUALTOR,SCIENTIFIC,SHARP,EL531	ITEM	20		
66	GLOVE CUT RESISTANT SEAMLESS ,KEVLAR,TEAKIS,SIZE 9,PR	ITEM	20		
67	SOCKET,BIHEX,D19,1/2"DR,5/16"	ITEM	20		
68	SOCKET,BIHEX,19,1/2",DR,3/8"	ITEM	20		
69	SOCKET,BIHEX,D19,1/2",DR,7/16"	ITEM	20		
70	SOCKET,BIHEX,D19,1/2",DR,1/2"	ITEM	20		
71	SOCKET,BIHEX,D19,1/2",DR,9/16"	ITEM	20		
72	SOCKET,BIHEX,D19,1/2",DR,19/32"	ITEM	20		
73	SOCKET,BIHEX,D19,1/2",DR5/8"	ITEM	20		
75	SOCKET,BIHEX,D19,1/2",DR,11/16"	ITEM	20		
75	SOCKET,BIHEX,D19,1/2",DR,3/4"	ITEM	20		
76	SOCKET,BIHEX,D19,1/2",DR,13/16"	ITEM	20		
77	SOCKET,BIHEX,D19,1/2",DR,7/8"	ITEM	20		
78	SOCKET,BIHEX,D19,1/2",DR,15/16"	ITEM	20		
79	SOCKET,BIHEX,D19,1/2",DR,1"	ITEM	20		
80	SOCKET,BIHEX,D19,1/2",DR,1,1/16"	ITEM	20		
81	SOCKET,BIHEX,D19,1/2",DR,1,1/8"	ITEM	20		
82	SOCKET,BIHEX,D19,1/2",DR,1,3/16"	ITEM	20		
83	SOCKET,BIHEX,D19,1/2",DR,1,1/4"	ITEM	20		
84	PIG SKIN GLOVES25 CM	ITEM	20		
85	HAND GUARD GD3645	ITEM	20		
86	CANVAS BAG	ITEM	20		
87	SOCKET ASSESSORY L-HANDLE 1/2" X300mm	ITEM	20		
88	SPEEDER BRACE 1/2" SQ. DR. AMERICAN PATTERN	ITEM	20		
	<b>MOTOR MECHANIC TOOL LIST</b>				
99	EMPTY TOOLBOX WITH TRAYS TO PUT THE TOOLS	ITEM	12		
100	Angled Socket Wrenches 12x6 Points Series: 1080,	ITEM	12		

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	Sizes: 8 – 10 – 11 – 12 – 13 – 14 – 16 – 17 – 18 – 19 – 22 – 24				
101	1/2" Extension Bars 125mm & 250mm	ITEM	12		
102	1/2" Offset extension Bar 50mm	ITEM	12		
103	1/2" Sliding T-Handle 300mm	ITEM	12		
104	1/2" Power Bar 450mm	ITEM	12		
105	1/2" Spark Plug Socket 6 points Rubber 21mm	ITEM	12		
106	1/2" Metric 12 point Socket Sizes: 8 – 10 – 11 – 12 – 13 – 14 – 15 – 16 – 17 – 18 – 19 – 20 – 21 – 22 – 24 – 27 – 30 – 32	ITEM	12		
107	1/2" Reversible Ratchet 250mm	ITEM	12		
108	1/2" Universal Joint	ITEM	12		
109	Metric Combination Wrench Sizes: 8 – 9 – 10 – 11 – 12 – 13 – 14 – 15 – 16 – 17 – 18 – 19 – 21 – 22 – 23 – 24 – 27 – 30 – 32	ITEM	12		
110	Ball Hex Allen Key Sizes: 1.5 – 2 – 2.5 – 3 – 4 – 5 – 6 – 8 – 10 (Lose 1120)	ITEM	12		
111	Torx Tamper Proof Allen Key Sizes: T10H – T15H – T20H – T25H – T27H – T30H – T40H	ITEM	12		
112	Phillips Screwdriver Sizes: Ph0x60 – Ph1x100 – Ph2x100 – Ph3x15	ITEM	12		
113	Flat Screwdriver Sizes: 3x75 – 4x100 – 5x75 – 5.5x125 – 6.5x150 – 8x17	ITEM	12		
114	Combination Pliers 180mm	ITEM	12		
115	Long Nose Pliers 150mm	ITEM	12		
116	Water Pump Pliers 250mm	ITEM	12		
117	Engineers Hammer 990g	ITEM	12		
118	Adjustable Wrench 300mm	ITEM	12		
119	Side Cutter 200mm	ITEM	12		
120	End Cutting Pliers 250mm	ITEM	12		
121	Vice Grip 250mm	ITEM	12		
122	Flat Chisel Sizes: 20x175	ITEM	12		
123	Pin Punch Sizes: 2x115 – 3x125 – 4x150 – 5x165 – 6x180 – 8x200 – 12x230 – 14x25	ITEM	12		
124	3 Meter Tape Measure	ITEM	12		
125	Adjustable Hacksaw 300mm	ITEM	12		
126	Metal sheets 3mm	ITEM	10		
127	Metal sheets 8mm	ITEM	15		
128	Blue marker x 10 cans	ITEM	20		
				<b>SUB-TOTAL</b>	

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

VAT @	
15%	
<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 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 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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