


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 PROVIDER TO SUBMIT A QUOTATION FOR FLEET MAINTENANCE & REPAIRS SOLUTION WITHIN THE AUTOMOTIVE SUPPLIER PARK, ROSSLYN, PRETORIA.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : 15721

PROJECT NO. : A0130 – 23/24

ISSUE DATE : 27 SEPTEMBER 2023

BRIEFING YES/NO : YES

BRIEFING SESSION DATE AND TIME : 03 OCTOBER 2023 @ 10H00

CLOSING DATE : 06 OCTOBER 2023

CLOSING TIME : 11H00

RFQ VALIDITY DATE : 90 Business days

REQUESTOR DETAILS

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


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:

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		
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.


EVALUATION CRITERIA

1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ Pre-qualification
▪ Functionality at 100% with minimum of 70%
▪ Price (80)
▪ Specific goals (20)

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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		
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
1. Company Profile: (Concentrating in Fleet Service & Repairs, Fleet Management Solutions, or similar scope)		
2. Financial Statement A complete set of audited / independently reviewed annual financial statements for most recent financial periods in the name of the bidding entity. The annual financial statements must contain but not limited to: <ul style="list-style-type: none"> • Statement of Profit and Loss and other Comprehensive Income • Statement of Financial Position • Statement of Cash Flows • Statement of changes in equity / net assets • Accompanying Notes 		

C. Functionality

Based on Capability	TYPE OF SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
NB: The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & specific goals system.		Maximum Points	Point Scored	Minimum Points
Capability		100		70
A. BIDDER'S COMPANY EXPERIENCE The bidder must provide references from current or previous clients where they have provided fleet maintenance & repairs, fleet management service/solution, or similar scope. The bidder must submit 3 signed reference letters on a client's letterhead not older than 5 years. The reference letter must include the following: a) Name of Company	Reference Letters containing: a) Name of Company b) Contact Name and Details c) Business Address	80		
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b) Contact Name and Details c) Business Address d) Contract Duration (Start date and end date) e) Size of Fleet Number of Reference Letters Submitted: 2 or more reference letters = 40 points 1 x reference letter = 30 point No reference letter = 0 point Size of fleet serviced, repaired, or managed: 20 or more fleet = 40 points 19 or less fleet = 30 points 0 (zero) fleet = 0 points Total points = 80	d) Contract Duration (Start date and end date) e) Size of Fleet			
B. BIDDERS LOCALITY OF CLOSEST OFFICE TO AIDC (ROSSLYN SITE) Points will be allocated if any of the following proof of residence is provided (proof of physical business address, lease agreement or utility account (e.g., rates and taxes, water and/or electricity account.) • Located within Gauteng = 20 points • Located outside Gauteng = 10 points	Proof of residence (Proof of physical business address, lease agreement or utility account	20		
TOTAL SCORE		100		70


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	5

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	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.	
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 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 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. COMPULSORY SITE BRIEFING

Please note that a compulsory site inspection/briefing will be held per the stipulated briefing date/time at:

Automotive Supplier Park
30 Helium Road
Rosslyn

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4. RFQ OBJECTIVES

With the 2023/2024 fiscal allocation, AIDC's (Facilities Maintenance Management Department) sought an opportunity to resume with the necessary process to secure the service of a fleet maintenance & repairs solution by means of appointing a specialized service provider aiming at improving the current fleet maintenance & repairs solution meanwhile safe-guarding AIDC's existing assets longevity as well as enforcing best vehicle maintenance practices.

Therefore, the aim is to request proposals from service providers to provide detailed quotations for fleet maintenance & repairs solution for a period of 24 Months and/or end of contract value.

5. RFQ SCOPE

The current fleet maintenance arrangement has struggled for years to serve the intended purpose as the driver safety and productivity continued to endure sever challenges. And keeping AIDC's resources & personnel safe on the road is an absolute must when it comes to effective fleet maintenance & repairs solution, for this purpose, AIDC intends to appoint an experienced service provider with adequate resources and capacity to provide effective fleet maintenance & repairs solution for the following AIDC's existing fleet, namely:

- 1) 3 x Mahindra Scorpio
- 2) 2 x Nissan NP 200
- 3) 1 x Ford Ranger T-6
- 4) 1 x Ford Ranger 2.2
- 5) 1 x Datsun Go
- 6) 1 x KIA K2700
- 7) 1 x JLG Boom Lift (Model E450AJ)
- 8) 3 x Quad Bikes
- 9) Golf Cart (6-Seater Bushman Estate)
- 10) Golf Cart (6-Seater Caddyman)


The overall intended service scope request is the As-And-When approach with continual improvement. Within this, there are many forecast goals, including lowering vehicles downtime risk, boosting efficiency, enhancing vehicles productivity, and maintaining compliance with regulations. And the service scope objective will include but not limited to the following scope requirements:

- a) Fleet Regular Minor & Major Services (By manufactures accredited or approved dealer)
 - Outright Purchase Top up Service Plans 3 Years / 60 000KM (qualifying vehicles/equipment)
 - Outright Purchase Maintenance Plan 3 Years / 60 000KM (qualifying vehicles/equipment)
- b) Fleet General & Emergency Maintenance/repairs (By manufactures accredited or approved dealer/specialists)
- c) Fleet General restorations (As-and-when necessary, though manufactures accredited or approved dealer)
- d) Fleet Branding (As-and-when necessary)
- e) Vehicle Registration, Licensing and Compliance Certificates

Appointed service provider will be responsible for a complete fleet maintenance & repairs solution and other logistic arrangement in the event of the above stipulated scope service list requests, and the following process shall take effect thereon:

- A. Receives AIDC authorized internal service request requisition (Fully signed/approved)
- B. Book affected vehicles (only through manufactures accredited dealer or approved specialists)
- C. Facilitates and feedback actual diagnosis report, obtain formal quote/pro-forma invoice together with manufactures accredited dealer certificate (certified copy), obtain AIDC's formal approval (in writing).

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- D. Facilitates quoted request/services/repairs, settle associated costs, and recover full cost with applicable stipulated mark-up percentage as per the original returnable documents and signed SLA.
- E. Facilities repairs re-work and applicable warranties on behalf of AIDC.

6. DURATION

The service provider will be appointed to render fleet maintenance & repairs solution to AIDC for a period of 24 Months and/or end of contract value (whichever comes first).

7. PRICE SCHEDULE

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

NB:

- 7.1. For fair price comparison, bidders must indicate whether they are VAT registered.
- 7.2. Bidders submitting two different bids/proposals in value will be disqualified.
- 7.3. 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.


Item No.	Description	UOM*	Quantity	Unit Price	Total Price
	In line with detailed Scope of work as detailed in this document for Fleet maintenance & repairs solution for period of 24 months and/or end of contract value.				
1.	Year 1 Fleet maintenance & repairs solution.	Item	1	R340 000.00	R340 000.00
2.	Year 2 Fleet maintenance & repairs solution.	Item	1	R340 000.00	R340 000.00
				A	Provisional sum
				B	Mark-up %
				C	Mark-up in Rand
				A + C	TOTAL
					VAT@15%
					GRAND TOTAL

Maximum Mark-up percentage is capped at 20%

QUOTE CONDITIONS:

- 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.
- 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.

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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 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 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).

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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