

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-012	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre Your partner in becoming globally competitive
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

## REQUEST FOR QUOTATION (RFQ) WITHOUT FUNCTIONALITY

**REQUEST FOR POTENTIAL SERVICE PROVIDERS TO PROVIDE CANTEEN KITHCEN CANOPY EXTRACTION CLEANING & MAINTENANCE AT 30 HELIUM ROAD AUTOMOTIVE SUPPLIER PARK ROSSLYN.**

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : 15593

PROJECT NO. :

ISSUE DATE : 12 JULY 2023

BRIEFING YES/NO : N/A

BRIEFING SESSION DATE AND TIME : N/A

CLOSING DATE : 21 JULY 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](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:**

<b>YES</b>		<b>NO</b>	
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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.

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## EVALUATION CRITERIA

### 1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
<ul style="list-style-type: none"> <li>Compliance</li> </ul>
Pre-qualification - [Canopy / Extraction fan cleaning certificate] <ul style="list-style-type: none"> <li>Service provider to provide the recent Canopy / Extraction fan cleaning certificate as an example of recent previous work done for one of their clients.</li> </ul>
<ul style="list-style-type: none"> <li>Functionality at <b>100%</b> with minimum of <b>70%</b></li> </ul>
<ul style="list-style-type: none"> <li>Price (<b>80</b>)</li> </ul>
<ul style="list-style-type: none"> <li>Specific goals (<b>20</b>)</li> </ul>

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 N/A		

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

B. Pre-qualification documents	YES	NO
[Canopy / Extraction fan Cleaning certificate] Service provider to provide the recent Canopy / Extraction fan cleaning certificate as an example of recent previous work done for one of their clients.		

### C Functionality

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		Maximum	Score	Minimum
		Maximum Points	Point Scored	Minimum Points
<b>Based on Capability</b>		<b>100</b>		<b>70</b>
<b>A. Capability</b>		<b>100</b>		<b>70</b>
<b>1.Company Experience:</b> Company profile indicating years of experience specifically for providing canteen kitchen canopy extraction cleaning & maintenance. Bidders to indicate the years in which they have been rendering the services (this refers to the years in operation and not the year of company registration).  In respect of scoring, the following will apply: <ul style="list-style-type: none"> <li>• 5 or more years' experience = <b>50 points</b></li> <li>• 4 years' experience = <b>40 points</b></li> <li>• 3 years' experience = <b>30 points</b></li> <li>• 2 years' experience = <b>20 points</b></li> <li>• 1 year experience = <b>10 points</b></li> <li>• No company profile attached, or years of experience not indicated on company profile = <b>0 points</b></li> </ul>	Attach company profile	50		
<b>2.References letters of similar projects:</b> Provide reference letters or Service level agreements or purchase orders for providing canteen kitchen canopy extraction cleaning & maintenance from different clients. <ul style="list-style-type: none"> <li>• 3 and more reference letters =<b>50 points</b></li> <li>• 2 Reference letters =<b>25 points</b></li> <li>• 1 Reference letter = <b>15 points</b></li> <li>• No letter =<b>0 points</b></li> </ul>	Attach contactable reference letters signed by your clients Attach Purchase Orders or Signed Service level agreements. Must be from different clients or if from the same client must be from different duration	50		
<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.

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<b>Specific goals</b>	<b>Supporting evidence for meeting preferential procurement targets</b>	<b>Points</b>
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>
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.	
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 as 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 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 aim is to request experienced and qualified service providers who specializes in cleaning and maintenance of canteen kitchen canopy extraction.

Extraction systems were designed for two main functions: These being, the reduction of heat in the kitchen and the extraction of smoke caused by cooking. The smoke is made up of oil particles, and these particles turn to liquid oil when they cool. The filters are designed to catch a large portion of the oil and need to be cleaned at regular intervals.

A fair amount of oil still passes through the filters and as so, these oil deposits accumulate in ducting, motors and the blades. You now have a major fire and health hazard developing. Canopy Cleaning comes in. It is very important to have your whole system cleaned at regular intervals, depending on how much cooking is done in your kitchen. Most systems are serviced every 3 months.

It is the responsibility of the shop/restaurant owner as well as the landlord to ensure that kitchen grease extract systems (canopies, filters, ducting and fans) in all commercial kitchens are compliant - as required by the buildings insurance policy, in accordance with Fire Safety and Workplace (Health, Safety & Welfare) Regulations. As well as the SANS act 1850:2014 (ed.2.00)

## 4. RFQ SCOPE

The quotation should be as per below. The suppliers who will not be quoting as per the specification below will be disqualified. Scope of work will be as follows:

1. To clean canopies (interior and exterior).  
(This includes for sealing joints in the canopies that may leak, and labor and chemicals used)
2. To clean ducting where accessible (This includes for riveting joints that have pulled loose and labor and chemicals used)
3. To clean and repair all filters if necessary (This includes for labor and rivets and chemicals used)
4. To seal all leaks (This includes for labor and silicone and silver sealant and bandages used)

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5. To clean motors and fan blades (This includes for labor and chemicals used to clean Motor, Drum, Fan Blades & Discharge Unit)
6. To take photos before and after the cleaning and provide them to AIDC.
7. To check extraction efficiency before and after the clean.
8. To ensure that the system is clean.
9. Detailed laminated certificates to be provided.

Cleaning Intervals: 3 Monthly

**Areas**

Fast food area: 10 grits  
Main kitchen area: 16 grits  
Service area: 7 grits

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	Cleaning 3 x CYCLO-VENT For 12 months period.	Quarterly	12		
				<b>SUB-TOTAL</b>	
				<b>VAT @ 15%</b>	
				<b>TOTAL</b>	

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

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 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 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.**

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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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