


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 APPROVAL TO APPOINT A COMBINED CONSULTING TEAM TO ASSIST WITH PROFESSIONAL REVIEW OF FIXED ASSETS FOR A 2 MONTH PERIOD

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : 15555

PROJECT NO. :

ISSUE DATE : 22 MARCH 2023

BRIEFING YES/NO :

BRIEFING SESSION DATE AND TIME :

CLOSING DATE : 29 MARCH 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:	FINANCE
For general RFQ and submissions contact	amalefo@aidc.co.za


### 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

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	1 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 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)			

## 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
Please indicate if your company is Registered on National Treasury – Central Supplier Database (provide your CSD Number)		
CSD number		

**\*\*\*"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 if it applicable (Qualification, CIDB, membership, certification)
▪ Functionality at <b>100%</b> with minimum of <b>70%</b>
▪ Price <b>(80)</b>
▪ Specific goals <b>(20)</b>

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	2 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011
Document Classification	Normal document		
Document Type	TEMPLATE		
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)		



Supplier Park Development Company SOC Ltd t/a  
Automotive Industry Development Centre  
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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: <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.		


#### Preferential procurement targets

The preferential procurement targets listed below will be followed. Points will be awarded for specific goals relevant to this RFQ; if no supporting documents are provided as per the list below, the bidder will receive a score of zero (0). The total points obtained below will be used to evaluate 80/20, where 80 points are allocated to price and the remaining 20 points are allocated to specific 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.	20
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	
51% owned by black people who are women.	Certified ID copy not older than 6 months.	
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.	

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	3 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011
Document Classification	Normal document		
Document Type	TEMPLATE		
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)		



Supplier Park Development Company SOC Ltd t/a  
Automotive Industry Development Centre  
*Your partner in becoming globally competitive*


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

B. Pre-qualification mandatory documents	YES	NO
<p><b>QUALIFICATIONS: A certified qualification certificate (The documents must be certified within 6 months)</b></p> <ul style="list-style-type: none"> <li>1x Qualified Accountant/Auditor/Supervisor: B Com Accounting Degree certificate</li> <li>2x Asset controllers: Diploma in Accounting</li> <li>1 X Built Environment Professional (Civil Engineer) : B-Degree qualification in Building, Construction Management, Construction Project Management, Civil Engineering together with valid Membership of the Engineering Council of South Africa (ECSA)</li> </ul> <p><i>AIDC has a right to validate the qualifications submitted.</i></p>		
<p><b>NB: Service provider will be required to provide a comprehensive safety file within 7 working days upon appointment. Failure to submit, AIDC reserves the right to terminate the services.</b></p>		

## FUNCTIONALITY

FUNCTIONALITY & CAPABILITIES	TYPE OF SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
<p><b>NB:</b> The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing &amp; BBBEE as per preferential system.</p>		100		70
<p><b>1. COMPANY EXPERIENCE</b></p> <p>Bidder's experience with respect to specific aspects of the PROFESSIONAL REVIEW OF FIXED ASSETS, over the last 5 years specifically relating to the review of fixed assets.</p> <ul style="list-style-type: none"> <li>3 x reference letter specifically relating to review of fixed assets = <b>50 points</b></li> <li>2 x reference letter specifically relating to review of fixed assets = <b>40 points</b></li> <li>1 x reference letter specifically relating to review of fixed assets = <b>30 points</b></li> <li>No reference letter specifically relating to review of fixed assets <b>Total = 0 Points</b></li> </ul> <p><b>(N/B)</b> And the requested documentation to entail but not limited to the following information:</p> <ul style="list-style-type: none"> <li>Client's Company letter head</li> <li>Client's Contactable details (e.g., Physical Address, Mail, Telephone, etc.)</li> <li>Awarded Description/scope of the work.</li> </ul>	<p>Please do ensure that each submitted reference letter is signed and dated.</p>	50		
Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	4 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011
Document Classification	Normal document		
Document Type	TEMPLATE		
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)		



Supplier Park Development Company SOC Ltd t/a  
Automotive Industry Development Centre  
*Your partner in becoming globally competitive*

<p><b>PROJECT TEAM EXPERIENCE (CV's indicating number of years in the public sector accounting and verification assets is required)</b></p> <p><b>1 x Qualified Accountant/Auditor/Supervisor</b></p> <ul style="list-style-type: none"> <li>at least three (3) years' experience in public sector accounting and verification of assets = <b>15 points</b></li> <li>zero (0) years' experience in public sector accounting and verification of assets = <b>0 points</b></li> </ul> <p><b>2 x Asset controllers:</b></p> <ul style="list-style-type: none"> <li>at least three (3) years' experience in public sector accounting and verification of assets = <b>20 points</b></li> <li>zero (0) years' experience in public sector accounting and verification of assets = <b>0 points</b></li> </ul> <p><b>Built Environment Professional (Civil Engineer):</b></p> <ul style="list-style-type: none"> <li>at least three (3) years' experience in public sector accounting and verification of assets = <b>15 points</b></li> <li>zero (0) years' experience in public sector accounting and verification of assets = <b>0 points</b></li> </ul>	<p><b>CVs of the Project team must be attached to attain the points.</b></p>	<p><b>50</b></p>		
<b>TOTAL SCORE</b>		<b>100</b>		<b>70</b>

**A minimum score of 70 points must be achieved to qualify to the 80/20 evaluation.**

**Dear Service Provider**

## **REQUEST FOR PROPOSAL /QUOTATION (RFQ) – SCOPE OF WORK/SERVICE**

### **INVITATION TO APPOINT A COMINED CONSULTING TEAM TO ASSIST WITH PROFESSIONAL REVIEW OF FIXED ASSETS FOR A 2-MONTH PERIOD**


#### **1. Background**

The **AIDC** strives to make the Automotive Industry in South Africa globally competitive through its strategic projects and infrastructure. To this effect the AIDC has successfully project managed the conceptual development and implementation of various projects in the automotive sector. The AIDC as a developmental organisation occupies a unique position in Gauteng's automotive sector. Over the years, the company has built a formidable reputation through its vast experience, knowledge base and its good working relationships with key government institutions.

#### **2. Objective**

The aim is to request quotations from service providers to supply a combined consulting team to assist with professional review of fixed assets for a 2 month period.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	5 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a <b>Automotive Industry Development Centre</b> <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

### 3. Scope of Work

3.1 The categories of assets are as follows:

- Investment Property
- Land and Buildings
- Computer and audio Equipment
- Furniture and office equipment
- Fixtures and fittings
- Finance lease assets
- Motor Vehicles
- Intangible assets

3.2 The estimated total assets sub divided per the above categories are as follows amount to 6000 items.

3.3 The AIDC's Asset register is maintained in an electronic software and verification is done using electronic scanners.

3.4 In terms of the scope of work of this RFQ the team providing the main discipline being Financial & Auditing experts will be expected to spend at least 3 days per week at the AIDC assisting the AIDC's Senior Accountant responsible for assets control. Specifically, two asset controllers, will be required to also spend at least 3 days per week at the AIDC offices although this may vary depending on the scheduled activities. Although the following list is not exhaustive, the key tasks with regards to assets accounting and auditing support services will cover:

#### **Main Discipline: Financial, Auditing & Technical**


- a. Preparing Schedules for bulk uploads needed to update the asset register (in general);
- b. Preparing schedules and updating barcodes on the Asset Management System.
- c. Re-tagging of assets and updating the asset register accordingly.
- d. Prepare schedules for assets to be written-off during the year under review.
- e. Perform a virtual audit of laptops issued to staff. Update the Asset Management System and update the laptop register.
- f. Investigate take-on assets and update the Asset Management System accordingly.
- g. Assist with updating the naming convention of asset locations and update the Asset Management System.
- h. Perform targeted physical verification of all fixed assets and update the Fixed Asset Register accordingly.
- i. Perform a physical condition assessment of all assets as listed per the company Fixed Asset Register.
- j. Perform and document a Useful Life & Impairment testing of all assets as per the register.
- k. Perform and document a review of Residual values of all assets as per the register.

#### **Sub-Discipline: Built Environment Professional (Civil)**

Perform an in-depth Annual Review of state of AIDC's infrastructure, focusing on:

<b>Effective Date:</b>	<b>Revision No:</b>	<b>Compiled by:</b>	<b>Approved by:</b>	<b>Page Number</b>
6 February 2023	2	G. Mathe	C. Nxumalo	6 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011
Document Classification	Normal document		
Document Type	TEMPLATE		
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)		



Supplier Park Development Company SOC Ltd t/a  
Automotive Industry Development Centre  
*Your partner in becoming globally competitive*

- General condition
- Identification of possible impairment
- Assessing the remaining useful life of the infrastructure.

Management reserves the right to amend the task list as it sees fit and in the interest of ensuring that the key objectives are achieved.

## 4 DELIVERABLES

4.1 The service provider will prepare an evidence file of all work done submit a report close-out report at the end of the exercise in line with the requirements of section 3.4.

4.2 Of particular importance verification work as mentioned in 3.4(i) shall cover among other things, the following:

- I. List of fixed assets, which have not been found together with their relevant particulars i.e. Asset number, Description, Book Value, Accumulated Depreciation and carrying value as per FAR.
- II. List of assets which have been found but are not traceable in the FAR together with their previous locations, if available.
- III. List of details of all such fixed assets which have been impaired or which are not in usable condition and needs to be written off together with their Asset number, Description, Book Value, Accumulated Depreciation and carrying amounts.
- IV. Suitable adjustments

4.3 Holding of meeting at regular intervals with AIDC FIN Dept management.

## 5 PROJECT DURATION

Project to be completed within **two months** from date of award of purchase order/contract.


## 6 SKILLS REQUIRED

6.1 AIDC will require that the combined consulting team makes use of dedicated resources who have specific capabilities and expertise in areas that the service provider is bidding for. AIDC hereby highlights the fact that, the service provider providing the Main Discipline: Financial, Auditing & Technical, is hereby tasked with sourcing and providing the services of the **Sub-Discipline**: being the Built Environment Professional (Civil). The fees for the sub-consultant must be included in the quotation payment/financial arrangements will be agreed at the time of award/contracting.

6.2 Qualification and expertise of the team of professionals to be involved in the project should be demonstrated per the functionality criteria stipulated in section 7 below.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	7 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011
Document Classification	Normal document		
Document Type	TEMPLATE		
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)		



Supplier Park Development Company SOC Ltd t/a  
Automotive Industry Development Centre  
*Your partner in becoming globally competitive*

Resource Requirements	Qualifications	Experience
1x Qualified Accountant/Auditor/Supervisor:	B Com Accounting Degree  <b>2x Asset Controllers</b> – Diploma in Accounting	at least three years' experience in public sector accounting and verification of assets
2x Asset controllers	B-Degree qualification in Building, Construction Management, Construction Project Management, Civil Engineering together with valid Membership of the Engineering Council of South Africa (ECSA)	at least three years' experience in public sector accounting and verification of assets
1 X Built Environment Professional (Civil Engineer):		at least 5 years' experience in Civil Engineering work in private & public sector construction projects.

## 7. PRICE SCHEDULE

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.**

Description	UOM* Hrs	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
<b>ACCOUNTING &amp; TECHNICAL (FINANCIAL) :</b>				
1x Accountant/Auditor/Supervisor: - B Com Accounting Degree (8hrs per day x 22 days/month for 2 months) (*Assumed that the incumbent will devote 80% of their time to AIDC affairs during the duration of the contract)	Hrs			
2 x Asset controllers – Diploma in Accounting (8hrs/day x 2days/week for 3months) (2 persons)	Hrs			
Partner Review time	Hrs			
<b>BUILT ENVIRONMENT PROFESSIONAL (CIVIL)</b>				
Civil Engineer – to Review AIDC infrastructure assets	Hrs			
			<b>SUB-TOTAL</b>	
			<b>VAT @ 15%</b>	
			<b>TOTAL</b>	

Delivery period in weeks: .....

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	8 of 10




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)			

### 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 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).

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	9 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a <b>Automotive Industry Development Centre</b> <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

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: .....

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	2	G. Mathe	C. Nxumalo	10 of 10