


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*

## REQUEST FOR QUOTATION (RFQ) WITH FUNCTIONALITY

**REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR THE DEVELOPMENT OF AN ENVIRONMENTAL LEGAL REGISTER THAT IS COMPLIANT TO ISO 14001 FOR AIDC sites: Automotive Supplier Park – 30 Helium Road, Rosslyn, 0200**

**Trade Test Centre- 30 Helium Road, 0200**

**Gauteng Automotive Learning Centre – 99 Hendrick Van Eck, Rosslyn, 0200**

**Winterveldt Enterprise Hub – Molefe Makinta & Cnr Bushveld Road, Winterveldt, 0190**

**Chamdor Automotive Hub – 1 Jacobs Street, Chamdor, 1754**

**Ford Incubation Centre – Simon Vermooten, Pretoria East, 0184**

**Nissan Incubation Centre – (Inside NISSAN SA) Ernest Oppenheimer, Rosslyn, 0200**

## REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	:RE- PR00015506
PROJECT NO.	:A0173
RE-ISSUE DATE	:24 .11.2023
BRIEFING YES/NO	:N/A
BRIEFING SESSION DATE AND TIME	: N/A
CLOSING DATE	:30 NOVEMBER 2023
CLOSING TIME	:11.00
RFQ VALIDITY DATE	: 90 Business days

## REQUESTOR DETAILS

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


## REQUEST FOR 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:


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 BBEE 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 – <b>SEE BELOW</b>
▪ 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 <b>where local content production is a specific goal, it must be noted under 6.1 for specific goal.</b>		

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

B. Pre-qualification documents	YES	NO
References letters of similar projects:		
> Refence Letters must be dated and signed by your clients. > Reference letters must be on your clients' Letterhead > Reference letters must have your clients' contacts details		
Company profile indicating years of experience specifically for providing Legal registers for ISO standards. Bidders to indicate the years in which they have been rendering the services (this refers to the years		

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## C Functionality

NONE

### 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.	20

Dear Service Provider

## REQUEST FOR PROPOSAL /QUOTATION (RFQ) – DEVELOPING AND MAINTENANCE OF AN ENVIRONMENTAL LEGAL REGISTER IN COMPLIANCE WITH ISO 14001.

## 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.

### 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 customised solutions:

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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 proposal for developing and maintaining the Environmental Legal register that is compliant with the ISO 14001 standards.

### 4. RFQ SCOPE:


Developing and Environmental Legal Register that reflects the applicable Environmental Legal Requirements to all seven (7) facilities. The legal requirements should include requirements and obligations as per international laws, South African National and Provincial Legislation and Local Bylaws grouped in the different media and/or topics. Interpretation of the legislation should also be provided in an interpretation Column, with the purpose of assisting AIDC with interpretation and compliance to the applicable legislation for a period of 36 months.

#### Automotive Industry Development Centre sites

Site	Number of employees	Operation
Automotive Supplier Park	109	ASP is an industrial park based in Rosslyn. The park houses a pool of tenants comprising mainly of component manufacturers and suppliers to Original Equipment Manufacturers. The AIDC develops factories to tenant specification on a long-term lease basis.
Trade Test Centre	05	It serves as a Trade Test Centre for upcoming Artisans in the Automotive sector to acquire their Trade Test Certificates.
Gauteng Automotive Learning Centre	11	GALC is a state-of -art facility for skills and development training within the automotive sector. The Learning Centre offers training in the latest technologies which match the latest vehicle models.
Winterveldt Enterprise Hub	05	WEH serves to upskill the previously disadvantaged community with informal automotive artisans with little or no skills development or training. The Hub serves to up-skill and support the growth of automotive SMMEs in the Winterveldt region. Artisans includes Mechanics, spray painters,.
Chamdor Automotive Hub	05	CAH serves to upskill the previously disadvantaged community with informal automotive artisans with little or no skills development or training. The Hub serves to up-skill and support the growth of automotive SMMEs in the Chamdor region. Artisans: Mechanics, spray painters, Wheel alignment.
Ford Incubation Centre	10	FIC in Silverton plant has established and mentored 10 BBBEE businesses since its inception in 2011. Black business owners are upskilled, coached, and mentored by AIDC growing their businesses through the supply of commodities to the Ford production line for assembly of the Ranger, Everest, and Raptor models.

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Nissan Incubation Centre	06	NIC plant has established and mentored BBBEE businesses. Black business owners are upskilled, coached, and mentored by AIDC growing their businesses through the supply of commodities to then NISSAN production line for assembly of the Navara model.
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Developing and Environmental Legal Register that reflects the applicable Environmental Legal Requirements to all seven (7) facilities. The legal requirements should include requirements and obligations as per international laws, South African National and Provincial Legislation and Local Bylaws grouped in the different media and/or topics. Interpretation of the legislation should also be provided in an interpretation Column, with the purpose of assisting AIDC with interpretation and compliance to the applicable legislation for a period of 36 months.

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

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	Developing the legal register with an interpretation column in line with ISO 14001 standards for 7 sites	One per site	7 sites		
2	As an Maintenance and updating the legal register for a period of 36 months.	As and when required	36 months		
*UOM = Unit of measure, e.g., Hours/Days, etc.				<b>SUB-TOTAL</b>	
				<b>VAT @ 15%</b>	
				<b>TOTAL</b>	


Delivery period in weeks: .....

#### 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

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- 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.
- 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.
  - 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.
  - All goods must be delivered to the address indicated in the RFQ document.
  - All prices quoted must be fixed & firm prices and where applicable, price negotiation with the preferred supplier will be entered into.
  - 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.
  - 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)
  - 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).
  - 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
  - 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.
  - 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
  - B-BBEE Status Level Verification Certificates (NB: Certificate are identifiable by a SANAS logo) or Valid Sworn affidavit (as issued by DTI/or CIPC
  - (EME/QSE see point 9&10 above) to be provided in order to claim points for specific goals:
  - 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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