


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) WITHOUTH FUNCTIONALITY

INVITATION FOR JARRISON TIME & ATTENDANCE SYSTEM RESELLERS TO SUPPLY, INSTALL AND CONFIGURE AND TEST THE ANNUAL LICENSE FOR JARRISSON TIME AND ATTENDANCE SOFTWARE FOR 24 MONTHS TO SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC AT THE FORD INCUBATION CENTRE.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : PR00000016210

PROJECT NO. :

ISSUE DATE : 10 September 2025

BRIEFING YES/NO : No

BRIEFING SESSION DATE AND TIME : n/a

CLOSING DATE : 17 September 2025

CLOSING TIME : 11:00

RFQ VALIDITY DATE : 90 days

REQUESTOR DETAILS

Requested By (SCM):	Celiwe Mathonsi
Contact Number:	012 564 5001
Department Requested for:	IPD
For general RFQ and submissions contact	quotations@aidc.co.za


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:

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.

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EVALUATION CRITERIA

1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ Pre-qualification if it applicable
▪ Functionality
▪ Price (80)
▪ Specific goals (20)


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)		

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

B. Pre-qualification documents	YES	NO
Proof of Jarrison reseller, signed by Jarrison-on-Jarrison letter head with contactable reference.		

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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

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'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.

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3. RFQ OBJECTIVES

The objective of this RFQ is to request Jarrison resellers to provide and install Jarrison time and attendance license renewal for AIDC users and ensure that the license after been captured on the system synchronize with the current Access control card system.

4. SCOPE OF WORK

Time and attendance Jarrison system is installed for the Ford Incubation Centre (FIC) with the access control system. The Jarrison system has an annual renewal license which must be renewed yearly.

The Service provider will provide and install once off **24 months** license for all users. There are 6 users licensed users who can view and download employees time clocking's for payroll purposes. The current biometric readers are Idemia Morpho Access card and fingerprint readers of make/OEM. They are running on to Impro Access Portal Pro software. The application server with database is hosted at the Ford Incubation Centre (FIC). The biometric readers are capturing 300 employees registered to have access on the Jarrison system. All users of the system must be accommodated and ensure that once the software license has been renewed all registered employees access is linked to Jarrison system.


Employees clock with their cards on the following readers (IMPRO SYSTEM) which are linked to Jarrison time and attendance system.



5. DURATION

NB: The service provider will be appointed to render the once-off supply service.

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5.1 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.

Delivery period in weeks:

Provide Jarrison Time and Attendance Licenses				
Item No	Description: BIDDERS CAN OFFER EQUIVALENT OR BETTER (UOM)	QUANTITY	PRICE PER UNIT (Excluding VAT)	TOTAL BID PRICE (Including VAT)
1	Year 1 - Supply of Jarrison Annual time & attendance license renewal for 300 employees	each		
2.	Year 1 - Supply of Jarrison Annual time & attendance license renewal for 6 users.	each		
3	Year 2 - Supply of Jarrison Annual time & attendance license renewal for 300 employees	each		
4	Year 2 - Supply of Jarrison Annual time & attendance license renewal for 6 users.	each		
5	Install, configure and test the licenses and functionality.	each		
TOTAL EXCLUDING VAT				
@ 15% VAT				
ALL INCLUSIVE GRAND TOTAL				


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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.
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 an 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 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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