

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-012	 Supplier Park Development Company SOC Ltd t/a <b>Automotive Industry Development Centre</b> <small>Your partner in becoming globally competitive</small>	
Document Classification	Normal document				
Document Type	TEMPLATE				
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## REQUEST FOR QUOTATION (RFQ) WITHOUT FUNCTIONALITY

**RFQ DESCRIPTION:** Invitation for a suitable service provider to provide off site documents & records storage for the AIDC for a period of 36 months. Boxes to be delivered and collected from for off-site storage and on-site monthly destruction of confidential documents:

- Automotive Supplier Park, 30 Helium Road Rosslyn (ASP).
- Gauteng Automotive Learning centre, 99 Hendrik van Eck Rosslyn ( GALC).

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: PR00015626
PROJECT NO.	: A0169
ISSUE DATE	:07 November 2023
BRIEFING YES/NO	: N/A
BRIEFING SESSION DATE AND TIME	: N/a
CLOSING DATE	:13 NOVEMEBR 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 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
▪	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 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
None		

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## C Functionality

		Maximum	Score	Minimum
Based on Capability		Maximum Points	Point Scored	Minimum Points
<b>A. Capability</b>		<b>100</b>		<b>70</b>
<b>1. Company Experience:</b> Company profile indicating years of experience specifically for providing off site documents & records storage services. 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).	Attach company profile	50		
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 years' 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>				
<b>2. References letters of similar projects:</b> Provide reference letters or award letters or purchase orders for providing off-site documents & records storage services from different clients.	Attach contactable reference letters signed by your clients or award letters signed by your clients or purchase orders	50		
<ul style="list-style-type: none"> <li>• 3 and more reference letters = <b>50 points</b></li> <li>• 2 References letters = <b>25 points</b></li> <li>• 1 Reference letter = <b>15 points</b></li> </ul> No letter = <b>0 points</b>				
<b>TOTAL SCORE</b>		<b>100</b>		<b>70</b>

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### 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
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.	

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**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'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 objective of this RFQ is to appoint a service provider who will archive filing boxes off site at their premises for the AIDC. The service provider must be a record and information management company that will store the AIDC documents safely and protect them against any incidents of theft, fire, damage etc. Documents and records must be stored in such a way that it will be easy to retrieve them.

The service provider will store the current documents and records which are in boxes generated from 2010 and provide service to store the documents and records that are generated daily.

Quantity of boxes stored off site at Metrofile : M2 Boxes 84 boxes, M3 Boxes 2 boxes. These boxes must be collected from Metrofile in Pretoria to be stored on the appointed service provider's storage site.

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Documents and records generated by the AIDC will come from the different processes, i.e Finance, HR , SHEQ, Training etc.

The service provider will be expected to come monthly on site with its own resources to destruct the confidential documents that the company generates and dispose them accordingly.

The services will be for a period of 36months.

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#### 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.

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)	Year 1	Year 2	Year 3	TOTAL PRICE (EXCL. VAT)
1.	Once off collection of boxes at the current off-site storage 884 M2 Boxes, 2 M3 Boxes, DF Malan Drive Pretoria.	Number	Once off		N/A	N/A	N/A	
3.	Off-site storage of boxes, 884 M2 Boxes, 2 M3 Boxes collected	Number	884 M2 Boxes, 2 M3 Boxes					
4.	Off-site storage of boxes	Per unit or per box	10 boxes per month					
5.	Supply of boxes per unit for new documents and records, as and when required by the AIDC.	Per unit	50 Empty boxes to be supplied monthly					
6.	Collection of boxes per trip	Per trip	10 boxes x per month					

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7.	On site Monthly Shredding services needed for 11 otto bins at ASP and GALC (210 LTR wheelie bin capacity).	Monthly	11					
	<b>*UOM = Unit of measure, e.g. Hours/Days, etc.</b>			<b>SUB-TOTAL</b>				
				<b>VAT @ 15%</b>				
				<b>TOTAL</b>				

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 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 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 proprietor 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).**

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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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