


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)/PROPOSAL

**RFQ DESCRIPTION:** Invitation to submit a detailed proposal to the AIDC to assess and moderate formative assessments, summative assessments and work integrated learning logbooks National Certificate : Autotronics NQF 2 SAQA ID 78944 at Gauteng Automotive Learning Centre (GALC).

### RFQ DETAILS

**RFQ NUMBER:** 15386

**BRIEFING SESSION DATE:** n/a

**BRIEFING TIME:** n/a

**BRIEFING VENUE:** n/a

**CLOSING DATE:** 31 October 2022

**CLOSING TIME:** 12:00

**RFQ DESCRIPTION:** The aim is to request interested and experienced supplier to submit quotes to the AIDC to assess and moderate formative assessments, summative assessments and work integrated learning logbooks National Certificate : Autotronics NQF 2 SAQA ID 78944 at Gauteng Automotive Learning Centre (GALC).

### DETAILS OF BIDDER

**COMPANY NAME:** .....

**CONTACT PERSON:** .....

**TELEPHONE NUMBER:** .....


**CELLULAR NUMBER:** .....

**FAX NUMBER:** .....

**EMAIL ADDRESS:** .....

**VAT REGISTRATION NO:** .....

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	YES	NO
Please indicate if your company is Registered on National Treasury – Central Supplier Database (provide your CSD Number)		
<b>CSD Number</b>		

THE FOLLOWING DOCUMENT ARE REQUIRED - PLEASE INDICATE IF THE FOLLOWING DOCUMENTS ARE ATTACHED TO YOUR PROPOSAL (TICK)

	YES	NO
<b>CSD Report (The Full Version)</b>		
SARS Pin to verify your status		
BBBEE Certificate or an approved Affidavit as per BBBEE Act submitted 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 Regulation 2011 (PPF 2017)		
<b>Disqualifying criteria if below mentioned documents are not provided</b>		
Please attach assessor certificate for MerSETA registered assessor for the National Certificate : Autotronics SAQA ID 78944		
Please attach moderator certificate for MerSETA registered moderator		
<b>Make sure these documents are provided with RFQ.</b>		

**\*" ACTIVE STATUS":** - means your SARS Pin submitted to AIDC is still valid & BBBEE Certificate still valid (thus your documents have not yet expired) remarkable

**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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**Dear Service Provider**

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

Invitation to submit a detailed proposal to the AIDC to assess and moderate formative assessments, summative assessments and work integrated learning logbooks National Certificate : Autotronics NQF 2 SAQA ID 78944 at Gauteng Automotive Learning Centre (GALC).

### **1. INTRODUCTION**

#### **1.1. 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.

#### **1.2. 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.

#### **1.3. 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.

#### 1.4. VALUES

The AIDC's staff aligns their behavior to the shared values as listed below, these values support, and is informed by the organization's Vision and Mission:


- Respect for others;
- Teamwork;
- Open and honest two-way communication;
- Encouraging a learning culture;
- On-time, on-brief, on-budget;
- Client-centered;
- Integrity and Ethics above all.

## 2. RFQ OBJECTIVES

Invitation to submit a detailed proposal to the AIDC to develop learning materials, formative assessments, summative assessments and Work integrated Learning logbook from the qualification National Certificate : Autotronics NQF 2 SAQA ID 78944 at Gauteng Automotive Learning Centre (GALC).

**NB: Service provider shall ensure that the scope of work required does not exceed the PO Amount.**

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### 3. Specification of Work

The scope of work shall be as follows :

- Qualification Program ID: 78944
- Qualification Title: National Certificate Autotronics
- NQF level: 2
- POE assessment and moderation: 1-month from appointment
- Assessment and moderation to be done onsite at Gauteng Automotive Learning Centre

### 4. DURATION

Estimated period of 1 month from appointment date.

### 5. RESPONSE FORMAT

Make submission of a formal proposal with all costs included in your pricing. All excluded costs must be clearly stipulated. [quotations@aidc.co.za](mailto:quotations@aidc.co.za)

### 6. CONTACT PERSON FOR RESPONSES:


For technical questions & information request, contact – Samantha Mvakali [smvakali@aidc.co.za](mailto:smvakali@aidc.co.za)

For general RFQ and submissions contact – Dane Visagie at [dvisagie@aidc.co.za](mailto:dvisagie@aidc.co.za)

**NB: The AIDC reserves the right to award the quote in part or in full at its own discretion**

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### Functionality

FUNCTIONALITY & CAPABILITIES	Maximum Points	Point Scored	Minimum Points
<b>NB: The service provider should achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing &amp; BBEE as per preferential system.</b>	<b>100</b>		<b>70</b>
<b>Submission</b>			
<b>1.1 Client Reference Letters in relation to the assessments previously assessed by this assessor for National Certificate: Autotronics , SAQA 78944</b> <ul style="list-style-type: none"> <li>➤ Attach signed Reference Letters from Clients.</li> <li>➤ Reference letters must be on the Client Letterhead and Signed by the client.</li> <li>• 3 reference letters = 60 points</li> <li>• 2 reference letters = 40 points</li> <li>• 1 reference letter = 20 points</li> <li>• 0 reference letters = 0 points</li> </ul>	<b>60</b>		
<b>1.2 Client Reference Letters in relation to the assessments previously moderated by this moderator for National Certificate: Autotronics , SAQA 78944</b> <ul style="list-style-type: none"> <li>➤ Attach signed Reference Letters from Clients.</li> <li>➤ Reference letters must be on the Client Letterhead and Signed by the client.</li> <li>• 3 reference letters = 40 points</li> <li>• 2 reference letters = 25 points</li> <li>• 1 reference letter = 10 points</li> <li>0 reference letters = 0 points</li> </ul>	<b>40</b>		
<b>Total score including number</b>	<b>100</b>		<b>70</b>

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### REQUEST FOR QUOTATION (RFQ)

<b>RFQ NO: 15386</b>	<b>DATE SENT: 21 October 2022</b>
<b>CLOSING DATE: 31 October 2022</b>	<b>CLOSING TIME: 12:00</b>

### REQUESTOR DETAILS

Requested By (SCM):	Dane Visagie
Contact Number:	0125645001
Department Requested for:	GALC
Project Number:	61100204
PR Number:	15386

### REQUEST DETAILS


Delivery Date:	Delivery Address:

### DESCRIPTION OF REQUEST

**NB:** The detailed pricing proposal must be submitted which should clearly separate the different opinions and sum the totals.

Item No.	Description	Units (POE)	Rate per unit (POE) (excl. VAT)	Total Price for 32 POE (excl. VAT)
1	Assess 32 learner POE: National Certificate Autotronics SAQA 78944	32		
2	Moderate 32 learners POE	32		
SUB-TOTAL				
VAT @ 15%				
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. All goods must be delivered to the address as indicated in the RFQ document.
4. All price quoted must be fixed & firm prices and where applicable, price negotiation with the preferred supplier will be entered into.
5. 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.
6. **Fully Complete & signed the attached SBD forms, thus SBD 4 & SBD 6.1 (NB: Quotes without the signed completed forms will not be considered)**
7. The 80/20 preference point system is applicable to price quotations and tenders with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included).
8. This RFQ will be evaluated on the basis of the 80/20 preferential point system as stipulated in the Preferential Procurement Policy Framework Act & PPR 2017. 80 POINT ALLOCATED TO PRICE & 20 POINTS ALLOCATED TO B-BBEE.
9. 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 2017. 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
10. 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 2017
11. **B-BBEE Status Level Verification Certificates (NB: Certificate are identifiable by a SANAS logo and a unique BVA number) or an Affidavit (EME/QSE see point 9&10 above) to be provided in order to claim the B-BBEE points:**

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B-BBEE STATUS LEVEL	NUMBER OF POINTS
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant	0

**12. Local production and content (where applicable) as per designated sector will be considered when evaluating your RFQ submission. The Declaration Certificate for Local Content (SBD 6.2) must be completed and duly signed.**

**13. The Supplier must ensure AIDC is in possession of a valid SARS Pin**, if already registered on our database. **NB:** If not, please submit your certificate with this quote or provide us with your **SARS Pin** to check your status.

**14. 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.

**15. NB: Supplier must ensure they registered on CSD before submitting the RFQ.**

Please note that failure to comply with the RFQ conditions will invalidate your proposal (if all 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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