

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				
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)				

## REQUEST FOR QUOTATION (RFQ) WITHOUT FUNCTIONALITY

**REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR THE ANNUAL EXTERNAL SURVEILLANCE AUDITING OF ISO 9001:2015 QUALITY MANAGEMENT SYSTEM, AND ONCE OFF READINESS AUDIT FOR ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM.**

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: PR 15604
PROJECT NO.	: A0173
ISSUE DATE	: 24 January 2024
BRIEFING YES/NO	: no
BRIEFING SESSION DATE AND TIME	: no
CLOSING DATE	: 02 February 2024
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 QUOTATION (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		
Please Indicate if your Company is Registered on SPDC SOC t/a AIDC Database & has “Active Status” *		

**” 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	
▪ <b>Pre-qualification –</b>	
▪ Proof of QMS SANAS Certification body [ Valid company registration certificate of accreditation]	
▪ Proof of EMS SANAS Certification body [Valid company registration certificate of accreditation]	
▪ Company profile to support that the bidder has experience to the required service. Must be in line with the required service.	
▪ 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
Proof of QMS SANAS Certification body [ Valid company registration certificate of accreditation]		
Proof of EMS SANAS Certification body [ Valid company registration certificate of accreditation]		
Company profile to support that the bidder has experience to the required service. Must be in line with the required service.		

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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.	<b>20</b>
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	N/A
51% owned by black people who are women.	Certified ID copy not older than 6 months.	N/A
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.	N/A
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.	N/A
51% owned by black people who are military veterans.	The tenderer to submit proof of registration with military veteran database.	N/A
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.	N/A
Cooperative, which is 50% owned by black people.	CIPC registration documents as well as a cooperative membership agreement.	N/A

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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 aim is to request interested service providers who are qualified to Audit companies that are currently ISO 9001 :2015 QMS certified to ensure maintenance of the system. Service provider must also be able to audit ISO 14001:2015 EMS system to prepare the organization for accreditation.

The service provider must utilize qualified ISO Auditors who have experience within the Automotive Industry, who have worked in and audited the Automotive Industry. The Auditors must have vast experience of ISO Auditing and knowledge of the ISO standards and systems. The auditors to be used must have various valid registrations with various ISO Audit regulatory bodies that are recognized in South Africa, their registration must be valid all the time during the duration of the contract.

Before the auditors are assigned to the AIDC their CV's and qualifications must first be sent to the AIDC to ensure that qualified Auditors in ISO Auditing, with relevant Automotive ISO Auditing Experience and working experience are going to be used.

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- Sites are as follows:

3.1 Automotive Supplier Park situated in 30 Helium Road, Rosslyn Pretoria North. Number of employees: **120 employees**.

The Automotive Supplier Park (ASP) is an industrial park based in Rosslyn in the northern part of Pretoria. The park spans 130 hectares and houses a tenant pool comprising mainly of component manufacturers and suppliers to Original Equipment Manufacturers (OEM). Automotive component manufacturers, suppliers and service providers benefit from the synergies and cost saving opportunities created by the locality of the Automotive Supplier Park. The AIDC develops factories to tenant specification on a long-term lease basis. The ASP is a benchmark project for our country and the continent at large and has contributed significantly to the global competitiveness of the South African automotive industry.

3.2 Gauteng Automotive Learning Centre situated at 99 Hendrick Van Eck, Rosslyn Pretoria North. Number of employees: **11 employees**.

The Gauteng Automotive Learning Centre is a state-of -the-art facility for skills and development training within the automotive sector. It was launched in 2014 as part of the Gauteng Provincial Government's commitment to skills development. The Learning Centre is part of the Nissan SA Investment Support Programme and is the result of a partnership between Nissan SA and the Automotive Industry Development Centre. The Learning Centre offers training in the latest technologies which match the latest vehicle models.

3.3 Winterveld Enterprise Hub is situated in Molefe Makinda & Bushveld Road, Winterveld. Number of employees: **4 employees**.

The AIDC is mandated to focus on the aftermarket informal sector by developing Automotive Enterprise Hub concept, as a lever in upskilling these artisans and supporting the growth of automotive entrepreneurs in the various corridors in Gauteng. The Automotive Hub will operate as a state-of-the-art automotive repair Centre with training facility; equipped with state-of-the-art equipment.

3.4 AIDC Ford Incubation center situated in Simon Vermoten Silverton Pretoria. Number of employees: **8 employees**.

The AIDC pioneered its Incubation Programmes within the local automotive industry to provide support to Black-owned enterprises and nurture these companies during their start-up phases. These start-up businesses benefit from operating within the Incubation facility, receiving subsidized rental, mentorship and training by professionals with business development and financial support. The initiative the AIDC's mandate of creating jobs and developing sustainable SMMEs.

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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.
- Quotation to be based on 2 Qualified Auditors who will audit all 4 sites of the AIDC, 1 day per site, 8 hours.

**NB : All costs to be included below including any other handover Audits that might be needed.**

##### Scope of Services and Responsibilities:

4.1 Auditing AIDC sites as listed above to ensure that they retain ISO 9001:2015 accreditation and certification.

4.2 External audits to be done once a year at all AIDC processes for all the sites listed above.

4.3 Provision of detailed audit reports with findings and recommendations.

4.4 Provision of QMS Accreditation certificates for all the sites listed above.

4.5 Once off Readiness Audit on ISO 14001:2015.

4.6 This year's audit to be conducted not later than 5 September 2023.

Duration: (3 years)

Yearly Surveillance audits for (24\_25, 25\_26, 26\_27)

NB: The detailed pricing proposal must be submitted which should clearly separate the different opinions and sum the totals. **Price to be for 1 External audit yearly for the 4 sites**

ITEM NO.	DESCRIPTION/SCOPE OF WORK <b>Price to be for 1 External audit yearly for the 4 sites</b>	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1.1	ISO 9001: 2015 QMS Surveillance audit 24_25 FY before end of September 2024, hand over Audit. Once off audit.	Number of audits to be conducted.	1		
1.2	ISO 9001: 2015 QMS Surveillance audit 24_25 FY before end of September 2024.	Number of audits to be conducted.	1		
1.3	ISO 9001: 2015 QMS Surveillance audit 25_26 FY before end of September 2025.	Number of audits to be conducted.	1		
1.4	ISO 9001: 2015 QMS Surveillance audit 26_27 FY before end of September 2026.	Number of audits to be conducted.	1		
1.5	ISO 14001: 2015 Readiness Audit once off before end of March 2024.	Number of audits to be conducted.	1		

\*UOM = Unit of measure, e.g., Hours/Days, etc.

<b>SUB-TOTAL</b>	
<b>VAT @ 15%</b>	
<b>TOTAL</b>	

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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 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

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**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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