


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  
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## REQUEST FOR QUOTATION (RFQ) WITH FUNCTIONALITY

REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR THE SUPPLY AND INSTALLATION AND COMMISSIONING OF A TWO (2) 3 PHASE IN/OUT POWER SUPPLY (UPS'S) AND BATTERIES INCLUDING 24 MONTHS SUPPORT AND MAINTENANCE SERVICE FOR THE AIDC MAIN SERVER ROOM.

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : PR15574

PROJECT NO. : A0116

ISSUE DATE : 31 AUGUST 2023

BRIEFING YES/NO : NO

BRIEFING SESSION DATE AND TIME : N/A

CLOSING DATE : 15 September 2023

CLOSING TIME : 11H00

RFQ VALIDITY DATE : 90 Business days

### REQUESTOR DETAILS

Requested By (SCM):	ALI MALEFO
Contact Number:	012 564 5043
Department Requested for:	ICT
For general RFQ and submissions contact	amalefo@aidc.co.za

### 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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## 1. EVALUATION CRITERIA

The following will be considered in the evaluation:


EVALUATION CRITERIA
<ul style="list-style-type: none"> <li>Compliance</li> <li>Pre-qualification - Copy of Valid CIDB Registration with 1EB OR 1EP OR HIGHER</li> <li>Functionality at <b>100%</b> with minimum of <b>70%</b></li> <li>Price (<b>80</b>)</li> <li>Specific goals (<b>20</b>)</li> </ul>

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 – <b>Fully completed and signed.</b> <b>Failure to comply will result to disqualification.</b>		
SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022 (PPR 2022). <b>Fully completed and signed. Failure to comply will result to non-allocation of points.</b>		
Valid Letter of Good Standing – <b>to be submitted before issuing of a PO.</b> N/B: Nature of business: Goods or Services or Construction/maintenance related		
SBD 6.2 - Declaration Certification and annexure C to be completed in full and below items and threshold is applicable to this RFQ. <b>Failure to fully complete and submit bidder will score zero for this specific goal.</b> <u>Description of services, works or goods</u> <u>Stipulated minimum threshold.</u>  Polyvinyl chloride (PVC) pipes                      100%  Electrical and telecom cables                      90%  Industrial lead Acid Batteries                      50%		
Valid Public Liability insurance to the minimum value of R1 Million - <b>to be submitted before issuing of a po.</b>		

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

B. Pre-qualification documents	YES	NO
1. Copy of– <b>DISQUALIFIED IF NOT GIVEN</b>  <i>NB: This request will also be advertised/published on CIDB website.</i>  <i>AIDC will also validate submission using CIDB online platform (<a href="http://www.cidb.org.za">http://www.cidb.org.za</a>). Stipulated CIDB Grade level is based on Works Capability for completed works contract with the value of not less than R130 000.</i>		

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### C Functionality

		Maximum	Score	Minimum
Based on Capability	Type of Compulsory Evidence / Supporting Documents	Maximum Points	Point Scored	Minimum Points
<b>A. Capability</b>		<b>100</b>		<b>70</b>
<b>Company Experience:</b>  Company experience with respect to UPS installation, UPS maintenance, Electrical wiring and issuing of Certificate of Compliance or similar projects over the past 5 years. <ul style="list-style-type: none"> <li>No letter or completion certificates = <b>0 points</b></li> <li>1 X reference letter or completion certificates = <b>10 points.</b></li> <li>2 X reference letters or completion certificates = <b>20 points.</b></li> <li>3 X reference letters or completion certificates = <b>30 points.</b></li> <li>4 X reference letters or completion certificates or more = <b>40 points.</b></li> </ul>	N.B: The reference letters/ completion Certificate to be submitted in the following format:  Signed by the client. Submitted under the client company letter head. Client's Contactable details (e.g., Physical Address, Mail, Telephone, etc.) Awarded Description/scope of the work. And duration of the project etc	40		
<b>Key Project Personnel experience</b>  <b>Experience of the key staff</b> (This criterion covers the general experience, education, and training of each key staff/ expert personnel.  <b>Electrician with Wireman's License registered as Installation electrician experience:</b> <ul style="list-style-type: none"> <li>6 years = <b>20 points</b></li> <li>5 years = <b>15 points</b></li> <li>4 years = <b>10 points</b></li> <li>Below 3 years = <b>0 points</b></li> </ul>	CV including wireman's license with experience.	20		
<b>Provide certified copies not longer than 6 months</b>  <b>UPS Technical specification, Methodology, and Approach:</b>  Bidder to provide the technical specification of the UPS to be Installed and provide detailed methodology and approach to cover the below mentioned aspects:	UPS Technical specification, Methodology, and Approach	40		

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<ul style="list-style-type: none"> <li>Supply, Install and Commissioning of 30KVA and 10KVA 3 PHASE IN/OUT UPSs with 2-3 hours battery time at average load. VRLA battery for Standby Application = <b>10 Points</b></li> <li>Wiring of UPSs to the Distribution Board (DB) = <b>10 points</b></li> <li>Commissioning and testing of the UPS = <b>10 points</b></li> <li>That an electrical Certificate of Compliance issued by a qualified electrician will be provided to AIDC upon completion of the installation = <b>10 points</b></li> <li>Incomplete adherence to Technical Specification and written methodology and approach by the bidder not provided = <b>0 points</b></li> </ul>				
<b>TOTAL SCORE</b>		<b>100</b>		<b>70</b>

### 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 the price and the remaining 20 points are assigned to a specific goal. Bidders 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>10</b>
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.	<b>10</b>

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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 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 the RFQ is to request suitably accredited and qualified suppliers to supply and install/replace UPSs for AIDC main server room.

The UPSs must protect connected loads from surges, spikes, lightning, and other power disturbances. **They must also be able to provide remote power management for the UPS over the network.**

**NB:** Bidders must provide the technical specifications of the product offered in terms of this bid. Should technical specifications not be available from the OEM the bidder must confirm in writing stating that the product/s offered to AIDC comply / does not comply to the technical specifications of the item/s below.

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## 4. RFQ SCOPE

### 4.1. REQUIREMENTS

The **AIDC main site**, which is located at the Automotive Supplier Park, 30 Helium Road, Rosslyn has a **Server Room** that requires supply, Installation and Commissioning of **30KVA and 10KVA 3 PHASE IN/OUT UPS** with 2-3 hours battery time at average load. VRLA battery for Standby Application with a minimum warranty of 3 years.

Current UPSs in the sever room:



The minimum estimated backup time for all the UPS should be 30 minutes.

The service provider will supply and install two (2) UPS's devices which are **30KVA and 10KVA 3 PHASE IN/OUT UPS with 2-3 hours battery time at average load. VRLA battery for Standby Application** as per the specification with a minimum warranty of 3 years.

### 4.2. MAINTENANCE AND SUPPORT

The proposed solution must include support and maintenance for a period of 24 months after the implementation.


The contractor shall maintain the entire installation as described in this specification for a period of twenty-four [24] months from the date of final handover. The maintenance visits shall be carried out at regular intervals, as necessary. The maintenance shall cover all items of plant and equipment and shall include replacement of all expendable items. In addition to the monthly maintenance visits, the contractor shall carry out all necessary visits due to failure of any item of the system. The contractor shall attend to all complaints by AIDC. At each maintenance visit, the contractor shall check the function of each item and shall ensure that the equipment is performing to specification. All automatic controls and safety devices shall be checked. All electrical control gear, bulbs, etc., shall be checked and adjusted or replaced as necessary. The equipment shall be cleaned where necessary at each scheduled visit.

Equipment monitoring should be included.

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#### 4.3. INSTALLATION

Installation should take place after working hours or weekends.

#### 4.4. GUARANTEE

The contractor shall guarantee the entire installation, as described in this specification, for a period of 12 months from the date of final handover. The guarantee shall provide for all parts, spares and equipment that become defective during the guarantee period and these shall be replaced free of charge. The guarantee shall cover all costs including material, labour, overheads, travelling, etc. The complete installation shall be guaranteed against defects whether patent or latent as well as against faulty materials and workmanship. The guarantee shall cover all materials, plant, and equipment whether it is covered by a manufacturer's guarantee.

#### 4.5. DETAILS OF THE SERVER ROOM

The layout of the server equipment is not available. Below is the hosted equipment. Growth must be considered.

Rack #	Hosted Equipment	Rack #	Hosted Equipment
Rack 1	1. Network Switches	Rack 5	1. 5 x Physical Servers
Rack 2	1. Network Switches 2. Fiber Patch Panel 3. Core Network Switch	Rack 6	1. CCTV NVR
Rack 3	1. 5 x Physical Servers	Rack 7	1. Routers for Internet Connection
Rack 4	1. 5 x Physical Servers	Rack 8	1. Biometric Security Server


### 5. DURATION

**The successful bidder will be required to enter into a Service Level Agreement (SLA) for support and maintenance for a period of 24 months after the Purchase Order has been issued.**

The project implementation should not take more than 1 month after the PO has been issued.

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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 firm pricing proposal must be submitted which should clearly separate the different opinions and sum the totals. The prices must be all inclusive.

Location	Product Features	Quantity	Unit Price (Excl VAT)	Total Price Excl VAT
AIDC Main Site	10kVA UPS 3 phase in / 3 phase out: 2-3 hours battery time at average load. VRLA battery for Standby Application	1		
AIDC Main Site	30kVA UPS 3 phase in / 3 phase out: 2-3 hours battery time at average load. VRLA battery for Standby Application with a minimum warranty of 3 years.	1		
AIDC Main Site	Equipment monitoring	1		
AIDC Main Site	Wiring of UPS's to the Distribution Board (DB)	1		
Professional Service	Supply, Installation and Commissioning, testing and quality assurance	1		
AIDC Main Site	Support and Maintenance for a period of 24 months (Monthly checkup status reports required)	24		
			<b>TOTAL excluding VAT</b>	
			<b>VAT @15%</b>	
			<b>TOTAL including VAT</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 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.
5. All goods must be delivered to the address indicated in the RFQ document.
6. All prices 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 (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 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 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: .....