

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre Your partner in becoming globally competitive
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

REQUEST FOR QUOTATION (RFQ) WITHOUT FUNCTIONALITY

INVITATION TO SUBMIT A DETAILED PROPOSAL TO CONDUCT A PSYCHOMETRIC ASSESSMENT ON NINE (9) CANDIDATES WHO HAVE BEEN SHORTLISTED.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: PR 15916
PROJECT NO.	: A0200
ISSUE DATE	: 31 May 2024
BRIEFING YES/NO	: no
BRIEFING SESSION DATE AND TIME	: n/a
CLOSING DATE	: 6 th June 2024
CLOSING TIME	: 11:00
RFQ VALIDITY DATE	: 90 Business 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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1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ 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 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
N/A		

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C. Functionality

A. FUNCTIONALITY & CAPABILITIES	Maximum Points	Point Scored	Minimum Points
NB: The service provider should achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & BBBEE as per preferential system.	100		70
Company Experience Company profile indicating years in Psychometric Evaluation: > above 5 years – 15 points > 3 – 4 years – 10 points 1 - 2 years - 0 points	15		
1. Perform psychometric assessment. Reference letters from past clients indicating involvement in psychometric assessment: 5 - Reference Letters = 40 points 4 - Reference Letters = 30 points 3 - Reference Letters = 20 points 2- Reference Letters = 10 points Less than 2 reference letters = 0 points NB: The reference letters contain the following but are not limited to client's information. <ul style="list-style-type: none"> Client's Company letter head Client's Contactable details (e.g., Physical Address, e-mail, Telephone, etc.) 	40		
2. Experience as lead facilitator indicated in the form of CV. (Lead facilitator's CV to be submitted) <ul style="list-style-type: none"> >5 years' experience indicated in CV where assessing candidates has been done = 30 points 3 - 5 years' experience indicated in CV where assessing candidates has been done = 20 points 1 - 2 years' experience indicated in CV where assessing candidates has been done = 10 points Less than 1 year and No experience = 0 points 	30		

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3. Ability of company to evaluate candidates' response to a case study exercise. <ul style="list-style-type: none"> 2 x reference letters from clients where the company has done a case study exercise = 15 points 1 x reference letter from a client where the company has done a case study exercise = 10 points No reference letter submission = 0 	15		
Total and minimum score	100		70

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

Dear Service Provider

REQUEST FOR PROPOSAL /QUOTATION (RFQ)

1. INTRODUCTION

The Automotive Supplier Industry Development Centre t/a AIDC Development Centre (AIDC) strive to make the Automotive Industry in South Africa globally competitive through its strategic projects and infrastructure. To this effect the AIDC has successfully project managed the conceptual development and implementation of various projects in the automotive sector. The AIDC brings with its involvement, its vast experience and knowledge base in the automotive sector together with its good working relationships with key government institutions.

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2. RFQ OBJECTIVES

To conduct a psychometric assessment on 9 candidates who have been shortlisted. An external provider will assist the Ford and Nissan Incubation Centre Programme and the Tier 1 to make an objective decision when selecting Incubatees. To ensure the validity of a decision as it will carry the weight of the interview score, the report, and the psychometric score.

3. RFQ SCOPE OF WORK/SERVICE

3.1 Consultants Objectives

- Cognitive process profiling/Strategic Thinking
- Problem-solving and decision making
- Entrepreneurial and commercial thinking
- Leading and influencing skills.
- Planning and organising
- Emotional Intelligence
- Presentational skills

3.2 Reasons for the appointment of consultants

- To offer professional objective psychometric assessment to short-listed candidates, for the Incubates position.
- To perform an assessment that will determine whether the potential candidate meets the competency status set up against the job/position.

3.3 Expected outputs.

- Perform a psychometric assessment.
- Run personality profiling test.
- Provide a test battery report after the assessment.
- Report on a case study done by candidates.
- Assess candidates' presentational skills.
- Provide a clear basis for the candidate strength and weaknesses.

3.4 Performance measurement

- Agree on the time and date of rendering the service.
- Ensure that the provider releases the candidate's assessments reports before payment is made.
- Ensure that the assessment measure behavioural and functional competencies.

The performance will be measured against the terms of the PO. The consulted will be measured based on whether they have delivered as per the PO.

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Once the PO is issued to the service provider, the Project Manager will have a meeting with the recommended bidder, wherein time frames of deliverables and expectations will be agreed upon by both parties. Should we encounter delays from the service provider; a penalty as per the terms outlined in the terms and conditions will be imposed on the service provider. It is vital that we comply and do the work as specified on the PO to avoid additional work done that will require additional costs incurred.

DURATION - Once-off

The quotation should be as per below. The suppliers who will not be quoting as per the below specification will be disqualified. We need to approve samples first.

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

DESCRIPTION OF REQUEST

Item No.	Description	UOM*	NUMERIC Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
1.	Consultants Objectives <ul style="list-style-type: none"> Cognitive process profiling/Strategic Thinking Problem solving and decision making. Entrepreneurial and commercial thinking Leading and influencing skills. Planning and organising Emotional Intelligence Presentational skills 	each	9		
2.	Expected outputs: <ul style="list-style-type: none"> Perform a psychometric assessment. Run personality profiling test. Provide a test battery report after the assessment. Provide a clear basis for the candidate strength and weaknesses. Report on a case study done by candidates. <ul style="list-style-type: none"> Assess candidates' presentational skills. 	each	9		
				SUB-TOTAL	

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

VAT @ 15%	
TOTAL	

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 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 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 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 in order to claim points for specific goals:

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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).

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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