


Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-012	 Supplier Park Development Company SOC Ltd t/a <b>Automotive Industry Development Centre</b> <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) WITH FUNCTIONALITY

INVITATION TO APPOINT A SERVICE PROVIDER TO SUPPLY, INSTALL, CONFIGURE THE AUDIO-VISUAL EQUIPMENT AT THE SUPPLIER PARK DEVELOPMENT COMPANY T/A AIDC

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: 16118
PROJECT NO.	:
ISSUE DATE	: 14 MAY 2025
BRIEFING YES/NO	: YES (ONSITE)
BRIEFING SESSION DATE AND TIME	: 20 MAY 2025 @ 10H00
CLOSING DATE	: 23 MAY 2025
CLOSING TIME	: 11H00
RFQ VALIDITY DATE	: 90 Business days

RFQ DESCRIPTION: REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR THE SUPPLY AND DELIVERY OF ICT END USER EQUIPMENTS

### REQUESTOR DETAILS


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

### 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 <b>N/A</b>
▪ 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 <b>where local content production is a specific goal, it must be noted under 6.1 for specific goal.</b>		

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

TECHNICAL COMPLIANCE REQUIREMENTS Y (COMPLIANCE REQUIREMENT) -	ALL DOCUMENTS TO BE SUBMITTED	YES/NO

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FUNCTIONALITY AND CAPABILITY REQUIREMENTS	TYPE OF SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
<b>NB:</b> The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & BBEE as per preferential system		100		70
<b>1. EXPERIENCE OF KEY PERSONNEL</b>  <b>Provide One CV for Audio Visual Installation Engineer/Technician - Years of experience installation of audio-visual solutions.</b> <ul style="list-style-type: none"> <li>Above 4 years = <b>20 points.</b></li> <li>3 – 4 years = <b>10 points.</b></li> <li>less than 3 years = <b>0 points</b></li> </ul>	CV of personnel	20		
<b>2. PROJECT PLAN AND SUPPORT</b>  (Not more than 4 pages) <ol style="list-style-type: none"> <li>Introduction = 5</li> <li>Project Objectives = 5</li> <li>Scope of Work=5</li> <li>Proposed solutions per site (technical specs to be furnished as part of prequalification) = 5</li> <li>Key Features=5</li> <li>Implementation Timeline = 5</li> <li>Risk Assessment = 5</li> <li>Mitigation = 5</li> </ol>	Project plan with all items addressed	40		
<b>3. REFERENCES LETTERS OF AUDIO-VISUAL SOLUTIONS</b> <ul style="list-style-type: none"> <li>4 or more reference letters = <b>40 points</b></li> <li>3 reference letters = <b>30 points</b></li> <li>2 reference letters = <b>20 points</b></li> <li>1 reference letter = <b>10 points</b></li> <li>No reference letter = <b>0 points</b></li> </ul> <b>NB: The reference letters to contain all the following but not limited to client's information:</b> <ol style="list-style-type: none"> <li>Client's Company letter head</li> <li>Signed</li> <li>Dated</li> <li>Client's Contactable details (e.g., Physical Address, e-mail, Telephone, etc.)</li> <li>Awarded Description/scope of the work which must be in line with scope of work.</li> </ol> <b>NB:</b> <b>AIDC reserves the right to validate the reference letters.</b>	Reference letters.	40		
<b>TOTAL SCORE</b>		100		70

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## FUNCTIONALITY (YES)

**NB: The minimum threshold for the functionality evaluation is 70 points. The Tenderers that do not meet this minimum threshold will not proceed to the next stage of evaluation of the tender.**

### 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.**

<b>Specific goals</b>	<b>Supporting evidence for meeting preferential procurement targets</b>	<b>Points</b>
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	<b>10</b>
51% owned by black people who are women.	Certified ID copy not older than 6 months.	<b>10</b>

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 as the development of 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.

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### 3. RFQ OBJECTIVES

The aim is to request interested service providers to receive a detailed Request for Quotation for the supply and delivery of audio-visual equipment.

The AV system will:

- Support high-quality video conferencing and teleconferencing.
- Enable dynamic presentations with audio-visual aids.
- Ensure ease of use with intuitive controls and interfaces.
- Enhance the overall productivity and professionalism of meetings within the AIDC Conferencing Boardroom.

### 4. DURATION

This is once off supply and delivery.

The Wackersdorf and Melfi Boardroom installations were completed on 3 June 2024

The installation comprises of support and maintenance for 36 months (3 June 2024 – 31 May 2027).

### 5. SCOPE OF WORK

#### 5.1. Wackersdorf Boardroom.

Approximate Dimensions

- Length : 14m
- Width : 14m

#### Current configuration

The boardroom is a 100-seater - combined.

The boardroom can be partitioned into 2 rooms each with its own projection and sound capability.

2 x HD Projectors and 2 x motorized screens

4 x 46" HD TV displays

Wireless Presentation for each partition and combined

2 x HDMI Presentation wall boxes.

12 x Ceiling Speakers.

BYOD Video Conferencing. No Camera Input.


Room control for:

- Lights
- Sound
- Select displays for a specific partition (room name)
- Presentation source

#### New Requirement.

Microsoft Teams Room Pro Video Conferencing Endpoint for medium to large sized rooms. To be integrated into the current system. The supplier is to quote for all required equipment and accessories.

Rooms to operate combined and as a split.

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## 5.2. LAPA

### Current configuration

Presentation:

- 2 x 46"TV displays on both sites of the area.
- Mounted projector with motorized screen
- Presentation via HDMI connection.

DSTV service

Sound system

2 x Audio speakers

### New Requirement.

Presentation:

- Mounted projector with onboard Wi-Fi and security cage.
- 150" Motorized Screen: 16:10, 3230 x 2020mm
- Wireless presentation.
- Presentation via HDMI connection.

Sound mixer system

- Sound amplifier and DSP.
- Lockable cabinet with ventilation.
- 2 x Handheld microphones.
- 4x Audio speakers with security cage.

## 5.3. Leipzig Boardroom

Dimensions

- Length : 5,75 M
- Width : 4,20 M

### Current configuration

The presentation is via WePresent with Audio speakers.


### New Requirement.

- 55" TV display
- Soundbar with an integrated camera and microphone
- Adjustable rolling TV stand, compatible with 32" to 65" screens
- Wireless presentation system

## 5.4. Chicago Boardroom

Dimensions

- Length : 5,60 M
- Width : 5,10 M

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### Current configuration

Presentation is via WePresent with Audio speakers

### New Requirement.

- 55" TV display.
- Soundbar with an integrated camera and microphone.
- Adjustable rolling TV stand, compatible with 32" to 65" screens.
- Wireless presentation system.

## 5.5. Nissan Incubation Centre

Minimum configuration

16 Mp Max 720P HD 16 X Digital Zoom Digital Video Camera

Sensor CMOS 1.3Mega pixels, The max 16.0 Mega pixels

Memory media SD/SDHC card (32GB Max)

- ISO: auto, 100/200/400
- Lens: F/3.2, f=7.6mm
- Focus Normal: 1.2m~infinity
- Image resolution: File format: JPEG, 2M, 3M, 5M, 7M, 10M, 12M, 16M
- Move resolution: File format: AVI, 720P, VGA (640 x 480), QVGA(320 x 240)
- Zoom: 16X digital zoom
- DIS: YES
- LED light: LED, <1.0M, open / close
- White balance: Auto / Sunny / Cloudy / Tungsten / Fluorescent
- Exposure: -3.0EV~+3.0EV
- Self-time mode: close / 2sec / 5sec / 10sec
- Usb port: USB2.0


## 6. PRICE SCHEDULE

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 days** of RFQ.


AIDC invites you to supply a quote for as per the Scope of work below.

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




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ITEM NO.	DESCRIPTION	LOCAL CONTENT%	UOM*	QUANTITY	RATE	PRICE (EXCL. VAT)
<b>1</b>	<b>WACKERSDORF BOARDROOM: SUPPLY, INSTALL, COMMISSION, CONFIGURE &amp; TEST OF VIDEO CONFERENCING SYSTEM SOLUTION END POINT WITH,</b>					
1.1	<ul style="list-style-type: none"> <li>Dual Ultra High-Definition Cameras.</li> <li>Provision for Quality Sound Reception</li> </ul> <p><i>Note: The Above requirements are for a split boardroom, which is converted to one large Boardroom and two smaller boardroom the system should be able to operate as one and independently</i></p>		Each	1		
<b>2</b>	<b>LAPA: SUPPLY, INSTALL, COMMISSION, CONFIGURE &amp; TEST OF SYSTEM SOLUTION END POINT WITH,</b>					
2.1	Projector and Screen <ul style="list-style-type: none"> <li>Supply 7000 Lumen Laser projector</li> <li>Supply 150" motorized screen: 16:10, 3230 x 2020mm (matt white)</li> <li>Supply Projector pole and Footplate Set.</li> </ul>		Each	1		
2.2	Wired and Wireless Presentation <ul style="list-style-type: none"> <li>Supply Wireless Presentation System with Single Button for BYOD.</li> <li>Supply HDMI Wall-Plate with Back Box.</li> <li>Supply Audio De-embedder.</li> <li>Supply AV HDMI Extender Set over CAT6 up.</li> </ul>		Each	1		

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2.3	<b>Audio</b> <ul style="list-style-type: none"> <li>Supply DSSPA150" Line Amplifier Mic Inputs and Bluetooth: M610 240w 100v</li> <li>Supply Capsule Dual Handheld Wireless Microphone System</li> <li>Supply 6U Wall-Mount Swing Frame Rack</li> </ul>		Each	<b>1</b>		
2.4	DSP8046 6.5" 40w wall-mounted black speaker (per speaker)		Each	<b>4</b>		
<b>3</b>	<b>LEIPZIG BOARDROOM: SUPPLY ONLY</b>					
	<ul style="list-style-type: none"> <li>55" TV display</li> <li>Soundbar with an integrated camera and microphone</li> <li>Adjustable rolling TV stand, compatible with 32" to 65" screens</li> <li>Wireless presentation system – Clickshare.</li> </ul>		Each	<b>1</b>		

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<b>4</b>	<b>CHICAGO BOARDROOM: SUPPLY ONLY</b>					
	<ul style="list-style-type: none"> <li>• 55" TV display</li> <li>• Soundbar with an integrated camera and microphone</li> <li>• Adjustable rolling TV stand, compatible with 32" to 65" screens</li> <li>• Wireless presentation system – Clickshare.</li> </ul>		Each	1		
<b>6</b>	<b>FORD INCUBATION CENTRE: SUPPLY, INSTALL, COMMISSION, CONFIGURE &amp; TEST OF SYSTEM SOLUTION END POINT WITH</b>					
6.1	a) TRAINING ROOM  Approximate Room dimensions: Length 5,4 width 11,6 m  75-inch smart 4K UHD TV Brackets for wall mounting Sound bar and fully secured.		Each	1		
6.2	b) INDUCTION ROOM  Approximate Room dimensions: Length 5,5, Width 8,4  Supply of 75-inch smart 4K UHD TV Supply of Brackets for wall mounting Sound bar		Each	1		
6.3	c) BOARDROOM  Approximate Room dimensions: Length 3,9. Width 4,5			1		

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	55-inch smart 4K UHD TV Brackets for wall mounting BYOD Video Conferencing		Each			
<b>7</b>	<b>NISSAN INCUBATION CENTRE</b>					
7.1	A portable mobile video recording camera as per minimum config on section 5.5 above		Each	1		
7.2	Supply Only: <ul style="list-style-type: none"> <li>55" TV display on mobile stand with Bring Your Own Device (BYOD) Video Conferencing system and Wireless presentation system – Clickshare</li> <li>Soundbar with an integrated camera and microphone</li> </ul>		Each	1		
<b>8</b>	Installation Contingencies (Additional Screws, Additional Cabling, Additional Electrical, Unforeseen installation requirements)		Once off	1	R 10 000.00	<b>R 10 000.00</b>
	<b>SUB-TOTAL</b>					
	<b>VAT @ 15%</b>					
	<b>GRAND 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 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:
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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