


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) WITH FUNCTIONALITY

REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF NEW OUTDOOR ROLLER BLINDS AT AIDC ROSSLYN PRETORIA PREMISES.

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	:	PR000000- 15528
PROJECT NO.	:	A0712 – 22/23
ISSUE DATE	:	12 April 2023
BRIEFING YES/NO	:	YES - COMPULSORY
BRIEFING SESSION DATE AND TIME	:	20 April 2023, 11.00am
BRIEFING SESSION ADDRESS:	:	30 Helium Road, Automotive Supplier Park, Rosslyn, 0200.
CLOSING DATE	:	28 April 2023
CLOSING TIME	:	12.00 PM
RFQ VALIDITY DATE	:	30 Business days

### REQUESTOR DETAILS

Requested By (SCM):	Dane Visagie
Contact Number:	012 564 5001
Department Requested for:	FMM
For general RFQ and submissions contact	


### 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		
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) and the tax pin submitted to AIDC must indicate SARS tax compliance status.

**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
▪ Administration
▪ Pre-qualification if it applicable (Qualification, CIDB, membership, certification)
▪ 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 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 will 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

B. Pre-qualification mandatory documents	YES	NO
<ul style="list-style-type: none"> <li>Copy of Valid CIDB Registration with 2GB OR 2SG OR HGER – <b>DISQUALIFIED IF NOT GIVEN</b></li> </ul> <p>NB: This request will also be advertised/published on CIDB website. 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.</p>		


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<ul style="list-style-type: none"> <li>Valid Letter of Good Standing - <b>DISQUALIFIED IF NOT SUBMITTED</b> N/B: Nature of business: Construction/maintenance related</li> </ul>		
Valid Public Liability insurance to the minimum value of R1 Million - <b>DISQUALIFIED IF NOT SUBMITTED</b>		
NB: Service provider will be required to provide a comprehensive safety file within 7 working days upon appointment. Failure to submit, AIDC reserves the right to terminate the services.		


C. FUNCTIONALITY & CAPABILITIES	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 & BBBEE as per preferential system.		100		70
<b>1. WORK PLAN/SCHEDULE</b>				
<p>The bidder should propose the work plan/schedule that is aligned with the AIDC Overall Supply, Delivery, and Installation of New Outdoor Roller Blinds Project time frame, main activities for the assignment, and specifically to cover the following:</p> <ul style="list-style-type: none"> <li>The Activity &amp; sequencing = <b>5 Points</b></li> <li>Project Duration appropriate and consistent = <b>5 Points</b></li> </ul> <p><b>Total = 10 Points</b></p>	Work Plan/ Schedule	10		
<b>2. ORGANIZATION AND STAFFING TO BE ADDRESSED TO AIDC</b>				
<p><b>Site specific team Organogram with names and roles, inclusive of nominated sub-contractors</b> (The bidder should propose the structure and arrangement of their team as follows:</p> <ul style="list-style-type: none"> <li>Comprehensive organogram with personnel full names and roles, inclusive of nominated sub-contractors = <b>10 points</b></li> <li>If not provided or incomplete = 0 points</li> </ul>	Organogram	10		
<p><b>Experience of the key staff</b> (This criterion covers the general trades experience, level of education and training of each key staff member / expert member.</p> <p><b>A. Service Technician with Trade in Electrical or Trade in Electronics or Trade in Millwright CV:</b></p> <ul style="list-style-type: none"> <li>5 or More Years' experience = <b>10 Points</b></li> <li>3-4 Years' experience = <b>3 Points</b></li> <li>1-2 Years' experience = <b>2 Points</b></li> <li>Less than 1 Year experience = <b>0 point</b></li> </ul>		10		
<b>3. BIDDER CONTRACTOR'S/COMPANY EXPERIENCE</b>				
<p>Bidder's experience with respect to specific aspects of the same/comparable projects with the minimum value of R130 000.00 and above as per the CIDB's Works Capability linked to Track Record/Largest Contract, over the last 10 years specifically relating to the development, extension, installation, renewal, removal, renovation, alteration, dismantling, specialist works or similar nature.</p>	Award letters or PO's with any of (reference letter/ practical certificate/ final completion certificate)	60		

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<ul style="list-style-type: none"> <li>3 x award letters or PO's and any of (reference letter/ practical certificate/ final completion certificate) specifically relating to the development, extension, installation, renewal, removal, renovation, alteration, dismantling, specialist works or similar nature = <b>60 points</b></li> <li>2 x award letters or PO's and any of (reference letter/ practical certificate/ final completion certificate) specifically relating to the development, extension, installation, renewal, removal, renovation, alteration, dismantling, specialist works or similar nature = <b>40 points</b></li> <li>1 x award letters or PO's and any of (reference letter/ practical certificate/ final completion certificate) specifically relating to the development, extension, installation, renewal, removal, renovation, alteration, dismantling, specialist works or similar nature = <b>30 points</b></li> <li>0 x award letters or PO's and any of (reference letter/ practical certificate/ final completion certificate) specifically relating to the development, extension, installation, renewal, removal, renovation, alteration, dismantling, specialist works or similar nature = <b>0 points</b></li> </ul> <p>(N/B) Please ensure that each submitted award letter is linked to its reference letter/ practical certificate/ final completion certificate in order to score maximum points, awards letter, or PO's 'ONLY' without any of reference letter/ practical certificate/ final completion certificate will not score any points.</p> <p>And the requested documentation to entail but not limited to the following information:</p> <ul style="list-style-type: none"> <li>Client's Company letter head</li> <li>Client's Contactable details (e.g. Physical Address, Mail, Telephone, etc.)</li> <li>Awarded Description/scope of the work</li> <li>Awarded Value of the project</li> </ul> <p>And subject to validity of the submitted reference letter/ practical certificate/ final completion certificate, a physical site visit can be conducted by AIDC.</p>				
<p><b>4. BIDDERS LOCALITY OF CLOSEST OFFICE TO AIDC ROSSLYN ASP SITE</b></p> <p>Points will be allocated if any of the following proof of residence is provided (proof of physical business address, lease agreement or utility account (e.g. rates and taxes, water and/or electricity account.)</p> <ul style="list-style-type: none"> <li>Located within Gauteng = <b>10 points</b></li> <li>Located outside Gauteng = <b>5 points</b></li> </ul>				
		<b>Proof of residence</b>  (Proof of physical business address, lease agreement or utility account (e.g. rates and taxes, water and/or electricity account.)	<b>10</b>	
<b>TOTAL SCORE</b>			<b>100</b>	<b>70</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's programs 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 quotations from potential service providers to submit a quotation for Supply, Delivery, and Installation of New Outdoor Roller Blinds at AIDC Rosslyn Pretoria.

Bidders will be provided an opportunity to walk the site after the compulsory site briefing as to offer an opportunity to familiarize with the extent of scope of works and site conditions.

Bidders must be registered with the CIDB as 2GB OR 2SG OR Higher

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#### 4. BACKGROUND TO THE RFQ

##### 4.1 INTRODUCTION

The FMM department's mandate encompasses a range of functions required to ensure that buildings infrastructure perform as originally designed and constructed to support organizational requirements of the AIDC.

As per the Occupational Health and Safety Act, 1993 requirement, that a safe working environment without risks to the health of occupants of buildings should be reasonably maintained at all times.

The department, thus promptly need to address/close the gaps impeding the respective daily operation of our key stake holders by improving facilities to acceptable standards and to sustain the usefulness and value of AIDC properties.

This service will cover the specialist works for the restoration of existing facilities (LAPA) currently used for conference purposes.

##### 4.2 RFQ SCOPE - OVERVIEW

The appointed building maintenance specialist contractor shall provide, as a minimum, the below services:

##### 4.2.1. Supply, Delivery, and Installation of New Outdoor Roller Blinds.

###### Specification:

12 x Outdoor Roller up Slidetrack Blinds (Motorized) with,


- Clear PVC (Large Windows)
- PVC Blind Fabric (Midnight Blue)
- Standard Matt Finish
- Branding (ASP Logo)
- Motorized with Wall Mountable remote control
- Durability (Blocks wind, UV resistant, waterproof, non-porous and fade resistant)
- Power supply to individual blinds motors
- Issue Electrical CoC
- 12 month or more Guarantee

###### Dimensions:

- Opening – 2 x 4200mm x 2400mm (for solid blinds)
- Opening – 9 x 4000mm x 2400mm (for solid blinds)
- Opening – 1 x 4000mm x 2400mm ((for solid blind with side pedestrian access)

###### Fabric Material

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500 + 750micron Clear PVC, Width 150cm, Fade resistant, Waterproof and Non-Porous, Blocks the wind, UV Resistant and Fire Retardation.

## 5. DURATION

The service provider will be appointed to render a once-off services.  
Lead period and scope execution not to exceed 60 Calendar Days Effective from the date of appointment.

## 6. WORKMANSHIP

- The appointed contractor shall employ only competent personnel including artisans to perform the scope of work.
- The works shall be executed using the latest technology, trends, and best practices in accordance with building regulations to the satisfaction of AIDC. All remedial work or poor workmanship shall be rectified at the cost of the contractor
- The appointed contractor shall remain responsible for completing restoration of the requested building infrastructure improvements appropriately. The inspections by the FMM department shall not discharge the contractor from his responsibilities.

## 7. LOCATION OF WORKS

**The Supply, Delivery, and Installation of New Outdoor Roller Blinds will be rendered at the following sites:**


Item	Site	Building	Physical Location
01	Automotive Supplier Park, ASP	Common Area	30 Helium Rd, Akasia, Rosslyn, Pretoria North

## 8. SPECIAL NOTES

- Make provision for comprehensive safety file to AIDC SHEQ Team.
- All bidders shall be required to attend a compulsory site briefing to acquaint themselves with RFQ requirements.
- The attendance register, or site inspection certificate shall be completed by the bidder as advised by AIDC during the session.
- The RFQ documentation must be completed in full as per requirements.
- This above indicative scope of works outlines minimum requirements relating to the scope and does not absolve the bidder from sound engineering practice responsibilities.
- Specialist sub-contracting will only be engaged through the approval of AIDC project manager.
- The required works, material and equipment shall be installed complete in every respect, including modern design, latest advanced technology, adherence to good engineering practices, supplied by reputable local companies etc.

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- The successful bidder shall issue appropriate guarantee/s for the workmanship and installed equipment in accordance with the (OEM) manufacturer's prerequisites, that the equipment, is adequately installed to perform as per outlined scope and specification.

## 9. PENALTY CLAUSE

- The successful bidder shall be responsible for any damages to property as a result of negligence during construction works on site.
- Penalties will be applied for late delivery of the project in accordance with the signed JBCC contract.

## 10. HEALTH AND SAFETY REQUIREMENTS

- All construction works including installations whether detailed in the scope of work or not shall comply with the requirements of the Occupational Health and Safety Act 85 of 1993 and all other applicable legislation including local municipal by laws where applicable.
- At all times, the successful bidder shall be responsible for the safety of all persons on site during the construction, assembly, and testing of the equipment.

## 11. SHE SPECIFICATION – AIDC

- The successful bidder shall be issued with a SHE specification to compile a safety file in accordance with AIDC's site requirements before commencement of works.
- It is a requirement that all personnel directly involved with this contract, including those of specialist sub-contractors, attend a Safety induction course before commencement of works.

## 12. PRICE SCHEDULE

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

NB:

12.1.1. For fair price comparison, bidders must indicate whether they are VAT registered.


12.1.2. Bidders submitting two different bids/proposals in value will be disqualified.

12.1.3. 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 pricing proposal must be submitted which should clearly separate the different opinions and sum the totals.

Item No	Description	UOM	Qty	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>In line with detailed Scope of work &amp; specification as detailed in this document</b>				
1.	<b>Supply, Delivery, and Installation of New Outdoor Roller Blinds.</b>				
1.1	2 x Outdoor Roller up Slidetrack Blinds (Motorized)	no	2		

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	Dimension: <ul style="list-style-type: none"> <li>Opening – 2 x 4200mm x 2400mm (for solid blinds)</li> </ul>				
1.2	9 x Outdoor Roller up Slidetrack Blinds (Motorized) <ul style="list-style-type: none"> <li>Opening – 9 x 4000mm x 2400mm (for solid blinds)</li> </ul>	no	9		
1.3	1 x Outdoor Roller up Slidetrack Blinds (Motorized) <ul style="list-style-type: none"> <li>1 x 4000mm x 2400mm ((for solid blind with side pedestrian access)</li> </ul>	no	1		
<b>2.</b>	<b>Electrical CoC</b>	Item	1		
<b>TOTAL</b>					
<b>VAT@15%</b>					
<b>GRAND TOTAL</b>					

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 & signed the attached SBD forms, thus SBD 4 (NB: Quotes without the signed completed forms will not be considered)

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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:

B-BBEE STATUS LEVEL	NUMBER OF POINTS
1	20
2	18
3	16
4	14

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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