

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			
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REQUEST FOR QUOTATION (RFQ) WITHOUT FUNCTIONALITY

REQUEST TO FILL A 3 YEAR FIXED TERM EMPLOYMENT CONTRACT POSITIONS FOR A HUB MANAGER THROUGH HEADHUNTING AT SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD TRADING AS AIDC.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : 15552

PROJECT NO. :

ISSUE DATE : 24 MARCH 2023

CLOSING DATE : 31 MARCH 2023

CLOSING TIME : 16:00

RFQ VALIDITY DATE : 90 Business days

REQUESTOR DETAILS

Requested By (SCM):	Ali Malefo
Contact Number:	012 564 5043
Department Requested for:	HR
For general RFQ and queries	amalefo@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		
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
▪ 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)		
SBD 6.2 - Declaration Certification For Local Production and Content. (PPR 2022) and Annexure C not applicable		

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

NOT APPLICABLE

B. Pre-qualification documents	YES	NO

Preferential procurement targets

The preferential procurement targets listed below will be followed. Points will be awarded for specific goals relevant to this RFQ; if no supporting documents are provided as per the list below, the bidder will receive a score of zero (0). The total points obtained below will be used to evaluate 80/20, where 80 points are allocated to price and the remaining 20 points are allocated to specific goal.

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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.	10
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	5
51% owned by black people who are women.	Certified ID copy not older than 6 months.	5
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.	
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.	
51% owned by black people who are military veterans.	The tenderer to submit proof of registration with military veteran database.	
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.	
Cooperative, which is 50% owned by black people.	CIPC registration documents as well as a cooperative membership agreement.	

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.

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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 customised 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 experienced Service Providers to submit a detailed proposal with CV's to fill a 3 Years fixed term position for a Hub Manager at the Supplier Park Development Company SOC Ltd trading as AIDC.

4. RFQ SCOPE

The works shall be carried in strict accordance with the specification provided but not limited to the following:

POSITION DESCRIPTION

CURRENT JOB TITLE	Hub Manager	JOB GRADE	D2
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Township Automotive Hubs		
DATE REVIEWED	15/07/2020		
LOCATION	Bedfordview		
EMPLOYMENT STATUS	3 Years Fixed Term Contract		
PURPOSE STATEMENT			
<p>To plan, direct, organize and control the Automotive Hub in accordance with the Hub's strategy, through effective management of projects, finances, human resources, and stakeholder (including lending institutions) relationships. Interacting and communicating with relevant stakeholders at all levels, (private and public sector). The extended responsibility of directing, guiding and advising the existing SMME's that are affiliated to the HUB to further improve their turnover and profitability. Further to this the incumbent will also ensure that the Hub is sustainable and meet Government objectives</p>			
POSITION IN THE ORGANISATION			

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LINE MANAGER	Programme Manager: Township Automotive Hubs
POSITION	Hub Manager
10. SUBORDINATE	See organogram
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	

1. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT			
<ul style="list-style-type: none"> ● BUSINESS PLANNING <ul style="list-style-type: none"> ● Provide input to the business planning Business Planning Process for the Hubs ● Business process improvement recommendations ● Business process optimization coordination ● Develop operational budget 	5%			
<ul style="list-style-type: none"> ● PROGRAMME MANAGEMENT <ul style="list-style-type: none"> ● Implementation of approved business plan for the Hub ● Ensure that identified, existing facility is upgraded in line with business requirements ● Operationalise the Hub ● Ensure that Hub is suitably Resourced i.e. Human, equipment, etc. ● Secure external business in line with business requirements of the Hub ● Drafting and implementation of a Training and Development Plan ● Sourcing, assessment, short-listing, selection and installation of relevant equipment ● Ensure buy-in from all stakeholders to the plan 	25%			
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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> Monitors milestone achievement against the agreed development plan 	
<ul style="list-style-type: none"> BUSINESS DEVELOPMENT, MARKETING AND SALES <ul style="list-style-type: none"> Identify business needs and new opportunities to ensure growth and sustainability Interaction with Government stakeholders to secure business Develop proposals and feasibility studies on various potential projects for the Hub Client Identification and engagement for the Hub as well as projects that are operational within the Hub. Brand representation at relevant forums Tours of the facilities Research into methods to improve the concept 	5%
<ul style="list-style-type: none"> PROGRAMME/PROJECT DELIVERY <ul style="list-style-type: none"> Ensure timeous delivery as per agreed business plan Ensure effective and efficient delivery in training and mentoring of staff Performance management for staff within the various incubation centres. Review performance of operational targets of the Hub and ensure corrective actions are in place for non-performance. Oversee implementation of Quality Management Systems within the Hub Ensure facility issues are resolved Ensure Health and Safety regulations i.e. OHSA 85 of 1993 and other relevant legislations are adhered to Ensure the Hubs are suitably capacitated with relevant Resources Ensure effective and efficient utilization of resources in achieving plans and objectives; Identify problems, develops alternatives and recommend courses of action in consultation with the Line Manager, through analysis, interpretation and evaluation of issues; Accountable for budget 	35%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> Accountable for risk management Accountable for facility and asset upgrades Advise on architectural requirements of new facility Advise on layout of new facility Oversee compilation of the financial/sustainability model Plan manpower requirements 	
<ul style="list-style-type: none"> STAKEHOLDER RELATIONSHIP MANAGEMENT <ul style="list-style-type: none"> Manage relationships with the relevant role players in accordance with project requirements and dependencies: <ul style="list-style-type: none"> Automotive Industry Stakeholders Business Partners including business partners and any other third parties as required from time to time. Facilitate meetings with the role players to discuss the roles and responsibilities and possible areas of cooperation, improvement and conflict. Obtain mutual agreement on the resolution of issues, meetings required and the delivery of inter-dependent outputs and results. Agree to the expected outcomes from each party. Monitor the performance of all relevant role players continuously to ensure that the agreements and other obligations are honoured. Inform the relevant role players of the outcomes, deviations and actions required. Maintain and develop relationships. Maintain a database of stakeholders/role players. 	10%
<ul style="list-style-type: none"> REPORTING <ul style="list-style-type: none"> Ensure that the correct project and Hub's information is reported on Ensure progress against approved development Plan Ensure on-time and accurate submission of all required reports Ensure all evidence is collected and filed for auditing purposes Reports on performance to budget 	5%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> Statutory reporting Reporting to stakeholders as required: Reporting on project Risk register Reporting on employment and training within the Hub 	
<ul style="list-style-type: none"> PROJECT OFFICE OVERSIGHT <ul style="list-style-type: none"> Compile, review, update and maintain the Hub Risk registers in line with AIDC's risk management process Business process improvement recommendations Plans, directs and co-ordinates the operations Plan and implement procedures and systems to maximize operating efficiency Establish and maintain controls Ensure compliance with policies and practices and contributes to the implementation of AIDC policies and procedures, consistent with the AIDC strategic direction Accountable for the implementation and maintenance of all SHEQ policies, procedures and practices 	5%
<ul style="list-style-type: none"> PEOPLE MANAGEMENT <ul style="list-style-type: none"> Manage employees as appropriate within the department to optimise business performance and the service to customers. Ensure subordinates have the required skills and experience to execute their tasks. Conduct Performance Planning Sessions. Compile the Performance Management (KRA) documentation in collaboration with the staff member in terms of: <ul style="list-style-type: none"> Job Profile requirements Strategic Performance Objectives Key Performance Areas Personal Development Plan 	10%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> Track and monitor performance in accordance with policies and procedures and performance planning documentation. Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level. Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary. Appraise performance at the end of each performance period in accordance with policies and procedures. Cross functional communication from a matrix management perspective Manage staff 	
TOTAL	100 %

2. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> Business Management qualification an advantage
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> Trade tested Panel Beater and or Spray Painter Diploma in Mechanical Engineering Project Management Qualification an advantage Government Certificate of Competency (Factories) an advantage
EXPERIENCE	<ul style="list-style-type: none"> A minimum of 5 years working experience with at least 2 years in management, complemented by a minimum of 1 year experience in running an automotive workshop and preferably with Automotive Original Equipment Manufacturer (OEM) experience will be advantages. Automotive industry experience. <ul style="list-style-type: none"> Experience Quality Management; Production Management, Business Process Optimization; SHEQ and OHS Legislation and implementation,

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	<ul style="list-style-type: none"> ○ Business analysis, ○ Project management and understanding of organisational policies and procedures; ○ Corporate reporting in line with organisational performance; ○ Union interactions; ○ Understanding of Industrial Relations processes; ○ Labour Relations Act;
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3. COMPETENCIES

KNOWLEDGE	SKILLS	ATTRIBUTES
PFMA; Financial Management principles	Communication and presentations	Time Management
Contracts	Advanced Computer	Patience
Project Management;	Interpersonal	Tact/Tolerance/Diplomacy
Business Planning and modelling	PLOC	Attention to Detail
People Management	Problem Solving	Customer Focus
Risk management	Report writing and analysis	Innovation
Change Management	Analytical	High stress tolerance
Performance Measurement	Business planning	Self-control and initiative
Production management and quality management systems;	Networking	Ability to work independently
Entrepreneurial inclination and incubation methods	Coaching and mentoring	Organized
Internal Relations Dynamics	Stakeholder management	Punctual
	Relationship management	Quality Oriented
	Conflict Handling	Initiative
	Performance Measurement	Sound business acumen
	Relationship Versatility	
	Employee Relations	
	Entrepreneurship	
	Negotiation skills	
	Incubators	
	Financial Analysis	
	IR Negotiations	

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4. OTHER SPECIAL REQUIREMENTS

- Own Transport

B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Manage entrepreneurs to ensure development
- Impact of decision making on the achievement of project objectives
- Projects require a high level of innovation (uniqueness)
- Diverse nature of stakeholders and role-players - managing expectations
- Unionised environment
- Dealing with unplanned strike action
- Dealing with short-time imposed by the customer resulting in No work – No pay

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- Internet, manuals, policies, procedures, external resources, liaison, networking, internal and innovation

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Micro – hourly, daily; weekly, Monthly to Annual
- Macro – up to 10 yrs

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Immediate
- Longer term

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Operational activities and procedures within the Hub

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C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- Delegated authority– OPEX budget as per AIDC approved levels
- Delegated authority as per AIDC approved levels

Referral to Line Manager for approval

- Receive directives from Exec: ID, but otherwise works very independently

D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal – networking, negotiations, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – operational plans, business plans, risks registers, submissions, presentations – internal and external, reporting, e-mail, network correspondence.

5. DURATION

NB: The service provider will be appointed to render the once-off supply service.

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

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Item No.	Description	Permanent*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
1.	Recruitment of a Hub Manager on 3 years fixed term contract	3 Years Fixed Term Contract	1		
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
1.7					
1.8					
				SUB-TOTAL	R
				VAT @ 15%	R
				TOTAL	R

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

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.

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- 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 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).

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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