

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

**INVITATION TO EVENTS MANAGEMENT COMPANIES TO SUBMIT A DETAILED QUOTATION FOR THE PROVISION OF ALL EVENT MANAGEMENT AND REQUIREMENTS [PER ATTACHED ANNEXURE WITH LIST OF SERVICES] FOR THE LAUNCH OF AIDC / TYGER WHEELS AND TIRE TRAINING INCLUDING TOOLS HANDOVER AT CHAMDOR AUTOMOTIVE HUB, 1 JACOBS STREET, CHAMDOR, KRUGERSDORP, GAUTENG ON 17 NOVEMBER 2023**

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: 0000
PROJECT NO.	: A0141
ISSUE DATE	: 03 November 2023
BRIEFING YES/NO	: N/A
BRIEFING SESSION DATE AND TIME	: N/A
CLOSING DATE	: 08 November 2023
CLOSING TIME	: 14h00
RFQ VALIDITY DATE	: 90 Business days

### REQUESTOR DETAILS

Requested By (SCM):	
Contact Number:	(012) 564-5003
Department Requested for:	Marketing Department
For general RFQ and submissions contact	quotations@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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## EVALUATION CRITERIA

### 1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA	
▪ Compliance	
▪ Pre-qualification if it applicable (Qualification, membership, certification)	
▪ Provide valid Certificate of Food safety acceptability issued by municipality.	
▪ Service provider company profile, profile to be in a form of pictures that shows their menu, staff uniform and facility used where they prepare their food.	
▪ 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)		

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

B. Pre-qualification documents	YES	NO
Provide valid Certificate of Food safety acceptability issued by municipality.		
Service provider company profile, profile to be in a form of pictures that shows their menu, staff uniform and facility used where they prepare their food.		

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### 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.**

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>
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	
51% owned by black people who are women.	Certified ID copy not older than 6 months.	
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.	<b>10</b>
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.	

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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**

INVITATION TO EVENTS MANAGEMENT COMPANIES TO SUBMIT A DETAILED QUOTATION FOR THE PROVISION OF ALL EVENT MANAGEMENT SERVICES AND REQUIREMENTS [AS PER ATTACHED ANNEXURE: A WITH LIST OF SERVICES AND GOODS REQUIRED] FOR THE LAUNCH OF AIDC / TYGER WHEELS AND TIRE TRAINING INCLUDING TOOLS HANDOVER AT CHAMDOR AUTOMOTIVE HUB, 1 JACOBS STREET, CHAMDOR, KRUGERSDORP, GAUTENG ON 17 NOVEMBER 2023.

NB: The service provider must be able to provide the AIDC with the Marquee structural Engineering certificates.

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#### 4. RFQ SCOPE

- The service provider will render the events management services and events requirements as listed in the Annexure A document [REFER TO ANNEXURE A document with detailed event requirements].
- Health and Safety compliance inspection will be conducted to the shortlisted service provider's facility and operations at large.
- Service provider is expected to provide its employees with proper company uniform used in the catering industry, employees are expected to wear their uniform and to be presentable when catering for the AIDC.

#### 5. DURATION

NB: The service provider will be appointed to render events management services for a 1-day event with set-up and clearing of hired goods.

##### 5.1 PRICE SCHEDULE

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

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.

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## FUNCTIONALITY EVALUATION CRITERIA

		Maximum Points	Point Scored	Minimum Points
DESCRIPTION	SPECIFICATION	100		70

## FUNCTIONAL EVALUATION CRITERIA

### PART A. Submission & Presentation

#### 1.1. Company Reference Letters in relation to working experience on Event Management services.

Reference letter must be on the Company Letterhead Signed by the client.

- 3 reference letters = **15 points**
- 2 reference letters = **10 points**
- 1 reference letter = **5 points**
- no reference letters = **0 points**

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#### 1.2. Qualifications

Provide certified qualifications of personnel to be dedicated to the AIDC contract.

##### Head Chef

- Diploma in Hospitality or any equivalent qualification = **10 points**
- No qualifications = **0 points**

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##### Event Manager

- Diploma in Operations Management or any diploma in events management= **10 points**
- No qualifications = **0 points**

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<p><b>1.3. Experience</b></p> <p>Provide comprehensive CV'S of personnel to be dedicated to the AIDC contract.</p> <p><b>Head Chef</b></p> <ul style="list-style-type: none"> <li>• 5 years and more experience as a Head Chef = <b>10 points</b></li> <li>• 3-4 years' experience as a Head Chef = <b>5 points</b></li> <li>• &lt;3 years' experience as a Head Chef = <b>0 points</b></li> </ul> <p><b>Event Manager</b></p> <ul style="list-style-type: none"> <li>• 5 years and more experience as an Event Manager = <b>10 points</b></li> <li>• 3-4 years' experience as an Event manager = <b>5 points</b></li> <li>• &lt;3 years' experience as an Event manager = <b>0 points</b></li> </ul>	<b>20</b>			
<p><b>1.4. Event execution plan</b></p> <p>Bidder to submit a detailed operational event execution plan that includes the following:</p> <ol style="list-style-type: none"> <li>a. Executive Summary Business model,</li> <li>b. handling of the event and related service as indicated on the <b>(Annexure A)</b></li> </ol> <ul style="list-style-type: none"> <li>• Operational event execution plan covering all 2 items mentioned above = <b>30 points</b>.</li> <li>• Operational event execution plan covering 0 items mentioned above = <b>0 points</b></li> </ul>	<b>30</b>			
<p><b>PART C. Applicable to shortlisted bidders only (Minimum score for Part A &amp; B)</b></p> <p><b>1. Site Inspections where the same service is rendered.</b></p> <ul style="list-style-type: none"> <li>➤ Hygiene programs in place, service provider to show us programs implemented on site as per below:</li> <li>• Pest control program, provide pest control reports, pest control to be done by the qualified pest control company = <b>5 points</b></li> <li>• No pest control program and reports provided = <b>0 points</b></li> <li>• Cleaning program, how do you clean your food preparation area, provide cleaning procedure and evidence of cleaning procedure implementation = <b>5 points</b></li> </ul>	<b>15</b>			

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<ul style="list-style-type: none"> <li>No cleaning procedure and evidence of implementation provided = <b>0 points</b></li> <li>Inspection of catering/kitchen facilities = <b>5 points</b></li> <li>Event Menu available = <b>5 points</b></li> <li>Event Menu not available = <b>0 points</b></li> </ul>			
<b>Total score</b>	<b>100</b>		<b>70</b>

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

ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1	<b>In line with detailed specification as detailed in this document/ANNEXURE A</b>				
2	<b>Lunch Catering:</b> provide own serving tables, crockery and cutlery Finger Lunch for VIP guests including VIP Holding room, (Also Cater for Halaal, Kosher & Vegetarians) X 150 pax Certificate of food acceptability from municipality submitted	Price per person	150		
3	Assorted Cold Drinks X 100 pax	Price per item	100		
4	Assorted 100% Juices X 100 pax	Price per item	100		

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5	<b>Breakfast - On Arrival –</b> provide own serving tables, crockery and cutlery  Croissants with fillings x150 (also cater for Vegetarians, Kosher & Halaal) & Assorted Muffins for 150 pax  Tea/coffee for 150pax Certificate of food acceptability from municipality submitted	Price per person/items	150		
6	Still water: 500ml bottles	Price per item	<b>500</b>		
7	Main Event Marquee x 1 [10X15m estimate] to accommodate 150pax, black & white draping with black carpet & lighting. To issue Engineer's certificate after erection	Price per item	<b>1</b>		
8	Catering marquee to accommodate 100pax estimate, with service stations, black & white draping with black carpet & lighting. To include cocktail tables as ordered To issue Engineer's certificate after erection	Price per item	<b>1</b>		
9	Holding room Marquee x 1 (5X5m estimate) accommodate 15pax, black & white draping & black carpet & lighting. To issue Engineer's certificate after erection	Price per item	<b>1</b>		
10	15 cocktail tables & cocktail tablecloths – 5 = HOLDING ROOM & 10 = CATERING MARQUEE	Price per item	<b>15</b>		

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11	1 x Front Main Big LED screen & Sound /PA system for to cover 150 pax, 1x microphone for podium with stand & 1 roaming. To issue calibration certificate	Price per item	1		
12	1 x flower bunch in vase – holding room	Price per item	1		
13	1 x 6m long x4m wide x 60cm high stage, with skirt, black carpet & 1 step	Price per item	1		
14	4 x PORTABLE AIRCONS FOR MAIN MARQUEE, HOLDING ROOM AND CATERING MARQUEE	Price per item	4		
15	Backup power generator 100kva – as contingency [fixed value] including own installation & testing	Price per item	1		
*UOM = Unit of measure, e.g. Hours/Days, etc.				SUB-TOTAL	
				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.

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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.
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 an 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 proprietor with annual total revenue of R10 million or less qualifies as an EME
12. A QSE is required to submit an 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.**

**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.

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**Signature:** .....

**Company Name:** .....

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