

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a <b>Automotive Industry Development Centre</b> <small>Your partner in becoming globally competitive</small>	
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 ASP 20TH ANNIVERSARY TO BE HELD AT AIDC OFFICES, 30 HELIUM ROAD, AUTOMOTIVE SUPPLIER PARK, ROSSLYN ON 19 MARCH 2024**

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: PR 15822
PROJECT NO.	: A0141
ISSUE DATE	: 04 March 2024
BRIEFING YES/NO	: No
BRIEFING SESSION DATE AND TIME	: No
Venue	: n/a
CLOSING DATE	: 07 February 2024
CLOSING TIME	: 14:00
RFQ VALIDITY DATE	: 90 Business days

### REQUESTOR DETAILS

Requested By (SCM):	Celiwe Mathonsi
Contact Number:	012 564 5001
Department Requested for:	MAR
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
<b>Please indicate if your company is Registered on National Treasury – Central Supplier Database (provide your CSD Number)</b>		
<b>CSD number</b>		

**"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: Food acceptability certificate issued by Municipality, should be under the name of the service provider who will be providing catering service.	
▪ Functionality at 100% with minimum of 70%	
▪ Price (80) and	
▪ Specific goals (20) 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.	

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)		

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

B. Pre-qualification documents	YES	NO
Food acceptability certificate issued by Municipality, should be under the name of the service provider who will be providing catering service.		

**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**

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#### 4. RFQ SCOPE

- The appointed service provider is expected to provide all the services as stipulated on the pricing schedule below. The provision of these services including event management, catering and other related services as stipulated below for the AIDC event is schedule to take place on 19 March 2024. Any changes to this date will be communicated with successful bidder.
- Health and Safety compliance inspection will be conducted at the shortlisted service provider's facility where food will be prepared. The service provider is expected to comply. Noncompliance will result in the service provider proposal disqualified.
- 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.

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

#### 5. DURATION

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

#### 6. PRICE SCHEDULE

NB: AIDC invites you to supply a quote for various items as per the **ANNEXURE A**.

- For fair price comparison, bidders must indicate whether they are VAT registered.
- Bidders submitting two different bids/proposals in value will be disqualified.

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## 7. FUNCTIONALITY EVALUATION CRITERIA

DESCRIPTION	SPECIFICATION	Maximum Points	Point Scored	Minimum Points
<b>FUNCTIONAL EVALUATION CRITERIA</b>				
<b>Bidders to pass a minimum of 70 points to be evaluated for 80/20 criteria</b>				
<b>1.1. Company Reference Letters in relation to working experience on Event Management services.</b>  Reference letter must be on the Client Company Letterhead and Signed by the client. <ul style="list-style-type: none"><li>• 4 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 letters = <b>10 points</b></li><li>• no reference letters = <b>0 points</b></li></ul>		<b>40</b>		
<b>1.2 Locality</b>  The bidder to demonstrate locality of the business. <ul style="list-style-type: none"><li>• Business facility located in City of Tshwane = <b>30 points</b></li><li>• Business facility not located in COT but located in Gauteng = <b>20 points</b></li><li>• Business facility located outside Gauteng = <b>0</b></li></ul> NB: Proof of municipality account not older than 3 months in the name of the company must be submitted to claim points		<b>30</b>		
<b>1.3. Event execution plan</b>  Bidder to submit a detailed operational event execution plan that includes the following:  a. Executive Summary Business model, b. Handling of the event and related service as indicated on the <b>(Annexure A)</b>  <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>		
<b>Total score</b>		<b>100</b>		<b>70</b>

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**NB: The detailed ANNEXURE A (pricing proposal) must be completed and submitted as per below**

**ANNEXURE A**

ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1	<b>Event management service provider to source all items In line with detailed specification as detailed in this document/ANNEXURE A</b>				
2	<p><b>Breakfast - On Arrival – provide own serving tables, crockery, cutlery, serviettes, tablecloths.</b></p> <p><b>Scones with jam &amp; cream x200 (also cater for Vegetarians, Kosher &amp; Halaal) &amp;</b></p> <p><b>Assorted Muffins for 200 pax</b></p> <p><b>Tea/coffee for 200pax</b></p> <p><b>Certificate of food safety acceptability from municipality submitted</b></p>	Price per person/items	200		
3	<p><b>Lunch Catering: Service Provider to provide own serving tables and tablecloths, crockery, cutlery, and serviettes.</b></p> <p><b>Cooked Lunch for guests including VIP Holding room, (Also Cater for Halaal, Kosher &amp; Vegetarians) X 200 + 150 pax</b></p> <p><b>LAMB, CHICKEN DRUMMIES ONLY &amp; BEEF STEW</b></p>	Price per person	350		

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ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
	CRUMBED FISH BASMATI RICE ROASTED ASSORTED VEGETABLES CREAMED SPINASH GREEK SALAD GRILLED SWEET CORN <b>ALSO CATER FOR (Halaal (5), Vegetarians (5) &amp; 1 Kosher)</b>  N.B. Certificate of food acceptability from municipality submitted				
4	Assorted Cold Drinks X 150 pax	Price per item	150		
5	Assorted 100% Juices X 200 pax	Price per item	200		
6	Still water: x 1000 x 500ml bottles	Price per item	1000		
7	<b>Main Event Marquee x 1 [10X20m estimate] to accommodate 200pax on round table seating, black &amp; white draping, solid flooring with black carpet &amp; lighting.</b>  <b>To issue Engineer's certificate after erection</b>	Price per item	1		
8	<b>Round tables &amp; tablecloths x 20 to sit 200pax of 10 people on each table</b>	Price per item	20		
9	<b>Chairs &amp; chair covers x 200pax</b>	Price per item	200		
10	<b>Catering marquee [10X10m estimate] to accommodate 4 x serving stations for 200pax</b>	Price per item	1		

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	estimate, with black & white draping, solid flooring with black carpet & lighting. To be placed next to main marquee  To issue Engineer's certificate after erection				
11	<b>CAKE:</b> ASP (Automotive Supplier Park 20th Anniversary Cake (Colour Blue and White) , Vanilla flavour Size of the Cake: Square shape cake, 60cmx60cm)	Price per item	1		
12	350 x 20 <sup>th</sup> anniversary <b>cup cakes</b> CUP CAKES: Colour: Blue and White (to be written 20th on Top)	Price per item	350		
13	Branded Ballons with Number 20 (Royal Blue and Silver on a Ballon weights/bases/anchors. 4 sets of balloons made of number 2 & 0) Letter Ballons (14-inch Ballon)	Price per item	8		
14	Champagne Bottles [incl. non-alcohol] 24 Bottles (2 Boxes carry 12 bottles each)	Price per item	2		
15	<b>4 x medium size side screens &amp; Sound /PA system</b> for to cover 200 pax,  <b>1x microphone for podium</b> with stand & <b>1 x roaming microphone.</b> To issue calibration certificate after installation	Price per item	4  2		

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ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
16	1 x fresh flower bunch in vase – holding room	Price per item	1		
17	20 x small fresh flower centre pieces for 20 round tables	Price per item	20		
18	Waiters x 10 to serve guests & clear dishes for breakfast & lunch	Price per item	10		
19	1 x 6m long x4m wide x 60cm high stage, with skirt, black carpet & 1 step	Price per item	1		
20	5 x PORTABLE AIRCONS FOR MAIN MARQUEE AND CATERING MARQUEE	Price per item	5		
21	Backup power generator 100kva – as contingency [fixed value] including own installation & testing	Price per item	1		
22	Paraplegic Portable 2 Executive /VIP flush toilets, with basin to wash hands to cater for Males and Females	Price per item	2 x Paraplegic toilets 8 x Normal VIP Toilets		
23	Entertainment -DJ who plays at formal Functions and party events	Price per item	1		
24	Management Fee		1		
<b>*UOM = Unit of measure, e.g. Hours/Days, etc.</b>				<b>SUB-TOTAL</b>	
				<b>VAT @ 15%</b>	
				<b>TOTAL</b>	

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## 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.

(Price (80) and Specific goals (20) will be evaluated in bidders that have passed a minimum of 70 as and when need arises Bidders that will appointed as part of the panel will compete on the rate card and markup).

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>20</b>
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	n/a
51% owned by black people who are women.	Certified ID copy not older than 6 months.	n/a
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.	n/a
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.	n/a
51% owned by black people who are military veterans.	The tenderer to submit proof of registration with military veteran database.	n/a
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.	n/a
Cooperative, which is 50% owned by black people.	CIPC registration documents as well as a cooperative membership agreement.	n/a

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#### 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 & 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 proprietor 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.

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**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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