


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 - (RFQ)			

## REQUEST FOR QUOTATION (RFQ)

Professional Mechanical Engineering Services FOR DESIGN AND COMMISSIONING OF HVAC AT TWO (02) AIDC PREMISES.

### RFQ DETAILS

#### RFQ DETAILS

DATE SENT: 30 August 2022

**COMPULSORY BRIEFING DATE: 05 August 2022**

RFQ NUMBER: 15283

**COMPULSORY BRIEFING TIME: 10:00 am**

CLOSING DATE: 09 September 2022

CLOSING TIME: 11h00

N/B Please note that a **compulsory site inspection/briefing** will be held on **05 August 2022, at 10h00** at Automotive Supplier Park, 30 Helium Road, Central Hub, Rosslyn, Pretoria. For directions and map please check our website: [www.aidc.co.za](http://www.aidc.co.za)

**RFQ DESCRIPTION: PROFESSIONAL MECHANICAL ENGINEERING SERVICES FOR DESIGN AND COMMISSIONING OF HVAC AT TWO (02) AIDC PREMISES.**

### DETAILS OF BIDDER

COMPANY NAME: .....

CONTACT PERSON: .....

TELEPHONE NUMBER: .....

CELLULAR NUMBER: .....


FAX NUMBER: .....

EMAIL ADDRESS: .....

	YES	NO
Please indicate if your company is Registered on National Treasury – Central Supplier Database (provide your CSD Number)		
<b>CSD Number</b>		
Please Indicate if your Company is Registered on SPDC SOC t/a AIDC Database & has "Active Status"*		

**\*"ACTIVE STATUS":** - means your Tax Clearance Certificate submitted to AIDC is still valid & BBBEE Certificate still valid (thus your documents have not yet expired)

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**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.**

- The bid will be evaluated in accordance with the following:
- Administration (Part A)
- Evaluation for mandatory (Part B), and
- Functionality and Capability Requirements (Part C) criteria:

**THE FOLLOWING DOCUMENT ARE REQUIRED - PLEASE INDICATE IF THE FOLLOWING DOCUMENTS ARE ATTACHED TO YOUR PROPOSAL (TICK)**

A. Administration Criteria - Compliance Requirements – all documents to be submitted	YES	NO
Original valid Tax Clearance certificate submitted or SARS Pin to verify your status		
BBBEE Certificate or an approved Affidavit as per BBBEE Act submitted 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 Regulation 2011 (PPR 2017)		
SBD 6.2 - Declaration Certification For Local Production and Content. (PPR 2017)		
<b>B. Evaluation for mandatory (compliance) criteria - Technical Compliance Requirements</b>		
Consulting Firm		
1. Valid Professional Indemnity (PI) – <b>DISQUALIFIED IF NOT SUBMITTED</b>		
Project Key Personnel		
2. Principal Engineer - (Valid Certified Registration with ECSA as Professional Engineer (Pr. Eng.) - <b>DISQUALIFIED IF NOT SUBMITTED</b>		
<b>Consent by Supplier (As per POPI ACT):</b>  Do you authorize AIDC to validate the submitted documents with respective bodies to ensure the validity of supplied documents.  <div style="border: 1px solid black; height: 40px; width: 450px; margin: 10px auto;"></div> Surname, Initials and Signature		

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## REQUEST FOR QUOTATION (RFQ)

### 1. INTRODUCTION

#### 1.1. 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.

#### 1.2. VISION

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.

#### 1.3. MISSION

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.

#### 1.4. VALUES

- Respect for others;
- Teamwork;
- Open and honest two-way communication;
- Encouraging a learning culture;
- On-time, on-brief, on-budget;
- Client-centered;
- Integrity and Ethics above all.

### 2. COMPULSORY SITE BRIEFING

Please note that a compulsory site inspection/briefing will be held per the stipulated briefing date/time at Automotive Supplier Park, 30 Helium Road, Central Hub, Rosslyn, and Pretoria. For directions and map please check our website: [www.aidc.co.za](http://www.aidc.co.za)


### 3. RFQ OBJECTIVES

The aim is to request quotations from mechanical engineering consulting firms to submit a quotation for the design and commissioning of HVAC at the following sites:

- Unit F1 Automotive Supplier Park, Rosslyn, Pretoria
- No.1 Central Place, Newtown (including fire design layouts)

**Bidders/ Service providers must be registered with ECSA – Engineering Council of South Africa**

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## 4. BACKGROUND TO THE RFQ

### 4.1. INTRODUCTION

The existing centralized HVAC system has reached its lifespan and the units experience constant breakages. The system is the highest contributor to energy consumption within the buildings and therefore needs to be replaced. The objective is to replace the existing units with a new energy-efficient HVAC system to allow the building to maintain comfortable indoor temperatures and environment.

As a result of the required HVAC upgrades, AIDC requires the services of an ECSA registered professional mechanical engineer to undertake HVAC Services throughout the project life cycle from (Stage 1 – Stage 6)

Therefore, quotations are hereby invited from ECSA registered Professional Mechanical Engineering firms with an appropriate trackrecord in providing HVAC services to the AIDC.

### 4.2. RFQ SCOPE

The scope of works includes but is not limited to:

- Condition assessment of the existing units
- Production of design layouts and specifications for existing and new HVAC.
- Production of fire design layouts at no.1 central place.
- Site supervision during the construction phase and commissioning of new installations.
- Quality management of mechanical installations
- Production and facilitation of municipal submissions, documentation, etc.
- Production of mechanical works Bills of Quantities
- Valuation of mechanical installations during the construction phase
- Issuing certificates of compliance, completion, etc.
- Approval and signing off all mechanical installations
- Project closeout report and final account submission


## 5. PROJECT CONSTRUCTION ESTIMATE

The budgeted construction cost is estimated at **R 3.5 million** Excl Vat.

## 6. SPECIAL CONDITIONS

- Suitable professional services contract i.e. Procsa to be concluded with the successful bidder.
- The fee structure is to be in accordance with the Engineering Council of South Africa guidelines.
- The Mechanical Engineering firm to provide a detailed fee and disbursement breakdown for work stage 1 to 6 and in line with the Scope of Services.
- The services shall be as per the Engineering Council of South Africa – ECSA guidelines.

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## 7. DURATION


The professional services will be for the entire project life cycle from (Stage 1 – Stage 6)

## 8. EVALUATION CRITERIA

### C. Functionality and Capability Requirements

FUNCTIONALITY & CAPABILITIES	TYPE OF SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
<i><b>NB:</b> The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing &amp; BBEE as per preferential system.</i>		100		70
<b>1. COMPANY EXPERIENCE</b>				
<b>The bidder to outline years the company has been rendering Mechanical Engineering/ HVAC design services:</b> <ul style="list-style-type: none"> <li>&gt; 7 Years of rendering Mechanical Engineering/ HVAC design services = <b>20</b></li> <li>6 – 7 Years of rendering Mechanical Engineering/ HVAC design services = <b>15</b></li> <li>4 – 5 Years of rendering Mechanical Engineering/ HVAC design services = <b>10</b></li> <li>&lt; 4 Years of rendering Mechanical Engineering/ HVAC design services = <b>5</b></li> <li>Nothing is submitted = <b>0</b></li> </ul>	Provide a detailed company profile, outlining the number of years rendering HVAC design services	20		
<b>2. PROJECT TEAM</b>				
<b>A. Proposed project specific team organogram</b> with names and roles, inclusive of qualifications of Principal Engineer, Associates, Candidate Engineer, etc.: <ul style="list-style-type: none"> <li>Organogram with personnel full names and roles = <b>10 points</b></li> <li>Organogram with personnel roles not clearly defined = <b>5 points</b></li> <li>If not provided or incomplete = <b>0 points</b></li> </ul>	Project specific organogram with names & role of each personnel	10		
<b>B. Qualifications and Experience of the key staff</b> (proposed project team, principal engineer, senior engineer/associates, etc.) <b>B 1. Principal Engineer Pr. Eng. with the following;</b> <ul style="list-style-type: none"> <li>≥ 7 years HVAC Experience with a B Degree in Engineering, Mechanical Engineering or Equivalent = <b>35 points</b></li> <li>6-8 years HVAC Experience with a B Degree in Engineering, Mechanical Engineering or Equivalent = <b>25 points</b></li> <li>4-6 years HVAC Experience with a B Degree in Engineering, Mechanical Engineering or Equivalent = <b>15 point</b></li> </ul>	Attach Valid Certified qualifications, ECSA registration certificates (Not older than 6 Months) and detailed CV's indicating years of HVAC design experience	40		

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<ul style="list-style-type: none"> <li>&lt; 4 years HVAC Experience with a B Degree in Engineering, Mechanical Engineering or Equivalent = <b>5 points</b></li> </ul> <b>B 2 Registration with CESA</b>  Principal Engineer registered with CESA – Valid Certificate = <b>5 points</b> No information provided = <b>0 points</b>				
<b>C. Company Client References</b>  Bidder's Professional Mechanical Engineering Services experience rendering with regards to Airconditioning/ HVAC projects with the minimum value of R 3 000 000.00 and above over the last 5 years: <ul style="list-style-type: none"> <li>3 x award letters with (reference letters) = <b>30 points</b></li> <li>2 x award letters with (reference letters) = <b>20 points</b></li> <li>1 x award letters with (reference letter) = <b>10 points</b></li> <li>No award letters with (reference letters) = <b>0 points</b></li> </ul> <b>(N/B) Ensure each submitted award letter is linked to its reference letter. Award letters 'only' without reference letters will not score any points.</b>  <b>Letters to be in the following format:</b> <ul style="list-style-type: none"> <li>Client's Company letterhead, 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>	Reference and award letters required.  References will be contacted. Previous sites may be visited.	<b>30</b>		
<b>Total and minimum score</b>		<b>100</b>	<b>70</b>	

**All proposals that score less than 70% (which is 70 points out of 100 points) will not be considered further and will be disqualified.**

## 9. RFQ RESPONSE FORMAT

All submissions of quotations to be forwarded to [quotations@aidc.co.za](mailto:quotations@aidc.co.za) before closing time on the stipulated date.

## 10. CONTACT PERSON FOR RESPONSES:

For technical questions contact –


Given Mabuza at Tel: (012) 564 5149 or Email: [gmabuza@aidc.co.za](mailto:gmabuza@aidc.co.za)

For general RFQ and submissions contact –

Dane Visagie (012) 564 5003 or Email: [dvisagie@aidc.co.za](mailto:dvisagie@aidc.co.za)

**NB: The AIDC reserves the right to award the quote in part or in full at its own discretion**

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<b>RFQ NO:</b> 15283	<b>DATE SENT:</b> 30 August 2022
<b>CLOSING DATE:</b> 09 September 2022	<b>CLOSING TIME:</b> 11:00

### REQUESTOR DETAILS


<b>Requested By (SCM):</b>	Dane Visagie
<b>Contact Number:</b>	(012) 564 5003
<b>Department Requested for:</b>	FMM
<b>Project Number:</b>	A0130 – 22/23
<b>PR Number:</b>	15283

### 11. Pricing Schedule (Value Based)

<b>FEE CALCULATION BASED ON LATEST FEE GUIDELINES TABLE</b>			
<i>(Detailed fee calculation on company letterhead to be submitted.)</i>			
Item	Description of service <i>compliance with standard ECSA guidelines</i>	% Allocated	Tendered Fee Amount
1	Stage 01 - Inception		R
2	Stage 02 - Concept & Viability		R
3	Stage 03 - Design development		R
4	Stage 04 - Documentation & Procurement		R
5	Stage 05 - Construction		R
6	Stage 06 - Final account & Closeout		R
<b>SUB -TOTAL (Tendered Fee) Excl. Vat</b>			R
DISBURSEMENTS			R
<b>SUB-TOTAL (Tendered fee + Disbursements) Excl. Vat</b>			R
Vat @ 15%			R
<b>TOTAL Including Vat</b>			R

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

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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. All goods must be delivered to the address as indicated in the RFQ document.
4. All price quoted must be fixed & firm prices and where applicable, price negotiation with the preferred supplier will be entered into.
5. 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.
6. **Fully Complete & signed the attached SBD forms, thus SBD 4; SBD 6.1; SBD 6.2; SBD 8 & SBD 9 (NB: Quotes without the signed completed forms will not be considered)**
7. The 80/20 preference point system is applicable to price quotations and tenders with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included).
8. This RFQ will be evaluated on the basis of the 80/20 preferential point system as stipulated in the Preferential Procurement Policy Framework Act & PPR 2017. 80 POINT ALLOCATED TO PRICE & 20 POINTS ALLOCATED TO B-BBEE.
9. 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 2017. 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
10. 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 2017
11. **B-BBEE Status Level Verification Certificates (NB: Certificate are identifiable by a SANAS logo and a unique BVA number) or an Affidavit (EME/QSE see point 9&10 above) to be provided in order to claim the B-BBEE points:**

B-BBEE STATUS LEVEL	NUMBER OF POINTS
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant	0

12. **Local production and content (where applicable) as per designated sector will be considered when evaluating your RFQ submission. The Declaration Certificate for Local Content (SBD 6.2) must be completed and duly signed.**

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- 13. The Supplier must ensure AIDC is in possession of a valid original Tax Clearance Certificate**, if already registered on our database. **NB:** If not, please submit your certificate with this quote or provide us with your **SARS Pin** to check your status.
- 14. NB: For Construction related works** – 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 compliance with relevant CIDB grading required.
- 15. NB: Supplier must ensure they registered on CSD before submitting the RFQ.**

Please note that failure to comply with the RFQ conditions will invalidate your proposal (if all 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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