


Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## AIDC STANDARD BID DOCUMENT

**Bid number:** AIDC\_T04\_2023/24

**Bid title:** INVITATION FOR AN OPEN TENDER FOR SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF ACCESS CONTROL SYSTEM WITH SUPPORT AND MAINTENANCE FOR 24 MONTHS FOR 4 SITES AT THE SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC, THESE SITES ARE:

- AUTOMOTIVE SUPPLIER PARK IN ROSSLYN (ASP).
- GAUTENG AUTOMOTIVE LEARNING CENTRE IN ROSSLYN (GALC).
- WINTERVELD ENTERPRISE HUB (WEH).
- FORD INCUBATION CENTRE IN SILVERTON

**Date issued:** 22 SEPTEMBER 2023

**Closing date:** 17 OCTOBER 2023

**Closing time:** 11:00

**Validity Period:** 120 days

**Compulsory briefing session**

yes

☒

No

☐

**Date:** 03 OCTOBER 2023

**Time:** 10:00

**Site visit (Reference site)**  
(See Part C - Evaluation Criteria)

yes

☐

No

☐

### Bidder's details


Company name:	
Company registration no:	
CSD registration no:	
Contact person:	
Tel number:	
Cell number:	
Email address:	

**OVERALL PROJECT GRAND TOTAL (All cost Inclusive) transferred from SBD 3**

R \_\_\_\_\_

**Please note: No “type correction fluids” or any other forms of blanking out any of the printed information on this tender document are allowed. All changes must be indicated, and any deletions must be scratched out and signed next to each change.**


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	1 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

### DOCUMENTS REQUIRED

Documents required for this BID	Comments	Submitted (Yes /No)
<b>MANDATORY DOCUMENTS</b>		
Central Supplier Database (CSD) Report	Info provided will be validated during the evaluation stage & failure to meet CSD requirements Tax Status will lead to disqualification	
SBD 1 (Invitation to Bid)	Fully complete, incomplete form will lead to disqualification.	
SBD 2 (Tax Pin) – Tax Status	TAX STATUS – TCS PIN/CSD Report with valid tax status.	
SBD 3 (Pricing Schedule)	Filled and signed – ZAR currency only. Pricing Schedule total cost to be transferred to page 1	
SBD 4 (Declaration of Interest)	Disqualified if declaration not completed in full, submitted and signed	
SBD 6.1 (Preferential Points Claim Form)	The preferential procurement targets will be followed out of 20 points. Points will be awarded for specific goals related to this tender. 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 SBD 6.1 in full on page 24 of 28 (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	
SBD 6.2 (Declaration Certification and annexure C are completed and included in the tender document.)	a bidder who fails to complete in full or complete incorrectly SBD 6.2 to claim points for specific goals will receive a score of zero for that goal.	
Undertakings by service provider in respect of this bid	Make sure is fully Completed	
Certified Copy of Board Resolution or Company Power of Attorney, authorising the person signing this bid response.  In addition, Consent by Supplier (As per POPI ACT):  To authorize AIDC to validate the submitted documents with respective bodies to ensure the validity of supplied documents must be included on the board resolution	Make sure is fully Completed	
Valid Public liability Insurance to the minimum value of 1.5 million rand	Purchase order will not be issued without proof of valid certificate	

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	2 of 81


Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

Valid Letter of good standing - (COIDA - Department of Labour).	Purchase order will not be issued without proof of valid letter	
<b>MANDATORY DOCUMENTS</b>		
Signed OEM letter on OEM Letter head or accredited partner certificate on partner letter head for <b>supplying the time and attendance software</b>	Disqualified if not provided	
Valid Company Security PSIRA Registration	Disqualified if not provided	
Signed OEM letter on OEM Letter head or accredited partner certificate on partner letter head for <b>supplying the hardware</b>	Disqualified if not provided	

#### BIDDERS TO ENSURE THAT THEY COMPLY WITH THE BELOW REQUIREMENTS:

1. Bid Documents must be completed with ink pen or typed. No correction pen is allowed. All changes must be scratched out and a signature appended next to each change.
  2. All certified documents must be within the current six (6) months.
  3. Bid documents must be secured together preferably bound or contained in a lever arch file
- Supplier Park Development Company SOC LTD t/a Automotive Industry Development Centre will not take any responsibility for any loss of documents as a result of not being properly secured upon submission


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	3 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## TABLE OF CONTENTS


<b>PART A</b>	A1: Invitation to Bid (SBD 1)	5
	A2: Tax Pin - Tax Status must be active on CSD &/or e-filing (SBD 2)	6
	A3: Terms and Conditions for bidding	7
	A4: Terms of Reference and Scope of work	10
	A5: Pricing Schedules (SBD 3)	16
<b>PART B</b>	B1: Declaration of Interest (SBD 4)	18
<b>PART C</b>	C1: Evaluation Criteria	21
	C2: Preference Points Claim Form in terms of the Preferential Procurement Regulation 2022 (SBD 6.1)	28
<b>PART D</b>	D1: Undertaking by Service Provider in respect of Tender	32
	D2: General Conditions of Contract (Annexure A)	36
	D3: Special Conditions (if applicable)	36
<b>PART E</b>	Standard Bid Document Contract Forms (to be signed by the successful bidder): SBD 7.1 – Purchase of Goods/Works SBD 7.2 – Rendering of Services SBD 7.3 – Sale of Goods/Works	
<b>ANNEXURE A</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>	38
<b>ANNEXURE B</b>	<b>Reporting unethical conduct</b>	39

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	4 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

PART A

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	5 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

A1

SBD 1

## PART A

## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

<b>BID NUMBER:</b>	<b>AIDC_T04_2023/24</b>	<b>CLOSING DATE:</b>	<b>17 October 2023</b>	<b>CLOSING TIME:</b>	<b>11:00</b>
<b>DESCRIPTION</b>	INVITATION FOR AN OPEN TENDER FOR SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF ACCESS CONTROL SYSTEM WITH SUPPORT AND MAINTENANCE FOR 24 MONTHS FOR 4 SITES AT THE SUPPLIER PARK DEVELOPMENT COMPANY T/A AIDC, THESE SITES ARE: <ul style="list-style-type: none"> <li>• AUTOMOTIVE SUPPLIER PARK IN ROSSLYN (ASP).</li> <li>• GAUTENG AUTOMOTIVE LEARNING CENTRE IN ROSSLYN (GALC).</li> <li>• WINTERVELD ENTERPRISE HUB (WEH).</li> <li>• FORD INCUBATION CENTRE IN SILVERTON.</li> </ul>				

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**Automotive Supplier Park, 30 Helium Road Rosslyn, 0200**


**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	<b>SCM Department</b>				
TELEPHONE NUMBER	<b>012 564 5001</b>				
FACSIMILE NUMBER					
E-MAIL ADDRESS	<b><u>aidctenders@aidc.co.za</u></b>				

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		C R CENTRAL SUPPLIER DATABASE No:		MAAA

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	6 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
--	--	---	--

#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?


☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	7 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Eastern Cape and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**


SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	8 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Eastern Cape Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

**A2**

## **TAX CLEARANCE REQUIREMENTS**


**SBD 2**

**It is a condition of the bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.**

### **Tax Compliance Requirements**

- 1) Bidders Must Ensure Compliance with Their Tax Obligations.
- 2) Bidders Are Required to Submit Their Unique Personal Identification Number (Pin) Issued By SARS To Enable the Organ of State to Verify the Taxpayer's Profile and Tax Status.
- 3) Application for Tax Compliance Status (TCS) Pin May Be Made Via E-Filing Through the SARS Website [www.sars.gov.za](http://www.sars.gov.za).
- 4) Bidders May Also Submit a Printed TCS SARS Pin Together with The Bid.
- 5) In Bids Where Consortia / Joint Ventures / Sub-Contractors Are Involved, Each Party Must Submit A Separate TCS / Pin / CSD Number.
- 6) Where No TCS Pin Is Available bidder must submit their CSD Number or CSD report with compliant tax status. Bidders to ensure are pre-registered on central supplier database (CSD) before submitting the bid.
- 7) No Bids Will Be Considered from Persons in The Service of The State, Companies with Directors Who Are Persons in The Service of The State, Or Close Corporations with Members Persons in the Service of The State.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	9 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre Your partner in becoming globally competitive A subsidiary of the Economic Growth and Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

### A3. TERMS AND CONDITIONS FOR BIDDING

#### 1. Bid Submission:

1.1. The Supplier Park Development Company (SOC) Ltd trading as AIDC considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to AIDC. All information contained in any subsequent documentation shall be marked "COMPANY CONFIDENTIAL".

1.2. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.

**1.3. All bids must be submitted on the official forms provided (not to be re-typed) or in the manner prescribed in the bid document.**

1.4. All the documentation submitted in response to this invitation to bid must be in English.

1.5. The service provider should verify the numbers of the pages of this document to satisfy themselves that none are missing or duplicated. No liability will be accepted by AIDC regarding anything arising from the fact that pages are missing or duplicated.

**1.6. Please make proper division and reference/index your bid document and bid supporting documents attached.**

1.7. Tender responses should be submitted as follows:

**1 HARD COPY (1 x ORIGINAL + 1 x USB MEMORY STICK)** in a sealed envelope/package endorsed, "AIDC\_T04\_2023/24", with the service provider's details on the back of the envelope or on the front. The sealed envelope/package must be placed in the bid box at the Main Entrance Gate, Automotive Supplier Park, 30 Helium Road, Rosslyn X2, **by the closing date and time.**


1.8. **The closing date, company name and the return address must also be endorsed on the back of the properly sealed envelope (or side of a properly sealed package).** If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the AIDC's Bid Box. The courier must accept responsibility for ensuring that the bid documents are properly deposited into the bid box and the AIDC accepts no responsibilities in this regard.

1.9. All bid documents must be submitted in hard copy in the bid box. Where a bid document is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids OR BID DOCUMENTS NOT PROPERLY SEALED will not be considered.**

1.10. Amended bids may be made, in an envelope clearly marked "Amendment to bid no "AIDC\_T04\_2023/24", to represent the original document as the "replacement bid" and should be placed in the bid box before the closing date and time. An amendment bid without original bid documents deposited in the AIDC's Bid Box will not be considered. In such a case, only the amended bid document will be assessed per the bid criteria of this tender bid request. Under no circumstances will AIDC be using or can the service provider rely on any information as contained in the original bid documents, once replaced.

1.11. The service provider is responsible for all the costs that they might incur related to the preparation and submission of the bid document.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	10 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre Your partner in becoming globally competitive A subsidiary of the Eastern Cape Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

- 1.12. AIDC reserves the right not to accept the lowest bid price of any bid in part or whole. It normally awards the contract to the service provider who proves to be fully capable of handling the contract in terms of outputs and services that are advantageous to the aims, goals, and objectives of the AIDC.
- 1.13. AIDC also reserves the right to award to a company that is BBBEE (Broad Based Black Economic Empowerment) compliant or may award this bid on the conditions that a joint venture with an empowerment company is formed. This may be added to the criteria when evaluating the bids.
- 1.14. AIDC also reserves the right to cancel or award this bid as a whole or in part based on the Preferential Procurement Regulation, 2022 paragraph 13.
- 1.15. AIDC reserves the right, at its sole discretion, not to award or consider bidders with (or who had) litigation against the AIDC or have been blocked for poor performance.
- 1.16. This bid is subject to the Preferential Procurement Policy Framework act, 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of the contract.
- 1.17. Responses to this tender received from a service provider will be valid for 120 days counted from the closing date of the tender.
- 1.18. **The successful bidder will be required to fill in and sign a written contract form (SBD7).**
- 1.19. Respondents are to note that the Local Content commitments made by the successful respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local Content obligations, non-compliance penalties shall be applicable. Breach of Local Content obligation also provide SPDC SOC LTD t/a AIDC cause to terminate the contract in certain cases where material non-compliance with Local Content requirements is not achieved.


## 2. Tax Compliance Requirements

- 2.1. Bidders must ensure compliance with their tax obligations.
- 2.2. Bidders are required to submit their unique Personal Identification Number (pin) issued by SARS to enable the organ of state to verify the taxpayer's profile and tax status.
- 2.3. Application for Tax Compliance Status (TCS) pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).
- 2.4. In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate TCS pin / CSD number.
- 2.5. In terms of Regulation 13 (c) of the Public Service Regulations., which read as follows "No bids will be considered from persons in the service of the state, companies with directors who are persons in the service of the state, or close corporations with members in the service of the state".

## 3. Evaluation Process

- 3.1. The bid will be evaluated in terms of the evaluation criteria stipulated in the tender documentation.
- 3.2. This bid will also be evaluated in terms of the following stages:

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	11 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Eastern Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

- a) Administration criteria
- b) Evaluation for mandatory (Prequalification) criteria
- c) Functionality Criteria
- d) Evaluation in terms of 80/20 preference point system

**NB: Failure to provide or comply with any of the above particulars may render the bid invalid.**


### **DECLARATION**

I/we, the undersigned, acknowledge that the information furnished above is true and correct.

\_\_\_\_\_  
**Signature of Authorised Representative**

\_\_\_\_\_  
**Date**

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	12 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## A4. TERMS OF REFERENCE AND SCOPE OF WORK

### 1. INTRODUCTION

#### 1.1. Mandate

The Automotive Industry Development Centre (AIDC) serves to develop the automotive manufacturing sector to globally competitive standards of excellence, through a world-class value proposition that enables effective and sustainable socio-economic growth. The organization was established as a government support centre, to increase the local automotive industry's global competitiveness and to promote Gauteng as the automotive industry investment destination of choice.

The organization 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 - in particular those based in the Gauteng province.

The AIDC is thus tasked by GGDA with special developmental-oriented projects aimed at retaining and attracting investments in the automotive and allied-related sector with a focus on enterprise development; supporting BBBEE SMME development, skills development and limited logistical infrastructure in line with the Gauteng provincial government's objectives of transformation, modernization and re-industrialization (TMR). The AIDC also undertakes projects related to the transport and energy sectors, as well as the development of the Auto City in the Northern Corridor.

#### 1.2. Vision

To be the automotive industry's thought leader and centre of excellence that promotes industry sustainability and global competitiveness.

#### 1.3. Mission


Navigating the automotive industry's journey towards being an innovative and transformed sector, by providing agile, reliable, and responsive industry solutions.

#### 1.4. Values

The AIDC's staff aligns their behaviour to the company's shared values as listed below, which support, and is informed by, the organisation's vision and mission:

- 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

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	13 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

### 3. BACKGROUND TO THE TENDER

#### 3.1. INTRODUCTION

The Automotive Supplier Park (ASP) is an industrial park based in Rosslyn, the park houses a pool of tenants comprising mainly of component manufacturers and suppliers to Original Equipment Manufacturers. The AIDC develops factories to tenant specification on a long-term lease basis.


The Ford Incubation Centre (FIC) in Silverton plant has established and mentored 10 BBBEE businesses since its inception in 2011. Black business owners are upskilled, coached, and mentored by AIDC growing their businesses through the supply of commodities to the Ford production line for assembly of the Ranger, Everest, and Raptor models.

The Gauteng Automotive Learning Centre (GALC) in Rosslyn is a state-of-art facility for skills and development training within the automotive sector. It was launched in 2014 as part of the Gauteng Provincial Government's commitment to skills development. The Learning Centre is part of the Nissan SA Investment Support Programme and is the result of a partnership between Nissan SA and the Automotive Industry Development Centre. The Learning Centre offers training in the latest technologies which match the latest vehicle models.

The Winterveld Enterprise Hub (WEH) in Winterveld; due to its location, it serves to upskill the previously disadvantaged community with informal automotive artisans with little or no skills development or training. The Hub serves to up-skill and support the growth of automotive SMMEs in the Winterveld region.

The critical and expensive equipment in the above-mentioned locations necessitates the need to have control on access and the ability to record movement in the various workspaces. It is therefore critical to install equipment which will support the places in straightening the security of the various investments made. The access control equipment should be able to deliver secure and timely information that leads to greater safety and improved situational awareness of security and operational environments.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	14 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre Your partner in becoming globally competitive A subsidiary of the Gauteng Growth and Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

### 3.2. BRIEF OF THE CURRENT INSTALLATIONS

The biometrics system connects to the host machine located at the Automotive Supplier Park (ASP) in Rosslyn running application server and SQL server that stores unique users' information which generates users reports on the transaction made when they enter and exit the facility.

The current biometric readers are Idemia Morpho Access card and fingerprint readers of make/OEM. There system is integrated through door and cluster controllers. There is also no touch buttons installed. The applications that are running on the host are Morpho Impro, Jarrison, Time and Attendance software. Jarrison time and attendance once off renewal annual license 500 employees, 10 admin users.

The suppliers are to take note of the above for the replacement of software and hardware equipment.

#### 3.2.1. The Gauteng Automotive Learning Centre (GALC).

At GALC, the main clients are the students, who must also be enrolled on the system for time and attendance. The site also has a registration office where all users are enrolled, activate, and deactivated on site by the security office.

#### 3.2.2. Ford Incubation Centre (FIC).

At FIC, the main clients are the incubates, who must also be enrolled on the system for time and attendance. The site also has a registration office where all users are enrolled, activate, and deactivated on site by the security office.

The biometric access control system for FIC was upgraded to Impro Access Portal Pro software during August 2023. Detail of the Bill of Material for FIC is provided below on SBD3.

The application server with SQL database, Morpho Impro application is installed at AIDC offices, Rosslyn.

This installation is to be expanded to integrate GALC, ASP and WEH.

The Jarrison Time and Attendance software is installed in the server room at the Ford Incubation Centre offices. The software needs to be migrated to the server at the AIDC offices, Rosslyn. All the necessary equipment and data migration services must be quoted for.


#### 3.2.3. Automotive Supplier Park (ASP).

The AIDC has a biometric system that permits/denies access to Automotive Supplier Park (ASP) and all its sites. The users are utilizing boom gates and turnstiles for routine access to the facilities.

The ASP is the main site that hosts about ± 3000 employees of various tenants who are using the access control system to access the main entrance of the park. At any time, the

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	15 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre Your partner in becoming globally competitive A subsidiary of the Eastern Growth and Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

AIDC must be able to print access report of every user for entry and exit. All registration of new users are done at the security main entrance including deactivating of users who are no longer working within the park.

#### 3.2.4. Winterveld Enterprise Hub (WEH).

The WEH is the smallest site with only 5 readers installed within the facility. The users are registered on site.


### 3.3. THE INSTALLATIONS AT THE VARIOUS SITES.



Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	16 of 81





Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre Your partner in becoming globally competitive A subsidiary of the Eastern Growth and Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

### 3.4. SYSTEM OBJECTIVES

The installation of the biometric access control system is to:

- Provide accurate recording of time and attendance,
- Production of reports for payment of salaries,
- Operational entry point equipment such as boom gates and turnstiles to facilitate quick and exit of various staff, especially those who work in factories,

### 3.5. SCOPE OF WORK

The AIDC hereby invites competent and experienced bidders to tender on the supply, delivery, installation & commissioning of a fully operational biometric access control system.

The tender is not for a complete refresh of the biometric access control equipment but to replace the faulty equipment and add additional equipment at the identified locations.

The scope of work includes the supply, delivery, installation, and commissioning of a fully operational biometric access control system at the 4 AIDC sites to replace the faulty equipment and add additional equipment at the identified locations.

The biometric access control system at Ford Incubation Centre was upgraded during August 2023. Support and maintenance are required for the equipment for a period of 24 months. Detail of the bill of material is provided below on SBD3.

Support and maintenance will also be required for the existing equipment. Quantities and model of the existing equipment is provided on SBD3.


A single server with a database is to be installed at the AIDC offices.

Database and application software backups are to be scheduled for disaster recovery and business continuity requirements.

The contractors are required to replace faulty biometric access control equipment and related equipment such as:

- Power supply units, door magnets, door retracting arms.
- Door magnetic locks.
- No touch buttons.
- Biometric readers at various doors and turnstiles are to be replaced.
- Identified boom gates, their motors and biometric readers are to be replaced.
- All outdoor biometric readers are to have rain shield protection casings.
- Enrolment desktop to be provided for the AIDC visitor's entrance.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	18 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre Your partner in becoming globally competitive A subsidiary of the Eastern Cape Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

- Tag and finger registration reader.
- The appointed service provider will be required to remove the old equipment. The equipment will remain the property of AIDC.
- The installation will not be limited to height and trenching. Suppliers are to bring the necessary equipment.
- Once the access control system has been upgraded and fully operational, the appointed service provider will have to provide support & maintenance of the system (equipment's & software) for a period of 24 Months.

### 3.6. QUALITY OF SERVICE

- The appointed service provider will provide the AIDC with a drawing that depicts where all readers were installed.
- Maintenance reports will also be provided for every maintenance work.
- It will be required of the successful bidder to remove the existing components of the current access control system. The components will remain the property of AIDC.
- Diagrams, schematics, and technical manuals must be provided for a part of the proposal.
- Basic user and administration training must be provided for the ICT and SHEQ department personnel.
- The appointed service provider will be required to provide the AIDC with a Safety file that comprises all documents mentioned below in clause 3.13.

### 3.7. DURATION OF THE INSTALALTION


- The appointed service provider is to ensure the project is completed in 90 days.
- The project plan is to be provided detailing the below for each site:
  - (a) risks,
  - (b) duration of the installation and dependencies.

### 3.8. SERVICES AND SERVICE LEVELS (PERFORMANCE) METRICS

The objective is for the appointed service provider to carry out periodic maintenance and repair of the biometric access control systems and related equipment, do software updates where required to reduce incidents of breakdowns and proactively check the systems and equipment for signs of likely future malfunctioning.

The service level agreement to be entered into will cover both newly installed and existing biometric access control equipment.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	19 of 81


Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Eastern Cape Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

Priority	Description	Response time
Priority 1 – Critical	A critical service is unavailable or seriously impaired due to a problem. The impact on normal business operations is severe. Adverse business impact.	4 hours response time
Priority 2 – High	Disruption of a service and/or operations. Ramifications include some impact on the business and operations.	6 hours response time
Priority 3 – Medium	A non-critical service is impacted. There is a minor impact on the normal business operations.	8 hours response time
Priority 4 - Low	A non-critical service is impacted. There is no direct impact on the normal business operations	24 hours response time
Hardware Replacement	8:00 -16:00 or NBD (Next Business Day)	

### 3.9. SUPPLIER PERFORMANCE REPORTING

Monthly meetings to be scheduled between AIDC and the service provider. The service provider to prepare the required reports for the meetings.


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	20 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Training, Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

### 3.10. WARRANTY

- (a) The service provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.
- (b) The service provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of destination.
- (c) The AIDC shall notify the service provider promptly, in writing, of any claims arising under this warranty.
- (d) Upon receipt of such notice, the service provider shall, within the period specified in the SLA and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- (e) The installation warranty shall remain valid for twelve (12) months after the project sign off. All the defects and faults will be repaired or replaced by the cost of the service provider. The warranty shall cover the equipment the service provider installed only. The exclusions from warranty will be discussed with the appointed service provider.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	21 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Eastern Cape Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

### 3.11. SPARE PARTS

- a) Spare parts might be sourced from the appointed service provider as and when required for the period of the contract. Should AIDC request the appointed service provider to supply spare parts. The appointed service provider will be required to provide AIDC with 3 quotations which are market related. Service providers are to include labour costs and markup when submitting the quotations to AIDC. The AIDC will select the cheapest quotations.
- b) Service Provider are to determine the below rates when submitting their proposals to the AIDC. These amounts will be used when determining the cost charged to AIDC for replacing faulty parts.

Normal Hourly Rates: Labour Rates (p/hr) = R \_\_\_\_\_

Mark-up Fee: All items purchased = \_\_\_\_\_%


- c) The total of R 300 000.00 (including VAT) will be provisioned for the purpose of procuring spare parts during the contract. This value will not be part of the evaluation but will be included after the award has been made.
- d) The AIDC may elect to purchase from the service provider, provided that this election shall not relieve the service provider of any warranty obligations under the contract, and in the event of termination of production of the spare parts.
- e) The service provider may be required to provide any or materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier.
- f) The AIDC will provide the service provider with sufficient time to procure needed spare parts.
- g) Following such termination, furnishing at no cost to the AIDC, the blueprints, drawings, and specifications of the spare parts, if requested.
- h) The AIDC reserves the right to negotiate the rate.

### 3.12. THE INSTALLATIONS AND COMMISSIONING SHALL COMPLY WITH THE FOLLOWING REGULATIONS:

- SANS 10400: The application of the National Building Regulations.
- The Occupational Health and Safety Act, Act No. 85 of 1993
- Applicable Local Municipal Regulations

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	22 of 81




Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Training, Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

### 3.13. SHE FILE REQUIRED DOCUMENTS

**NB: WILL BE APPLICABLE ONLY FOR THE APPOINTED BIDDER.**

- Valid Letter of Good Standing (COIDA).
- Public Liability Insurance (minimum value of 1.5 million rands).
- Medical certificates of all employees (to include working at heights)
- List of all employees that will be working onsite and ID copies. (Passport to include valid works permits).
- Site specific SHE Plan
- Signed SHE Policy
- Organogram with names and roles (For employees that will be onsite)
- Competency Certificates for the technicians with accreditation.
- Legal Appointments and proof of competencies
  - a) CEO/Managing director/ Deputy- 16.1/16.2
  - b) Supervisor
  - c) Ladder Inspector
  - d) First aider and Firefighter
  - e) Risk assessor
  - f) Fall protection planner.
  - g) SHE representative/ SHE Officer
  - h) Incident Investigator
  - i) Scaffold erector and Step ladder inspector (if applicable)
  - j) Competent electrician
  - k) Working at heights certificates for all employees
- Risk Assessments and Safe Working Procedures – to include working at heights.
- List of tools and equipment including calibration certificates
- Inspection checklist and registers of all tools and equipment.
- DSTI and Toolbox talks
- Detailed site-specific method statement.
- Incident management procedures including incident report forms (WCL1 & WCL2).
- Emergency response plan and including emergency contact details.
- Fall protection plan with rescue procedure.
- Working at heights procedure
- Lockout procedures


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	23 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Eastern Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

- Notification of construction work
- Traffic Management Plan.
- Environmental Management and Waste Management plan
- Principal Contractor shall comply with OHSA requirements to provide PPE.
  - a) Fully stocked first Aid box
  - b) Fire extinguisher
  - c) Signage and Demarcation net/Cones

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	24 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Eastern Cape Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

#### A5. PRICING SCHEDULE AS PER SCOPE OF WORK – OVERALL PROJECT COST **SBD 3**

**Note: Only firm prices in South African Rand ('R') valid for 120 days from closing date will be accepted.**

Name of Bidder .....	Bid number: AIDC_T04_2023/24
Closing Date: 17 October 2023	Closing Time: 11:00


**OFFER TO BE VALID FOR THE DURATION OF THE PROJECT (CONTRACT PERIOD)**

**BIDDER TOTAL COSTING (ALL COST INCLUSIVE) FROM SBD3 TO BE TRANSFERRED TO FIRST PAGE OF THIS TENDER DOCUMENT.**

#### NOTE:

- All costs must be included on the Bid Price, including travel, subsistence, and all taxes where applicable, etc.
- Important: If there are any exclusions or added services, those must be clearly indicated.
- Prices which are quoted subject to confirmation will not be considered.


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	25 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

**SITE 1 : AUTOMOTIVE SUPPLIERS PARK (ASP) – SUPPLY AND DELIVERY OF BIOMETRIC ACCESS CARDS.**

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
1	Smartcard-iCLASS (access control cards) 1000 OFF	Each	400		
2	Access control card Holders with neck straps	Each	400		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			
		<b>TOTAL</b>			


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	26 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

**SITE 1 : AUTOMOTIVE SUPPLIERS PARK (ASP) – SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF DOOR BUZZER AND DOOR OPENER.**

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
1	Two-Wire Video Intercom, Two-Wire Indoor Station- Hands Free Video intercom communication- 7-inch colourful touch LCD screen- Supports unlocking door station remotely	Each	2		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			
		<b>TOTAL</b>			


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	27 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 1 : AUTOMOTIVE SUPPLIERS PARK (ASP) – BIOMETRIC ACCESS CONTROL SYSTEM AT THE MAIN ENTRANCE BOOM GATES


Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
<b>a) Supply of new biometric equipment and removal of faulty biometric equipment at ASP main entrance gate</b>					
1	Access card and finger reader compatible with Mifare/Desfire Card Reader, 12VDC/PoE – <b>ENTRY/EXIT</b> To include: UNLOCK TOKENS if required for the quoted equipment. To include: Access card reader upgrade (3,000) if required for the quoted equipment.	Each	6		
2	Compatible Door controllers	Each	2		
3	Compatible Rainshield Module	Each	6		
4	CAT 6 Cabling	Meters	200		
5	8 Core Mylar Cable 2,5mm	Meters	250		
6	Consumables and Accessories	Each	1		
<b>a) installation, Configuration, Commissioning and Testing of biometric equipment</b>					
<b>b) Support and Maintenance</b>					
7	Call out fee, 2 calls in a month, will on only be paid when the client called the service provider.	Month	24		
8	Support and Maintenance	Each	24		

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	28 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

		SUB-TOTAL	
		VAT @ 15%	
		TOTAL	


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	29 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 1: AUTOMOTIVE SUPPLIERS PARK (ROSSYLN) – BOOM GATES EQUIPMENT AT THE MAIN ENTRANCE


Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Supply of new boom gates equipment and removal of faulty boom gates equipment at the Main Entrance</b>				
1	4M Turbo Barrier Mild Steel Powder Coated Red & White - C/W Control Logic, Integrated Red/Green Traffic Light - Standard with Battery Back Up – <b>ENTRY/EXIT</b>	Each	6		
2	Crowd Safety Barrier - Futura Expanding - 3M - Red and White - SXS010	Each	4		
3	Consumables and Accessories	Each	1		
4	<b>b) Installation, Configuration, Commissioning and Testing of boom gates equipment</b>	Each	1		
	<b>a) Support and Maintenance</b>				
5	Call out fee, 2 calls in a month, will on only be paid when the client called the service provider.	Month	24		
6	Support and Maintenance	Each	24		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	30 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

		TOTAL	
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Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	31 of 81


Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 1 : AUTOMOTIVE SUPPLIERS PARK (ROSSYLN) – BIOMETRIC ACCESS CONTROL SYSTEM AT TURNSTILES AT THE MAIN GATE

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Supply of new biometric equipment and removal of faulty biometric equipment at turnstiles at the main gate</b>				
1	Access card and finger reader compatible with Mifare/Desfire Card Reader, 12VDC/PoE – <b>ENTRY/EXIT</b> To include: UNLOCK TOKENS if required for the quoted equipment. To include: Access card reader upgrade (3,000) if required for the quoted equipment.	Each	12		
2	Compatible Door controllers	Each	3		
3	Compatible Rainshield Modules	Each	12		
4	CAT 6 Cabling	Each	100		
5	8 Core Mylar Cable 2,5mm	Each	150		
6	Consumables and Accessories	Each	1		
	<b>a) Installation, Configuration, Commissioning and Testing of biometric equipment at turnstiles at the main gate</b>				
	<b>a) Support and Maintenance</b>				
7	Call out fee, 2 calls in a month, will on only be paid when the client called the service provider.	Month	24		
8	Support and Maintenance	Each	24		


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	32 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

		SUB-TOTAL			
		VAT @ 15%			
		TOTAL			


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	33 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 1: AUTOMOTIVE SUPPLIERS PARK (ROSSYLN) – BIOMETRIC ACCESS CONTROL SYSTEM AT THE LOGISTICS GATE


Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Supply of new biometric equipment and removal of faulty biometric equipment at the logistics gate</b>				
1	Access card and finger reader compatible with Mifare/Desfire Card Reader, 12VDC/PoE – <b>ENTRY/EXIT</b> To include: UNLOCK TOKENS if required for the quoted equipment. To include: Access card reader upgrade (3,000) if required for the quoted equipment.	Each	4		
2	Compatible Door controllers	Each	1		
3	Compatible Rainshield Module	Each	4		
4	CAT 6 Cabling	Each	100		
5	8 Core Mylar Cable 2,5mm	Each	150		
6	Consumables and Accessories	Each	1		
	<b>a) Installation, Configuration, Commissioning and Testing of biometric equipment</b>				
	<b>a) Support and Maintenance</b>				
7	Call out fee, 2 calls in a month, will on only be paid when the client called the service provider.	Month	24		
8	Support and Maintenance	Each	24		

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	34 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

		SUB-TOTAL			
		VAT @ 15%			
		TOTAL			


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	35 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 1: AUTOMOTIVE SUPPLIERS PARK (ROSSYLN) – BIOMETRIC ACCESS CONTROL SYSTEM AT THE STAFF PARK BOOM GATES


Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Supply of new biometric equipment and removal of faulty biometric equipment at the staff park boom gates</b>				
1	Access card and finger reader compatible with Mifare/Desfire Card Reader, 12VDC/PoE – <b>ENTRY/EXIT</b> To include: UNLOCK TOKENS if required for the quoted equipment. To include: Access card reader upgrade (3,000) if required for the quoted equipment.	Each	4		
2	Compatible Rainshield Module	Each	4		
3	Compatible door controllers	Each	1		
4	CAT 6 Cabling	Each	100		
5	8 Core Mylar Cable 2,5mm	Each	150		
6	Consumables and Accessories	Each	1		
	<b>a) Installation, Configuration, Commissioning and Testing of biometric equipment</b>				
	<b>b) Support and Maintenance</b>				

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	36 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

7	Call out fee, 2 calls in a month, will on only be paid when the client called the service provider.	Month	24		
8	Support and Maintenance	Each	24		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			
		<b>TOTAL</b>			


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	37 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 1: AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE (AIDC) - OFFICES


Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Supply of new biometric equipment and removal of faulty cluster controller equipment at the AIDC offices</b>				
1	Reconfigure System Controllers: ECII controllers to change to the Cluster Controller	Each	4		
2	Supply Cluster controllers with no LCD supplied in plastic housing. (1) 3 x a the AIDC Offices (2) 1 x GALC (3) 1 x Winterveld Enterprise Hub (WEH)	Each	5		
	<b>b) Supply of new and removal of faulty access control door equipment and removal of faulty units</b>				
3	Access card and finger reader compatible with Mifare/Desfire Card Reader, 12VDC/PoE. To include: UNLOCK TOKENS if required for the quoted equipment. To include: Access card reader upgrade (3,000) if required for the quoted equipment.	Each	14		
4	Compatible Door controllers		3		
5	iTRT with ethernet (plastic housing) 0-60°C	Each	15		
6	7 AMP Security Force Series Lead Acid batteries for low current systems and optimized for buffer operation. Security Force batteries have low internal resistance	Each	21		

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	38 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

7	Magnetic Lock, Single-door, 280 kg linear thrust; 12 VDC, 340 mA; Dimension of lock body (L × W × H): 238 × 45 × 25 mm, no door sensing	Each	18		
8	LZ-Bracket for Magnetic Lock	Each	18		
9	Power supply DC UPS 12VDC & 13.8VDC Charging 3.5Amp Flame retardant PVC, SANS IEC62368-1	Each	21		
10	No Touch Button Rectangle (Not Adjustable) 115x70x29mm 12Vdc	Each	1		
11	Back Box for ISK-840A no touch button for surface mounting	Each	1		
	<b>c) Installation, Configuration, Commissioning and Testing of biometric equipment</b>				
	<b>d) Support and Maintenance</b>				
12	Call out fee, 2 calls in a month, will only be paid when the client called the service provider.	Month	24		
13	Support and Maintenance	Each	24		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			
		<b>TOTAL</b>			

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	39 of 81


Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 1: AUTOMOTIVE SUPPLIER PARK – BIOMETRIC ACCESS CONTROL SYSTEM AT THE STAFF PARK TURNSTILES

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Supply of new biometric equipment and removal of faulty biometric equipment at the staff park turnstiles</b>				
1	Access card and finger reader compatible with Mifare/Desfire Card Reader, 12VDC/PoE – <b>ENTRY/EXIT</b> To include: UNLOCK TOKENS if required for the quoted equipment. To include: Access card reader upgrade (3,000) if required for the quoted equipment.	Each	6		
2	Compatible Door controllers	Each	1		
3	Compatible Rainshield Module	Each	6		
4	CAT 6 Cabling	Each	100		
5	8 Core Mylar Cable 2,5mm	Each	150		
6	Consumables and Accessories	Each			
	<b>b) Installation, Configuration, Commissioning and Testing of biometric equipment</b>				
7	<b>c) Support and Maintenance</b>				


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	40 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

8	Call out fee, 2 calls in a month, will on only be paid when the client called the service provider.	Month	24		
9	Support and Maintenance	Each	24		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			
		<b>TOTAL</b>			


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	41 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 1: PROVISION OF TIME AND ATTENDANCE SOFTWARE AT THE AIDC


Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Provision of Time and Attendance software</b>				
1	Integration of biometric access control of all 4 x sites at the AIDC	Each	4		
2	Migration, setup, configure and test of time and attendance software and its database from Ford Incubation Centre to the AIDC. To ensure that all applicable sites are connected and functioning as required	Each	1		
3	Desktop Take on Reader for fingerprints – ZK-ZK9500	Each	2		
4	Card Printing Machine  SMART-51S Single-Sided Thermal ID Card Printer	Each	1		
5	<b>Setup and configuration of access control enrolment desktops at:</b> <ul style="list-style-type: none"> <li>• ASP Main Gate</li> <li>• AIDC Office</li> <li>• GALC</li> <li>• FIC</li> <li>• Winterveld</li> </ul>	Each	4		
6	Setup and configuration of Desk Mounted Tag Registration Reader. Use with Access control portal; USB, 125kHz or 13.56MHz for: <ul style="list-style-type: none"> <li>• ASP Main Gate</li> <li>• AIDC Office</li> <li>• GALC</li> <li>• FIC</li> </ul>	Each	4		

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	42 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

	• Winterveld				
7	Consumables and Accessories	Each	1		
	<b>b) Installation, Configuration, Commissioning and Testing of access control software</b>				
	<b>c) Support and Maintenance</b>				
8	Call out fee, 2 calls in a month, will on only be paid when the client called the service provider.	Month	24		
9	Support and Maintenance	Each	24		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			
		<b>TOTAL</b>			


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	43 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SITE 2 : BIOMETRIC ACCESS CONTROL SYSTEM AT THE WINTERVELD ENTERPRISE HUB (WEH).


Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Supply of new biometric equipment and removal of faulty biometric equipment at WEH</b>				
1	Access card and finger reader compatible with Mifare/Desfire Card Reader, 12VDC/PoE. To include: UNLOCK TOKENS if required for the quoted equipment. To include: Access card reader upgrade (3,000) if required for the quoted equipment.	Each	5		
2	Compatible Door controllers	Each	1		
3	CAT 6 Cabling	Each	100		
4	Installation of Access control portal software, Configuration, Commissioning and Testing	Each	1		
5	Desk Mounted Tag Registration Reader. Use with Access control portal; USB, 125kHz or 13.56MHz	Each	1		
6	8 Core Mylar Cable 2,5mm	Each	150		
7	Consumables and Accessories	Each	1		
	<b>b) Installation, Configuration, Commissioning and Testing of biometric equipment</b>				

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	44 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

	<b>c) Support and Maintenance</b>				
8	Call out fee, 2 calls in a month, will only be paid when the client called the service provider.	Month	24		
9	Support and Maintenance	Each	24		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			
		<b>TOTAL</b>			


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	45 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

### SITE 3 : BIOMETRIC ACCESS CONTROL SYSTEM AT THE GAUTENG AUTOMOTIVE LEARNING CENTRE (GALC)


Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	<b>a) Supply of new biometric equipment and removal of faulty biometric equipment at GALC</b>				
1	Access card and finger reader compatible with Mifare/Desfire Card Reader, 12VDC/PoE. To include: UNLOCK TOKENS if required for the quoted equipment. To include: Access card reader upgrade (3,000) if required for the quoted equipment.	Each	24		
2	Compatible Door controllers		4		
3	12V 7AH Batteries	Each	26		
4	Door Maglocks	Each	8		
5	12VDC Power Supply Units (PSU)	Each	8		
6	No Touch Buttons	Each	1		
7	Key Override Switches	Each	6		
8	Compatible Rainshield Module	Each	24		
9	Glass Break Units	Each	5		

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	46 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

10	Installation of Impro Portal Software, Configuration, Commissioning and Testing	Each	1		
11	CAT 6 Cabling	Each	100		
12	8 Core Mylar Cable 2,5mm	Each	150		
13	Consumables and Accessories	Each	1		
	<b>b) Installation, Configuration, Commissioning and Testing of biometric equipment</b>				
	<b>c) Support and Maintenance</b>				
14	Call out fee, 2 calls in a month, will on only be paid when the client called the service provider.	Month	24		
15	Support and Maintenance	Each	24		
		<b>SUB-TOTAL</b>			
		<b>VAT @ 15%</b>			
		<b>TOTAL</b>			

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	47 of 81


Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

### SITE 3 : SUPPORT AND MAINTENANCE OF BIOMETRIC ACCESS CONTROL AT FORD INCUBATION CENTRE (FIC)

Item no	Description	QTY
1	Impro Access Portal Pro Software	1
2	Cluster controller with no LCD, for use in an IPS box Including Battery Back up	1
3	MSO Dongle verification (Enrolment Reader)	1
4	<b>Impro Desk Mounted Tag Registration Reader.</b> Use with Access Portal; USB, 125kHz or 13.56MHz	1
5	Idemia Morpho Access Sigma Lite-Prox (including Unlock Token into Impro)	8
6	Impro IPS Boxed Solution with Cluster Controller (No LCD) with one Wiegand Reader Module. Supports 2 readers, IP, Including battery	4
7	Proximity Card - 1K S50 Mifare 13,56Mhz	300
8	Access control card Holders	300
9	CAT 6 Cabling	100
10	8 Core Mylar Cable	50
11	IXP400 Software Migration to Access Portal Pro (Existing database will need to be sent to Impro Technologies to convert it to the new Impro Access Portal Pro Software)	1
12	Installation of new Impro Access Portal Pro Software, once Impro Technologies have done the Migration Software, we will need to install the Migration software onto the new Impro Portal Pro Software. Re-Install the Jarrison Time Software	8

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	48 of 81




Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SUPPORT AND MAINTENANCE FOR THE CURRENT BIOMETRIC ACCESS CONTROL AT THE AIDC

The below are the total and model of the readers at the site.

Make	Model	Quantity
	MorphoAccess JB1o	20

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	49 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

### TOTAL FOR ALL SITES


Item No.	Description	Price (incl. VAT)
1	SITE 1 : AUTOMOTIVE SUPPLIERS PARK (ASP) – SUPPLY AND DELIVERY OF BIOMETRIC ACCESS CARDS.	
2	SITE 1 : AUTOMOTIVE SUPPLIERS PARK (ASP) – BIOMETRIC ACCESS CONTROL SYSTEM AT THE MAIN ENTRANCE BOOM GATES	
3	SITE 1: AUTOMOTIVE SUPPLIERS PARK (ROSSYLN) – BOOM GATES EQUIPMENT AT THE MAIN ENTRANCE	
4	SITE 1 : AUTOMOTIVE SUPPLIERS PARK (ROSSYLN) – BIOMETRIC ACCESS CONTROL SYSTEM AT TURNSTILES AT THE MAIN GATE	
5	SITE 1: AUTOMOTIVE SUPPLIERS PARK (ROSSYLN) – BIOMETRIC ACCESS CONTROL SYSTEM AT THE LOGISTICS GATE	
6	SITE 1: AUTOMOTIVE SUPPLIER PARK – BIOMETRIC ACCESS CONTROL SYSTEM AT THE STAFF PARK TURNSTILES	
7	SITE 1 : AUTOMOTIVE INDUSTRY DEVELOPMENT CENTRE (AIDC) - OFFICES	
8	SITE 2 : BIOMETRIC ACCESS CONTROL SYSTEM AT THE WINTERVELD ENTERPRISE HUB (WEH).	
9	SITE 1: PROVISION OF TIME AND ATTENDANCE SOFTWARE AT THE AIDC	
10	SITE 3 : BIOMETRIC ACCESS CONTROL SYSTEM AT THE GAUTENG AUTOMOTIVE LEARNING CENTRE (GALC)	
11	SITE 3 : SUPPORT AND MAINTENANCE OF BIOMETRIC ACCESS CONTROL AT FORD INCUBATION CENTRE (FIC)	
12	SITE 1: AUTOMOTIVE SUPPLIERS PARK (ROSSYLN) – BIOMETRIC ACCESS CONTROL SYSTEM AT THE STAFF PARK BOOM GATES	
13	SUPPORT AND MAINTENANCE FOR THE CURRENT BIOMETRIC ACCESS CONTROL AT THE AIDC	
14	SITE 1 : AUTOMOTIVE SUPPLIERS PARK (ASP) – SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF DOOR BUZZER AND DOOR OPENER.	
TOTAL (Including VAT)		

Signature of Service Provider

Date


Detailed costing can be provided to substantiate the Pricing Schedule. This pricing must refer to the proposed implementation plan.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	50 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Cen <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

PART B

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	51 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> A subsidiary of the Gauteng Growth and Development Agency
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## B1. DECLARATION OF INTEREST

**SBD4**

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors/trustees / shareholders/members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/directors/directors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**


2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	52 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <i>A subsidiary of the Gauteng Growth and Development Agency</i>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:


- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder


<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	53 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Cen <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

PART C

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	54 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Eastern Cape and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

## C1. EVALUATION CRITERIA OF OFFERS

This bid will be evaluated based on compliance criteria as outlined in this bid document and **qualifying bids will be further evaluated in terms of the 80/20 Preference Point System if less than R 50 000 000,00** (20 allocated to specific goals, 80 to price)

- 1.1. AIDC reserves the right to independently verify all supplied documents.
- 1.2. Any bid not covering all the above will not be evaluated.
- 1.3. For purpose of comparison and to ensure a meaningful evaluation, service providers are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned above.
- 1.4. Specific goals & Price will be evaluated as per the preference point system as outlined below.

**The following preferential procurement targets will be followed out of 20 points. Points will be awarded for specific.**


**goals related to this tender. 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 24 of 28. (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.**

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
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.	10

**The bid will be evaluated in accordance with the following:**

- Administration (Stage 1) refer to page 2,
- Evaluation for mandatory (Prequalification) (Stage 2) page 21,
- Specific goals and Price (Stage 3).

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	55 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Eastern Cape and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		


## Stage 2 — Evaluation for mandatory (Prequalification)

Technical Compliance Requirements y (compliance Requirement) -	All documents to be submitted	Yes/No
Valid Company Security PSIRA Registration	Disqualified if not submitted	
Signed OEM letter on OEM Letter head or accredited partner certificate on partner letter head <b>for supplying the time and attendance software</b>	Disqualified if not submitted	
Signed OEM letter on OEM Letter head or accredited partner certificate on partner letter head <b>for supplying the hardware</b>	Disqualified if not submitted	

## Stage 3 – Functionality and Capability Requirements.


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	56 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Eastern Cape Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		


FUNCTIONALITY & CAPABILITIES	TYPE OF COMPULSARY EVIDENCE/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. Experience of key personnel.</b>  <b>Project/Technical Manager – Experience of installation of biometric equipment.</b>  1. 5 years and more = <b>10 points.</b> 2. 3 – 4 years = <b>5 points.</b> 3. less than 3 years = <b>0 points</b>  <b>Technician – Access Control Experience</b>  2. 5 years and more = <b>10 points,</b> 3. 3 – 4 years = <b>5 points</b> 4. less than 3 years = <b>0 points</b>	Technical Manager: Certification as Accredited installer. CV detailing the relevant experience.  Technician: CV detailing the relevant experience	20		
<b>2. Company Experience</b>  Indicate years of experience specifically for Installation of access control services. Bidders to indicate the years in which they have been rendering the services (this refers to the years in operation and not the year of company registration).  • 5 or more years = <b>15 points</b> • 3 - 4 years = <b>10 points</b> • 2 years = <b>5 points</b> • Less than 2 years and no experience = <b>0 points</b>  No company profile attached, or years of experience not indicated on company profile = <b>0 points</b>	Company profile which should stipulate the experience in the access control installation, support and maintenance (info can be provided as summary).	15		
<b>3. Project Proposal and Methodology</b>  Project methodology comprising of the below. The below can be done in either Microsoft Project or equivalent Project Management tool or as a writeup.  1. Project Initiation = <b>5 points</b> 2. Project Planning = <b>5 points</b>		25		

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	57 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Eastern Cape and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		


3. Project Execution = <b>5 points</b> 4. Project Monitoring = <b>5 points</b> 5. Project Controlling and Closing = <b>5 points</b> Project Methodology with all the above-mentioned items = <b>25 points</b>	Project methodology comprising of identified requirements.			
<b>1. References letters of similar projects</b>  Provide reference letters of similar projects for the past 10 years:  <ul style="list-style-type: none"> <li>4 and more Reference letters = <b>40 points</b></li> <li>3 References letters = <b>30 points</b></li> <li>2 Reference letters = <b>20 points</b></li> <li><b>1 Reference letter = 10 points</b></li> <li>No reference letter = 0 points</li> </ul> <b><u>NB: The letters are to be (mandatory):</u></b>  a. On the company letter head. b. Signed c. Value of the contract (Minimum of R500 000.00) d. Contact details.	Reference letters signed by your clients	<b>40</b>		
<b>TOTAL SCORE</b>		<b>100</b>		<b>70</b>

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	58 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Facilitator of the Eastern Cape and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

C4.1 Project Location

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	59 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Facilitator of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			


Supplier Park Development Company SOC LTD t/a AIDC, Rosslyn. A township in the Pretoria North area under City of Tshwane in the Gauteng Province. The scope of works request is for the building F1:

- **Building Location:** Automotive Supplier Development Park (Rosslyn)
- **Local Authority:** Tshwane Metro Municipality
- **Geographical location:** 30 Helium Road, Rosslyn, Pretoria



Figure 1 - Site Location (Google Satellite Image)

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	60 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			


Automotive Suppliers Park (ASP), Rosslyn. A township in the Pretoria North area under City of Tshwane in the Gauteng Province. The scope of works request is for the building F1:

- **Building Location:** Automotive Supplier Development Park (Rosslyn)
- **Local Authority:** Tshwane Metro Municipality
- **Geographical location:** 30 Helium Road, Rosslyn, Pretoria



Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	61 of 81




Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

Gauteng Automotive Learning Centre, Rosslyn. A township in the Pretoria North area under City of Tshwane in the Gauteng Province.

- **Building Location:** Gauteng Automotive Learning Centre (Rosslyn)
- **Local Authority:** Tshwane Metro Municipality
- **Geographical location:** 99 Hendrick van Eck, Rosslyn



Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	62 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			


Winterveld Enterprise Hub, Winterveld, A township in the Pretoria North area under City of Tshwane in the Gauteng Province.

- **Building Location:** Winterveld Enterprise Hub, Winterveld,
- **Local Authority:** Tshwane Metro Municipality
- **Geographical location:** Cnr Bushveld Road (M39) & Molefi Makinta Road (M21), Winterveld , Pretoria



Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	63 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			


Ford Incubation Centre (FORDIC), Silverton, A township in the Pretoria East area under City of Tshwane in the Gauteng Province.

- **Building Location:** Ford Incubation Centre (FORDIC), Silverton
- **Local Authority:** Tshwane Metro Municipality
- **Geographical location:** Simon Vermooten Road



Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	64 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## C2. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

*(Delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:


	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	65 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration


$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	66 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

**Bidder must attach supporting documents listed below and complete below where it reads (To be completed by the tenderer), a bidder who fails to complete in full or complete incorrectly to claim points for specific goals will receive a score of zero for that goal.**


The specific goals allocated points in terms of this tender	Supporting evidence for meeting preferential procurement targets (bidder to provide the below supporting evidence to claim allocated points for each specific goal)	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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	
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.	10	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	67 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Established by the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

#### 4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company


[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... .....

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	68 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## SBD 6.2

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$


Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	69 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Treasury and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold.</u>
--	--------------------------------------

Polyvinyl chloride (PVC) pipes	100%
Ducting and Structural pipework	100%
Electrical and telecom cables	90%

3. Does any portion of the goods or services offer have any imported content?  
(Tick applicable box)

YES		NO	X
-----	--	----	---

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.


4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER  
LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF  
EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY  
(CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO. ....

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	70 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Established by the Science, Trade and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

ISSUED BY: (Procurement Authority / Name of Institution):

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of ..... (name of bidder  
entity), the following:


- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
  - (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.  
The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011,

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	71 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Established by the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: \_\_\_\_\_

WITNESS No. 1 \_\_\_\_\_


DATE: \_\_\_\_\_

WITNESS No. 2 \_\_\_\_\_

DATE: \_\_\_\_\_


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	72 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

PART D

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	73 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Established by the Gauteng Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## D1. UNDERTAKINGS BY SERVICE PROVIDER IN RESPECT OF THIS BID


### 1. Definitions:

- 1.1 “**The Board**” means the accounting authority of **AIDC** appointed by the Shareholder, GGDA.
- 1.2 “**Chief Executive Officer**” [“CEO”] means the CEO of **AIDC** or her/his duly authorized representative as appointed by the Board in concurrence with GGDA.
- 1.3 “**Contract**” shall include any schedule, drawings, patterns, samples attached, any agreement entered into, and all other schedules attached hereto.
- 1.4 “**Contractor(s)**” means service provider/s whose bid has been accepted by AIDC.
- 1.5 “**Cost of materials**” means, as and when applicable, the cost of components, parts or materials which are intended for the production, manufacturing or assembling of the goods bid for and which are not produced, manufactured or assembled in the factory where the production, manufacture or assembly of such goods occurs, including freight, landing costs, port charges, import duties and other import costs of such components, parts or materials and all costs in connection with the handling and transport thereof prior to delivery at that factory;
- 1.6 “**Final delivery certificate**” means the document issued by **AIDC** confirming that all the known defects have been rectified and that the works, goods or services appear in good order and have been accepted.
- 1.7 “**GGDA**” means Gauteng Growth and Development Agency, the AIDC’s holding company.
- 1.8 “**Letter of acceptance**” means the written communication by **AIDC** to the Contractor recording the acceptance by **AIDC** of the Contractor’s bid subject to the further terms and conditions to be itemized in the contract.
- 1.9 “**Local content**” means the portion of the bid price of local goods not constituting the cost of materials imported into the Republic.
- 1.10 “**Local goods**” means goods wholly or partly produced or manufactured or assembled in the Republic
- 1.11 “**AIDC**” shall mean **Supplier Park Development Company SOC Ltd T/A AIDC, which for the tender will also act as the “employer”,**
- 1.12 “**Order(s)**” means an official letter or CONTRACT issued by **AIDC** calling for the supply of goods according to a contract or bid.
- 1.13 “**Signature date**” and concerning any contract, means the date of the letter of acceptance.
- 1.14 “**Bid**” means an offer to supply goods/services to **AIDC** at a price.
- 1.15 “**Service provider**” means any person or body corporate offering to supply goods to **AIDC**.
- 1.16 “**Termination date**” concerning any contractor means the date of the final delivery certificate.
- 1.17 “**Value added**” means that a portion of the bid price does not constitute the cost of materials.
- 1.18 “**Warranties**” means collectively any, and all warranties listed and otherwise (if any) given by the service provider in term of this agreement.

### 2. Interpretation

- 2.1 In this agreement, clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates contrary:
  - An expression which denotes:
    - any gender includes the other gender.
    - a natural person includes an artificial or juristic person and vice versa.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	74 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Established by the Economic Growth and Development Agency</small>
Document Classification		Normal document		
Document Type		Form		
Name of Document:		Standard bid document (open tender)		

- the singular includes the plural and vice versa.

- Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time.
- When any number of days is prescribed, such shall be reckoned inclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day.
- Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.

2.2 This bid request and any subsequent proposal and contract will be interpreted and dealt with under South African law.

3. **I hereby bid:**

3.1 to supply all or any of the services described in this invitation to bid and any subsequently attached documents to **AIDC**.

3.2 on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of incorporated into, this bid).

3.3 at the prices and on the terms regarding time for delivery and/or execution inserted therein.

4. **I further agree that:**

4.1 The offer herein shall remain binding upon me and open for acceptance by **AIDC** during the validity period indicated and calculated from the closing time of the bid.

4.2 this bid and its acceptance shall be subject to the terms and additions contained in the schedules hereto with which I am fully acquainted.


5. **notwithstanding anything to the contrary:**

5.1 should the bid be withdrawn by me within the period agreed such bid to remain open for acceptance or fail to fulfill the contract when called upon to do so, **AIDC** may, without prejudice to its other rights, agree to the withdrawal of the bid or cancel the contract that may have been entered into between me and **AIDC**.

5.2 in such event, I shall then pay to **AIDC** any additional expense incurred by **AIDC** for having either to accept any less favourable bid or, if fresh bids must be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid.


5.3 **AIDC** shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfillment of this or any other bid or contract.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	75 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

6. Pending the ascertainment of the amount of such additional expenditure **AIDC** may retain such monies, guarantee or deposit as security for any loss **AIDC** may sustain, as determined hereunder, by reason of my/our default.
- 6.1 any legal proceedings arising from this bid may in all respects be launched or instituted against me and I hereby undertake to satisfy fully any sentence or judgment which may be obtained against me as a result of such legal proceedings, and I hereby undertake to pay **AIDC** legal costs on an attorney and own client basis.
- 6.2 if the bid is accepted such acceptance may be communicated by letter or facsimile and that proof of delivery of such acceptance to SA Post Office Ltd shall be treated as delivery.
- 6.3 the law of the Republic of South Africa shall likewise govern any contract created by the acceptance of this bid.
7. I have satisfied myself as to the correctness and validity of this bid, that the price and rates quoted cover all the work/items specified in the bid documents, the price and rate cover all obligations under a resulting contract, and I hereby accept that any error regarding price and calculations shall be at my risk.
8. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions defaulting on me under this agreement as the principal liable for the due fulfillment of this contract.
9. Notwithstanding the amount of cause of action involved, I hereby consent to the jurisdiction of the Magistrate Court for the District of Johannesburg in respect of any action whatever arising from this contract.
10. I declare **participation/no participation** in the submission of any other offer for the supply/services described in the attached documents, and the other service provider(s) involved (if applicable) is:  
.....  
.....
11. Service provider's information - is as furnished elsewhere in this bid response and will be re-confirmed during the contracting process, in the event this bid is successful.
12. The Service provider hereby offers to render all or any of the services described in the attached documents to AIDC on the terms and conditions and in accordance with the specifications stipulated in these tender documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
13. Bids submitted by companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the bid.
14. I hereby agree that the offer herein shall remain binding and receptive for acceptance by AIDC during the validity period indicated and determined from the closing hour and date of the tender; this proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
15. I furthermore confirm correctness and validity of the tender response, that the price and rates quoted, cover all works/items specified in the tender response documents, that the price and rates

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	76 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

cover all obligations under a resulting contract and that any errors made regarding such are at my risk.

16. I hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

## **D2. GENERAL CONDITIONS OF CONTRACT (GCC,2010)**

The purpose of this Section D2 is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders (see attached Annexure A).
- (ii) The GCC will form part of all bid and contract documents.
- (v) Special Condition of Contract pertaining to contracts of this nature will be negotiated with the successful bidder.

## **D3. SPECIAL CONDITIONS OF CONTRACT (SCC)**

### **1. Definitions**

The terms shall be interpreted as indicated in the General Condition of Contract (Annexure A)

### **2. Application**

- 2.1 These SCC are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, SCC are also laid down to cover specific supplies, services or works.
- 2.3 Where such SCC conflict with general conditions, the special conditions shall apply.


### **3. Standards**

- 3.1 The service rendered shall conform to the standards mentioned in the bidding documents and specifications.

### **4. Performance Security**

- 4.1 Within thirty (30) days of receipt of the notification of contract award, the successful service provider shall furnish to the client the performance security of the amount specified in SCC.
- 4.2 The proceeds of the performance security shall be payable to the client as compensation for any loss resulting from the service provider's failure to complete his obligations under the contract.
- 4.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the client and shall be in one of the following forms:
  - 4.3.1 a bank guarantee or an irrevocable letter of credit issued by a reputable bank.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	77 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Established by the Gauteng Provincial Government</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

located in the client's country or abroad, acceptable to the client, in the form provided in the bidding documents or another form acceptable to the client; or

4.3.2 a cashier's or certified cheque

4.4 The performance security will be discharged by the client and returned to the service provider not later than thirty (30) days following the date of completion of the service provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## 5. Insurance

5.1 The service rendered under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC. The contractor will ensure that the insurance liability cover is adequate. Proof of insurance shall be submitted within 7 days of issue of letter of appointment.

## 6. Payment

6.1 The method and conditions of payment to be made to the service provider under this contract shall be specified in SCC.

6.2 Monthly payment for the goods and services as per tender scope.

6.3 Payment will be made in South African Rand unless otherwise stipulated in SCC.

6.4 It is the requirement of AIDC for the successful bidder to maintain a valid Tax Compliance status and a valid CSD Status (National Treasury CSD Number must be provided) for the duration of the project. Therefore, a new valid Tax Compliance must be provided upon expiry of the previous one. The Tax Status will continuously be checked on SARS on-line system during the duration of the contract.

## 7. Prices

7.1 Prices charged by the service provider for services performed under the contract shall not vary from the prices quoted by the service provider in his bid, except for any price adjustments authorized in SCC or in the client's request for bid validity extension, as the case may be.

## 8. Assignment


8.1 The service provider shall not assign, in whole or in part, its obligations to perform under the contract, except with AIDC's prior written consent.

8.2 AIDC on the other hand will in due course have the right to assign its contract with the service provider to another legal entity owned by the Gauteng Provincial Government. Due written notice will in such an instance be provided to the service provider.

## 9. Subcontracts

9.1 The Service Provider shall not subcontract work without the prior written consent of AIDC.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	78 of 81

Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	  Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

## 10 Early Termination


- 1.1. The AIDC can provide a 30-day notice period for earlier termination if the AIDC needs to participate in a transversal contract from Treasury, DED or GGDA on an earlier date than this contract's end date.

I, the service provider, has read the above PARTS E1, E2, E3 and "General Condition of Contract" (Annexure A) and confirm that I/we fully understand and comprehend its meanings intentions, provisions, stipulations and conditions as related to this invitation to bid.

Signed at .....on this..... day of .....20...

\_\_\_\_\_  
Signature of service provider (same person as in PART A)

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	79 of 81


Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <small>Your partner in becoming globally competitive A subsidiary of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

**ANNEXURE A**

**GENERAL CONDITIONS OF CONTRACT (2010)**

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	80 of 81



Department:	Supply Chain Management	Document no:	AIDC-SCM-FRM-004	 Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i> <small>Initiatives of the Economic Growth and Development Agency</small>
Document Classification	Normal document			
Document Type	Form			
Name of Document:	Standard bid document (open tender)			

**ANNEXURE B**

**REPORTING UNETHICAL CONDUCT**

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
1 April 2023	3	G. Mathe	Carol Nxumalo	81 of 81