


Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

## REQUEST FOR QUOTATION (RFQ) WITH FUNCTIONALITY

REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC FOR PROVISION OF ALL GRAPHIC DESIGN SERVICES AS WELL AS ANY AD-HOC DESIGN WORK REQUIRED TO BE DEVELOPED FOR THE AIDC

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : PR000015610

PROJECT NO. : Project A0200

ISSUE DATE :19 JANUARY 2023

BRIEFING YES/NO : No

BRIEFING SESSION DATE AND TIME : N/A

CLOSING DATE :24. JANUARY.2023

CLOSING TIME :11.00

RFQ VALIDITY DATE : 90 Business days

### REQUESTOR DETAILS

Requested By (SCM):	
Contact Number:	
Department Requested for:	
For general RFQ and submissions contact	


### REQUEST FOR QOUTATION (RFQ) CLOSING VENUE

E-mail to: [quotations@aidc.co.za](mailto:quotations@aidc.co.za)

**NB: DO NOT COPY ANY AIDC PERSONNEL, INCLUDING THE SCM OFFICIAL, ON YOUR RESPONSE; RESPONSES WITH AIDC EMPLOYEES COPIED WILL BE DISQUALIFIED.**

THE AIDC RESERVES THE RIGHT TO AWARD THE QUOTE IN PART OR IN FULL AT ITS OWN DISCRETION

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	1 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre Your partner in becoming globally competitive
Document Classification	Normal document			
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## DETAILS OF BIDDER

COMPANY NAME: .....

CONTACT PERSON: .....

TELEPHONE NUMBER: .....

CELLULAR NUMBER: .....

FAX NUMBER: .....

EMAIL ADDRESS: .....

In submitting any information or documentation requested in this RFQ, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFQ and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:


YES		NO	
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	YES	NO
Please indicate if your company is Registered on National Treasury – Central Supplier Database (provide your CSD Number)		
CSD number		

**"ACTIVE STATUS":** - means your BBBEE Certificate or Sworn affidavit is still valid (thus your documents have not yet expired)

**NB: Please Note:** - AIDC won't be able to do business with suppliers not registered on CSD as per National Treasury SCM Instruction No.4 of 2016/17.

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	2 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

## EVALUATION CRITERIA

### 1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ Pre-qualification -
▪ Functionality at <b>100%</b> with minimum of <b>70%</b>
▪ Price <b>(80)</b>
▪ Specific goals <b>(20)</b>


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

A. Administration Criteria - Compliance Requirements – all documents to be submitted	YES	NO
SARS Pin to verify your status		
Valid Sworn affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of BBBEE SANAS accredited verification certificate. NB: Suppliers to use approved DTI or CIPC Affidavit template (check website: <a href="http://www.dti.gov.za">www.dti.gov.za</a> )		
SBD 4 – Declaration of Interest form – completed and signed		
SBD 6.1 Preference points claim form in terms of the preferential procurement regulations 2022 (PPR 2022)		
SBD 6.2 - Declaration Certification For Local Production and Content. (PPR 2022) and Annexure C where local content production is a specific goal, it must be noted under 6.1 for specific goal.		

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

B. Pre-qualification documents	YES	NO
N/A		


Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	3 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a <b>Automotive Industry Development Centre</b> <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

### C Functionality

		<b>Maximum</b>	<b>Score</b>	<b>Minimum</b>
<b>Based on Capability</b>		<b>Maximum Points</b>	<b>Point Scored</b>	<b>Minimum Points</b>
<b>A. Capability</b>		<b>100</b>		<b>70</b>
Certified graphic designer (submit CV of 1 graphic designer with Valid Graphic Design Diploma or Degree). <ul style="list-style-type: none"> <li>No Certification + CV = 0 points</li> <li>CV of 1 Graphic Designer with Diploma / Degree in Graphic Design = 25</li> </ul>		25		
Designed Material (Brochures/Flyers/Adverts/Profiles). Provide sample of previous work done in the past 36 months. <ul style="list-style-type: none"> <li>Samples of designed material done for 5 clients = 50 points</li> <li>Samples of designed material done for 4 clients = 30 points</li> <li>Samples of designed material done for 3 clients = 20 points</li> <li>Samples of designed material done for 2 clients = 10 points</li> <li>Samples of designed material done for 1 client = 5 points</li> <li>No Samples of designed material done = 0 points</li> </ul>		50		
Relevant contactable reference letters with dates on client's company letterhead signed by clients stating that Similar Graphic Design Project was implemented and completed successfully in the last 2 years. <ul style="list-style-type: none"> <li>No letter = 0 points</li> <li>1 letter = 5 points</li> <li>2 letters=15 points</li> <li>3 or more letters = 25 points</li> </ul>		25		
<b>TOTAL SCORE</b>		<b>100</b>		<b>70</b>

<b>Effective Date:</b>	<b>Revision No:</b>	<b>Compiled by:</b>	<b>Approved by:</b>	<b>Page Number</b>
6 February 2023	3	G. Mathe	C. Nxumalo	4 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			


### Preferential procurement targets

#### Take note!

The following preferential procurement targets will be followed out of 20 points. Points will be awarded for specific goals related to this RFQ. The total points obtained will be used to evaluate 80/20, where 80 points are assigned to price and the remaining 20 points are assigned to a specific goal. Bidder must attach supporting documents listed below and complete SBD6.1 in full on page 4 of 5. (To be completed by the tenderer), a bidder who fails to complete in full or complete incorrectly SBD 6.1 to claim points for specific goals will receive a score of zero for that goal.

Specific goals	Supporting evidence for meeting preferential procurement targets	Points
B-BBEE status contributor level 1, 2, 3 or 4.	Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate.	10
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	5
51% owned by black people who are women.	Certified ID copy not older than 6 months.	5
51% owned by black people with disabilities.	Original letter from Doctor (Dr) on their letterhead which clearly indicate Doctor's practice number and confirmation of disability of the owner.	
51% owned by black people living in rural or underdeveloped areas or townships.	Tenderer must submit the Township municipal utility bill of which the owner resides. Township must be as per CSD township location address as registered.	
51% owned by black people who are military veterans.	The tenderer to submit proof of registration with military veteran database.	
Locally manufactured goods and services in line with the Department of Trade and Industry thresholds for products designated for local content.	SBD 6.2 - Declaration Certification and annexure C are completed and included in the tender document.	
Cooperative, which is 50% owned by black people.	CIPC registration documents as well as a cooperative membership agreement.	

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	5 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

Dear Service Provider

## REQUEST FOR PROPOSAL /QUOTATION (RFQ) – SCOPE OF WORK/SERVICE

### 2. INTRODUCTION

#### 2.1.MANDATE

The AIDC is the dedicated developmental agency of the Gauteng Growth and Development Agency (GGDA) in relation to the specific industrial, infrastructure and training needs required by the automotive and allied sector - those based in the Gauteng province. The AIDC is thus tasked by GGDA with special developmental type projects aimed at enhancing and possibly expanding the automotive and allied-related sector with a focus on enterprise development; also in the support of government's aims at BBBEE SMME development and the radical transformation of various townships. The AIDC otherwise explores other developmental projects, external to the objectives of the GGDA in support of the AIDC's own business development processes. These include projects related to the transport and energy sectors, as well the development of the Tshwane Auto City. The AIDC's focus, in terms of the 2016 Gauteng Economic Development Plan/Framework (GEDP/F), is towards the automotive sector in the Northern Corridor of the Gauteng City Region (GCR) framework.

#### 2.2VISION

The Vision of the AIDC is:

To be the leading implementation agency delivering creative, efficient, best practice and value-based solutions in support of government's programmes related to the automotive and allied sectors.

#### 2.3 MISSION


The Mission of the AIDC, in pursuit of its Vision, is to provide innovative customised solutions:

To develop the automotive manufacturing sector to globally competitive standards of excellence through a world-class value proposition which enables effective and sustainable socio-economic growth.

### 3. RFQ OBJECTIVES

The aim is to request interested service providers to submit a detailed proposal for the provision of all graphic design services as well as any ad-hoc design work required to be developed for the AIDC over a period of 24 Months or when the issued purchase order for the service has been exhausted (whichever comes first).

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	6 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

#### 4. RFQ SCOPE

The proposal should cover the following areas.


##### A. The provision of all Graphic Design and related services for the AIDC.

Attend to Graphic Design Service requests within the indicated timeframes as follows:

- Design event invitations – within 2 days after submission of brief
- Design of Publication and layouts – within 5 working days after submission of brief
- Design of logos and related branding requirements – within 10 working days after submission of brief
- Design Advertisements – within 4 days after submission of brief
- General Design mock-ups or concepts options are required – 3 days after submission of brief.
  - E.G
    - Designing of A4 Advert
    - Design of Billboard artwork
    - Design and layout of A4 profile
    - Design and layout of A4 brochure
    - Design and layout of A3 brochure
    - Design and layout for an event invite without RSVP link
    - Design of website banner
    - Design of event invite with RSVP link
    - Design of A0 poster
    - Design of email signature banner
    - Design of skyscraper advert
    - Design of social media posters
    - Design and layout of stand artwork 6m x3m.
    - Design and layout of A4 newsletter
    - Design and layout of A5 leaflets

**AS WELL AS ANY AD-HOC DESIGN WORK REQUIRED TO BE DEVELOPED FOR THE AIDC.**

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	7 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

## 5. DURATION

The service provider will be appointed to render services to the AIDC for Graphic Design and any related design work required by the AIDC for a period of 24 months or when the issued purchase order for the service has been exhausted (whichever comes first).

NB: The terms and conditions are that the AIDC will only pay for work done by the service provider as and when requested by the AIDC. Frequency of graphic design work is normally adhoc during the year, and AIDC will contact service provider for the required services. The services required will be, effective as soon the purchase order is issued.

### 5.1 PRICE SCHEDULE

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

NB:


- for fair price comparison, bidders must indicate whether they are VAT registered.
- Bidders submitting two different bids/proposals in value will be disqualified.
- If you have not received an order within a validity date of **90 business days** of RFQ. Please accept your quote was unsuccessful.

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

ITEM NO.	DESCRIPTION/S COPE OF WORK	UOM RATE PER HOUR	QUANTITY ESTIMATE	UNIT PRICE	TOTAL PRICE
	In line with detailed specification as detailed in this document	Rate per hour	24 Months		
1.1	Graphic Design services for AIDC				
				<b>SUB-TOTAL</b>	
				<b>VAT 15%</b>	
				<b>TOTAL AMOUNT</b>	

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	8 of 10




Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

Delivery period in weeks: .....

#### QUOTE CONDITIONS:

1. This Quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes' should not be qualified by own conditions.
2. All price(s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period. VAT must be shown separately by VAT Vendors and non-registered or deregistered Vendors should exclude VAT from their quotes. Price(s) quoted must be valid for at least ninety (90) days from the closing date of the quotation and a firm delivery period must be indicated.
3. AIDC will not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the quotation/offer specifically provides for it
4. AIDC reserves the rights to validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By signing POPIA clause and submitting a bid, respondents hereby irrevocably grant the necessary consent to AIDC to do so;
5. All goods must be delivered to the address as indicated in the RFQ document.
6. All price quoted must be fixed & firm prices and where applicable, price negotiation with the preferred supplier will be entered into.
7. All purchases will be made through an AIDC Official Purchase Order with Order Number. Therefore, no goods must be delivered, or a service be rendered without a valid official Purchase Order & Number been received. The onus rests with the service provider to ensure they have received the above. Changes to RFQ/PO specifications should be communicated to the SCM Officer.
8. Fully Complete & sign the attached SBD forms, thus SBD 4, 6.1 and 6.2 NB: Quotes without or with not fully completed SBD 4 will not be considered, and with SBD 6.1 bidder with score zero)
9. The 80/20 preference point system is applicable to price quotations and tenders with a rand value from R2 000 up to a rand value of R50 million (all applicable taxes included).
10. This RFQ will be evaluated based on the 80/20 preferential point system as stipulated in the Preferential Procurement Policy Framework Act & PPR 2022. 20 Points allocated to specific goals listed in Table 1 of SBD 6.1 PPR 2022 Section 4.2
11. An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2022. In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME
12. A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2022
13. B-BBEE Status Level Verification Certificates (NB: Certificate are identifiable by a SANAS logo )

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	9 of 10

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i>
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

or Valid Sworn affidavit (as issued by DTI/or CIPC

14. (EME/QSE see point 9&10 above) to be provided in order to claim points for specific goals:

**15. NB: For Construction related services/work\_CIDB Grading & Safety File – The successful contractor should take note that a “Safety File” will be required on appointment and should be submitted to the AIDC before commencement of any work and ensure comply with relevant CIDB grading were required.**

Please note that failure to comply with the RFQ conditions will invalidate your proposal (if mandatory/prequalification documents are not returned then consider your quotation not accepted).

I .....in my capacity as.....  
certify that the information supplied is correct and I have read and understood the AIDC general terms and conditions, and I accept them.

Signature: .....

Company Name: .....

Effective Date:	Revision No:	Compiled by:	Approved by:	Page Number
6 February 2023	3	G. Mathe	C. Nxumalo	10 of 10