

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			
Document Type	TEMPLATE			
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REQUEST FOR QUOTATION (RFQ) WITH FUNCTIONALITY

REQUEST FOR POTENTIAL SERVICE PROVIDERS TO SUBMIT A QUOTATION FOR GREASE TRAP SERVICE (EMPTYING, CLEANING AND DESLUDGING OF OIL AND GREASE TRAP TO WASTE-WATER TREATMENT BY ROAD HAULAGE) FROM AIDC, ROSSLYN SITE AND FORD, SILVERTON SITE, PRETORIA.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : PR 15773

PROJECT NO. :

ISSUE DATE : 09 SEPTEMBER 2024

BRIEFING YES/NO : N/A

BRIEFING SESSION DATE AND TIME : N/A

CLOSING DATE : 17 SEPTEMBER 2024

CLOSING TIME : 11H00

RFQ VALIDITY DATE : 90 Business days

REQUESTOR DETAILS

Requested By (SCM):	Ali Malefo
Contact Number:	012 564 5043
Department Requested for:	FMM
For general RFQ and submissions contact	amalefo@aidc.co.za

REQUEST FOR QOUTATION (RFQ) CLOSING VENUE

E-mail to: quotations@aidc.co.za

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

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

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DETAILS OF BIDDER

COMPANY NAME:

CONTACT PERSON:

TELEPHONE NUMBER:

CELLULAR NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

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

Respondents are required to provide consent below:

YES		NO	
-----	--	----	--

	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.

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ Pre-qualification:Yes

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▪ Functionality at 100% with minimum of 70%
▪ Price (80)
▪ Specific goals (20)

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: www.dti.gov.za)		
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
- Valid Permit Certificate with Permit Number for (Road Haulage of Domestic Effluent or Hazardous disposal) issued by Local Municipality. OR Approved letter/proof for waste disposal site issued by any approved landfill verified for waste-water treatment of Road Haulage of Domestic Effluent or Hazardous disposal. DISQUALIFIED IF NOT GIVEN <i>N/B Grease traps can generate flammable and toxic gases over time leading to hazardous situations. Hence categorized as Sewage to be delivered by road haulage and can only be disposed of at any approved local waste-water treatment.</i>		

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C Functionality

Based on Capability	TYPE OF SUPPORTING DOCUMENTS REQUIRED	MAXIMUM	SCORE	MINIMUM
<i>NB: The bidder shall achieve a minimum score of 70 points under functionality to be able to be evaluated further on pricing & specific goals system.</i>		Maximum Points	Point Scored	Minimum Points
Capability		100		70
A. WORK PLAN / SCHEDULE				
<p>The bidder should propose the work plan/schedule that is aligned with the AIDC Overall Grease Trap Suction Project frequency, time frame, and main activities for the assignment, and specifically cover the following:</p> <ul style="list-style-type: none"> The Activity, Duration and Frequency is appropriate and consistent with project objectives and overall requirements of the project = 40 Points 	Work Plan/ Schedule	40		
B. PLANT AND EQUIPMENT				
<p>Bidder's resources requirements with respect to aspects of emptying, cleaning and desludging of oil and grease trap in wastewater treatment tanks, minimum of 2.5 Ton (2.500 Litres) Vacuum Pump Installed Oil & Grease Trap Suction Truck/mobile tanker will be an advantage.</p> <ul style="list-style-type: none"> 1 x 5 Ton or more Vacuum Pump Installed Sewage Suction Truck/mobile tanker (submit Truck/mobile tanker Photo, Truck/mobile tanker Reg Documents and Truck/mobile tanker Suction detail specification) = 60 points 1 x 2.5 to 4.9 Ton Vacuum Pump Installed Sewage Suction Truck/mobile tanker (submit Truck/mobile tanker Photo, Truck/mobile tanker Reg Documents and Truck/mobile tanker Suction detail specification) = 40 points No Vacuum Pump Installed Sewage Suction Truck/mobile tanker info provided = 0 points <p>(N/B) requested Truck/mobile tanker info to entail but not limited to the following information:</p> <ul style="list-style-type: none"> Truck/mobile tanker Photo (front, side, back) Valid Truck/mobile tanker Reg Document Truck/mobile tanker Suction detail specification 	Truck/mobile tanker Photo, Truck/mobile tanker Reg Documents and Truck/mobile tanker Suction detail Specification	60		
TOTAL SCORE		100		70

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Preferential procurement targets

Take note!

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

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.	20
51% owned by black people who are youth.		
51% owned by black people living in rural or underdeveloped areas or townships.		
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	

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Dear Service Provider

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

2. INTRODUCTION

2.1. MANDATE

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

2.2. VISION

The Vision of the AIDC is:

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

2.3. MISSION

The Mission of the AIDC, in pursuit of its Vision, is to provide innovative 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 and experienced service provider to submit quotes for Grease, Fat Trap Service (emptying, cleaning and desludging of oil grease trap to the waste-water treatment Works by road haulage as hazardous material) from AIDC Rosslyn, Pretoria North Site and FORD Silverton, Pretoria East, Site, on a Weekly basis for a period of 36 Months.

Tenderers must have proof of valid permit certificate with permit number for (Road Haulage of Domestic Effluent or Hazardous disposal) issued by Local Municipality or approved letter/proof for waste disposal site issued by any approved landfill verified for waste-water treatment of Road Haulage of Domestic Effluent or Hazardous disposal.

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4. RFQ SCOPE

Due to the nature and persistent AIDC's business setup in both sites (AIDC ASP Rosslyn Site and AIDC AIC Silverton Site), emptying, desludging, and deep cleaning of the existing grease traps is constantly a need to restore and maintain the functionality of existing wastewater treatment tanks.

For this purpose, AIDC intends to appoint an experienced company with adequate resources for emptying, cleaning and desludging of oil and grease trap in wastewater treatment tank at AIDC ASP Rosslyn Site and AIDC AIC Silverton Site, Pretoria. and the grease trap cleaning and pumping service shall be carried in strict accordance with the specification provided but not limited to the following:

- a) Removal of Food Solids and excessive fat from the grease trap.
- b) The food & solids to be removed from the strainers & pumped into holding tanks for disposal.
- c) Excess fat, grease, oil, and solids in the grease trap must be pumped out into holding tanks.
- d) Fat, grease, and solids must be removed from site and disposed of in a responsible manner at the verified wastewater treatment works in accordance with legislation.
- e) To remove all grease sludge from the intake and outtake outlets (pipes) in the tank where possible.
- f) Ensure the area surrounding the grease trap is cleaned with a broom and a degreasing agent and if necessary, a high-pressure washer is used.
- g) A Service certificate of disposal is issued on every disposal.

Service Frequency (Weekly, equivalent to 4 x per Month)

Service Location/Sites:

- Automotive Incubation Centre (AIC) at Ford, Silverton in the Canteen Area (1500 Litres Grease Trap Tank)
- Automotive Supplier Park (ASP) at Building F3 Canteen Area (1200 Litres Grease Trap Tank)
- Automotive Supplier Park (ASP) Maingate (1200 Litres Grease Trap Tank)

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5. PROJECT LOCATION

The project is located within the AIDC Site (ASP Rosslyn) under the municipality of City of Tshwane in the Gauteng Province.

A. Automotive Supplier Park (Rosslyn)

Building Location: Helium Rd, Akasia, Rosslyn, Pretoria North

Building Area of Focus: Buildings & Common Area

Local Authority: City of Tshwane

Geographical location: 30 Helium Road, Rosslyn, Pretoria

Description of main use: Automotive Industrial Park

Site Location:

A satellite image of the site location is shown in Figure 1 below.



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B. Automotive Incubation Centre

Building Location: Ford Facility - Silverton

Building Area of Focus: Building & Common Area

Local Authority: Tshwane Metro Municipality

Geographical location: Simon Vermooten Rd, Pretoria

Description of main use: Automotive Industrial Park

Site Location:

A satellite image of the site location is shown in Figure 4 below.



6. DURATION

The service provider will be appointed to render service to the AIDC for emptying, cleaning and desludging of oil and grease trap in wastewater treatment tank at AIDC ASP Rosslyn Site and AIDC AIC Silverton Site “Weekly” which equals to 4 x Monthly per site for a period of 36 Months (Effective from date of award).

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7. SPECIAL NOTES

- 7.1 The successful bidder shall issue appropriate guarantee/s for the workmanship and installed equipment in accordance with the (OEM) manufacturer's prerequisites, that the equipment is adequately installed to perform as per outlined scope and specification. Make provision to provide a full comprehensive safety file to AIDC SHEQ Team.
- 7.2 Progressive clean work area & remove all waste offsite daily.
- 7.3 Working Afterhours/weekends/holidays will be under supervision/monitoring of AIDC's representative
- 7.4 Appointed supplier must provide care and manage all materials required to perform their scope of work at the Automotive Supplier Park jobsite.
- 7.5 Any work that includes application and use of hazardous products shall be performed per the applicable Safety, Health and Environmental regulations.
- 7.6 The service provider shall only take instructions from the project manager.

8 PENALTY CLAUSE

- 8.1 The successful bidder shall be responsible for any damages to property because of negligence during the service works on site.
- 8.2 Penalties will be applied for late delivery of the project in accordance with the signed JBCC contract.

9 SHE SPECIFICATION – AIDC

- 9.1 The successful bidder shall be issued with a SHE specification to compile a safety file in accordance with AIDC's site requirements before commencement of works.
- 9.2 It is a requirement that all personnel directly involved with this contract, including those of specialist subcontractors, attend a Safety induction course before commencement of works.

10 PRICE SCHEDULE

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

NB:

- 10.1 For fair price comparison, bidders must indicate whether they are VAT registered.
- 10.2 Bidders submitting two different bids/proposals in value will be disqualified.
- 10.3 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.

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PRICE SCHEDULE FOR YEAR 1

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	In line with detailed Scope of work as detailed in this document				
1.	Emptying, cleaning and desludging of oil and grease trap in wastewater treatment tank for the following:				
1.1	Service at Automotive Incubation Centre (AIC) at Ford, Silverton in the Canteen Area (1500 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	6		
1.2	Service at Automotive Supplier Park (ASP) at Building F3 Canteen Area (1200 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	6		
1.3	Service at Automotive Supplier Park (ASP) Maingate (1200 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	6		
				SUB-TOTAL	
				VAT @ 15%	
				TOTAL	
<p>*UOM = Unit of measure, e.g., Hours/Days, etc. NB: Service Provide to produce signed service reports during every service.</p>					

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PRICE SCHEDULE FOR YEAR 2

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	In line with detailed Scope of work as detailed in this document				
2.	Emptying, cleaning and desludging of oil and grease trap in wastewater treatment tank for the following:				
2.1	Service at Automotive Incubation Centre (AIC) at Ford, Silverton in the Canteen Area (1500 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	12		
2.2	Service at Automotive Supplier Park (ASP) at Building F3 Canteen Area (1200 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	12		
2.3	Service at Automotive Supplier Park (ASP) Maingate (1200 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	12		
				SUB-TOTAL	
				VAT @ 15%	
				TOTAL	
<p>*UOM = Unit of measure, e.g., Hours/Days, etc. NB: Service Provide to produce signed service reports during every service.</p>					

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PRICE SCHEDULE FOR YEAR 3

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	In line with detailed Scope of work as detailed in this document				
3.	Emptying, cleaning and desludging of oil and grease trap in wastewater treatment tank for the following:				
3.1	Service at Automotive Incubation Centre (AIC) at Ford, Silvertown in the Canteen Area (1500 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	12		
3.2	Service at Automotive Supplier Park (ASP) at Building F3 Canteen Area (1200 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	12		
3.3	Service at Automotive Supplier Park (ASP) Maingate (1200 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	12		
				SUB-TOTAL	
				VAT @ 15%	
				TOTAL	
<p>*UOM = Unit of measure, e.g., Hours/Days, etc.</p> <p>NB: Service Provide to produce signed service reports during every service.</p>					

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PRICE SCHEDULE FOR YEAR 4

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
	In line with detailed Scope of work as detailed in this document				
4.	Emptying, cleaning and desludging of oil and grease trap in wastewater treatment tank for the following:				
4.1	Service at Automotive Incubation Centre (AIC) at Ford, Silverton in the Canteen Area (1500 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	6		
4.2	Service at Automotive Supplier Park (ASP) at Building F3 Canteen Area (1200 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	6		
4.3	Service at Automotive Supplier Park (ASP) Maingate (1200 Litres Grease Trap Tank) (Weekly Service = 4 x Service Per Month)	Monthly	6		
				SUB-TOTAL	
				VAT @ 15%	
				TOTAL	
<p>*UOM = Unit of measure, e.g., Hours/Days, etc. NB: Service Provide to produce signed service reports during every service.</p>					

Make submission of a formal proposal is with all costs included in your pricing.
The AIDC will not be responsible for paying any costs not quoted up front.

Delivery period in weeks:

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QUOTE CONDITIONS:

1. This Quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions.
2. All price(s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period. VAT must be shown separately by VAT Vendors and non-registered or deregistered Vendors should exclude VAT from their quotes. Price(s) quoted must be valid for at least ninety (90) days from the closing date of the quotation and a firm delivery period must be indicated.
3. AIDC will not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business unless the quotation/offer specifically provides for it.
4. AIDC reserves the rights to validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By signing POPIA clause and submitting a bid, respondents hereby irrevocably grant the necessary consent to AIDC to do so.
5. All goods must be delivered to the address indicated in the RFQ document.
6. All prices 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) or Valid Sworn affidavit (as issued by DTI/or CIPC
14. (EME/QSE see point 9&10 above) to be provided in order to claim points for specific goals:
15. **NB: For Construction related services/work_CIDB Grading & Safety File – The successful contractor should take note that a “Safety File” will be required on appointment and should be submitted to the AIDC before commencement of any work and ensure comply with relevant CIDB grading were required.**

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

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

Signature:

Company Name:

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