REQUEST FOR QUOTATION (RFQ) WITHOUT FUNCTIONALITY

APPOINTMENT OF A RECYCLING FIRM FOR DISPOSAL OF REDUNDANT ELECTRONIC ASSETS FROM THE SUPPLIER PARK DEVELOPMENT CENTRE SOC LIMITED T/A AIDC DEVELOPMENT CENTRE SOC LIMITED HEREINAFTER (THE AIDC) AS A ONCE OFF PROJECT

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : **PR 16007**

PROJECT NO. : **A0161**

ISSUE DATE : **27 September 2024**

BRIEFING YES/NO : **YES**

BRIEFING SESSION DATE AND TIME : **01 October 2024 (Via Teams Links @ 11H00)**

CLOSING DATE : **04 October 2024**

CLOSING TIME : **11H00**

RFQ VALIDITY DATE : **90 Business days**

REQUESTOR DETAILS

Requested By (SCM):	**Gloria Modiakgotla**
Contact Number:	**012 564 5301**
Department Requested for:	**FIN**
For general RFQ and submissions contact	quotations@aidc.co.za

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 OFFER IN PART OR IN FULL AT ITS OWN DISCRETION

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.

1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance.
▪ Functionality – N/A
▪ 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

Preferential procurement targets

The preferential procurement targets listed below will be followed. Points will be awarded for specific goals relevant to this RFQ; if no supporting documents are provided as per the list below, the bidder will receive a score of zero (0). The total points obtained below will be used to evaluate 80/20, where 80 points are allocated to price and the remaining 20 points are allocated to specific 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**

Dear Service Provider

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

2. INTRODUCTION

2.1. MANDATE

The Supplier Park Development Centre SOC Limited T/A AIDC Development Centre SOC Limited Hereinafter (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'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 customized solutions:
To develop the automotive manufacturing sector to globally competitive standards of excellence through a world-class value proposition which enables effective and sustainable socio-economic growth.

3. RFQ OBJECTIVES

3.1 MAIN OBJECTIVE

The aim is to request interested service providers, namely E-waste specialist companies, to submit a detailed proposal towards the purchase of AIDC's redundant e-waste equipment, namely items such as:

- Laptops
- phones
- Network switches, &
- Other network electronic equipment as may be determined by management.

3.2 GOODS INSPECTION & SUBMISSION OF OFFER

3.2.1) Upon receipt of all responses on closing date, an inspection period will determined and a timetable drawn up for all eligible bidders to come to the AIDC premises to inspect the goods.

3.2.2) Bidders will be required to submit their offers with 48 hours after inspection.

3.2.3) The offer will be submitted as per the Post Inspection Offer Schedule, set out as per Table 1 below.

3.2.4) AIDC reserves the right to increase or decrease the number of items on the Post Inspection Offer Schedule and this will be communicated at the time of opening the inspection process.
If you have not received communication within 90 business days submitting your Post inspection Offer Schedule, please accept your offer was unsuccessful.

4. RFQ SCOPE

4.1 Duration

The service winning service provider will be appointed to fulfil the tender as a once-off appointment. Failure to perform will result in the offer being extended to the remaining eligible bidders , in line with the shortlist.

4.2 Completion of Documents

It is mandatory for Bidders to complete and sign-off the all the bidding documents in order to the submission to be accepted.

Example of Post Inspection Offer Schedule template.

Table 1 :

Post Inspection Offer Schedule.					
ITEM NO.	**DESCRIPTION/SCOPE OF WORK**	**UOM***	**NUMERIC QUANTITY**	**UNIT PRICE (EXCL. VAT)**	**TOTAL PRICE (EXCL. VAT)**
1	Laptops: Various OEM, models, and sizes.	Each			
2	Desktops: Various OEM, models.	Each			
3	Telephone Handsets: Various Models	Each			
4	Analog Television	Each			
5	Video Conferencing unit	Each			
6	Plotter printer	Each			
7	Rotary Trimmer	Each			
8	TV Displays	Each			
9	Printers	Each			
10	Faulty network equipment: Various models.	Each			
11	Labelling Machine	Each			
12	Monitors: Various OEM, models, and sizes	Each			
13	Samsung Radio	Each			
14	Keyboards: Various OEM, models and sizes	Each			
15	Other items : Bidders will be allowed to separately compute a price for other items, which may have been excluded from this list.	Each			
				SUB-TOTAL	
				VAT 15%	
				GRAND TOTAL	

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

QUOTE CONDITIONS:

1. This Quote is subject to the Government Procurement General Conditions of Contract that may not be amended.
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 price quoted must be fixed & firm prices and where applicable, price negotiation with the preferred supplier will be entered into.
6. All purchases will be made through an AIDC Official Purchase Order with Order Number. Therefore, no 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.
7. Fully Complete & sign the attached SBD forms, thus SBD 4 and 6.1 (NB: Quotes without the signed completed forms will not be considered)
8. 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).
9. 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
10. 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
11. 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
12. B-BBEE Status Level Verification Certificates (NB: Certificate are identifiable by a SANAS logo) or Valid Sworn affidavit (as issued by DTI/or CIPC
13. (EME/QSE see point 9&10 above) to be provided in order to claim points for specific goals:

14. **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: ……