

Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-012
Document Classification	Normal document		
Document Type	TEMPLATE		
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)		



Supplier Park Development Company SOC Ltd t/a
Automotive Industry Development Centre
Your partner in becoming globally competitive

REQUEST FOR QUOTATION (RFQ) WITH FUNCTIONALITY

Invitation to Submit Detailed Proposal to the AIDC FOR OCCUPATIONAL HYGIENE SURVEYS AND MONITORING TO AIDC SITES , NAMELY:

1. Automotive Supplier Park: 30 Helium Road Rosslyn.
2. Gauteng Automotive Learning center: 99 Hendrick van Eck.
3. Winterveld Enterprise Hub: Molefe Makinta & Bushveld Road Winterveldt.
4. Ford Incubation center: Simon Vermoten Street, Waltloo.
5. Nissan Incubation center, Ernest Oppenheimer Street, Rosslyn.
6. Chamdor Automotive Hub – 1 Jacobs Street, Krugersdrop, Chamdor
7. Trade Test Centre-30 Helium Road, Automotive Supplier Park, Rosslyn 0200

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: 15964
PROJECT NO.	:
ISSUE DATE	: 30 JULY 2024
BRIEFING YES/NO	: N/A
BRIEFING SESSION DATE AND TIME	: N/A
CLOSING DATE	: 07 AUGUST 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:	SHEQ
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	
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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.

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1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
Compliance
Pre-Qualification - Valid company Approved Inspection Authority Certificate from Department of Labour. - Valid South African Institute of Occupational Hygiene certificate for 1 Occupational Hygienist (OH) that will be allocated to ADIC sites. 3 References letters of similar projects: Provide signed reference letters of similar project from different service providers.
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 company Approved Inspection Authority Certificate from Department of Labour		
Valid South African Institute of Occupational Hygiene certificate for 1 Occupational Hygienist (OH) that will be allocated to ADIC sites		
3 References letters of similar projects: Provide signed reference letters of similar project from different service providers. - NB: The reference letters to contain all the following but not limited to client's information: a. Client's Company letter head b. Signed		

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- c. Dated
- d. Client's Contactable details (e.g., Physical Address, e-mail, Telephone, etc.)
- e. Awarded Description/scope of the work which must be in line with scope of work.
- AIDC reserves the right to validate the reference letters

C. 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

Dear Service Provider

REQUEST FOR PROPOSAL /QUOTATION (RFQ) –

1. INTRODUCTION

a. 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 as 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.

b. 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.

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c. 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.

2. RFQ OBJECTIVES

The objective of this RFQ is to appoint a suitable service provider for Occupational Hygiene Surveys, Monitoring and Sampling to AIDC Sites to provide detailed quotation that is in line with the scope of work.

3. RFQ SCOPE

The quotation should be as per below. The suppliers who will not be quoting as per the specification below will be disqualified. Scope of work will be as follows:

- Environmental sampling and measurements must be done by an Approved Inspection Authority
- Provide factual data on health risks related to specific processes for all AIDC sites.
- Identify areas/tasks where improvements may be needed and recommend cost effective control measures.
- Evaluate the identified stressors with regulated limits as required by the Occupational Health and Safety Act and Regulations.

The appointed company will be required to provide the following services:

- Develop sampling strategies and procurement of all applicable sampling media.
- Methodology reference recognized by American Conference of Governmental Industrial Hygienists (ACGIH), Occupational Safety & Health Administration (OSHA), National Institute of Occupational Safety & Health (NIOSH) or other applicable regulatory or industry best guidelines during the project.
- Analysis will be compared to OHS Act, Environmental Regulations for Workplaces, ACGIH American Conference of Governmental Industrial Hygienists, OSHA (Occupational Safety and Health Administration), NIOSH (National Institute for Occupational Safety and Health) or other applicable regulatory or industry best guidelines.
- Make use of only a South African National Accreditation System (SANAS) or comparable accredited lab to complete lab work.
- Provide a report that contains the sampling strategies, equipment used, calibration methods and documentation, chain of custody confirmation, results of the sampling and appropriate recommendations for action by the ACSA.
- A certified occupational hygienist shall review the sampling strategies, analysis and resulting report with the emphasis on adherence to accepted industry practices.
- The AIA will provide necessary testing and sampling equipment and supplies.
- The AIA will designate a representative available as needed for review and interpretation or presentation of the findings.

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Automotive Supplier Park		
Area	Nature of business	Proposed surveys/Monitoring/ sampling
Central hub: Ground floor & First Floor	Administrative/ Office work Conference Centre	Illumination Indoor Air Quality/ventilation Ergonomics
FMM office	Chemical storage Administrative/ Office Work	Illumination Indoor Air Quality/ Ventilation VOC Sampling.

Gauteng Automotive Learning Centre		
Area	Nature of business	Proposed surveys/Monitoring/ sampling
Open office	Administrative/ Office work	Illumination Indoor Air Quality/ventilation Ergonomics
Workshops	Training: Welding : Autotronics : Mechatronics	Illumination Indoor Air Quality/ Ventilation VOC Sampling.
Classroom	Administrative work Training: Theory	Illumination Indoor Air Quality/ventilation Ergonomics

Trade Test Centre		
Area	Nature of business	Proposed surveys/Monitoring/ sampling
Open office	Administrative/ Office work	Illumination Indoor Air Quality/ventilation Ergonomics
Workshops	Trade testing	Illumination Indoor Air Quality/ Ventilation

Winterveldt Enterprise Hub		
Area	Nature of business	Proposed surveys/Monitoring/ sampling
Open office	Administrative/ Office work	Illumination Indoor Air Quality/ventilation Ergonomics
Workshops	Spray painting Sanding paint from cars	Illumination Indoor Air Quality/ Ventilation VOC Sampling. Hazardous Chemical

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Chamdor Automotive Hub		
Area	Nature of business	Proposed surveys/Monitoring/sampling
Office	Administrative/ Office work	Illumination Indoor Air Quality/ventilation Ergonomics
Workshops	Spray painting Sanding paint from cars Auto Electrician Mechanic Car Seat revamp Wheel Alignment	Illumination Indoor Air Quality/ Ventilation VOC Sampling. Hazardous Chemical Substance(

Ford Incubation Centre		
Area	Nature of business	Proposed surveys/Monitoring/sampling
Office	Administrative/ Office work	Illumination Indoor Air Quality/ventilation Ergonomics
Nissan Incubation Centre		
Area	Nature of business	Proposed surveys/Monitoring/sampling
Office	Administrative/ Office work	Illumination Indoor Air Quality/ventilation Ergonomics

Illumination

- Measure illumination levels in all areas for day and compare with statutory requirements. Illumination results to be plotted in a schematics diagram to indicate the location where measurements were taken.
- Make practical recommendations for AIDC to implement to ensure compliance.
- Measurements to be taken at following areas:
- All offices occupied by AIDC employees, which includes all offices, guard rooms, Conference area, toilets, kitchens, storerooms, passageways and training rooms.

Ventilation

- Take measurements in all the buildings occupied by employees to assess whether the air circulation is compliant with the occupational exposure limits (OEL) requirements as stipulated in the Environmental Regulations.
- Measure effectiveness and efficiency of the air conditioning system used in these areas. Make practical recommendations to AIDC to ensure compliance with statutory requirements measurements to be taken at following areas:

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- All offices occupied by AIDC employees, which includes all offices, guard rooms, Conference rooms, toilets, kitchens, storerooms, passageways, training room.

Ergonomics

Conduct a full assessment of all activities performed including administrative activities to determine human abilities and limitations in relation to work environment as well as equipment. Make practical solutions to ensure the work environment is suitable to cater for human abilities and limitations.

Hazardous chemical agents /Hazardous biological agents

- Take samples at areas within the office to identify biological and Chemical agents and exposure. This must include potential exposure for corporate office activities that could result in exposure to these agents when executing work outside the office environment. The specimen shall be analysed in a SANAS accredited laboratory.
- Make practical recommendations for AIDC to implement to ensure compliance.
- Measurements to be taken at following areas:
 - Workshops, storerooms

Site	Number of employees
Automotive Supplier Park	120
Gauteng Automotive Learning Centre	15
Trade Test Centre	6
Ford Incubation Centre	12
Nissan Incubation Centre	7
Winterveldt Enterprise Hub	6
Chamdor Automotive Hub	6

Site	Size (Square metres)
Automotive Supplier Park	6000
Gauteng Automotive Learning Centre	6 642
Trade Test Centre	1250
Ford Incubation Centre	804
Nissan Incubation Centre	600
Winterveldt Enterprise Hub	1354
Chamdor Automotive Hub	1600

NB: Adhoc service. To be done as and when required. The client will inform the service provider to provide these services when needed. Services to be invoiced only when performed as agreed with the clients. They are not part of monthly invoicing.

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4. DURATION

Once off service

5. PRICE SCHEDULE

AIDC invites you to supply a quote for 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 30 days of RFQ. Please accept your quote was unsuccessful.

Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
1.	Illumination Survey and measurements	1 Site	7 sites		
2.	Indoor Air Quality/ventilation and Measurement	1 Site	7 sites		
3.	Ergonomics Survey	1 Site	7 Sites		
4.	Hazardous Chemical Agent Survey and Sampling	1 Site	2 Sites		
5.	Volatile Organic Compounds Sampling	1 Site	2 Sites		
				SUB-TOTAL	
				VAT @15%	
				Total	

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

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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) 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:

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