

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 THE AIDC FOR THE INSTALLATION OF NEW GUARD RAILS AND REPLACEMENT OF DAMAGED ROOF SIDE CLADDING AT THE AIDC INCUBATION CENTRE AT FORD.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: PR15967
PROJECT NO.	:
ISSUE DATE	: 29 July 2024
BRIEFING YES/NO	: YES
BRIEFING SESSION DATE AND TIME	: 06 August 2024 at 10:00
LOCATION	: Simon Vermooten Rd, Samcor Park, Ford, Gate 1, Incubation Centre Pretoria,
CLOSING DATE	: 15 August 2024
CLOSING TIME	: 12H00
RFQ VALIDITY DATE	: 90 Business days

REQUESTOR DETAILS

Requested By (SCM):	Celiwe Mathonsi
Contact Number:	012 564 5001
Department Requested for:	IPD
For general RFQ and submissions contact	quotations@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 BBEE 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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EVALUATION CRITERIA

1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
Compliance
Pre-qualification Copy of Valid CIDB Registration with 2GB OR 2CE OR HIGHER – DISQUALIFIED IF NOT GIVEN
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 Local Content with Steel Products applicable is 100%.		

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

B. Pre-qualification documents	YES	NO
1. Copy of Valid CIDB Registration with 2GB OR 2CE OR HIGHER – DISQUALIFIED IF NOT GIVEN <i>NB: This request will also be advertised/published on CIDB website.</i> <i>AIDC will also validate submission using CIDB online platform (http://www.cidb.org.za). Stipulated CIDB Grade level is based on Works Capability for completed works contract with the value of not less than R130 000.</i>		

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. SITE SPECIFIC TEAM ORGANOGRAM				
Site specific team Organogram with names and roles, (The bidder should propose the structure and arrangement of their team as follows: - Comprehensive organogram with personnel full names and roles, (inclusive of sub-contractors if there's subcontracting) = 10 points - If not provided or incomplete = 0 points Total = 10 Points	Organogram	10		
B. WORK PLAN/SCHEDULE				
The bidder should propose the work plan/schedule that is aligned with the Project scope, activities, and time frames: - The content linked to scope = 5 Points - The Activity & Duration is appropriate and	Work Plan/ Schedule	10		
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consistent with project objectives and overall requirements of the project = 5 Points				
Total = 10 Points				
C. ORGANIZATION AND STAFFING TO BE ADDRESSED TO AIDC				
Experience of the key staff (This criterion covers the general experience, education, and training of each key staff/ expert personnel. A. Service Technician with: N5 Civil Engineering Certificate (Road construction) or Certificate in Road construction or higher and experience in Road construction/ maintenance: - N5 Civil Engineering Certificate in Road construction or Certificate in Road construction or higher with 5 years and above = 15 points - N5 Civil Engineering Certificate in Road construction or Certificate in Road construction or higher with 4 years = 10 points - N5 Civil Engineering Certificate in Road construction or Certificate in Road construction or higher with 3 years = 5 points - N5 Civil Engineering Certificate in Road construction or Certificate in Road construction or higher with below 3 years = 0 points B. Service Technician with: Trade test Certificate in Carpentry or Roofing certificate and experience in Roof construction/ maintenance: - Trade test Certificate in Carpentry or Roofing certificate with 5 years and above = 15 points - Trade test Certificate in Carpentry or Roofing certificate with 4 years = 10 points - Trade test Certificate in Carpentry or Roofing	Provide CV including certified copies of certificates with experience.	30		

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certificate with 3 years = 5 points Trade test Certificate in Carpentry or Roofing certificate with less than 3 years = 0 points Provide certified copies not longer than 6 months				
D. BIDDER CONTRACTOR'S/COMPANY EXPERIENCE Bidder's experience with respect to the comparable projects with the minimum value of R 500 000.00 over the last 10 years in any of the following: Civil Works - Road construction/ Maintenance or installation of guardrails. OR General building Works - Roof construction/ Maintenance: 5 or more reference letters or completion certificates = 50 points 4 reference letters or completion certificates = 40 points 3 award letter or completion certificate = 30 points 2 award letter or completion certificate = 20 points - Below 2 or No reference letter or completion certificate = 0 points NB: The reference letters or completion certificate to contain the following but not limited to client's information. a) Reference Letter - Dated Reference Letter, with, - Client's Company Information - Client's Contactable details (e.g., Physical Address, e-mail, Telephone, etc.) - Awarded Description/scope of the work with value Or b) Completion certificate - Dated Completion Certificate, with, - Client's Contactable details (e.g., Physical	Reference letter or Completion certificate	50		

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Address, e-mail, Telephone, etc), • Awarded Description/scope of the work with value, and • Signed.				
TOTAL SCORE		100		70

Total points available 100 and only bidders that score above the minimum threshold of 70 points will be evaluated further.

Note: the minimum score for functionality is 70 points.

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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.	10
51% owned by black people who are youth.	Attach certified ID copy of the owner, not older than 6 months.	5
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.	5

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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 the professional service providers to submit quotations to the AIDC for installation of

- *New Guard Rails and*
- *Replacement of Sheet Wall cladding at the AIDC Incubation Centre at Ford Silverton.*

The service provider must have the technique or skills and registration of the following:

- Side Cladding or Wall Cladding installation technique.
- Installation technique of guardrail in accordance with the requirements of **SANS 1350:2005**
- Bidders must be registered with CIDB grading **2GB OR 2CE OR Higher**

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4 PROJECT LOCATION AND SITE BRIEFING ADDRESS

The project is located AT the AIDC ford incubation center. An industrial Area in Silverton under the municipality of City of Tshwane in the Gauteng Province. The scope of the work request is for The AIDC's Automotive Incubation Centre at Ford.

Local Authority: Tshwane Metro Municipality

Geographical location: Simon Vermooten Rd, Samcor Park, Pretoria, 0184

Site Location:

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



Figure 1 – Site Location (Google Satellite Image)

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5 RFQ SCOPE

Specification of Work

The works shall be carried in strict accordance with the specification provided but not limited to the following:

5.1 Guard Rail Specification

- 5.1.1 Supply, deliver, and installation of W-Beam Steel/ Semi Rigid guard rail to cover 450m.
- 5.1.2 Steel Post IPE 140X73X1000mm High, Hot Dipped Galvanized with Chemical Anchors with 3.81m guardrail.
- 5.1.3 Excavate pits to receive posts as per manufacturer's instructions.
- 5.1.4 Steel post to be supported with concrete as per manufacturers requirement.
- 5.1.5 Guardrail must be installed in accordance with the requirements of SANS 1350:2005.
- 5.1.6 Guardrails must be durable barriers, made in accordance with specific international and Local manufacturing, product safety and quality standards.
- 5.1.7 Guardrails to be installed at the side of a building to prevent erring forklifts from damaging the building.
- 5.1.8 These barriers must be easy to maintain, able to redirect forklifts, and absorb and disburse kinetic impact energy from a collision.
- 5.1.9 Trench work for steel post to be in accordance with manufacturer's standard still post.



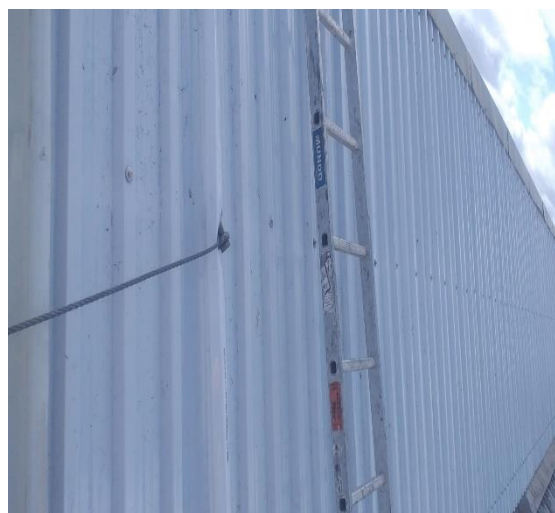
5.2 Replacement of damaged wall cladding

- 5.2.1 Removal of existing roof vertical/ side cladding.
- 5.2.2 Supply, deliver, and replacement of damaged roof sheet vertical/ side cladding (60 X 600MM X 5000mm), match the existing cladding.
- 5.2.3 Include all accessories required to fasten the sheets.
- 5.2.4 Position the panels accurately on supporting frame or structure.
- 5.2.5 Ensure lifelines are secured installed when carrying out exercise.

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- 5.2.6 Install the next roof panels in the same procedure as above, ensure the correct orientation of each panel, anticipate the requirement for the lapping, end trim, joint filler and sealant.
- 5.2.7 Scaffolding will be required to reach +/-10m high with adequate and safe access to and from the work platform.
- 5.2.8 General requirements for job specifications, quality assurance workmanship and required safety procedures for the correct implementation and completion of work.



5.3 Cracked face bricked walls

- 5.3.1 Cut out damaged brick 10m2.
- 5.3.2 Construct new brick wall 10m2 (face brick to match existing)
- 5.3.3 Apply layer of mortar to cavity bed.
- 5.3.4 Apply mortar to three faces of brick and slide into place, size of 10m2.

6 DURATION

The service provider will be appointed to render a once-off services to the AIDC for the installation of guardrails and roof cladding over a period of **3 Month** (Effective from the date of appointment)

7 WORKMANSHIP

- 7.1 The appointed contractor shall employ only competent personnel including artisans to perform the scope of work.
- 7.2 The works shall be executed using the latest technology, trends, and best practices in accordance with building regulations to the satisfaction of AIDC. All remedial work or poor workmanship shall be rectified at the cost of the contractor.
- 7.3 The appointed contractor shall remain responsible for completing the installation of streetlighting infrastructure improvements appropriately. The inspections by the FMM department shall not discharge the contractor from his responsibilities.

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8 SPECIAL NOTES

- 8.1 Make provision for comprehensive safety file to AIDC SHEQ Team.
- 8.2 All bidders shall be required to attend a compulsory site briefing to acquaint themselves with RFQ requirements.
- 8.3 The attendance register, or site inspection certificate shall be completed by the bidder as advised by AIDC during the session.
- 8.4 The RFQ documentation must be completed in full as per requirements.
- 8.5 This above indicative scope of works outlines minimum requirements relating to the scope and does not absolve the bidder from sound engineering practice responsibilities.
- 8.6 Specialist sub-contracting will only be engaged through the approval of AIDC project manager.
- 8.7 The required works, material and equipment shall be installed completely in every respect, including modern design, latest advanced technology, adherence to good engineering practices, supplied by reputable local companies etc.
- 8.8 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.

9 PENALTY CLAUSE

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

10 HEALTH AND SAFETY REQUIREMENTS

- 10.1 All construction works including installations whether detailed in the scope of work or not shall comply with the requirements of the Occupational Health and Safety Act 85 of 1993 and all other applicable legislation including local municipal by laws where applicable.
- 10.2 At all times, the successful bidder shall be responsible for the safety of all persons on site during the construction, assembly, and testing of the equipment.

11 SHE SPECIFICATION – AIDC

- 11.1 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.
- 11.2 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.

12 PRICE SCHEDULE

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

NB:

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

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

Item No.	Description	Local content %	UOM*	QTY	Unit Price (excl. VAT)	Total Price (excl. VAT)
	In line with detailed SCOPE specification as detailed in this same document.					
1.	Supply, deliver, and installation of W-Beam Steel/ Semi Rigid guard rail including all accessories (bolt nut etc) and footing requiremets as per manufacturers prescripts detailed as per item 5.1.	100%	M	450	R	R
2.	Removal of existing and replacement of damaged roof sheet vertical/side cladding (60 X 600mm X 5000mm) with (matching the existing) Include all consumables/ accessories (bolt, nuts etc.) detailed as per item 5.2.	100%	Item	60	R	R
3.	Cut out damaged brick, construct new brick wall, apply layer of mortar to cavity bed, Apply mortar to three faces of brick and slide into place, detailed as per item 5.3.	100%	M ²	10		
4.	Scaffold hire to reach +-10m		Item	1		
Provision for contingencies to be used as directed and deducted in whole or in part if not required					TOTAL (a)	R
				Add	10% CONTINGENCY (b)	R
				Add	SAFETY FILE (c)	
					SUB-TOTAL (a+b+c)	R
				Add	VAT @ 15%	R
					GRAND TOTAL	R

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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: