

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

INVITATION FOR CATERING COMPANY TO PROVIDE CATERING QUOTATION TO THE AIDC ON AN AS AND WHEN BASIS, AS REQUIRED BY THE AIDC.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: PR 16005
PROJECT NO.	:
ISSUE DATE	: 26 SEPTEMBER 2024
BRIEFING YES/NO	: N/A
BRIEFING SESSION DATE AND TIME	: N/A
CLOSING DATE	: 03 OCTOBER 2024
CLOSING TIME	: 11:00
RFQ VALIDITY DATE	: 90 Business days

REQUESTOR DETAILS

Requested By (SCM):	CELIWE MATHONSI
Contact Number:	(012) 564-5001
Department Requested for:	BSS Department
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 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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EVALUATION CRITERIA

1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
- Compliance Pre-qualification - Food acceptability certificate issued by Local Municipality, should be under the name of the service provider who will be providing catering service.
Functionality:
- 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 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)		

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

B. Pre-qualification documents	YES	NO
Food acceptability certificate issued by Local Municipality, should be under the name of the service provider who will be providing catering service.		

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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
51% owned by black people who are women.	Certified ID copy not older than 6 months.	10
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.	10

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.

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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

The objective is to appoint the catering service provider who will prepare food off site and deliver to the AIDC at any of the AIDC sites, where the catering will be required, these sites are:

- Automotive Supplier Park, 30 Helium Road Rosslyn.
- Gauteng automotive learning Centre, 99 Hendrick van Eck Street Rosslyn.
- Winterveld Enterprise Hub, Molefe Makinta & Bushveld Road Winterveld.
- Ford Incubation Centre, Silverton Simon Vermoten street.
- Chamdor Automotive hub, Jacob Street Krugersdorp.

including, Gauteng Automotive Learning Centre, Rosslyn, the Automotive Supplier park (ASP) , 30 Helium road Rosslyn, Chamdor Automotive Hub and Winterveld Automotive Hub.

Due to the nature of service required, we would like to appoint a service provider who will ensure that the food is timeously, fresh supplied.

It shall be mandatory for the service provider to ensure that the food supplied to the AIDC is fresh and off high and good quality.

NB: No substandard or rotten food will be accepted.

4. RFQ SCOPE

- Food will be delivered at the designated AIDC sites, the service provider will be briefed when an order is placed as to where will the food be delivered.
- Provision of catering service as requested by the client.
- The AIDC required high grade and fresh food to be provided all the time.
- Health and Safety compliance inspection will be conducted at the shortlisted service provider's facility where food will be prepared.
- Unit prices will be costed for underprice schedule, and the service provider will be evaluated on a unit cost.
- AIDC will place an order and must be charged as per the cost of this RFQ.
- The SLA will be signed with the appointed service provider for the cost that will be outlined by AIDC on the SLA.
- The contract will be based on the cost and not duration.
- Grade A meat must be supplied this must be factored in the costing.
- The AIDC reserves the right to verify where did the service provider source or procured the food that will be supplied to the AIDC as a result the service provider must keep all the delivery notes or proof of sales for verification purposes.

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5. DURATION

NB: The service provider will be appointed to render catering services at a cost that will be outlined on the SLA.

5.1 PRICE SCHEDULE

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

- 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 business days** of RFQ. Please accept your quote was unsuccessful.

FUNCTIONALITY EVALUATION CRITERIA

		Maximum Points	Point Scored	Minimum Points
DESCRIPTION	SPECIFICATION	100		70
FUNCTIONAL EVALUATION CRITERIA				
PART A. Service Providers will be evaluated out of 100 points only bidders who meets the threshold of 70 points will be evaluated on Part B.				
1.1. Submit contactable Company Reference Letters in relation to working experience on Catering service. Reference letter must be on the Company Letterhead Signed by the client. • 5 reference letters = 50 points • 4 reference letters = 40 points • 3 reference letters = 30 points • 2 reference letters = 20 points • 1 reference letters = 10 points • no reference letters = 0 points		50		

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1.2 Locality The bidder to demonstrate the locality of the business where food will be prepared. - Business facility where food will be prepared located in the north of Pretoria = 30 points - Business facility where food will be prepared located in City of Tshwane outside Pretoria north = 20 points - Business facility where food will be prepared located outside Gauteng = 0 NB: Proof of municipality account not older than 3 months in the name of the company must be submitted to claim points	50		
Total score	100		70

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

ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	NUMERIC QUANTITY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1	In line with detailed specification as detailed in this document. Costing to be per item and will be awarded as such				
2	Starch: Pap or Normal rice / Protein: Beef stew 1 Veggie: Spinach or Cabbage 2 Salads Greek Salad or Potato salad or Chakalaka or Beet root	Price per person per plate	1		
3	Starch: Pap or Normal rice Protein: Chicken drumsticks 2 per person	Price per person per plate	1		
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	1 Veggie: Spinach or Cabbage 2 Salads: Greek Salad or Potato salad or Chakalaka or Beet root				
4	Starch: Basmati or Normal rice Protein: Lamb Curry 1 Veggie: Spinach, Cabbage or Roast Vegetables 2 Salads: Greek Salad or Potato salad or Beet root				
5	Protein: Hake Fried / Grilled	Price per person	1		
6	Platter 1: Assorted Sandwich platter (ham and cheese, egg mayo, chicken mayo, cheese and tomato, plain cheese,)	Price Per platter	1		
7	Platter 2: Croissant platter (ham and cheese, egg mayo, chicken mayo, cheese and tomato, plain cheese)	Price Per platter	1		
8	Halaal: Halaal plate	Price Per plate	1		
9	Kosher: Kosher Plate	Price Per plate	1		
10	Vegetarian: Vegetarian plate	Price Per plate	1		

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11	Muffins: Assorted muffins platter	Price Per platter	1		
12	Finger lunch: Assorted meaty platter (winglets, riblets, small meaty pies, small veggie pies, small samosas, meatballs,	Price Per platter	1		
13	Still water: 6 x 500ml water bottles	pack	6 off		
14	Sparkling water: 6x500ml Sparkling water bottles	pack	6 off		
15	Soft Drinks: 6 x 400 ml Assorted Soft drink cans	pack	6 off		
16	Juices: 6 x 330ml Assorted 100% Juices cans	pack	6 off		
17	Transport delivery cost per km AA rates	Cost per KM	1		
*UOM = Unit of measure, e.g. Hours/Days, etc.				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.

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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 right 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 addresses 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.
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 (NB: Quotes without the signed completed forms will not be considered)
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 an 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 an 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 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).

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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: