

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)/PROPOSAL

Invitation to Appoint a suitably qualified and accredited service provider the AIDC with Support, Maintenance, and publishing on AIDC Website for 24 Months.

RFQ DETAILS

RFQ NUMBER: PR0000015275

BRIEFING SESSION DATE: N/A

DATE SENT: 08 November 2022

BRIEFING TIME: N/A

CLOSING DATE: 14 November 2022

CLOSING TIME: 11:00

RFQ DESCRIPTION: Appoint a suitably qualified and accredited service providers to provide the AIDC with Support, Maintenance, and publishing on AIDC Website for 24 Months.

DETAILS OF BIDDER

COMPANY NAME:

CONTACT PERSON:

TELEPHONE NUMBER:

CELLULAR NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

	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 SARS Pin submitted to AIDC is still valid & BBBEE Certificate 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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THE FOLLOWING DOCUMENT ARE REQUIRED - PLEASE INDICATE IF THE FOLLOWING DOCUMENTS ARE ATTACHED TO YOUR PROPOSAL (TICK)

A. Administration Criteria - Compliance Requirements – all documents to be submitted	YES	NO
SARS Pin to verify your status		
BBBEE Certificate or an approved Affidavit as per BBBEE Act submitted 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 Regulation 2011 (PPR 2017)		
Mandatory Requirements Disqualified if not submitted		
Consent by Supplier (As per POPI ACT): Do you authorize AIDC to validate the submitted documents with respective bodies to ensure the validity of supplied documents. Surname, Initials and Signature		

Dear Service Provider

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

REQUEST FOR QUOTATION (RFQ)

1. INTRODUCTION

1.1. 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.

1.2. VISION

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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1.3. MISSION

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.

1.4. VALUES

- Respect for others;
- Teamwork;
- Open and honest two-way communication;
- Encouraging a learning culture;
- On-time, on-brief, on-budget;
- Client-centered;
- Integrity and Ethics above all.

2. RFQ OBJECTIVES

The objective of the RFQ is to request suitably accredited and qualified service providers Request for proposal for Support and Maintenance of the Web application server and publishing of contents for a period of 24 months.

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3. EVALUATION CRITERIA

Functionality and Capability Requirements

FUNCTIONALITY AND CAPABILITY REQUIREMENTS		Maximum	Score	Minimum
Based on Capability		Maximum Points	Point Scored	Minimum Points
A. Capability		100		70
➤ The bidder to outline years the company has been rendering the services needed as per this request: 4 Years of rendering services = 20 points 3 Years of rendering services = 10 points 2 to 1 Years of rendering services = 5 points - Nothing is submitted = 0 points	Provide a company profile/portfolio , outlining the number of years rendering relevant services	20		
➤ Relevant Contactable Reference signed letters on company letterhead from clients stating that Similar Project was implemented and completed successfully in the last 3 years. 3 or more reference letters = 40 points 2 reference letters= 30 points 1reference letter = 10 points - No reference letter = 0 points		40		
➤ A qualified Software Developer/ Web developer (Programming) with minimum 3 years of experience (Provide CV and Valid qualification) - CV + Diploma or Degree = 40 points - CV + Certificate only =35 points - No CV= 0 points		40		
TOTAL SCORE		100		70

The minimum score for functionality is 70 points.

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10. RFQ RESPONSE FORMAT

Formal Quotations must be submitted with all costs included in your pricing and clear details of each part quoted for, with corresponding quantities to quotations@aidc.co.za

11. CONTRACT PERSON FOR RESPONSES:

For general RFQ and submissions contact –

Kwetsimani Khumalo (ICT) (kkhumalo@aidc.co.za)

For general questions and information request, contact Thulani Shongwe at (012) 564 5001 at mmashishi@aidc.co.za

NB: The AIDC reserves the right to award the quote in part or in full at its own discretion

REQUEST FOR QUOTATION (RFQ)

RFQ NO: PR0000015275	DATE SENT: 08 November 2022
CLOSING DATE: 14 November 2022	CLOSING TIME: 11.00

REQUESTOR DETAILS

Requested By (SCM):	Mitta Mashishi
Contact Number:	012 564 5043
Department Requested for:	ICT
Project Number:	ICT Overheads
PR Number:	PR0000015275

REQUEST DETAILS

Delivery Date:	Delivery Address:
	AIDC
	30 HELIUM ROAD
	ROSSLYN
	0020

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DESCRIPTION OF REQUEST

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

Fees must be set out in terms of items listed below:

Item No.	Description	UOM*(Rate Per Hour)	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
1.	Support and Maintenance (SLA) For all the hosted applications eg: - Security Updates - Data backups - Hardware optimization - Software Optimization **Indicate the Rate per hour and the number of hours per month.		100 Hours		
2.	Publishing of contents on the websites e.g. AIDC Vacancies (Ad-hoc service) (24 Months)		400 Hours		
	Rand				
			R___/km		
				SUB-TOTAL	
				VAT @ 15%	
				TOTAL	

The service provider must furnish the AIDC with a written invoice for support provided after each activity. The invoice must be accompanied by a signed doff time sheet duly signed by both parties.

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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. All goods must be delivered to the address as indicated in the RFQ document.
4. All price quoted must be fixed & firm prices and where applicable, price negotiation with the preferred supplier will be entered into.
5. 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.
6. **Fully Complete & signed the attached SBD forms, thus SBD 4 & SBD 6.1(NB: Quotes without the signed completed forms will not be considered)**
7. The 80/20 preference point system is applicable to price quotations and tenders with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included).
8. This RFQ will be evaluated on the basis of the 80/20 preferential point system as stipulated in the Preferential Procurement Policy Framework Act & PPR 2017. 80 POINTS ALLOCATED TO PRICE & 20 POINTS ALLOCATED TO B-BBEE.
9. 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 2017. 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
10. 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 2017
11. **B-BBEE Status Level Verification Certificates (NB: Certificate are identifiable by a SANAS logo and a unique BVA number) or an Affidavit (EME/QSE see point 9&10 above) to be provided in other to claim the B-BBEE points:**

B-BBEE STATUS LEVEL	NUMBER OF POINTS
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant	0

12. Local production and content (where applicable) as per designated sector will be considered when evaluating your RFQ submission. The Declaration Certificate for Local Content (SBD 6.2) must be completed and duly signed.
13. **The Supplier must ensure AIDC is in possession of a valid original Tax Clearance Certificate**, if already registered on our database. **NB: If not, please submit your certificate with this quote or provide us with your SARS Pin to check your status.**

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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.

15. NB: Supplier must ensure they registered on CSD before submitting the RFQ.

Please note that failure to comply with the RFQ conditions will invalidate your proposal (if all 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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