


Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-012	 Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre Your partner in becoming globally competitive
Document Classification	Normal document			
Document Type	TEMPLATE			
Name of Document:	REQUEST FOR QUOTATION/PROPOSAL (RFQ)			

## REQUEST FOR QUOTATION (RFQ) WITH FUNCTIONALITY

Invitation to submit a detailed proposal to the AIDC for the delivery of a community-based automotive business support programme for 30 Automotive practitioners in designated and targeted underserved communities such as Eersterus.

### REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER	: 16365
PROJECT NO.	:
ISSUE DATE	: 09 JULY 2026
BRIEFING YES/NO	: N/A
BRIEFING SESSION DATE AND TIME	: N/A
CLOSING DATE	: 16 JULY 2026
CLOSING TIME	: 11H00
RFQ VALIDITY DATE	: 90 Business days

### REQUESTOR DETAILS


Requested By (SCM):	ALI MALEFO
Contact Number:	012 564 500
Department Requested for:	Chamdor Automotive Hub
For general RFQ and submissions contact	quotations@aidc.co.za

REQUEST FOR QUOTATION (RFQ) CLOSING PLATFORM E-mail to: [quotations@aidc.co.za](mailto: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: .....

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.

### 1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA
▪ Compliance
▪ Pre-Qualification if is Applicable
▪ Functionality at 100% with minimum of 70%
▪ Price <b>(80)</b>
▪ Specific goals <b>(20)</b>

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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: <a href="http://www.dti.gov.za">www.dti.gov.za</a> )		
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 <b>where local content production is a specific goal, it must be noted under 6.1 for specific goal.</b>		


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

B. Pre-qualification documents	YES	NO
• CV and Qualifications of the Project Manager		
• CV's and Certified Accreditations of Facilitators		

### C Functionality


		Maximum	Score	Minimum
Based on Capability		Maximum Points	Point Scored	Minimum Points
<b>A. Capability</b>		<b>100</b>		<b>70</b>
<b>a. Company Experience:</b>  Company profile indicating years of experience specifically for providing skills development programmes (this refers to the years in operation and not the year of company registration). <ul style="list-style-type: none"> <li>• A detailed company profile submitted with 3 or more years of experience = <b>20 points</b></li> <li>• Company profile submitted with 2 years of experience = <b>10 points</b></li> <li>• Company profile submitted with 1 year of experience = <b>5 points</b></li> <li>• No company profile = <b>0 points</b></li> </ul>	Attach company profile	<b>20</b>		
<b>b. References letters of similar projects: Provide signed reference letters of similar project from different service providers.</b>	Attach letters with contactable references signed by your clients	<b>30</b>		

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<ul style="list-style-type: none"> <li>• 3 or more letters = <b>30 points</b></li> <li>• 2 letters = <b>20 points</b></li> <li>• 1 letters = <b>10 points</b></li> <li>• No letter = <b>0 points</b></li> </ul> <p><b>NB:</b> The requested reference letters entail, but are not limited to, the following information:</p> <ul style="list-style-type: none"> <li>• Client’s Company letterhead</li> <li>• Client’s Contactable details (e.g., Physical Address, Mail, Telephone, etc.)</li> <li>• Awarded Work Description/Scope of the work</li> <li>• Awarded Contract Value of the project</li> <li>• Contract duration (Indicating start and end date)</li> <li>• Must be signed and dated</li> </ul> <p><b>NB: (Submitted documentation will be subjected to validations, and a physical site visit can be conducted by AIDC in the process of validating the above requirements.)</b></p>				
<p><b>c. An applicably qualified and experienced Project Team that is led by a seasoned Project Management Professional.</b></p> <ul style="list-style-type: none"> <li>• Qualified and extensively experienced project manager; provide CV, project management qualification, NQF level 8 minimum Social Sciences qualification, registration registration with Project Management Institute (PMI) or any other reputable project management professionals body. = <b>20 points</b></li> <li>• Provide no less than three accredited facilitators certified certificates = <b>10 points</b></li> <li>• No relevant qualifications and certificates = <b>0 points</b></li> </ul>	<p><b>Attach Project Manager CV and Qualifications as specified.</b></p> <p><b>Attach certified copies of Services or MERSETA accreditation for facilitators together with their CVs.</b></p>	20		
<p><b>d. A detailed and contextually relevant programme proposal</b></p> <ul style="list-style-type: none"> <li>• Detailed and Contextually Relevant Proposal = <b>30 points</b></li> <li>• Limited Proposal = <b>10 points</b></li> <li>• No Proposal = <b>0 points</b></li> </ul>	<p><b>Attach a contextually applicable proposal comprising of detailed daily activities, milestones, a project plan and learner material.</b></p>	30		
<b>TOTAL SCORE</b>		<b>100</b>		<b>70</b>

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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.	<b>Level 1 – 20 points</b> <b>Level 2 – 15 points</b> <b>Level 3 – 10 points</b> <b>Level 4 – 5 points</b>

Dear Service Provider

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

### 2. INTRODUCTION

#### 2.1. MANDATE


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 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 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 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 aim is to request experienced and qualified service providers who specialize in and render community-based auto-business support development programme to provide detailed quotations that are in line with the scope of work.

## 4 RFQ SCOPE

The service provider must provide a comprehensive proposal for the provision of a community-based auto-business support development programme for about 30 semi-skilled automotive operators. Scope of work will be as follows:

### A. Resourcing and Provision of a community-based auto business support programme for about 30 semi-skilled operators

The service provider shall be responsible for community mobilisation, selection and verification of the semi-skilled Operators. Furthermore, the service provider will be responsible for setting up the training venue and provide relevant training materials. Lastly, the training provider is expected to deliver a training session that is both practical and theoretical in order to ensure an effectual transformation of the operators' operations in real time.

### B. Project Management and Administration

The service provider is expected to develop and manage the project according to relevant project management standards. They are to develop and maintain comprehensive project administration documents together with risk and issue registers. Attendance registers are to be populated for each day of the training to ensure participation of the operators. At the end of the programme, participants are to be issued with Certificates of Attendance detailing the modules completed.


### C. Project Logistics

Since this is a community-based auto business support development programme, the service provider is to ensure that their resources and applicable learner materials are transported to each site.

### D. Progress Tracking and Monitoring

In ensuring that project objectives are met, the service provider is to conduct continuous assessment of the participants to ensure understanding of programme curriculum and real time installation of skills received through the programme.

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## 5 DURATION

Four Weeks (4).

## 6 PRICE SCHEDULE

**NB:** A detailed pricing quotation must be submitted which should clearly separate the different project milestones and sum the totals.

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Item No.	Description	UOM*	Quantity	Unit Price (excl. VAT)	Total Price (excl. VAT)
1.	Project Initiation:	1	Once Off		
2.	Project Management	Hourly	1 month		
3.	Programme Facilitation and Administration	Hourly	3 weeks		
				<b>SUB-TOTAL</b>	
				<b>VAT @15%</b>	
				<b>TOTAL</b>	

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

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 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.**

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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:** .....

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