


Department:	Supplier Chain Management	Document number:	AIDC-SCM-TMP-011	 <p>Supplier Park Development Company SOC Ltd t/a Automotive Industry Development Centre <i>Your partner in becoming globally competitive</i></p>
Document Classification	Normal document			
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REQUEST FOR QUOTATION (RFQ)/PROPOSAL

INVITATION TO EVENTS MANAGEMENT COMPANIES TO SUBMIT A DETAILED QUOTATION FOR THE PROVISION OF ALL EVENT MANAGEMENT AND REQUIREMENTS [PER ATTACHED ANNEXURE WITH LIST OF SERVICES] FOR THE LAUNCH OF CHAMDOR AUTOMOTIVE HUB, 1 JACOBS STREET, CHAMDOR, KRUGERSDORP, GAUTENG ON 27 OCTOBER 2022

RFQ DETAILS

RFQ NUMBER: PR 15408

BRIEFING SESSION DATE & TIME: 17 October 2022 at 12H30

CLOSING DATE: 19 October 2022

BRIEFING VENUE: CHAMDOR AUTO HUB, 1 JACOBS STREET

CLOSING TIME: 11H00

RFQ DESCRIPTION: REQUEST EVENTS MANAGEMENT COMPANIES TO SUBMIT A DETAILED QUOTATION FOR THE PROVISION OF ALL EVENT MANAGEMENT AND REQUIREMENTS [PER ATTACHED ANNEXURE WITH LIST OF SERVICES] FOR THE LAUNCH OF CHAMDOR AUTOMOTIVE HUB, 1 JACOBS STREET, CHAMDOR, KRUGERSDORP, GAUTENG ON 27 OCTOBER 2022

COMPANY NAME:

CONTACT PERSON:


TELEPHONE NUMBER:

CELLULAR NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

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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		
Please Indicate if your Company is Registered on SPDC SOC t/a AIDC Database & has “Active Status”*		


”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.

THE FOLLOWING DOCUMENT ARE REQUIRED - PLEASE INDICATE IF THE FOLLOWING DOCUMENTS ARE ATTACHED TO YOUR PROPOSAL (TICK)

	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)		

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Dear Service Provider

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

INVITATION TO EVENTS MANAGEMENT COMPANIES TO SUBMIT A DETAILED QUOTATION FOR THE PROVISION OF ALL EVENT MANAGEMENT AND REQUIREMENTS [PER ATTACHED ANNEXURE WITH LIST OF SERVICES] FOR THE LAUNCH OF CHAMDOR AUTOMOTIVE HUB, 1 JACOBS STREET, CHAMDOR, KRUGERSDORP, GAUTENG ON 27 OCTOBER 2022

INTRODUCTION

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. 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 Program's related to the automotive and allied sectors.

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.

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4. VALUES

The AIDC's staff aligns their behavior to the shared values as listed below, these values support, and is informed by the organization's Vision and Mission:

- 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.

5. RFQ OBJECTIVES

INVITATION TO EVENTS MANAGEMENT COMPANIES TO SUBMIT A DETAILED QUOTATION FOR THE PROVISION OF ALL EVENT MANAGEMENT AND REQUIREMENTS [PER ATTACHED ANNEXURE WITH LIST OF SERVICES] FOR THE LAUNCH OF CHAMDOR AUTOMOTIVE HUB, 1 JACOBS STREET, CHAMDOR, KRUGERSDORP, GAUTENG ON 27 OCTOBER 2022.


The bidders are required to sub-contract 30% of the services required to the Mogale City local event management companies/service providers.

You may attach a list of your sub-contractors and the percentages.

NB : The service provider must be able to provide the AIDC with the Marquee structural Engineering certificate after the tent has been erected as well as the Sound Calibrated certificate after the testing has been done.

All waiters/catering employees needs to be presentable wearing service providers uniform.


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6. EVALUATION CRITERIA OF OFFERS:

A. Compliance Requirements – all documents to be submitted	Weighting
1. CSD Registration	
<ul style="list-style-type: none"> a) Supplier active status b) Supplier not restricted c) Active tax status (NB: award cannot be made to the bidder whose tax matters are not in order) d) SARS on-line tax status verification 	Info provided will be validated during evaluation stage & failure to meet CSD requirements & Tax Status may lead to disqualification
2. Documentations Required	
<ul style="list-style-type: none"> ➤ BBBEE certificate issued by a verification agency accredited by SANAS or a sworn affidavit signed by the EME representative & certified by a Commissioner of Oaths as per DTI requirement for exempted EME's or QSE's 	Submit BBBEE rating as detailed in the bid document
<ul style="list-style-type: none"> ➤ Service provider to provide Valid certificate of food acceptability for current operation (s) from a catering company within Gauteng or Mogale city if the catering service will be sub-contracted as part of the 30% above. 	Disqualified if not given
<ul style="list-style-type: none"> ➤ Service provider to provide Marquee / Structural Engineer certificate after the tents have been erected. 	The certificate must be submitted immediately after erection of the tents


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FUNCTIONALITY EVALUATION CRITERIA


		Maximum Points	Point Scored	Minimum Points
DESCRIPTION	SPECIFICATION	100		70
FUNCTIONAL EVALUATION CRITERIA				
PART A. Submission & Presentation				
1.1. Company Reference Letters in relation to working experience on Event Management services.				
Reference letter must be on the client company letterhead and must be signed.				
<ul style="list-style-type: none"> 4 reference letters = 20 points 3 reference letters = 15 points 2 reference letters = 10 points 1 reference letters = 5 points no reference letters = 0 points 		20		
1.2. Qualifications				
Provide certified qualifications of personnel to be dedicated to the AIDC event.				
Head Chef				
<ul style="list-style-type: none"> Diploma in Hospitality or any equivalent qualification = 15 points No qualifications = 0 points 		30		
Event Manager				
<ul style="list-style-type: none"> Diploma in Operations Management or any diploma in events management= 15 points No qualifications = 0 points 				

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<p>1.3. Experience</p> <p>Provide CV'S of personnel to be dedicated to the AIDC event.</p> <p>Head Chef experience:</p> <ul style="list-style-type: none"> • 4 years and more = 10 points • 2 – 3 years = 5 • Less than 2 years = 0 <p>Event Managers experience:</p> <ul style="list-style-type: none"> • 4 years and more = 10 points • 2 – 3 years = 5 • Less than 2 years = 0 	20		
<p>1.4. Event execution plan</p> <p>Bidder to submit a detailed operational event execution plan that includes the following:</p> <p>a. Handling of the event and related service as indicated on the (Annexure A)</p> <ul style="list-style-type: none"> • Operational event execution plan covering item mentioned above = 30 points. • Operational event execution plan covering 0 items mentioned above = 0 points 	30		
Total Score	100		70

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REQUEST FOR QUOTATION (RFQ)

RFQ NO: PR 15408	DATE SENT: 13 October 2022
CLOSING DATE: 19 October 2022	CLOSING TIME: 11H00

REQUESTOR DETAILS

Requested By (SCM):	Gloria Mathe
Contact Number:	(012) 564 - 5001
Department Requested for:	MAR
Project Number:	
PR Number:	15408

For Pricing schedule see attached Annexure A


For technical questions & information request, contact –at (012) 564 5001 or/and via mail at (mmasemola@aidc.co.za / emodise@aidc.co.za)

For general RFQ and submissions contact- at (012) 564 5001 or/and via mail at (gmathe@aidc.co.za)

Quotations to be emailed to: quotations@aidc.co.za

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

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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 POINT 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 order 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 SARS Tax Pin**, if already registered on our database. **NB: If not, please submit your SARS Tax Pin with this quote**

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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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