REQUEST FOR QUOTATION (RFQ)

REQUEST FOR POTENTIAL SUITABLY QUALIFIED AND ACCREDITED TRAINING SERVICE PROVIDER TO PROVIDE A 3 DAY ONSITE TRAINING IN CYBERSECURITY AND GOVERNACE AWARENESS TO ALL AIDC EMPLOYEES AT THE AUTOMOTIVE SUPPLIERS PARK IN ROSSYLN TO SUBMIT A QUOTATION.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : **PR00000016452**

PROJECT NO. : **61HRS Training**

ISSUE DATE : **10 NOVEMBER 2026**

BRIEFING YES/NO : **NO**

BRIEFING SESSION DATE AND TIME : **N/A**

CLOSING DATE : **17 NOVEMBER 2026**

CLOSING TIME : **11H00**

RFQ VALIDITY DATE : **90 Business days**

REQUESTOR DETAILS

Requested By (SCM):	**DANE VISAGIE**
Contact Number:	**(012) 564-5003**
Department Requested for:	HR DEPARTMENT
For general RFQ and submissions contact	quotations@aidc.co.za

REQUEST FOR QOUTATION (RFQ) CLOSING ADDRESS

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.

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	

	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.

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The following will be considered in the evaluation:

EVALUATION CRITERIA (DELETE IF NOT APPLICABLE)
▪ Compliance
▪ Pre-qualification
▪ 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	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 6.1 Preference points claim form in terms of the preferential procurement regulations 2022 (PPR 2022)		

B. MANDATORY DOCUMENTATION	YES	NO
SBD 4 – Declaration of Interest form – Bidders will be disqualified if the declaration is not completed in full, submitted, and signed		
Pricing schedule -Fully completed and signed, an incomplete form will lead to disqualification		
Integrity Pact- Fully completed and signed, an incomplete form will lead to disqualification		

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

C. PRE-QUALIFICATION DOCUMENTS	YES	NO
Valid certificate of company training accreditation to provide Information Technology trainings from any training regulatory bodies in South Africa (MICT SETA, DHET, QCTO, SAQA, ETDP SETA)		
A recognised cybersecurity professional certification, such as CompTIA Security+, CISSP, Microsoft Security, ISO 27001, CISM, CISA, CGEIT or any Cybersecurity related certificate.		
Facilitator's Curriculum Vitae (CV) demonstrating at least five (5) years of relevant working experience as a training facilitator.		

D FUNCTIONALITY: N/A

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.	**Level 1 – 20 points** **Level 2 – 15 points** **Level 3 – 10 points** **Level 4 – 5 points**

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.

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 interested and experienced service providers to submit a detailed proposal to provide cybersecurity awareness training for AIDC employees. The service provider provides standardized printed manuals/materials for cybersecurity awareness for all employes. Upon completion of training, the service provider must issue certificates of attendance to all participants who attend the training. The certificates must serve as formal confirmation of their participation and successful attendance.

4. RFQ SCOPE

The appointed accredited service provider must be capable of delivering cybersecurity and governance awareness training to 156 AIDC employees to address the identified developmental needs and achieve the stated training objectives.

The training will be conducted over three (3) consecutive days, with employees divided into three (3) groups of approximately 52 employees per group. Each group will attend one full day of training, with one group accommodated per day. Training sessions will run daily from 09:00 to 16:00.

The appointed service provider must ensure that all 156 employees receive the same comprehensive training content and that all the specified training objectives are adequately addressed across the three groups.

Development Need	Number of employees to attend a training	Outcomes of the Programme
Overall	156	Introduction to Cyber Security & Launch of Program • Cyber Threat Landscape in South Africa • Psychological Cyber Warfare & Tactics Hackers use • Social Engineering, Spams & Vectors Hackers Use • Preventing a Cyberthreats at Home, at Work, and into the Future • Program Introduction and Organization Expectations • Demonstrations of real time videos on cybersecurity
Types of Phishing awareness	156	• Definition and types of phishing • Identifying phishing attempts (red flag) • Safe email practices (avoiding links, verifying sender) • Reporting suspicious emails
Password Security	156	• Password best practices • Password management • Multi-factor authentication
Data protection	156	• Types of sensitive data • Data handling best practices • Data storage and disposal • VPN

Malware awareness	156	• Types of malwares • How malware spreads (downloads, email attachments) • Malware detection and removal
Compliance and Regulations	156	• Overview of relevant regulations • Compliance and requirements • Consequences of non-compliance
Social Engineering	156	• Definition and types • Identifying social engineering attempts • Safe communication practices
Secure Email Communication	156	• Using secure connections • Avoiding suspicious links and downloads • Keeping software up to date
Governance	156	• Understand governance principles, frameworks, and best practices. • Strengthen compliance with organisational policies, legislation, and regulatory requirements. • Improve accountability, transparency, risk management, and decision-making.
Safe Web Browsing	156	• Using secure connections • Avoiding suspicious links and downloads • Keeping software up to date
Use of AI and Risk	156	• Understand AI risks, governance, ethics, and regulatory compliance. • Promote the safe and responsible use of AI while protecting confidential information. • Identify and mitigate AI-related risks to strengthen ICT governance and compliance.
Ransomware	156	• Definition and types • How ransomware spreads • Prevention and response strategies
Interactive Quiz	156	• Interactive cyber-Quiz (Radom Quiz to ask users)

The training service provider to issue the following.

- Training certificate for all the delegates attending the training.

AIDC will provide the following logistics for the training.

- The training will be physically in a boardroom at the Automotive Suppliers Park in Rosyln, Pretoria.

5. DURATION

NB: The service provider will be appointed to render the training/services for a period of 3 days.

6. PRICING SCHEDULE

NB: The detailed pricing proposal must be submitted as per below prices which are quoted subject to confirmation will not be considered. Bidders should not be requested or permitted to alter their quotation after the deadline for the receipt of quotes. Only firm prices in South African Rand ('R') will be accepted

ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM*	Qty	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1	Cybersecurity and Governance awareness training for all AIDC employees (Cover the above Scope).	3 Days	156 Employees		
2	Printed Training Materials for the attendees/officials	Each	156 Employees		
3	Training Certificates for the attendees/officials	Each	156 Employees		
				SUB-TOTAL	
				VAT @ 15%	
				TOTAL	

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

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.
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 address as 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.
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 or letter of award. 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 and 6.2 bidder will 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 regulations 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 regulations 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). Bidders who will only submit the quotation on their letterhead without completing this RFQ documents won't be considered.

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: …….