REQUEST FOR QUOTATION (RFQ)

REQUEST FOR POTENTIAL SERVICE PROVIDERS TO PROVIDE CANTEEN KITCHEN CANOPY EXTRACTION CLEANING & MAINTENANCE AT 30 HELIUM ROAD AUTOMOTIVE SUPPLIER PARK ROSSLYN FOR 24 MONTHS.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : **PR00000016453**

PROJECT NO. :

ISSUE DATE : **10 November 2026**

BRIEFING YES/NO : **No**

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

CLOSING DATE : **17 November 2026**

CLOSING TIME : **11:00**

RFQ VALIDITY DATE : **90 Business days**

REQUESTOR DETAILS

Requested By (SCM):	**SCM Department**
Contact Number:	**012 564 5001**
Department Requested for:	SHEQ
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.

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 - **[Canopy / Extraction fan cleaning certificate]** ▪ **The service provider must provide a recent canopy/extraction fan cleaning certificate as evidence of similar work completed for one of their clients. In addition, the service provider must submit a reference letter on the client's official letterhead, including the client's address and contact details, duly signed and dated, confirming the services provided and supporting the certificate submitted.**
▪ 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)		
SBD 6.2 - Declaration Certification For Local Production and Content. (PPR 2022) and Annexure C where local content production is a specific goal, it must be noted under 6.1 for specific goal.		

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
The service provider must provide a recent canopy/extraction fan cleaning certificate as evidence of similar work completed for one of their clients. In addition, the service provider must submit a reference letter on the client's official letterhead, including the client's address and contact details, duly signed and dated, confirming the services provided and supporting the certificate submitted.		

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 the AIDC, in pursuit of its Vision, is to provide innovative customised 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 cleaning and maintenance of canteen kitchen canopy extraction.

Extraction systems were designed for two main functions: These being, the reduction of heat in the kitchen and the extraction of smoke caused by cooking. The smoke is made up of oil particles, and these particles turn into liquid oil when they cool. The filters are designed to catch a large portion of the oil and need to be cleaned at regular intervals. A fair amount of oil still passes through the filters and as so, these oil deposits accumulate in ducting, motors and the blades. You now have a major fire and health hazard developing. Canopy Cleaning comes in. It is very important to have your whole system cleaned at regular intervals, depending on how much cooking is done in your kitchen. Most systems are serviced every 3 months.

It is the responsibility of the shop/restaurant owner as well as the landlord to ensure that kitchen grease extract systems (canopies, filters, ducting and fans) in all commercial kitchens are compliant - as required by the buildings insurance policy, in accordance with Fire Safety and Workplace (Health, Safety & Welfare) Regulations. As well as the SANS act 1850:2014 (ed.2.00

4. RFQ SCOPE The quotation should be as per below. The suppliers who will not be quoted as per the specifications below will be disqualified.

The scope of work will be as follows:

- To clean canopies (interior and exterior).
- Sealing joints in the canopies and labor and chemicals used
- To clean the ducting where accessible
- Riveting joints that have pulled loose, and labor and chemicals used)
- To clean and repair all filters if necessary - This includes labor and rivets and chemicals used
- To seal all leaks - This includes for labor and silicone and silver sealant and bandages used
- To clean motors and fan blades - This includes for labor and chemicals used to clean Motor, Drum, Fan Blades & Discharge Unit
- To take photos before and after the cleaning and provide to AIDC.
- To check extraction efficiency before and after cleaning.
- To ensure that the system is clean.
- Detailed laminated certificates to be provided.
- Detailed status report to be provided.

Cleaning Intervals: **Quarterly**

<u>Areas in the Canteen</u>

Fast food area: 10 grits
Main kitchen area: 16 grits
Service area: 7 grits

5. DURATION

Quarterly services for 24 months**.**

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

7. PRICING SCHEDULE

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ITEM NO.	DESCRIPTION/SCOPE OF WORK	UOM	NUMERIC QUANTITY	Quarterly cost Year 1 (EXC VAT)	Total cost for Year 1(EXC VAT)	Quarterly cost for Year 2(EXC VAT)	Total cost for Year 2(EXC VAT)	Total cost for both Y1 and Y2 (ADD Y1 AND Y2 COST)
1.	Cleaning and servicing 3 x CYCLO-VENT	Quarterly	8 Quarters					
***UOM = Unit of measure, e.g. Hours/Days, etc**				**SUB-TOTAL COST Year 1**				**R**
				SUB-TOTAL Year 2				**R**
				VAT @ 15%				**R**
				AIDC Provisional sum for repairs				**R 100 000,00**
			GRAND TOTAL	**R**				

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 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 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 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.**

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 document 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: ……