REQUEST FOR QUOTATION (RFQ)

REQUEST FOR POTENTIAL ACCREDITED TRAINING SERVICE PROVIDERS TO SUBMIT A QUOTATION TO AIDC ON THE GENRALLY RECOGNISED ACCOUNTING PRACTICE (GRAP) STANDARDS TRAINING FOR 16 EMPLOYEES.

REQUEST FOR QUOTATION (RFQ) DETAILS

RFQ NUMBER : **PR00000016462**

PROJECT NO. : **A0159**

ISSUE DATE : **20 NOVEMBER 2026**

BRIEFING YES/NO : **NO**

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

CLOSING DATE : **30 NOVEMBER 2026**

CLOSING TIME : **11HOO**

RFQ VALIDITY DATE : **90 Business days**

REQUESTOR DETAILS

Requested By (SCM):	**DANE VISAGIE**
Contact Number:	**(012) 564 - 5003**
Department Requested for:	FINANCE DEPARTMENT
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 -
▪ Functionality at **100%** with minimum of **70% - N/A**
▪ 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		

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

A. PRE-QUALIFICATION DOCUMENTS	YES	NO
A letter confirming that the training service provider is accredited by a recognised SETA professional body in South Africa.		
Two (2) reference/testimonial confirming that the company has successfully conducted the Generally Recognised Accounting Practice (GRAP) training. The letters must be dated and signed.		
Detailed training methodology and comprehensive course outline or the programme.		

NOTE: FAILURE TO SUBMIT THE ABOVE-MENTIONED REQUIRED PRE-QUALIFICATION DOCUMENTS WILL RESULT IN THE DISQUALIFICATION OF THE SERVICE PROVIDER'S SUBMISSION.

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

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.

2.2 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 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 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 training service providers to submit a detailed proposal to provide Generally Recognised Accounting Practice **(GRAP)** standards training for all 16 finance practitioners in the financial management department.

4. RFQ SCOPE

The appointed service provider must be able to provide the Generally Recognised Accounting Practice **(GRAP)** standards training addressing the following objectives and outcomes.

5. RFQ SCOPE - OVERVIEW

The three-days Generally Recognised Accounting Practice **(GRAP)** Standards training should focus on the application of relevant GRAP standards, recent updates and amendments, and their practical implications for AIDC's financial reporting and operating environment.

The key areas to be covered as outcome of the trainings should include the following:

Updates and practical application of relevant GRAP Standards.
GRAP 1: Presentation of Financial Statements, including amendments.
GRAP 2: Cash Flow Statements.
GRAP 13: Leases.
GRAP 16: Investment Property.
GRAP 17: Property, Plant and Equipment.
GRAP 20: Related Party Disclosures.
GRAP 31: Intangible Assets.
GRAP 104: Financial Instruments (Revised).
GRAP 109: Accounting by Principals and Agents.
GRAP 9: Revenue from Exchange Transactions.
GRAP 23: Revenue from Non-Exchange Transactions.

DURATION

- 3 Days

The training service provider to issue the following.

- Training certificate for all the delegates attending the training.
- The successful service provider must include the course materials for the delegates covering the following
- Pre and post training report
- Attendance register

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.

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.	Generally Recognised Accounting Practice (GRAP) Standards including the course materials for the delegates covering the following: Updates and practical application of relevant GRAP Standards. • **GRAP 1:** Presentation of Financial Statements, including amendments. • **GRAP 2:** Cash Flow Statements. • **GRAP 13:** Leases. • **GRAP 16:** Investment Property. • **GRAP 17:** Property, Plant and Equipment. • **GRAP 20:** Related Party Disclosures. • **GRAP 31:** Intangible Assets.	**P/Person**	**16**		

	• **GRAP 104:** Financial Instruments (Revised). • **GRAP 109:** Accounting by Principals and Agents. • **GRAP 9:** Revenue from Exchange Transactions. • **GRAP 23:** Revenue from Non-Exchange Transactions.				

***UOM = Unit of measure, e.g. Hours/Days, etc**	**SUB-TOTAL**	
	VAT @ 15%	
	TOTAL	

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 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: …….