



# Association of All Wheel Drive Clubs - Southern Africa

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Tel & Fax : 08611 AAWDC

Web Site: [www.aawdc.org.za](http://www.aawdc.org.za)

Email: [admin@aawdc.org.za](mailto:admin@aawdc.org.za)

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## REQUEST FOR PROPOSAL

BOOK/001/04/2012

Dear Service Provider:

The AAWDC is an umbrella association for 4x4 clubs and related businesses in Southern Africa. The prime purpose of the AAWDC is to represent and co-ordinate issues of common interest and mutual benefit to its members and to its industry. This includes:

- Negotiations with government, regional and conservation bodies to ensure that its members continue to enjoy the controlled use of their off road vehicles in sensitive nature conservation areas.
- The development and promotion of standards in the areas of Driver Training and Overland Travel using well developed manuals.
- The promotion of interclub relations by organising driving and environmental events for all clubs to participate in.
- To grow the AAWDC membership base that enables the AAWDC to speak and negotiate with authority on behalf of its members and the industry.

A few years ago, the AAWDC was instrumental in collating information and producing a Driver Training Manual, to set a standard amongst its member clubs (and potentially the 4x4 industry), when training its members. This manual was well received in the industry, and today forms the backbone of many club and commercial training efforts.

The AAWDC has also over the last 2 years, played an active role in contributing to the new Unit Standards accepted and published by SAQA, for the 4x4 off road industry. The unit standards, administered by the TETA SETA, are now the new standard against which competency is tested. The applicable Unit Standards are:

- Unit Standard 254135 – Apply the techniques for operating four wheel drive vehicles in on-road and off-road conditions (NQF Credit 4, level 3)
- Unit Standard 254154 – Apply the advanced techniques for operating four wheel drive vehicles in on-road and off-road conditions (NQF Credit 8, level 3)

The AAWDC, as a non-profit, voluntary association organisation, now deems it necessary to update its existing 4x4 Driver Training manual to be aligned to the latest Unit Standards (both), so as to offer its membership base and the general public and industry, a useful and relevant manual, for educational and driving purposes.

Your organisation is being invited to make a submission to secure this action / activity. Please find the attached brief, which will be used to evaluate prospective bidders. Bidders are also encouraged to combine their services in a consolidated bid, so as to ensure that the administrative, writing skills, previous experience and correct subject matter is combined, to ensure a top quality product.



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For any further enquiries, please contact Alan Goodway ([4x4offroad@mweb.co.za](mailto:4x4offroad@mweb.co.za))- project convenor, for clarity purposes. All communication must be written (via email or fax) for transparency purposes. Answers to questions will be shared with all those who register their interest.

Yours Sincerely

JAKOB JORDAAN  
CHAIRMAN



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### BIDDERS BRIEF:

The following information will assist the bidders in meeting the expectation of the AAWDC with regard to submitting a professional response to this request for proposal.

1. The AAWDC will provide the Service Providers who request such, an example of the existing training manual in its printed format, at no cost
2. The AAWDC will provide the successful Service provider with the previous manual, in word format. Thus the content does not require re-capturing
3. The AAWDC's vision is that the existing manual's data will be kept as the base of the new manual, but that the Service Provider will 'repackage' the manual, such that it is in line with BOTH the existing unit standards
4. It is envisaged that the manual's layout will follow the form of the 2 unit standards, that there will be no specific paraphrasing or reference to the Unit Standard directly, so as not to date the book, should any of the unit standards be amended in future. However, the Specific Outcomes need to be addressed, and the AAWDC will measure the creativity and intuitiveness of the Service Provider's inputs in this regard
5. Given 3 and 4 above, it is envisaged however that every topic/chapter in the book should cover outcomes related to that topic/deliverable, without detailed Unit Standard reference
6. A complete electronic WORD and PDF copy of the completed manual will be presented as the final deliverable to the AAWDC. The AAWDC will manage the 'go-to-print' part of the process, including obtaining sponsorships for the printing of the manual
7. All documentation given to the Service Provider for the completion of this assignment, will remain the rights of the AAWDC, albeit that it is generic industry information, combined with the Service Provider's input. All rights to use the suggested photographs will be given to the AAWDC.
8. The AAWDC retains the rights to change / substitute parts of the written text and / or photographs, as it deems fit, post the completion of the Service Provider's submission
9. Any value add to the book for areas such as eco sensitivity, extended recovery etc. can be submitted to make the manual as complete as possible across the 2 unit standards
10. Any other value add the Service Provider feels is applicable
11. The Service provider will maintain no rights or jurisdiction to the manual once passed back to the AAWDC

The service provider will be given the following material once the Intent to Bid Notification has been received:

- 4x4 Driver Training Manual
- An extract of the electronic format of the manual, to assist in verification of the data available
- Copies of the 2 Unit Standards as discussed herein, if required

### PROCESS:

Service Providers who wish to bid for this production of the new training manual, must submit an Intent to Bid Notification (see attached), to the email address [admin@aaawdc.org.za](mailto:admin@aaawdc.org.za) by the close of business Friday 20 April 2012.

The AAWDC will review these submission. All bidders shortlisted, will be issued with the above documentation, and given 21 days from date of issue, to submit a comprehensive proposal addressing the task at hand. A presentation will be called for, to present and substantiate / clarify your proposal / bid. Once the bid has been finalised and awarded, the bidder will meet the deadlines stipulated. Note the ultimate delivery date for this product is 20 July 2012.

### EVALUATION:

All Intent to Bid submissions must detail comprehensive responses to questions posed, so as to ascertain suitability to qualify for the next round. No correspondence will be entered into, bar the notification of non-inclusion for the next round, to Service providers who do not make the shortlist. The AAWDC's decision is final. A suitably selected panel of subject matter experts in the AAWDC will be used to qualify the first round of submissions.



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Bidders will be adjudicated on the following criteria. The percentage points for evaluation will be provided to the final list of selected providers:

1. BEE Status
2. Previous production of training material / Unit standard based training material
3. Currently registered TETA Service Provider against the 2 Unit Standards
4. Previous production of similar PUBLISHED industry subject matter experience
5. Quality of electronic submission & oral presentation
6. Subjective evaluation as Subject Matter Expert by panel
7. Project Plan & Delivery Dates / Plan
8. Price
9. Value add as tabled by the Service provider

All submissions will be treated as confidential, and the rights of each party will be protected in the initial rounds of the negotiations, until a formal contract / agreement is drawn up and signed by both parties. This request is an open bid, and is presented to the industry at large, so as to create equal opportunity for all.

### KEY DATES:

- Publication to industry – 13 April 2012
- Deadline for Intent to Bid (written) – 20 April 2012
- Notification of successful proposed bidders – by 4 May April 12
- Completion of Final Brief between AAWDC and selected providers – 18 May 2012
- Closing Date for submissions – Friday 1 June 2012
- Announcement of winning bid, finalisation of contract – by 15 June 2012
- Deadline (irrespective of submitted proposal project plan) for delivery - by 20 July 2012

### NOTICES:

1. All costs in preparation and enactment of any activity in this bid process, will be for the Service Provider's account.
2. Electronic and 1 x hardcopy proposal must be submitted by the required closure date, that date being defined by the final process. All bids will close by 11h00 on that day, and only submissions made in accordance with the correct format, date and time, will be accepted.
3. **Notification of Award and Disclaimer**  
A decision of selecting the successful bidder will be made within the timelines stated. This request for proposal does not commit the AAWDC to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services or supplies. The AAWDC reserves the right to accept or reject any or all applications received as a result of this request, or negotiate with all qualified sources, to waive any informalities or minor irregularities in applications/proposals, or to cancel in part or in its entirety the RFP if it is in the best interest of the AAWDC. The AAWDC is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposal considering all relevant factors, including price, technical qualifications, demonstrated experience, etc.
4. Service providers who are suitably qualified in all aspects of this bid, are encouraged to form a consortium to bid for the proposed solution. However, the AAWDC will only engage with a single identified party for the purposes of this contract
5. Service providers may collaborate with one another, but the engagement will be with a single party only.



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## INTENT TO BID NOTIFICATION

### REQUEST FOR PROPOSAL

BOOK/001/04/2012

The Chairman  
AAWDC  
Gauteng

<date>

#### **PREQUALIFICATION / INTENT TO TENDER SUBMISSION**

I, ....., in my capacity of ....., representing myself / my company (.....), or the consortium represented in the attached submission, hereby wish to record my / our intent to bid for this assignment by the AAWDC.

Although this is not my / our full solution submission, we wish to respectfully be considered for the assignment, based on the attached submission which must be read as motivation re my / our qualification (*submit full resume, credibility, samples of work done, affidavits from previous assignments won, experience, company profiles etc. to position you / your company / consortium to be qualified for the following round*).

I look forward to your favourable response hereto.

Yours Sincerely

.....  
(name)

.....  
(organisation)

**NOTE: Please complete this document and return with full 'motivational' submission, for possible qualification purposes.**