

South African National Accreditation System  
 Libertas Office Park  
 Cnr Libertas and Highway Streets  
 Equestria  
 Pretoria  
 0184

## REQUEST FOR QUOTATION



### PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	16 September 2022	REQUISITION NUMBER	REQ0004588
CLOSING DATE:	23 September 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	30 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

### 1. PRODUCT /SERVICE DETAILS

Description of goods / services:		Quantity required
1	ISO 9001: 2015 Understanding & Implementation Course	1 delegate
Expected date of delivery:		Training to take place in October/November 2022
Contract or once-off:		Once-off
<b>Technical / Mandatory requirements:</b>		<p>ISO 9001: 2015 Understanding &amp; Implementation Course</p> <p>Please quote on virtual facilitator-led online course.</p> <p>Date: TBC          Venue: Virtual facilitator-led online          No of delegates: 1</p> <p><b>The below is compulsory requirements when quoting:</b></p> <ul style="list-style-type: none"> <li>• This course must be accredited</li> <li>• Must be virtual facilitator-led online course</li> <li>• Delegates to be able to ask questions throughout the course</li> <li>• Training dates preferably in October/November 2022</li> <li>• Exam costs must be included</li> </ul> <p><u>Course objectives:</u></p> <ul style="list-style-type: none"> <li>• Identify the key requirements and benefits of ISO 9001: 2015</li> <li>• Manage quality and drive continual improvement</li> <li>• Take steps to ensure that quality is at the heart of your organization</li> <li>• Attract and retain customers by meeting their current and future needs better</li> <li>• Identify the aims and benefits of ISO 9001: 2015</li> <li>• Interpret ISO 9001: 2015 requirements for implementation and application</li> <li>• Grasp the application of risk-based thinking, leadership and process management</li> <li>• Build stakeholder confidence by managing processes in line with the latest requirements</li> </ul> <p><u>Course outcomes/content:</u></p> <ul style="list-style-type: none"> <li>• Importance and benefits of an ISO 9001: 2015 QMS</li> <li>• Understand the key requirements, terms and definitions of ISO 9001: 2015 and its structure, which incorporates the Annex SL common framework for management system standards</li> <li>• Main concepts such as risk-based thinking, process approach, Plan-Do-Check-Act, and the 7 management principles</li> <li>• Understand and Implement ISO9001: 2015 QMS in an organisation</li> <li>• Identify easier opportunities to improve the QMS of your company</li> <li>• Examination costs to be included</li> </ul> <p>Proposed candidates: (1 pax)</p>
Other information:		

**SECTION TO BE COMPLETED BY SUPPLIER****2. SUPPLIER DETAILS**

Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Email:	
VAT number (if applicable):	
Physical address:	

**3. SCM COMPLIANCE REQUIREMENTS (please tick)**

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

**Certified valid B-BBEE Certificate**

(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)

**EVALUATION PROCESS**

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

**4. QUOTATION TERMS & CONDITIONS:**

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

**5. ACKNOWLEDGEMENT AND SUBMISSION:**

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:.....

Signature: .....

Date: .....