

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:	24 February 2023	REQUISITION NUMBER	REQ0004738
CLOSING DATE:	03 March 2023	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: KNOWBE4 SECURITY AWARENESS TRAINING PROGRAM FOR THREE (03) YEAR DIAMOND LICENSE WITH SUPPORT AND MAINTENANCE		Quantity required
1	<p>1. PURPOSE The purpose of this RFQ is to invite suitably interested qualified service providers to submit their quotations for the KnowBe4 Security Awareness Training Program and Support for Diamond Subscription Level Plus Extras for three (03) years to 80 SANAS employees. This is part of enhancing the cyber-security of the IT systems and IT infrastructure for the South African National Accreditation System (SANAS).</p> <p>2. BACKGROUND The South African National Accreditation System (SANAS) is the sole national body responsible for carrying out accreditations in respect of conformity assessment, which includes the accreditation of calibration, testing and verification laboratories, certification bodies, inspection bodies, verification agencies and any other type of body that may be added to its scope of activity. SANAS is also the national body to monitor Good Laboratory Practice (GLP) compliance with principles adopted by the Organisation for Economic Cooperation and Development (OECD) for GLP facilities.</p> <p>The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice, Act No. 19 of 2006, recognises SANAS as the only National Accreditation Body for the Republic of South Africa for conformity assessment, calibration, monitoring of Good Laboratory Practice, and to provide for matters connected therewith.</p> <p>SANAS is a Section 3A Public Entity for purposes of the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999).</p> <p>SANAS has been using the KnowBe4 Security Awareness Program for the past five (5) years and this program licenses expires in 2023. SANAS IT Security has recognised the value derived from using this Security Awareness Program. This value includes an increased IT Security Staff Awareness Below Global Industry Benchmark and reduced cyber-security incidents by employees' assistance. To improve on this upward trajectory as cyber-security threats evolve and increase globally, IT Security recommends that SANAS procures KnowBe4 Training Program under the Diamond Subscription Level Plus Compliance+ Management, PhishER and Security Coach Features for Three (03) years.</p> <p>3. OBJECTIVES The goal of this exercise is to ensure that reasonable protection to the SANAS Staff and IT Systems by educating SANAS Staff and increase the IT Security Awareness Level among staff to an acceptable level. To achieve this objective SANAS needs to procure the KnowBe4 Security Training and Educating Program for three (03) years.</p> <p>4. SCOPE AND METHODOLOGY IT Security has decided that the KnowB4 Suite was the most appropriate program at the current level our SANAS staff and that SANA has been using this program for past 5 Years. The successful bidder will provide SANAS with a three (03) year Diamond Subscription Level of KnowBe4 Security Awareness Training Program and protection.</p>	1 Service provider required

2	5. REQUIREMENTS																						
	<table border="1"> <thead> <tr> <th>No</th> <th>Description</th> <th>Specification</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Type of IT Security Awareness Training Program</td> <td>KnowBe4 Training</td> </tr> <tr> <td>2</td> <td>Type of License Subscription</td> <td>Diamond Plus Extras: Compliance+ Management, PhishER & SecurityCoach</td> </tr> <tr> <td>3</td> <td>Number of License / Subscription Years</td> <td>Three (03) Years</td> </tr> <tr> <td>4</td> <td>Number of Licenses for SANAS Staff</td> <td>80</td> </tr> <tr> <td>5</td> <td>Support and Maintenance</td> <td>Three (03) Years</td> </tr> <tr> <td>6</td> <td>Mode of Training for SANAS Staff</td> <td>Online</td> </tr> </tbody> </table> <p>Additional Notes. 1. SANAS Staff have had KnowB4 Training until 2015. 2. IT Security intends to run this program on a per month basis for each member of staff. 3. The IT Security Officer will assist with the administrative part of running this online IT Security Training. 4. SANAS is a Microsoft environment and running on MS Windows 10; and 5. SANAS will need the extra features namely, Compliance Plus Management, PhishER and SecurityCoach.</p>	No	Description	Specification	1	Type of IT Security Awareness Training Program	KnowBe4 Training	2	Type of License Subscription	Diamond Plus Extras: Compliance+ Management, PhishER & SecurityCoach	3	Number of License / Subscription Years	Three (03) Years	4	Number of Licenses for SANAS Staff	80	5	Support and Maintenance	Three (03) Years	6	Mode of Training for SANAS Staff	Online	
No	Description	Specification																					
1	Type of IT Security Awareness Training Program	KnowBe4 Training																					
2	Type of License Subscription	Diamond Plus Extras: Compliance+ Management, PhishER & SecurityCoach																					
3	Number of License / Subscription Years	Three (03) Years																					
4	Number of Licenses for SANAS Staff	80																					
5	Support and Maintenance	Three (03) Years																					
6	Mode of Training for SANAS Staff	Online																					
	<table border="1"> <tr> <td>Expected date of delivery:</td> <td>April 2023</td> </tr> <tr> <td>Contract or once-off:</td> <td>36 months contract</td> </tr> <tr> <td>Technical / Mandatory requirements:</td> <td>As indicated above</td> </tr> <tr> <td>Other information:</td> <td></td> </tr> </table>		Expected date of delivery:	April 2023	Contract or once-off:	36 months contract	Technical / Mandatory requirements:	As indicated above	Other information:														
Expected date of delivery:	April 2023																						
Contract or once-off:	36 months contract																						
Technical / Mandatory requirements:	As indicated above																						
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)																							
<table border="1"> <tr> <td>Central Supplier Database Report or Summary</td> <td></td> </tr> <tr> <td>Completed and signed SBD 4</td> <td></td> </tr> <tr> <td>Completed and signed SBD 6.1</td> <td></td> </tr> <tr> <td>Completed and signed SBD 8</td> <td>N/A</td> </tr> <tr> <td>Completed and signed SBD 9</td> <td>N/A</td> </tr> <tr> <td>Certified valid B-BBEE Certificate</td> <td></td> </tr> </table>		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											
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																							

EVALUATION PROCESS

All bids will be evaluated as follows:

The First stage, bids will be evaluated first for Administrative requirements, Bidders are required to submit the following administrative documents to be considered for evaluation.

- Completed and signed SBD 4
- Completed and signed SBD 6.1
- Valid BBEE certificate or sworn affidavit signed by the commissioner of oath
- Valid tax pin, Central Supplier Database Report or Summary with compliant tax status

No	Name of Administrative Required Document	Clarification Time
1	Completed and signed SBD 4	48 working hours
2	Valid tax pin, Central Supplier Database Report or Summary with compliant tax status	7 Working days

Bidders who do not adhere to the indicated response time for clarifications requested by the SANAS will be deemed to be non-responsive and their submissions will not be evaluated further.

Stage 2: Price and SANAS specific goals:

PREFERENTIAL PROCUREMENT REFORM:

The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000. SANAS Preferential Procurement (PP) requirements as per the SANAS Supply Chain Management Policy, states that SANAS shall deal with suppliers in accordance with the SANAS specific goals. The application of the specific goals will be as per the applicable pricing formula, the 80/20 system.

SANAS specific goals are in support of the following:

- Previously disadvantaged groups by allocating points for black owned businesses. Black owned businesses are defined as per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 which states that "Black People" is a generic term which means Africans, Coloureds and Indians who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation before 27 April 1994 or on or after 27 April 1994; and who would have been entitled to acquire citizenship by naturalization prior to that date.
- Black women as per the Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
- Black people who are youth as defined in the National Youth Commission Act of 1996.
- Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- Exempt micro enterprises (EMEs) and thus promoting small businesses.
- Qualifying small enterprises (QSEs).

All responsive tender offers shall be evaluated in terms of Price and SANAS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

Points will be allocated in terms of the SANAS specific goals as indicated in the table below. Bidders must submit

valid B-BBEE Certificates or sworn affidavit to claim points on specific goals.

PRICE	80
SANAS SPECIFIC GOALS	20

Note: To claim points Bidders must submit a valid BBEE certificate or sworn affidavit signed by the commissioner of Oath together with a fully completed and signed SBD 6.1. Bidders are required to indicate the preference point claimed in the SBD 6.1.

Specific Goal	20	10
100% Black Owned	6	4
51% - 99% Black Owned	4	2
100% Black Women Owned	6	3
51% - 99% Black Women Owned	4	2
5% Youth Owned	2	1
2% Owned by Persons with Disabilities	1	1
Exempt Micro Enterprise (EME)	5	0
Qualifying Small Enterprise (QSE)	3	1

This RFQ will be evaluated according to the above SANAS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim SANAS specific goals in the provided SBD 6.1 attached.

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: