

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:	15 January 2023	REQUISITION NUMBER	REQ0004718
CLOSING DATE:	23 January 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: Sage support for a period of 24 months			Quantity required																												
1	Description of services 1. Period of 24 months, subject to probation period of 3 months 2. General SAGE Evolution Support including add on modules 3. Support only provided on request and charged per hour 4. Services to be rendered on-site or remotely, where applicable 5. Reaction times: a. Four hours for on-site b. Two hours for remote access 6. Support based on existing hardware and software 7. Rates to be quoted: a. Rate per hour during business hours (08h00 – 16h30) b. Rate per hour after business hours c. Rate per hour on Sundays/public holidays		1 Service provider																												
2	Pricing table <table><tr><td></td><td>Anticipated hours</td><td>Rate per hour</td><td>Total</td></tr><tr><td>Business hours</td><td>120</td><td></td><td></td></tr><tr><td>After hours</td><td>12</td><td></td><td></td></tr><tr><td>Sundays/public holidays</td><td>6</td><td></td><td></td></tr><tr><td colspan="2"></td><td>Total</td><td></td></tr><tr><td colspan="2"></td><td>VAT</td><td></td></tr><tr><td colspan="2"></td><td>Total inc VAT</td><td></td></tr></table>			Anticipated hours	Rate per hour	Total	Business hours	120			After hours	12			Sundays/public holidays	6					Total				VAT				Total inc VAT		
	Anticipated hours	Rate per hour	Total																												
Business hours	120																														
After hours	12																														
Sundays/public holidays	6																														
		Total																													
		VAT																													
		Total inc VAT																													
Expected date of delivery:		February 2023																													
Contract or once-off:		24 Months contract																													
Technical / Mandatory requirements:		N/A																													
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:

