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

REQUEST FOR QUOTATION

†sanas
South African National
Accreditation System

PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	27 September 2022-Reissue	REQUISITION NUMBER	REQ0004564
CLOSING DATE:	05 October 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** procurement@sanas.co.za **012 740 8536**

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Procurement of job evaluation system	Quantity required	
1	SANAS requires a Job Evaluation/Grading System or Tool that uses the Paterson method of job evaluation as a basis. This system/tool will be used to grade positions and ensure that the Paterson Job Evaluation objectives are met in a way that is accurate, defensible, cost effective and consistent. • System to have the ability to upload our company specific pay scale • We need to compare individual pay against our current pay scale • System to be utilised by at least 2 users • The system must be able to attach and store supporting documents • No limitation to the number of Job Evaluations conducted • System must be able to export reports to MS Word, Excel & Adobe PDF • System must be able to add OFO codes • Record keeping and audit trails for each evaluation required • Full Version control for each job evaluation required • System must provide a view of all roles previously evaluated on the system **Project will include:** • Full user acceptance testing (UAT) must be done before signing off project • Data migration if required • Full System training of both our users and administrators **System requirements** As SANAS prefers that the solution is implemented in house and not in the cloud, we therefore request the server requirement / specifications be included in the proposal • The solution must run on a Hyper- V Virtual machine on Serverv2016 • Database base engine must run on SQL standard server 2016 The system must adhere to the mandatory requirements as listed in **Annexure A, the table in Annexure A must be filled in completely and submitted together with the proposal**	1 Service provider required	

Expected date of delivery:	October 2022
Contract or once-off:	36 months contract
Technical / Mandatory requirements:	• Access level control preferably through active directory • POPIA compliant • All transactions must have audit trail for compliance • All documents must be version controlled

	• Solution must integrate to active directory
	• Licencing fees must include software assurance, upgrades, support, and maintenance
	• Details project plan must accompany the proposal detailing timescale and both the bidders and SANAS resource allocation
	• System must be able to archive historical information as required by SANAS
	• Export reports to Microsoft Word, Excel & Adobe PDF.
	• Reporting must be easily accessible and customised by the HR team, therefore, Information must be available to create BI reports / dashboard
	• All automated workflows mentioned above must be easy to modify as our business requirements change
	• Full Audit trail of all processes
	• Provide system support as and when required
	• Provide system upgrades when required
	• Support and maintenance must be specified and included in the proposal
	• 2 HR users will use the system • Support and maintenance will be for 36 months
	• Unlimited Job grading and Job evaluations must be accessible and done on demand
	
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	• Data migration if required
	• Full System training of both our users and administrators
	
	System requirements
	
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	    • The solution must run on a Hyper- V Virtual machine on Serverv2016
	    • Database base engine must run on SQL standard server 2016

Other information:	**The mandatory requirements - annexure A** **The pricing table – Annexure B** **Proposal containing the project plan, the infrastructure specification**

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	

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(Please note bidders will not be disqualified for not submitting a valid certified BBBEE certificate or a sworn affidavid 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: ………………....