

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

<b>DATE OF ISSUE:</b>	10 June 2022	<b>REQUISITION NUMBER</b>	REQ0004426
<b>CLOSING DATE:</b>	17 June 2022	<b>CLOSING TIME:</b>	11:00
<b>QUOTE VALIDITY:</b>	30 days from the date the RFQ closed	<b>Submissions and enquires to be made to:</b>	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: SANAS is looking for a service provider to maintain and service their generator for a period of 36 months	Quantity required
<p>1</p> <p>SANAS is looking for a service provider to maintain and service their 150KVA 3-PH 24V AMF generator on a quarterly basis</p> <p>In the event of any failure to a power-generating system, the service provider will be required to first attempt correcting the power-generating unit on site.</p> <p>The service provider will be required to refill the generator whenever SANAS requires them to</p> <p>The service provider will be required to fix any damages to the generator as well as supply all spares if need be.</p> <p>The service provider will be required to inspect batteries, replace fuel and oil filters, change fan belts as and when required, removal and replacement of worn parts as and when required.</p>	1 Service provider
<b>Expected date of delivery:</b>	July 2022
<b>Contract or once-off:</b>	36 months contract
<b>Technical / Mandatory requirements:</b>	<ol style="list-style-type: none"> <li>1. Company profile with a minimum of 3 years' experience in the field and company registration documents</li> <li>2. Submit three reference letters from previous clients in the last three years of Similar work done; the letters must be on a client letterhead with contactable person name, email, and phone number.</li> <li>3. Provide at least one CV of individual within company registered with the engineering council of South Africa and 3 years' experience in servicing of generators.</li> </ol>
<b>Other information:</b>	

### SECTION TO BE COMPLETED BY SUPPLIER

### 2. SUPPLIER DETAILS

<b>Supplier name:</b>	
<b>CSD number:</b>	
<b>Contact person:</b>	
<b>Contact number:</b>	
<b>Email:</b>	

<b>VAT number (if applicable):</b>		
<b>Physical address:</b>		

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

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

**Certified valid B-BBEE Certificate**  
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 (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: .....

**Annexure A****Refilling of Generator**

Item	Price	VAT (If VAT registered)	Year 1 Including VAT	Year 2 Including VAT	Year 3 Including VAT
Call out fee on normal working hours (08:00-16:30)					
Call out fee after hours					
Call out fee on weekends and public holidays					
Price per litre (with markup not more than 15%)					

**Routine maintenance**

Item	Quantity	Year 1 Including VAT	Year 2 Including VAT	Year 3 Including VAT
Routine Maintenance per quoter	12			
Total Each year (Vat Inclusive)				

**AD-Hoc Repairs Services**

Item		Year 1 Including VAT	Year 2 Including VAT	Year 3 Including VAT
Normal Hours	Repairs hours within Normal Time (Labour Hourly Rate) 07:30 - 16:30 (VAT Inclusive)			
After hours (Overtime)	Generator Repairs outside Normal Time (Labour Hourly Rate) After 16:30 (VAT Inclusive)			
Saturdays/ Sundays & Holidays	Generator Repairs outside Normal Time (Labour Hourly Rate) (VAT Inclusive)			
Traveling rates	The cost of all travelling (Rate/Kilometre)			