

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:	20 June 2023	REQUISITION NUMBER	REQ0004930
CLOSING DATE:	27 June 2023	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date RFQ closed	Submissions and enquires to be made to:	procurement@sanas.co.za

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Short course training-Train the trainer

Train the Trainer (Training Development Program) Course

Date: TBC

Venue: Virtual facilitator-led online

No of delegates: 1

Purpose:

Persons credited with this unit standard are able to facilitate a learning event with a group of adult learners. Provides skills and knowledge necessary to provide education and training and includes the following key components:

- Communication skills
- Group learning and group dynamics
- Facilitation processes and procedures
- Lessons structures and support material

Objectives / course content:

- Practical delivery style: how to use body language and vocal variety to improve your students' understanding and retention.
- Content and process: how to define adult training objectives and course structure and to evaluate and measure your students' progress.
- Facilitation skills: how to guide learners along a structured learning path and measure students' progress.
- Optimising the learning environment: how to optimise your adult training environment for optimal learning.
- Content development methodology: to help you save time when you are preparing.

Outline of Course:

Lesson 1: Plan and Prepare for facilitation

- Analysis of learner and learning needs
- Plans cater for needs of learners and stakeholders
- Resources, locations, and personnel are arranged to suit intended delivery
- Learning material preparation
- Learning material content
- Facilitation methods
- Facilitation process
- Learning environment
- Review criteria

Lesson 2: Facilitate learning

- Learning facilitated in a coherent manner
- Learning environment and facilitation approach promotes open interaction
- Development of concepts through participation
- Groups managed in line with facilitation principles
- Questioning techniques consistency
- Monitoring learner progress

Lesson 3: Evaluate learning and facilitation <ul style="list-style-type: none"> • Learner and stakeholder feedback on facilitated learning • Strength and weaknesses of the planning, preparation and facilitating of learning • Review and recommendation Assessment/PoE Costs to be included in quotation.									
Expected date of delivery:	July 2023								
Contract or once-off:	Once-off								
Technical / Mandatory requirements:	The below is compulsory requirements when quoting: <ul style="list-style-type: none"> • Must be virtual facilitator-led online sessions/training • Training dates preferably in June/July 2023 • This course must be SETA accredited (see below unit standard) • PoE/Assessment Costs must be included in quote Unit Standard Alignment: US 7384: Facilitate an adult learning event, NQF level 4, 16 credits or US 117871, Facilitate learning using variety of given methodologies, NQF 5, 10 credits								
Other information:	Delegates to be able to ask questions throughout the session								
SECTION TO BE COMPLETED BY SUPPLIER									
2. SUPPLIER DETAILS									
Supplier name:									
CSD number:									
Contact person:									
Contact number:									
Valid Tax reference number and Pin									
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>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		Certified valid B-BBEE Certificate	
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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.

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. Late and incomplete submissions will not be accepted.
9. All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
10. Failure to submit the quotation by the date and time stipulated will result in disqualification.
11. Payment will be made in 30 working days after receipt of a valid invoice.
12. All SBD documents must be always signed and sent back with the quotation.
13. THIS QUOTE DOES NOT CONSTITUTE AN ORDER.
14. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SANAS before RFQ closing date.

4. PROTECTION OF PERSONAL INFORMATION

In responding to this RFQ , SANAS acknowledges that it may obtain and have access to personal data of the respondents. SANAS agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, SANAS will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SANAS requires Respondents to process any process any personal information disclosed by SANAS in the bidding process in the same manner

5. REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts.
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters

5. Failure to quote in line with the specification.
6. This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract by SANAS.

6. ACKNOWLEDGEMENT AND SUBMISSION:

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

Capacity:.....

Name:.....

Signature:

Date: