

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>	27 February 2026, Reissue	<b>REQUISITION NUMBER</b>	REQ0005733
<b>CLOSING DATE:</b>	05 March 2026	<b>CLOSING TIME:</b>	11:00
<b>QUOTE VALIDITY:</b>	60 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 - MS SharePoint Power User 2019 (55215)	Quantity required
1.	<p>MS SharePoint Power User 2019 (55215)            Please quote on virtual facilitator-led online course.            Date: TBC            Venue: Virtual facilitator-led online            No of delegates: 1</p> <p><b>The below is compulsory requirements when quoting:</b>            Must be virtual facilitator-led online course            Delegates to be able to ask questions throughout the course            The course must be provided by a <b>Microsoft Accredited</b> service provider.            Proof of Microsoft Accreditation/Certification to be provided.            Must include attendance Certificate (<b>55215</b>)            Must include Digital Delegate Pack / Training Material</p> <p><b>Course Overview and Objective:</b>            This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites in SharePoint Online. Your goal is to learn how to make SharePoint online relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class, you will also learn best practices and “what not to do” as you watch live, interactive demonstrations and put theory into practice with hands on exercises in SharePoint Online.</p> <p><b>Course Objectives:</b>            Understand the benefits of using SharePoint in real world scenarios            Create new SharePoint sites to store business information            Create pages to share news and documents            Customise the structure of a site to meet specific business requirements            Create and manage view, columns and apps            Manage the security of a site            Use social tools to communicate with groups of people or the entire organization            Use search to find business information including people to documents</p> <p><b>Course Content:</b>  <b>Module 1: An Introduction to SharePoint Online</b>            Introducing Office 365 and SharePoint            Getting started with Office 365            The cloud revolution            Login to Office 365</p>	1 delegate

What is Office 365  
 Using the app launcher  
 What is SharePoint  
 Office 365 settings  
 Introducing Office 365 Groups  
 Delve  
 Ownership and Access  
 OneDrive

### **Module 2: Creating Sites**

Planning your sites  
 Create new subsites  
 The Office 365 tenant  
 Site templates  
 Web addresses  
 Apply a them  
 Site collections  
 Building your navigation  
 Create a new site  
 Delete subsites  
 Team site navigation  
 User interface: classic vs modern  
 Site contents: classic vs modern  
 Where does classic come from?

### **Module 3: Creating and Managing Web Pages**

The types of pages found in SharePoint  
 Classic SharePoint pages  
 Modern SharePoint pages  
 How to use classic team site pages  
 Create news and site pages  
 Review features of publishing sites  
 Web parts  
 Save, publish, share and delete pages  
 Communication sites

### **Module 4: Working with Apps**

An introduction to apps  
 Co-authoring  
 Marketplace apps  
 Check In Out  
 Adding apps to a site  
 Edit and view file properties  
 Create and manage columns  
 Quick edit view  
 Public and personal views  
 File commands  
 Managing app settings  
 Copy link and Share  
 Content approval  
 Folders  
 Major and minor versioning  
 The recycle bin  
 Document sets  
 Alerts  
 Working with files in a library  
 OneDrive sync  
 Create, Upload and edit files  
 Working with classic lists

	<p><b>Module 5: Building processes with Flow and PowerApps</b>                  What are business processes?                  Design and publish a Flow                  Classic tools for designing processes                  Getting started with PowerApps in SharePoint                  Design and test a classic workflow                  Enhance data capture with PowerApps                  Getting started with Flow in SharePoint                  Test a Flow and PowerApps enriched list</p> <p><b>Module 6: Customising Security</b>                  Office 365 Group access                  Share a file                  Updating Office 365 Group Security                  Remove a user                  Managing access to SharePoint                  Customizing SharePoint security                  New sites private vs public                  Create permission levels and groups                  Setup access requests                  Security inheritance                  Share a site                  Security best practices</p> <p><b>Module 7: Working with Search</b>                  Delve                  Search tips                  An introduction to SharePoint search                  Accessing classic search                  Search in folders, libraries and sites                  Promoted results                  Search results</p> <p><b>Module 8: Enterprise Content Management</b>                  Managed metadata service                  Information management policies                  An introduction to content types                  The records center                  Create and manage content type                  In-place records management                  Deploy content types                  The content organizer                  Using content types in apps                  Durable links                  The content type hub</p>		
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<b>Expected date of delivery:</b>	March 2026
<b>Contract or once-off:</b>	Once-off
<b>Technical / Mandatory requirements:</b>	Must be virtual facilitator-led online course The course must be provided by a <b>Microsoft Accredited</b> service provider. Proof of Microsoft Accreditation/Certification to be provided. Must include attendance Certificate ( <b>55215</b> ) Must include Digital Delegate Pack / Training Material  Quote to specify details, e.g. Course Name, Unit Standard (if applicable), course content
<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>Valid Tax reference number and Pin</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>Certified valid B-BBEE Certificate</b>	

**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.

<b>PRICE</b>	<b>80</b>
<b>SANAS SPECIFIC GOALS</b>	<b>20</b>

Note: To claim points Bidders must submit a valid BBBEE 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.

<b>Specific Goal</b>	<b>20</b>	<b>10</b>
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: .....