

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:	10 June 2022	REQUISITION NUMBER	REQ0004431
CLOSING DATE:	15 June 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: B-BBEE Verification Agency		Quantity required
1	<p>INTRODUCTION</p> <p>As a Public Entity and participant in the economy, the South African National Accreditation System (SANAS) is currently obliged to be verified against the Generic Specialised Scorecard under the Amended Codes of Good Practice. . The Scorecard for Specialised Enterprises was developed to provide guidance on how Specialised Enterprises will address transformation under for Broad-Based Black Economic Empowerment.</p> <p>SCOPE OF WORK</p> <p>The scope of work will entail the following:</p> <ol style="list-style-type: none"> 1. B-BEEE Rating and Verification – Performing of the B-BBEE Verification from start until end in alignment to policies and procedures issued by the Department of Trade, Industry and Competition and SANAS. 2. Preparation - Provide information on the necessary requirements in order to prepare for the Verification. 3. Draft Report – On completion of the Verification, provide a draft report to be reviewed by SANAS before final report is produced. 4. Final B-BBEE Certificate and Report– Produce a Final B-BBEE Certificate and Report reflecting the B-BBEE status of SANAS. <p>REQUEST FOR QUOTATION AND PROPOSAL</p> <p>B-BBEE Rating Agencies are requested to submit a proposal (including an engagement plan) to undertake the above exercise which will include the fees and also include their Valid B-BBEE Status.</p> <p>TIMEFRAME</p> <p>The appointed consultants are expected to complete the verification within 8 (eight) weeks from signature date of the contract. Subject to availability of audited financial results of SANAS, the assignment is expected to commence in July 2022.</p>	1 Service provider
Expected date of delivery:		July 2022
Contract or once-off:		Once-off
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	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate	

Certified valid B-BBEE Certificate

(Please note bidders will not be disqualified for not submitting a valid certified BBBEE 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: