

**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>	<b>04 February 2022</b>	<b>REQUISITION NUMBER</b>	<b>REQ0004299</b>
<b>CLOSING DATE:</b>	<b>10 February 2022</b>	<b>CLOSING TIME:</b>	<b>11:00</b>
<b>QUOTE VALIDITY:</b>	<b>30 days from the date the RFQ closed</b>	<b>Submissions and enquires to be made to:</b>	<b>Ms Nkhesani Mathebula</b> <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> <b>012 740 8536</b>

### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Assets verification

#### 1. BACKGROUND

The South African National Accreditation System (SANAS) was established in terms of Section 21 of the Companies Act, 61 of 1973, registration number 1996/00354/08. On 1 May 2007 it became a public entity with the promulgation of the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act (Act 19 of 2006).

It is directed and legally represented by a Board of Directors whose members are appointed by the Minister of Trade and Industry.

SANAS operates in accordance with the requirements, criteria, rules and regulations laid down in the following documents:

- The Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, 2006 (Act 19 of 2006)
- The requirements of the international standard ISO/IEC 17011, General requirements for bodies providing assessments and accreditation of conformity assessment bodies.
- The requirements as stipulated in the various Memorandums of Agreement with the international bodies and the national regulatory bodies.

- 1 The Board delegates to the Chief Executive Officer (CEO) of SANAS the responsibility to implement the SANAS policies and objectives. Approval Committees make decisions concerning the granting and continuation of accreditation and GLP compliance.

#### 2. Scope of the project

There is a recognized need for specialized service provider(s)/ firms to assist the SANAS with the preparation of the fixed asset registers for the implementation of the new accounting standards. SANAS hereby invites suitably qualified and experienced service providers/firms to assist with the physical asset Verification, Valuation and Reconciliation of SANAS assets at its offices for a period of one (1) months.

The service provider would be required to undertake a comprehensive physical asset verification and present a list of verified assets and their categories as follows:

- 2.1 Undertake physical verification all of SANAS assets, at the SANAS offices.
- 2.2 Depreciation Calculations.
- 2.3 Accurate and reliable financial year-end reconciliation as per PFMA and IFRS/GRAP provisions;
- 2.4 Asset inventory sheet(s) for all offices and open spaces
- 2.5 Assets Impairment testing
- 2.6 Asset disposal proposal

- 2.7 Useful life review  
 2.8 Provision of Asset Barcoding and Labelling  
 2.9 Provision of Asset Management Reports (i.e. Asset Registers, Depreciation Reports and general useful asset reporting)  
 2.11 Review of the Asset Management policy in line with applicable industry standards and best practice.

### 3. EXPECTED OUTPUTS/DELIVERABLES

- 3.1 Update existing Asset register for assets per site  
 3.2 Compile an accurate register for inventory and consumables  
 3.3 Categorised summary report with values for all losses, disposed assets, inventory and consumables  
 3.4 Training and Skills Transfer plan

### 4 SERVICE PROVIDER REQUIREMENTS/COMPETENCIES

The service provider is expected to have at least but not limited to the following competencies:

- 4.1 Proven experience of 5 years and knowledge of Asset, Inventory and Consumables Management in the public service including all applicable prescripts; ( Provide 3 reference letters for similar project completed)  
 4.2 Adequate capacity to execute the work simultaneously( Provide CVs of personnel to be resources for this project)  
 4.3 Project management skills required for skills transfer and project plan implementation ( Project Management qualification or similar for lead team member)  
 4.4 Compliance/membership with all applicable accounting standards and guidelines/instructions issued by relevant authoritative bodies/institutions ( Attach GRAP membership certificates)

### 5. PERIOD OF PERFORMANCE

The appointed service provider will enter into contractual agreement with SANAS for a period of 1 month commencing from 01 March ending 31 March 2022.

### 6. CONDITIONS

- a) All quoted prices accepted from the successful service provider/s will remain fixed and firm from date of acceptance until the 31 March 2022, the service provider/s must take this into consideration.  
 b) The RFQ should be submitted with a detailed proposal of service.  
 c) Proposal must be submitted with a detailed cost breakdown and total amounts must be inclusive of VAT.  
 d) A Service Level Agreement shall be signed with the preferred service provider.  
 e) The SANAS reserves the right to invite short listed service providers to present their proposals for final decision.

**Expected date of delivery:** March 2022

**Contract or once-off:** Contract

**Technical / Mandatory requirements:** Detailed in number 4

**Other information:**

## SECTION TO BE COMPLETED BY SUPPLIER

### 5 SUPPLIER DETAILS

**Supplier name:**

**CSD number:**

**Contact person:**

**Contact number:**

**Email:**

VAT number (if applicable):	
Physical address:	

**6 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.

**7 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

**8 ACKNOWLEDGEMENT AND SUBMISSION:**

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

Name: .....

Signature: .....

Date: .....