

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:	14 January 2025-Reissue	REQUISITION NUMBER	REQ0005517
CLOSING DATE:	21 January 2024	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 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 Consulting and Support Services for a period of 12 months		Quantity required
1	<p>SANAS requires the services of an expert B-BBEE Consultant that are knowledgeable in all areas related to BEE Compliance to provide the below services:</p> <p>Deliverables / Scope of services required:</p> <ol style="list-style-type: none"> 1. Design and implement an effective BBEE Procedure, strategy and plan to become compliant by maximising BEE points with a cost saving focus. 2. Guidance on formulation and execution of B-BBEE Strategy on all sector codes and all BEE pillars. 3. GAP analysis to enhance BEE levels. 4. Different proposals regarding restructuring of ownership, occupational level changes, proper skills spend on correct EAP targets and correct calculations for the monetary targets, with suggested initiatives, for implementation with a view to earning optimal points on the BEE scorecard. 5. BBEE Tracking and Monitoring Tool. 6. Continuous assistance with Verification and Audit preparation. 7. Assist in ensuring the highest level of accuracy in evidence preparation, collation and presentation. 8. Quarterly Meetings (4) with project team to assess progress according to plan/strategy. 9. Setting up BEE ownership structures, i.e. collective programmes, employee- or broad-based programmes, community beneficiaries, etc. 10. All agreements relating to such structures, i.e. shareholder agreements, subscription agreements, share option agreements, etc. 11. Access to unique Empowerment Development structures for purposes of Enterprise, Supplier and Social Development. 12. Legal representation at the BEE Commission in respect of any dispute or inquiry relating to any BEE matter emerging as a result of work done by consultant. 13. Continuous professional consultation and advice. 14. Dedicated consultant to check if evidence has been prepared in line with BBEE guidelines. 	1 Service provider
Expected date of delivery:		February 2025
Contract or once-off:		12 months contract

Technical / Mandatory requirements:	<table border="1"> <thead> <tr> <th>Requirements</th> <th>Evidence</th> </tr> </thead> <tbody> <tr> <td>1. The B-BBEE Consulting Service provider must have a minimum of 5 years experience within the B-BBEE sector and providing consulting services.</td> <td>A company profile, stipulating years of experience rendering B-BBEE consulting services, as per scope of work.</td> </tr> <tr> <td>2. Written and verifiable references, on company letterheads, of clients where B-BBEE consulting services were offered in the past 24 months</td> <td>3 verifiable references on company letterhead Reference letter to include signature, dates, contact name, contact number and email address.</td> </tr> </tbody> </table>	Requirements	Evidence	1. The B-BBEE Consulting Service provider must have a minimum of 5 years experience within the B-BBEE sector and providing consulting services.	A company profile, stipulating years of experience rendering B-BBEE consulting services, as per scope of work.	2. Written and verifiable references, on company letterheads, of clients where B-BBEE consulting services were offered in the past 24 months	3 verifiable references on company letterhead Reference letter to include signature, dates, contact name, contact number and email address.
	Requirements	Evidence					
	1. The B-BBEE Consulting Service provider must have a minimum of 5 years experience within the B-BBEE sector and providing consulting services.	A company profile, stipulating years of experience rendering B-BBEE consulting services, as per scope of work.					
2. Written and verifiable references, on company letterheads, of clients where B-BBEE consulting services were offered in the past 24 months	3 verifiable references on company letterhead Reference letter to include signature, dates, contact name, contact number and email address.						
<p>Please note that all quotations/proposals must specify: The detailed scope of services / deliverables that will be provided</p>							
Other information:	Complete the Pricing table on the last page						

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	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	

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 BBBEE 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 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.

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.

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:

PRICING TABLE

Deliverables	Price
Design, implement and evaluate an effective BBBEE Procedure, strategy and plan to enhance BEE levels.	
BBBEE Tracking and Monitoring Tool.	
Quarterly Meetings (4) with project team to assess progress according to plan/strategy and audit preparation.	
Monitoring and evaluation of all the beneficiary agreements.	
Legal representation at the BEE Commission in respect of any dispute or inquiry relating to any BEE matter emerging as a result of work done by consultant.	
Continuous professional consultation and advice.	
Dedicated consultant to check if evidence has been prepared in line with BBBEE guidelines.	
Total	
VAT	
Total Inc VAT	