

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 April 2025	REQUISITION NUMBER	REQ0005670
CLOSING DATE:	29 April 2025	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 / service: Supply and installation of carpet tiles		Quantity required
1	SANAS has currently installed carpet tiles in its training rooms, corridor and meeting rooms. The service provider is required to remove the current carpet tiles and replace them with commercial heavy class carpet tiles.	1 Service provider
2	Surface Preparations: - The service provider is expected to strip existing carpet tiles, flooring in the training rooms and meeting rooms, flooring in the corridors totalling 310sq/m, including scarifying the floor to remove all the adhesives. - The service provider is expected to clean the floor properly to remove any remnants of the previous installation and dirt to ensure that the floor surface is ready for carpet tiles as per manufactures specification. - The service provider is expected to supply, install carpet tiles and edging as per bill of quantities (BOQ) provided. The new flooring is expected to be eco-friendly (i.e cooling in summer)	
3	Carpet Tile Specification: - Type: 10pcs Easy-install Self-Adhesive Carpet Tiles – Non-Slip, wear-Resistant for Office, No Residue, Dry Clean Only - Color: 10PCS light Gray - Size: 30cm by 30cm / 11.8in by 11.8in	
4	Material and Construction - Fiber: Durability, stain resistance and ability to maintain its colour - Construction: The carpet supplied must be modular carpet tiles, to offer practical, flexibility, in terms of easy replacement and maintenance. - Pile Height: The carpet must have a medium-to-low pile height for durability and ease of cleaning. - Backing: The carpet must have a durable, backing that can withstand heavy foot traffic and moisture while offering comfort and resistance to wear and tear.	
5	Performance and Safety - Durability: The carpet must be of a minimum, high performance rating of 5 to ensure long term appearance retention and resistance to wear. - Stain Resistance: The carpet must have documentary proof of stain resistance treatments or solution-dyed fibres to prevent staining.	

	3.Acoustic Performance: The carpet must have good sound absorption properties to reduce noise levels in the training room. 4.Flammability: The carpet tiles must possess documentary proof of relevant South African flammability standards including SANS 10400-T and National Building Regulations (NBR) 5.Indoor Air Quality: The carpet tiles must have a low volatile organic compounds (VOC) emissions and be green label plus certified or equivalent for the purpose of indoor space health. 6.Colourfastness: The carpet tiles must have excellent colourfastness properties to ensure resistance of colour fading and discoloration. 7.Electrostatic Properties: The carpet must have documentary proof of low with low KV ratings electrostatic properties to prevent static shocks. 8.Moisture Resistance: The carpet tiles must be moisture-resistant and rot-proof to prevent damage from leaks and spills.	
6	Maintenance 1.The carpet tiles must be easy to clean and maintain, with regular vacuuming and spot cleaning. 2.The carpet tiles must be supplied with a minimum of 5-year warranty certificate or an equivalent document for the coverage of installation defects. 3.The carpet tiles must be supplied with a minimum of 5-year warranty certificate or an equivalent document for the coverage of defects.	
Expected date of delivery:	May 2025	
Contract or once-off:	Once-off	
Technical / Mandatory requirements:	1.The bidder must be registered and have an active status with the Construction Industry Development Board (CIDB) and have a grading of at least 2 GB or higher. 2.A valid letter of good standing relevant to the scope of work from the Department of Employment & Labour (COIDA). 3.A minimum of three (3) contactable reference letters or completion certificates relevant to the similar scope of work in the last 3 years (2022 to 2025) NB: Purchase orders and appointments will not be accepted. Complete Annexure A-Pricing on the last page	
Other information:	Compulsory briefing session scheduled as follows: Venue: SANAS offices 303 Libertas office park Highway street Equestria Date: 22 April 2025 Time 10:00am	

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:

ANNEXTURE A – PRICING TABLE

No	Description	Quantity	Unit cost	Total
1	Stripping of existing floor covering and discard off site	310sq/m.		
2	Scarifying, cleaning and preparation of floor to receive carpet tiles.	310sq/m.		
3	Supply and install of 10pcs Easy-Install Self-Adhesive Carpet Tiles - Non-Slip, Wear-Resistant for Living Room, Bedroom, Office - No Residue, Dry Clean Only	310sq/m.		
4	Skirting	72m		
5	Safety File	1Ea		
Sub total				
VAT				
Total exc VAT				