

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:	04 May 2026- Reissue	REQUISITION NUMBER	REQ0006078
CLOSING DATE:	11 May 2026	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Katlego Motsepe procurement@sanas.co.za 012 740 8543

1. PRODUCT /SERVICE DETAILS

	Business Communication Professional Certificate	Quantity required
	<p><u>Business Communication Professional Certificate</u></p> <p>Business Communication Professional Certificate Date: TBC Venue: Virtual facilitator-led online No of delegates: 1</p> <p>The below is compulsory requirements when quoting:</p> <ul style="list-style-type: none"> •Must be virtual facilitator-led online sessions/training •Delegates to be able to ask questions throughout the session •The Service Provider must be an accredited training provider with Seta – proof of accreditation required •Course must be accredited with Services Seta and quote/proposal must confirm the SAQA ID of course and Unit Standards Covered (as per below requirements) •Must include certificate(s) and reflect the SAQA ID and Unit Standards Covered •Training dates preferably in April/May 2026 <p>This course must be accredited with Services Seta and aligned to SAQA ID: 57712. NQF Level 4 with 38 credits</p> <p><u>SAQA Unit Standards Covered:</u></p> <ul style="list-style-type: none"> •US115413 •US115413 •US120394 •US119469 •US12153 •US119459 •US119462 •US12433 •US1242840 <p><u>Course Overview:</u> Improve your ability to effectively communicate in the workplace and enhance your professional reputation. Course is designed with the aim of empowering individuals with relevant and current skills, tools and techniques to enhance workplace communication. Verbal, written and visual communication techniques are covered in this programme.</p> <ul style="list-style-type: none"> •Effective verbal and non-verbal communication in the workplace. •Administration, report writing, digital business communication. 	1 delegate

		<ul style="list-style-type: none"> •Listening and presenting with confidence in the workplace. •Group dynamics and handling conflict in the workplace. •Diversity in the workplace. •Workplace Terminology. •Visual Literacy and Innovative Tools and Technologies in Business Visual Communication. •Business Writing with the Help of Artificial Intelligence (AI). <p>Course content and SAQA Unit Standards covered:</p> <ul style="list-style-type: none"> •Service delivery as an individual response value - US115413 •The impact of our own behaviour on the behaviour of others - US115413 •Problem solving in customer service - US120394 •Effective communication - US119469 •Ways to make customer service a team approach - US12153 •Internal and external customers - US119459 •Standards of customer service - US119462 •Measuring customer satisfaction - US12433 •Taking and recommending corrective action - US1242840 <p>Lay-Out of Course:</p> <ul style="list-style-type: none"> •5 Modules and 5 Assignments. <p>Proposed candidates: 1</p>		
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Expected date of delivery:	Training to preferably take place in May 2026
Contract or once-off:	Once-off
Technical / Mandatory requirements:	<p>This course must be accredited with Services Seta and aligned to SAQA ID: 57712. NQF Level 4 with 38 credits</p> <p>SAQA Unit Standards Covered:</p> <ul style="list-style-type: none"> •US115413 •US115413 •US120394 •US119469 •US12153 •US119459 •US119462 •US12433 •US1242840 <p>Quote to specify details, e.g. Course Name, Unit Standard (if applicable), course content</p>
Other information:	

SECTION TO BE COMPLETED BY SUPPLIER

2. SUPPLIER DETAILS

Supplier name:	
CSD number:	
Contact person:	
Contact number:	
Valid Tax reference number and Pin	
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	
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.

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: