

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:	22 February 2023	REQUISITION NUMBER	REQ0004697
CLOSING DATE:	01 March 2023	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: Short course-Introduction to payroll	Quantity required
<p>Introduction to Payroll Training/Course Please quote on virtual facilitator-led online course. Date: TBC Venue: Virtual facilitator-led online No of delegates: 1</p> <p>The below is compulsory requirements when quoting:</p> <ol style="list-style-type: none"> 1. Training provider must be accredited 2. At the end of the contact session learners complete a summative assessment in the form of a portfolio of evidence / Competency Certificate 3. Must be virtual facilitator-led online course 4. Quote to include course notes/training manual 5. Delegates to be able to ask questions throughout the course 6. Training dates preferably in February 2023 <p>Overview: Introduction to Payroll course aims to provide delegates with the fundamentals of the payroll process. This course will focus on the Payroll Cycle, Tax Codes, Statutory rights, and PAYE.</p> <p>1 Course outline/content:</p> <p>Module 1: Introduction</p> <ul style="list-style-type: none"> • What is Payroll? • Key Terminology <p>Module 2: Payroll Obligations and Requirements</p> <ul style="list-style-type: none"> • Employer Obligations • Payroll Requirements • Payslips <p>Module 3: The Payroll Cycle</p> <ul style="list-style-type: none"> • Tasks within Payroll Cycle • Importance of Payroll Cycle • Risks to Payroll Cycle <p>Module 4: PAYE</p> <ul style="list-style-type: none"> • What is PAYE? • Operating PAYE • Deductions <p>Module 5: Tax Codes and Tables</p> <ul style="list-style-type: none"> • What are Tax Codes? • How do Tax Codes Vary? • Percentages and Rates <p>Module 6: Statutory Sick Pay</p>	1 Candidate

	<ul style="list-style-type: none"> • Employee Rights • Absence Management Module 7: Statutory Maternity <ul style="list-style-type: none"> • Maternity Leave • Maternity Pay Module 8: Pensions <ul style="list-style-type: none"> • Pension Schemes • Employee/Employer Rights Module 9: Student Loans <ul style="list-style-type: none"> • How and When Employees Pay Module 10: Reports and Record Keeping <ul style="list-style-type: none"> • Types of Report • Employee Records 	
--	--	--

Expected date of delivery:	March 2023
Contract or once-off:	Once off
Technical / Mandatory requirements:	Service provider should be accredited
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	N/A
Completed and signed SBD 9	N/A
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: