

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:	09 November 2022	REQUISITION NUMBER	REQ0004642
CLOSING DATE:	18 November 2022	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: PRODUCTION OF THE STRATEGIC DOCUMENTS (ANNUAL PERFORMANCE PLANS, FIVE YEAR STRATEGIC PLANS AND ANNUAL REPORTS)		Quantity required
1	<p>The South African National Accreditation System (SANAS) wishes to invite suitably qualified and experienced strategic content development and design service providers to prepare and submit quotations for the production of the SANAS strategic documents, namely: the Strategic Plan (SP), Annual Performance Plan (APP) and Annual Report (AR) for a period of thirty-six (36) months.</p> <p>The service provider with necessary expertise and capacity will be required to undertake the content management, proof reading, editing, design and layout activities for the production of the SP, APP and AR, as detailed on Annexure A</p> <p>Production of the following SANAS strategic documents, the Strategic Plan (40 pages), Annual Performance Plan (60 pages) and Annual Report (124 pages) must meet the following requirements:</p> <ul style="list-style-type: none"> • Proof reading and editing to ensure consistency of language style and appropriate use of language, grammar and spelling checks • Conceptualization, design and layout • Service provider to confirm rate per hour for authors changes and/or corrections (32 hours estimated) • Allocate three on-site sessions for finalization and editing of the documents 	1 service provider
Expected date of delivery:		An annual project plan will be developed with the appointed service provider
Contract or once-off:		36 Months contract
Technical / Mandatory requirements:		<ol style="list-style-type: none"> 1. Submit a minimum of three reference letters not older than six (6) months of similar work done, include contact details for verification 2. Service providers should at least have three (3) years' experience in editing/ proof reading/ layout/ design and publishing 3. Submit a comprehensive CV of the editor and/or proof-reader and designer assigned for the project with three (3) or more years of demonstratable experience for similar and tasks
Other information:		<p>The service provider must have the necessary expertise and capacity to undertake the content management, proof reading, editing, design and layout activities for the production of AR, APP and SP in line with all the requirements.</p> <p>It is recommended that the service provider assign the same experienced resources for all projects in order to ensure that there is consistency in the work produced, where possible.</p>

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 BBEE 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:

ANNEXTURE A Pricing

	Year 1	Year 2	Year 3	Total
5 Year Strategic Plan (40 pages, self-cover)				
Proof reading and editing to ensure consistency of language style and appropriate use of language, grammar and spelling checks				
Conceptualization, design and layout				
Service provider to confirm rate per hour for authors changes and/or corrections (16 hours estimated)				
Total				
VAT(if registered)				
Total Inc VAT				

	Year 1	Year 2	Year 3	Total
Annual Performance Plan (60 Pages, self-cover)				
Proof reading and editing to ensure consistency of language style and appropriate use of language, grammar and spelling checks				
Conceptualization, design and layout				
Service provider to confirm rate per hour for authors changes and/or corrections (16 hours estimated)				
Total				
VAT(if registered)				
Total Inc VAT				

	Year 1	Year 2	Year 3	Total
Annual Report (124 Pages estimated, self-cover)				
Proof reading and editing to ensure consistency of language style and appropriate use of language, grammar and spelling checks				
Conceptualization, design and layout				
Service provider				

to confirm rate per hour for authors changes and/or corrections (32 hours estimated)				
Three on-site session for finalization and editing				
Total				
VAT(if registered)				
Total inc VAT				

OVERAL COST PER STRATEGIC DOCUMENT

	Year 1	Year 2	Year 3	Total
Five (5) Year Strategic Plan (40 pages, self-cover)				
Annual Performance Plan (60 pages self-cover)				
Annual Report (124 Pages estimated, self-cover)				
Grand total				