

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:	12 September 2022	REQUISITION NUMBER	REQ0004570
CLOSING DATE:	20 September 2022	CLOSING TIME:	11:00
QUOTE VALIDITY:	30 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: Service provider that will provide SANAS with CVs for the placement of a Temp Finance Administrator (Debtors & Creditors)		Quantity required
1	<p>Advert POSITION: TEMP FINANCE ADMINISTRATOR (CREDITORS AND DEBTORS) FIXED-TERM CONTRACT: SEPTEMBER 2022 TO 31 MAY 2023 SALARY: Market Related</p> <p>SANAS seeks to employ an experienced Temp Finance Administrator with strong operational background. The successful candidate will be responsible for various creditors and debtors processes as well as dealing with clients and handling queries relating to finance.</p> <p>The position of the Temp Finance Administrator is to ensure the trade and other payables and trade and other receivables administration processes are managed and administered in an efficient manner; engaging suppliers/ stakeholders in managing all queries related to payments and / or supplier queries/ or debtors and customer queries and assisting in ensuring compliance with internal policies and procedures of a company and regulations.</p> <p>KEY PERFORMANCE AREAS:</p> <ul style="list-style-type: none"> ▪ Implement action plans from business unit objectives ▪ Ensure effective creditor and debtors management ▪ Effective management of business and bank processes ▪ Bank Reconciliation ▪ Monthly reporting ▪ Petty cash management ▪ Supplier payment from SCM/ Operational Cost process ▪ Ensure excellent customer services by attending to client, supplier, trade and other payables related queries and complaints ▪ Staff and Assessor Payment process ▪ Travel Agent management ▪ Contract Management ▪ Other responsibilities as determined by the line manager and the requirements of the job ▪ Fixed and Intangible asset management ▪ Process accounts and receipts in compliance with financial policies and procedures. ▪ Open new accounts after all the necessary validations have been done. ▪ Administer and maintain account details, specifically customer details. ▪ Process credit notes when required/instructed. ▪ Perform day to day financial transactions <p>COMPULSORY REQUIREMENTS:</p> <ul style="list-style-type: none"> ▪ National Diploma in Accounting, Financial Management or Accounts Payable (NQF 6) ▪ Knowledge of Sage Pastel ▪ Minimum of 3 years financial experience of all activities relating to accounting function ▪ Experience in creditors and debtors is a compulsory requirement 	

COMPETENCIES/KNOWLEDGE: <ul style="list-style-type: none"> ▪ Computer Literacy (MS Outlook, MS Word, MS Excel, MS Powerpoint) ▪ Excellent written and verbal communication ▪ Delivering and meeting expectations ▪ Planning and organising ▪ Coping under pressure ▪ Working with people ▪ Adapting and responding to change. ▪ Delivering and meeting expectations ▪ Analysing and attention to detail ▪ Strong numeracy skills ▪ Adhering to principles and values 		
Expected date of delivery:	September 2022	
Contract or once-off:	9 months contract	
Technical / Mandatory requirements:	Requirements: <ol style="list-style-type: none"> 1. Quotation: once off agency placement fee (Incl. Vat) 2. CVs of suitable candidates, as per advert requirements below (maximum of 3 CVs) 3. All potential candidates must be pre-screened by the Agency, i.e. Credit checks, qualification and information verifications and reference checks 	
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 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: