

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:	19 November 2021	REQUISITION NUMBER	REQ0004247
CLOSING DATE:	25 November 2021	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: Appointment of a panel for recruitment services for a period of 36 months.		Quantity required																	
1	Recruitment Services / Placement Fees: SANAS requires the services of a 51% black owned Executive Recruitment Agencies with proven experience in talent acquisition/recruitment at SANAS. <u>SUBMISSION/MANDATORY REQUIREMENTS</u> 1. Detailed profile of the Recruitment Agency and profile of the official(s) who will manage this process. <table><tr><th>Requirement</th><th>Evidence</th></tr><tr><td>Minimum of 5 years experience of the official(s) or staff member(s) who will be responsible/liaison between agency and SANAS.</td><td>Provide the CV of the official company representative(s) who would be responsible for liaising with SANAS, outlining years of experience.</td></tr></table> 2. Experience of the Agency in Recruitment and Placements. <table><tr><th>Requirements</th><th>Evidence</th></tr><tr><td>A minimum of 2 years' experience of the Agency in Recruitment and Placement</td><td>A company profile, stipulating years of experience rendering a similar service. Contactable references to be included.</td></tr></table> 3. Scope of work <table><tr><th>Requirements</th></tr><tr><th>Recruitment</th></tr><tr><td>Checking and confirming alignment of the Job Description with the Job Advert</td></tr><tr><td>Using applicable means to attract candidates (i.e advertising, approaching candidates)</td></tr><tr><td>CV Screening</td></tr><tr><td>Providing a minimum of 5 CV's aligned to the advert</td></tr><tr><td>Comprehensive MIE check, including Security Clearance, Credit checks, qualification checks</td></tr><tr><td>2 Reference checks per candidate</td></tr><tr><td>Appointment of the candidate will be made to the recommended agency based on the final recommendation by SANAS interview panel/interview results.</td></tr></table> <u>Standard Rates</u> Appointment of successful candidates will only be processed in line with the table below:	Requirement	Evidence	Minimum of 5 years experience of the official(s) or staff member(s) who will be responsible/liaison between agency and SANAS.	Provide the CV of the official company representative(s) who would be responsible for liaising with SANAS, outlining years of experience.	Requirements	Evidence	A minimum of 2 years' experience of the Agency in Recruitment and Placement	A company profile, stipulating years of experience rendering a similar service. Contactable references to be included.	Requirements	Recruitment	Checking and confirming alignment of the Job Description with the Job Advert	Using applicable means to attract candidates (i.e advertising, approaching candidates)	CV Screening	Providing a minimum of 5 CV's aligned to the advert	Comprehensive MIE check, including Security Clearance, Credit checks, qualification checks	2 Reference checks per candidate	Appointment of the candidate will be made to the recommended agency based on the final recommendation by SANAS interview panel/interview results.	Not applicable
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<u>Determining Costs</u>													
Companies shortlisted to be in the panel of experts for SANAS will from time to time be required submit responses to requests based on the vacancy to be filled because being on a database does not automatically translate to an award.													
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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)													
<table border="1"> <tr> <td>Central Supplier Database Report or Summary</td> <td></td> </tr> <tr> <td>Completed and signed SBD 4</td> <td></td> </tr> <tr> <td>Completed and signed SBD 6.1</td> <td></td> </tr> <tr> <td>Completed and signed SBD 8</td> <td></td> </tr> <tr> <td>Completed and signed SBD 9</td> <td></td> </tr> <tr> <td>Certified valid B-BBEE Certificate</td> <td></td> </tr> </table>	Central Supplier Database Report or Summary		Completed and signed SBD 4		Completed and signed SBD 6.1		Completed and signed SBD 8		Completed and signed SBD 9		Certified valid B-BBEE Certificate		
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(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 and Pre qualification requirements. Only bidders who meet the following criteria will qualify to be evaluated:

- Bidder to have a B-BBEE which is 51% black owned.

• **The second stage**, bids will be evaluated first for mandatory requirements. Only bids that meet the mandatory requirements will form part of the SANAS panel.

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: