

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:	27 September 2022	REQUISITION NUMBER	REQ0004590
CLOSING DATE:	04 October 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 <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Short course: Total Reward Strategy & Policy Course		Quantity required
<p><b>Total Reward Strategy &amp; Policy Course</b>          Please quote on virtual facilitator-led online course.          Date: TBC          Venue: Virtual facilitator-led online          No of delegates: 2</p> <p><b>The below is compulsory requirements when quoting:</b>          1. This course must be SARA and IPM accredited          2. No POE/Assessment is required          3. Must be virtual facilitator-led online course          4. Training dates preferably in November/December 2022 (each candidate to attend on different course date/candidates will not be able to attend on the same date)</p> <p><b>1 Course objectives:</b>          • Practical application and instruction in how to design a remuneration strategy and policy.          • Learn the best practice principles of remuneration strategy and policy design.          Learn how to convert “best practice” into “best fit” for the organisation.</p> <p><b>Course content and outcomes:</b>          Delegate to understand:          • How to determine the company’s current remuneration strategy,          • How to assess the company’s business goals,          • How to determine whether the remuneration strategy matches the company’s business goals,          • How to revise (where necessary) the current strategy,          • How to implement the new strategy in the most effective manner for the organisation.</p>		2 candidates (Separate training dates)
Expected date of delivery:	Training to take place in November/December 2022 (Separate training dates for candidates)	
Contract or once-off:	Once-off	
Technical / Mandatory requirements:	This course must be SARA and IPM accredited  Virtual facilitator-led online	
Other information:	Delegates to be able to ask questions throughout the course	

### SECTION TO BE COMPLETED BY SUPPLIER

### 2. SUPPLIER DETAILS

Supplier name:	
CSD number:	

<b>Contact person:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>VAT number (if applicable):</b>	
<b>Physical address:</b>	

### 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: .....

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