

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:	21 November 2022-Reissue	REQUISITION NUMBER	REQ0004644
CLOSING DATE:	28 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 <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Advertisement placement in industry publications		Quantity required
1	<p>Advertisement placement in three (3) publications as per the following specification and timelines:</p> <p>a) Community Publication (<b>December 2022</b> and <b>January 2023</b> Editions) - quote for 2 different publications</p> <p>Targeting the following target audience and distribution platforms: to SMME's, Women, Youth, Disabled people and Co-operatives in rural and township communities in South Africa. Distributed around the country through municipalities, community centres, community-based organizations, high schools and TVET colleges which all serve as a platform to ensure that the publication is distributed to the right audiences. Readership not less than <b>70 000 per month</b> for each publication.</p> <p><b>Specification:</b> Double page spread, published on both printed copies and on-line/digital platforms</p> <p>b) Industry Publication (<b>January to March 2023</b> Editions)</p> <p>Targeting the following target audience and distribution platforms: CEO's, CFO's, Directors of listed companies across all sectors, leaders of the top performing unlisted companies in SA, Entrepreneurs, Government and SMMEs, Domestic and International lounges. Readership not less than <b>70 000 per month</b>.</p> <p><b>Specification:</b> Double page spread, published on both printed copies and on-line/digital platforms</p>	1 Service provider required
Expected date of delivery:		In line with the publishing dates as per the timelines mentioned above
Contract or once-off:		Once-off
Technical / Mandatory requirements:		Cost estimations must include: 1. Total cost per publication must include design, layout and print
Other information:		

### SECTION TO BE COMPLETED BY SUPPLIER

### 2. SUPPLIER DETAILS

Supplier name:	
CSD number:	
Contact person:	

<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 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: .....