

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 November 2021	REQUISITION NUMBER	REQ0003863
CLOSING DATE:	17 November 2021	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: Payroll – Generic Administration & Legislation Course	
1	<p><b>Payroll – Generic Administration &amp; Legislation Course</b></p> <p>Virtual / online course.          Date: TBC          Venue: Virtual / Online          No of delegates: One (1)</p> <p><b>The below is compulsory requirements when quoting:</b>          1. Must be virtual / online course</p> <p><b>Purpose: Provides the required knowledge related to payroll administration and legislation.</b></p> <p><b>Objectives / course content:</b></p> <ul style="list-style-type: none"> <li>• The Basic Conditions of Employment Act</li> <li>• The Skills Development Act</li> <li>• The Unemployment Insurance Fund Act</li> <li>• The Labour Relations Act</li> <li>• The Occupational Injuries and Diseases Act</li> <li>• The Income Tax Act</li> </ul>
<b>Expected date of delivery:</b> November, December 2021 or January 2022	
<b>Contract or once-off:</b> Once-off	
<b>Technical / Mandatory requirements:</b> Virtual course	
<b>Other information:</b> Delegates to be able to ask questions throughout the course	

### 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	
Completed and signed SBD 9	
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: .....