

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:	25 August 2022	REQUISITION NUMBER	REQ0004516
CLOSING DATE:	02 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: Servicing of aircons for a period of 36 months		Quantity required
1	<ul style="list-style-type: none"> SANAS is looking for a service provider that will be able to service their Dunham-Bush AC-GF aircons on a monthly basis. The total number of aircons that the service provider will be required to service are 62 at the ground floor and 49 at the upper floor. Service provider will be required to fix any breakages or damages that might arise on any of the aircons. Service provider will be required to provide quotations on anything that has broken and needs to be fixed prior to executing the task. 	1 Service provider
Expected date of delivery:		September 2022
Contract or once-off:		36 months contract
Technical / Mandatory requirements:		<ul style="list-style-type: none"> Provide company profile with minimum 3 years of experience. Provide valid company registration documents. Provide minimum 3 reference letter not later than 3 years stating similar work done. Provide two CVs of team members with qualifications in Refrigeration, Air Conditioning and Heat Pump Systems.
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 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: <ul style="list-style-type: none"> • 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:		

Annixture A-Pricing to be completed and submitted together with your proposal**Monthly service**

Item	Year 1	Year 2	Year 3
Monthly service fee			
VAT			
Total inc VAT			
Total yearly			

Ad-Hoc repair services

Items		Year 1	Year 2	Year 3
Normal Hours	Repairs hours within Normal Time (Labour Hourly Rate) 07:30 - 16:30 (VAT Inclusive)			
After hours (Overtime)	Aircon Repairs outside Normal Time (Labour Hourly Rate) After 16:30 (VAT Inclusive)			
Saturdays/ Sundays & Holidays	Aircon Repairs outside Normal Time (Labour Hourly Rate) (VAT Inclusive)			
Traveling rates	The cost of all travelling (Rate/Kilometre)			
Markup percentage Mark-up percentage should not exceed (15%)	Items bought in order to fix the breakage or damage picked up. Indicate your markup for each year			