

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:	29 February 2024	REQUISITION NUMBER	REQ0005182-Reissue
CLOSING DATE:	05 March 2024	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mtahebula <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

#### 1. PRODUCT /SERVICE DETAILS

	Description- Report writing training	Quantity required
1.	<p><b>Description- Report writing training</b></p> <p><b>Please quote on virtual facilitator-led online course.</b>    Date: TBC    Venue: Virtual facilitator-led online    No of delegates: 2    The below is compulsory requirements when quoting:    This course must be accredited (see below unit standard)    At the end of the training learners to complete a summative assessment in the form of a portfolio of evidence / Competency Certificate</p> <p><b>Assessment costs to be included in quote</b>    Must be virtual facilitator-led online short course    Delegates to be able to ask questions throughout the course    Training dates preferably in March 2024</p> <p><b>Unit Standard:</b>    Based on SAQA's Unit Standard <b>110023</b>, NQF Level 4, 6 Credits</p> <p><b>Course Outcomes</b></p> <ul style="list-style-type: none"> <li>▪ using textual features and conventions specific to texts</li> <li>▪ identifying the intended audience for the communication</li> <li>▪ identifying the purpose of a text</li> <li>▪ selecting the appropriate text type, format and layout for the purpose</li> <li>▪ organising and structuring a technical text appropriately</li> <li>▪ using appropriate grammar conventions</li> <li>▪ drafting and editing a technical text</li> <li>▪ recognising errors and checking for accuracy</li> <li>▪ presenting the same information in different ways</li> <li>▪ using plain language in business</li> <li>▪ Relating the purpose, content, form, frequency and recipients of a range of reports to the information needs of a selected business</li> <li>▪ Identifying information sources and organisational procedures for obtaining and distributing information relevant to a selected business function</li> <li>▪ Compiling reports related to a selected business function, ensuring content and format are appropriate to information requirements and that reporting deadlines are met</li> <li>▪ Liaising with relevant parties and verifying that reported information is in accordance with requirements and purpose of the report</li> </ul>	<b>2 Candidates</b>

	<p><b>Course Outline</b></p> <ol style="list-style-type: none"> <li>1. Writing and improving the quality of business and technical reports.</li> <li>2. Compile technical reports ensuring content and format are appropriate.</li> <li>3. Discuss the focus of the report - deciding on correct content.</li> <li>4. Meeting reporting deadlines.</li> <li>5. How to select, format, structure and layout reports: including headings, bullets and numbering.</li> <li>6. Ensure the document sequence is logical and meaningful.</li> <li>7. How to present information differently: text, graphs, tables, flow charts and diagrams.</li> <li>8. Organising and structuring a technical text appropriately.</li> <li>9. Presenting the same information in different ways.</li> <li>10. Technical reports</li> <li>11. General reports</li> <li>12. Report checklists</li> <li>13. Topic or subject matter</li> <li>14. Purpose of the report</li> <li>15. Scope of the report</li> <li>16. Section identification systems</li> <li>17. Referencing</li> <li>18. Table of contents</li> <li>19. Stages of report production</li> <li>20. Checklist for editing our work</li> <li>21. Appendix: homophones and parts of speech</li> </ol>	
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<b>Expected date of delivery:</b>	March 2024
<b>Contract or once-off:</b>	Once-off
<b>Technical / Mandatory requirements:</b>	<ol style="list-style-type: none"> <li>1. Based on SAQA's Unit Standard 110023, NQF Level 4, 6 Credits</li> <li>2. Must be virtual facilitator-led online short course</li> <li>3. Training dates preferably in March 2024</li> <li>4. Virtual facilitator-led online</li> </ol>
<b>Other information:</b>	

#### **SECTION TO BE COMPLETED BY SUPPLIER**

##### **2. SUPPLIER DETAILS**

<b>Supplier name:</b>	
<b>CSD number:</b>	
<b>Contact person:</b>	
<b>Contact number:</b>	
<b>Valid Tax reference number and Pin</b>	
<b>Email:</b>	
<b>VAT number (if applicable):</b>	
<b>Physical address:</b>	

<b>3. SCM COMPLIANCE REQUIREMENTS (please tick)</b>										
<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>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		Certified valid B-BBEE Certificate		
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<b>EVALUATION PROCESS</b>										
<p>All bids will be evaluated as follows:</p> <p><b>The First stage</b>, bids will be evaluated first for Administrative requirements, Bidders are required to submit the following administrative documents to be considered for evaluation.</p> <ul style="list-style-type: none"> <li>- Completed and signed SBD 4</li> <li>- Completed and signed SBD 6.1</li> <li>- Valid BBBEE certificate or sworn affidavit signed by the commissioner of oath</li> <li>- Valid tax pin, Central Supplier Database Report or Summary with compliant tax status</li> </ul>										
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<p><b><i>Bidders who do not adhere to the indicated response time for clarifications requested by the SANAS will be deemed to be non-responsive and their submissions will not be evaluated further.</i></b></p>										
<p>Stage 2: Price and SANAS specific goals:</p>										
<p><b>PREFERENTIAL PROCUREMENT REFORM:</b></p> <p>The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000. SANAS Preferential Procurement (PP) requirements as per the SANAS Supply Chain Management Policy, states that SANAS shall deal with suppliers in accordance with the SANAS specific goals. The application of the specific goals will be as per the applicable pricing formula, the 80/20 system.</p>										
<p>SANAS specific goals are in support of the following:</p> <ul style="list-style-type: none"> <li>• Previously disadvantaged groups by allocating points for black owned businesses. Black owned businesses are defined as per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 which states that "Black People" is a generic term which means Africans, Coloureds and Indians who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation before 27 April 1994 or on or after 27 April 1994; and who would have been entitled to acquire citizenship by naturalization prior to that date.</li> <li>• Black women as per the Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.</li> <li>• Black people who are youth as defined in the National Youth Commission Act of 1996.</li> <li>• Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.</li> <li>• Exempt micro enterprises (EMEs) and thus promoting small businesses.</li> <li>• Qualifying small enterprises (QSEs).</li> </ul>										

All responsive tender offers shall be evaluated in terms of Price and SANAS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

Points will be allocated in terms of the SANAS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates or sworn affidavit to claim points on specific goals.

<b>PRICE</b>	<b>80</b>
<b>SANAS SPECIFIC GOALS</b>	<b>20</b>

Note: To claim points Bidders must submit a valid BBBEE certificate or sworn affidavit signed by the commissioner of Oath together with a fully completed and signed SBD 6.1. Bidders are required to indicate the preference point claimed in the SBD 6.1.

<b>Specific Goal</b>	<b>20</b>	<b>10</b>
100% Black Owned	6	4
51% - 99% Black Owned	4	2
100% Black Women Owned	6	3
51% - 99% Black Women Owned	4	2
5% Youth Owned	2	1
2% Owned by Persons with Disabilities	1	1
Exempt Micro Enterprise (EME)	5	0
Qualifying Small Enterprise (QSE)	3	1

This RFQ will be evaluated according to the above SANAS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim SANAS specific goals in the provided SBD 6.1 attached.

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. Late and incomplete submissions will not be accepted.
9. All prices quoted must be firm and be inclusive of Value Added Tax( VAT), where applicable
10. Failure to submit the quotation by the date and time stipulated will result in disqualification.
11. Payment will be made in 30 working days after receipt of a valid invoice.
12. All SBD documents must be always signed and sent back with the quotation.
13. THIS QUOTE DOES NOT CONSTITUTE AN ORDER.
14. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SANAS before RFQ closing date.

#### **4. PROTECTION OF PERSONAL INFORMATION**

In responding to this RFQ, SANAS acknowledges that it may obtain and have access to personal data of the respondents. SANAS agrees that it shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, SANAS will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SANAS requires Respondents to process any personal information disclosed by SANAS in the bidding process in the same manner.

## 5. REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts.
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification.
6. This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract by SANAS.

## 6. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Capacity:.....

Name:.....

Signature: .....

Date: .....