

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:	20 June 2022	REQUISITION NUMBER	REQ0004385
CLOSING DATE:	23 June 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: Zoom licences	Quantity required
<p>SANAS current Zoom account number is Account No. 50431327 and our current licences will expire on the 23rd July 2022. SANAS primary account is vc@sanas.co.za and both the licences and webinar licence will be linked to this account.</p> <p>Subscription Period required: 12 months Subscription to be activated 23rd July 2022</p> <p>SANAS is requires the assistance of a Zoom partner to assist in the procurement of:</p> <ul style="list-style-type: none"> 12 months – 22 Zoom PRO licence subscriptions to be allocated one for each of our staff (prepaid) 12 months – 1 Zoom room subscription (prepaid) 12 months – 1 Zoom Webinar – 500 Participants subscription (Prepaid) <p>Important note: and all licences and webinar subscriptions must set to not autorenew. All licences must be cancelled after the 12-month period. SANAS will not be responsible for any cost incurred from licences that were not cancelled after the 12-month period.</p>	
Expected date of delivery:	July 2022
Contract or once-off:	Once-off
Technical / Mandatory requirements:	N/A
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	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate	

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: