

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:	16 November 2022	REQUISITION NUMBER	REQ0004641
CLOSING DATE:	23 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 procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Advertisement placement in industry publications, Animated videography and infographics		Quantity required
1	<p>SANAS would like to appoint a service provider to develop and produce four (4) three minutes long educational videos and Infographic posters/brochures, targeted at social media users on Facebook, Instagram, Twitter, YouTube and LinkedIn and also suitable for website upload.</p> <p>Number of Videos: Four three minutes long (layout suitable for social media platforms)</p> <p>Number of infographics: Four poster/brochure (layout suitable for social media platforms)</p> <p>The four (4) three minutes long educational videos and Infographic posters/brochures must be developed to cover the following subjects:</p> <ol style="list-style-type: none"> 1. SANAS Complaints process 2. The correct Use of the SANAS Logo and Symbol 3. SANAS Accreditation process and cycle 4. The SANAS Fees outlined <p>Cost estimations must include the following deliverables:</p> <ul style="list-style-type: none"> • Conceptualization of videos • Development of the script for videos and posters/brochures (in line with content provided by SANAS marketing and communication team) • Voice over artist and recordings • Stock Imagery footage and background music (where required) • Editing of footage • Submission of first draft • Layout and Design aligned with Corporate Identity • Presentation and submission of final video 	4
Expected date of delivery:		December 2022
Contract or once-off:		Once-off
Technical / Mandatory requirements:		<p>Cost estimations must include:</p> <ol style="list-style-type: none"> 1. Total cost per publication must include design, layout and print
Other information:		<ul style="list-style-type: none"> • Provide a full cost breakdown for each item required on an official company letterhead • List all additional costs associated with the services listed above, with the conditions of when such costs will apply • All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rands (ZAR)

	• No price changes will be accepted after official Purchase Order (PO) Is issued												
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)													
<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>Completed and signed SBD 8</td><td>N/A</td></tr> <tr> <td>Completed and signed SBD 9</td><td>N/A</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		Completed and signed SBD 8	N/A	Completed and signed SBD 9	N/A	Certified valid B-BBEE Certificate	
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Completed and signed SBD 8	N/A												
Completed and signed SBD 9	N/A												
Certified valid B-BBEE Certificate													
<p>Certified valid B-BBEE Certificate</p> <p>(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)</p>													
<p>EVALUATION PROCESS</p> <p>All bids will be evaluated as follows:</p> <p>• 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.</p> <p>• 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.</p>													
4. QUOTATION TERMS & CONDITIONS:													
<ol style="list-style-type: none"> 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: