

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:	13 December 2021	REQUISITION NUMBER	REQ0004250
CLOSING DATE:	17 December 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 procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Brand management training		
1	<p>Brand Management training / short course Please quote on virtual facilitator-led online course. Date: TBC Venue: Virtual facilitator-led online No of delegates: 1</p> <p>Course content: The course to cover the below topics:</p> <ul style="list-style-type: none"> - The fundamentals of branding and personal/ organisation branding - The value of brand equity and personal/organisation branding - Positioning and differentiating a brand - Brand contact planning and management - Supporting brands through marketing communication - Brand reputation - Brand growth strategies / Strategic brand building 	
Expected date of delivery:		January, February or March 2022
Contract or once-off:		Once-off
Technical / Mandatory requirements:		The below is compulsory requirements when quoting: 1. Must be virtual facilitator-led online course
Other information:		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	N/A
Completed and signed SBD 8	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate	

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(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: