

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:	06 May 2022	REQUISITION NUMBER	REQ0004389
CLOSING DATE:	11 May 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: SANAS is looking for a service provider who will service our 3 stop 450 MRL lift with inline entrances for a period of 36 months		Quantity required
1	Deliverables: <ul style="list-style-type: none"> ❖ Perform monthly quality inspection. ❖ Provide on-site record of all activities carried out on the equipment which record shall be permanently displayed in the machine room. ❖ The awarded service provider will be required on request from client, provide an annual report detailing callouts received, inspections performed, and repairs done on the equipment ❖ Perform programmed maintenance. ❖ Perform any small parts replacements ❖ Offer a call out service to attend to any stoppage or malfunction of the equipment. 	1 service provider
Expected date of delivery:		May 2022
Contract or once-off:		36 months contract
Technical / Mandatory requirements:		<ol style="list-style-type: none"> 1. Company profile with a minimum of 3 years experience in the field and company registration documents. 2. Submit three reference letters from previous clients in the last three years of similar work done; the letter must be on client letterhead with contactable person name, email and phone number. 3. The company must have a Lift Inspector that is registered with the Engineering Council of South Africa and must have a minimum of three years experience on lifts.
Other information:		Pricing on Annexure A

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	N/A
Completed and signed SBD 9	N/A
Certified valid B-BBEE Certificate	N/A

EVALUATION PROCESS

All bids will be evaluated as follows:

• **The First stage**, bids will be evaluated first for Technical/Mandatory requirements, Only bids that meet Mandatory requirements requirements will be considered for further evaluation.

• **The second stage**, bids will be evaluated based on price.

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:

Annexure A Pricing

ITEM	PRICE	VAT (If VAT registered)	TOTAL INC VAT
Call out fee on normal working hours(08h00-16h30)			
Call out fee after hours			
Call out fee on weekends and public holidays			
Monthly maintenance fee			
Parts replacement (Quotation to be provided prior execution of work with markup not more than 15%)			