

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:	21 October 2024-Reissue	REQUISITION NUMBER	REQ0005407
CLOSING DATE:	25 October 2024	CLOSING TIME:	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: Building maintenance for a period of 3 months as and when required		Quantity required
1	SANAS is looking to appoint a service provider for provision of General Building maintenance for a period of 3 months as and when required. The service provider will be required to: •Check and replace lights – As and when required •Check and replace ceiling boards – As and when required •Check and repair door handles/locks – As and when required •Check wallpaper and repair/report – As and when required •Check plumbing/drains and repair/report – As and when required •Check and repair paint/walls/door frames – As and when required •Check and replace locks, as and when needed	1 Service provider
2	a)The successful bidder will be required to sign service level agreement b) At the discretion of SANAS, the successful bidder will be subjected to Security background checks. c) The successful bidder must submit a report after the assessment with recommendations and must be able to implement the recommendations after SANAS approval. d) The bidder must inspect, identify, and quote for all service and repairs required in the building. e) The bidder should replace all the breakages with the exact same percentage mark up on price item based on the market value.	
3	Pricing table To be completed by the bidder on the last page	
Expected date of delivery:		October 2024
Contract or once-off:		Once-off
Technical / Mandatory requirements:	The bidders should: 1.Provide three contactable reference letters within the past 3 years stating work done under building maintenance. 2.Provide valid CIDB Grading 1 GB or higher. 3.Provide company profile detailing years of experience together with CIPC documents. 4.Provide three CVs of team members detailing minimum 1 year of experience and relevant certificate for an electrician, plumber and carpenter 5. Provide valid letter of goods standing (COIDA).	
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)														
<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 9	N/A													
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, Bidders are required to submit the following administrative documents to be considered for evaluation. - Completed and signed SBD 4 - Completed and signed SBD 6.1 - Valid BBEE certificate or sworn affidavit signed by the commissioner of oath - Valid tax pin, Central Supplier Database Report or Summary with compliant tax status														
<table border="1"> <thead> <tr> <th>No</th> <th>Name of Administrative Required Document</th> <th>Clarification Time</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Completed and signed SBD 4</td> <td>48 working hours</td> </tr> <tr> <td>2</td> <td>Valid tax pin, Central Supplier Database Report or Summary with compliant tax status</td> <td>7 Working days</td> </tr> </tbody> </table>			No	Name of Administrative Required Document	Clarification Time	1	Completed and signed SBD 4	48 working hours	2	Valid tax pin, Central Supplier Database Report or Summary with compliant tax status	7 Working days			
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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.														

Stage 2: Price and SANAS specific goals:**PREFERENTIAL PROCUREMENT REFORM:**

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.

SANAS specific goals are in support of the following:

- 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.
- 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.
- Black people who are youth as defined in the National Youth Commission Act of 1996.
- 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.
- Exempt micro enterprises (EMEs) and thus promoting small businesses.
- Qualifying small enterprises (QSEs).

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.

PRICE	80
SANAS SPECIFIC GOALS	20

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.

Specific Goal	20	10
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.

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:

PRICING TABLE

Section A

This pricing schedule must be included in your proposal.

Notes to the bidder

1. The maximum hours and quantities stipulated in the below table are for SANAS evaluation purposes only, and in no way a commitment from SANAS, only the quoted rates and actual hours will be paid by SANAS.

2. Suppliers are to provide a rate per hour under each section and incorporate the stipulated hours on the subtotal. **For example: Skilled: (Rate per hour x 7) + (Rate per hour x 4) + (Rate per hour x 4) = Subtotal**

Item	Skilled	Semi-skilled	Unskilled	Maximum hours will be 39 hours
Labour rate	15 hours	12 hours	12 hours	
Bidders to only stipulate rate per hour for each column				
Labour rate/hour (Normal hours)	7 hours	4 hours	4 hours	
Labour rate/hour (Afterhours)	4 hours	4 hours	4 hours	
Labour rate/hour (Saturday,Sunday & holiday)	4 hours	4 hours	4 hours	
Sub-total				
VAT(If VAT registered)				
Total Inc VAT				

Section B

Bidders to indicate call out rate Maximum 5 times	
Call-out rate normal working hours 07:00-16:30	
Call-out rate After hours from 16:30	
Call-out rate Saturday, Sunday & holiday	
Total	
VAT (If VAT registered)	
Total inc VAT	

Travelling cost Bidder should stipulate rate per km	
Travel/km	

Section C

Total bid amount for 3 months (Section A + Section B)	
Mark-up percentage	