

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:	05 July 2024	REQUISITION NUMBER	REQ0005335
CLOSING DATE:	26 July 2024	CLOSING TIME:	11:00
QUOTE VALIDITY:	60 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mtahebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

	Description- DEVELOPMENT AND APPROVAL OF BUILDING PLANS FOR THE EXTENSION OF THE SANAS OFFICE SPACE	Quantity required
1.	SANAS intends developing building plans for the construction of additional space linked to the existing building, for which building designs have been developed. SANAS requires the development of building plans and obtaining approval of said plans from the City of Tshwane (CoT) for the extension of the SANAS office space as follows: • Drafting of building plans for a White Box, attached to the current SANAS office building to the extent of approximately 369 square metres over 2 floors. • The building plans, for the White Box, which must be fully compliant with relevant laws/guidelines, should consist of the following, including any other required documentation / plans that may not be specified below: • Site Plan • Structural Plans • Floor Plans (incl. plumbing & electrical plans) • Ceiling Plans • Sections • Elevations • Fire • Mechanical • Landscaping drawing, etc. • A Site Development Plan including a Landscape Development Plan (LDP), must be developed, submitted and approved before building plans can be submitted. • The submission of building plans may require the services of other professionals, including but not limited to the following services/fees which must be included in the quotation so as to ensure that the building plans submitted for approval meets all requirements: • Structural Engineer, • Mechanical Engineer, • Fire Safety Consultant, etc. • Submission of the relevant documentation and building plans to Council for approval, following the approval of SANAS Executive Committee. All costs/fees, including any fees payable to the CoT upon submission of building plans (plan scrutiny fees, council submission fees) must be included in the quotation. • Follow-up and monitoring the CoT approval process. • Hand-over of CoT approved building plans to SANAS.	1 Service provider required

		Compulsory briefing session: 19 July 2024 Time: 10:00 Location: SANAS offices 303 Libertas office park Highway street Equestria		
Expected date of delivery:		Approved building plans are expected by 30 October 2024		
Contract or once-off:		Once-off		
Technical / Mandatory requirements:		1. Confirmation of registration with the South African Council for the Architectural Profession (SACAP), proof required 2. At least 5 years of experience in developing commercial building plans supported by 3 reference letters for similar projects		
Other information:		It must be noted that: • Previously approved building plans for the existing premises is available and can be shared with the bidders, if required. • A design concept has been developed indicating the floor plan, the size of each floor and the conceptual design of the extension which can be shared with the bidders, if required.		
SECTION TO BE COMPLETED BY SUPPLIER				
2. SUPPLIER DETAILS				
Supplier name:				
CSD number:				
Contact person:				
Contact number:				
Valid Tax reference number and Pin				
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				
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

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

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.

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. Late and incomplete submissions will not be accepted.
9. All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
10. Failure to submit the quotation by the date and time stipulated will result in disqualification.
11. Payment will be made in 30 working days after receipt of a valid invoice.
12. All SBD documents must be always signed and sent back with the quotation.
13. THIS QUOTE DOES NOT CONSTITUTE AN ORDER.
14. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SANAS before RFQ closing date.

4. PROTECTION OF PERSONAL INFORMATION

In responding to this RFQ , SANAS acknowledges that it may obtain and have access to personal data of the respondents. SANAS agrees that it shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, SANAS will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SANAS requires Respondents to process any personal information disclosed by SANAS in the bidding process in the same manner

5. REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-

BBEE credentials; experience etc.

3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts.
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification.
6. This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract by SANAS.

6. ACKNOWLEDGEMENT AND SUBMISSION:

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Capacity:.....

Name:.....

Signature:

Date: