

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:	14 October 2021	REQUISITION NUMBER	REQ0004192
CLOSING DATE:	21 October 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: The provision of a Travel Management Service Company (TMC) for the period of six (6) Months:		Quantity required
1	The TMC is required to: -Book domestic and international air, land transportation. -Book domestic and international accommodation. -Facilitate visa applications and forex as required. -Provide e-tickets, vouchers, electronic booking confirmations. -Negotiate discounts with and manage third-party service providers. -Ensure most cost-effective travel options in line with SANAS travel policy. -Provide after hour services between 17:00 and 08:00. -Ensure clear communication systems with SANAS at all times -Provide monthly reports as required by SANAS -Ensure a minimum booking confirmation turn-around time of 24hrs. - SANAS will utilise a 30-day billback system	

Pricing	Transaction type	Estimated number of travels	Transactional fee(Including VAT)
	Air travel-Domestic	500	
	Air travel-Regional & International	50	
	Car rental-Domestic	200	
	Shuttle/Transfer services-Domestic	1000	
	Shuttle/Transfer services-International	25	
	Accommodation-Domestic	500	
	Accommodation-Regional & international	50	
	Conferences/Events	20	
	After hours	20	
	Parking	20	
	Insurance	20	
	Visa and passport	20	
	Total		R

Expected date of delivery:	November 2021
Contract or once-off:	Contract
Technical / Mandatory requirements:	-Company Profile - International Air Transport Association (IATA) license /certificate / Association of South Africa (ASATA) (certified copy). - Three (3) Reference letters
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)

Central Supplier Database Report or Summary	
Completed and signed SBD 4	
Completed and signed SBD 6.1	
Completed and signed SBD 8	
Completed and signed SBD 9	
Certified valid B-BBEE Certificate	

Certified valid B-BBEE Certificate

(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: