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:	**12 September 2022-Reissue**	**REQUISITION NUMBER**	**REQ0004451**
CLOSING DATE:	**20 September 2022**	**CLOSING TIME:**	**11:00**
QUOTE VALIDITY:	**120 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: Organisational work study	**Quantity required**
1	**SCOPE OF WORK** SANAS requires a suitably qualified service provider with the expertise to conduct an organisational work study for a headcount of 75 individuals. The service provider must assess the current status in different departments, recommend processes to optimise productivity and a fit for purpose structure. **The successful service provider is expected to assist SANAS with the following:** i. Ways to best utilise resources and improved productivity ii. Identify dysfunctional and ineffective aspects of current structures, workflow and systems iii. Propose ways to improve efficiencies, support business realities, goals and map the implementation to facilitate change where necessary by analysing: - How to achieve work simplification whilst improving productivity without compromising quality of work. - Optimum utilization of resources - Evaluation of work content through work measurement. - Setting and defining time standards for various jobs iv. Recommend a fit for purpose structure that will promote productivity and organisational effectiveness	1 Service provider

Expected date of delivery:	Within 3 months after appointment
Contract or once-off:	Once off
Technical / Mandatory requirements:	**Formal written proposal to include the following:** 1. **Approach and Methodology** • Detailed approach, methodology and process to be adopted in the project with prescribed timeframes. • This includes the proposed project plan on how the study will be executed 2**. Organisational experience** • The service providers must demonstrate their experience in similar work study projects and must illustrate their capability understanding of the services required. • Including, at least 3 relevant commendable references from credible clients from the past five years. Letters to include name of person, Company telephone landline numbers and email addresses. • The service provider must have a minimum of 7 years' experience in conducting work study.

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	3**. Capacity and experience of the proposed team** The bidder must provide individual updated CV's and copies of relevant qualifications (Organisational Work-study, Organisational Design, Organisational Design models and best practices) indicating the number of years' experience of the team members that will be assigned to the SANAS engagement.
Other information:	

Pricing

Description	**Cost**	**Total**
Project initiation, briefing, analysis and data collection		
Reviewing organisational structures, workflows, work measurements and efficiencies		
Identifying areas of blockages, improvement and fit for purpose structure		
Project closure and briefing to ExCo		
Administrative costs		
	TOTAL	
-	**VAT**	
	TOTAL INC VAT	

Note: The price should be inclusive of all costs for the project.

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	N/A
Completed and signed SBD 9	N/A
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 affidavid 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: ……....

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