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:	**27 October 2026**	**REQUISITION NUMBER**	**REQ0006303**
CLOSING DATE:	**03 November 2026**	**CLOSING TIME:**	**11:00**
QUOTE VALIDITY:	**60 days from the date the RFQ closed**	**Submissions and enquires to be made to:**	**Ms Katlego Motsepe** procurement@sanas.co.za **012 740 8543**

1. PRODUCT /SERVICE DETAILS

	Insurance Evaluation for Company	Quantity required
1	The report must entail but not limited to the following: Coverage Assessment: Analyzing the types of coverage needed (e.g., general liability, property insurance, workers' compensation) based on the specific risks faced by the business.	1
2	Risk Assessment: Identifying potential risks and exposures that the business may encounter, including property damage, liability claims, and loss of income.	
3	Policy Analysis: Reviewing existing insurance policies to ensure they align with the current needs of the business, including limits, exclusions, and endorsements	
4	Cost Analysis: Evaluating the cost of premiums relative to the coverage provided to ensure cost-effectiveness and value	
5	Claims History: Reviewing past claims to identify patterns and assess the adequacy of current coverage for anticipated future risks.	
6	Regulatory Compliance: Ensuring that the business complies with legal and regulatory insurance requirements for its industry	
7	Market Comparison: Comparing policies and prices from multiple insurance providers to ensure competitive coverage options.	
8	Business Continuity: Assessing how insurance fits into the overall risk management strategy and business continuity plans	
9	Changing Needs: Considering changes in the business, such as growth, new products, or market expansions, that may necessitate adjustments in insurance coverage	
10	Consultation with Experts: Engaging with insurance brokers or risk management professionals for expert guidance and to tailor coverage specifically to the business's needs	

Expected date of delivery:	October 2026

Contract or once-off:	Once-off
Technical / Mandatory requirements:	**1. The service provider (brokerage) must provide proof of a valid license to transact as a financial services provider issued by the Financial Sector Conduct Authority (FSCA) as per financial advisers and intermediary services act. (FAIS Act)** **2. Company profile indicating years of business insurance assessments (1 and more years)**
Other information:	**Please refer to annexure A for the pricing schedule** **The service provider appointed under this RFQ will be required to assist to draft the Specification for the business insurance tender. The awarded service provider shall not be eligible to submit a bid for the subsequent Tender that is based on the specification they prepared. This restriction is necessary to prevent conflicts of interest, ensure fairness, and safeguard the integrity of the procurement process.**

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 BBBEE certificate or sworn affidavit signed by the commioner 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 is 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 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: ……....

Annexure A: Pricing schedule:

Description	Total Price
Assessment and evaluation including a comprehensive Business Insurance & Risk Assessment Report in line with the 10 deliverables under the scope of work	
Total	
VAT (if VAT registered)	
Total including VAT	