**REQUEST FOR QUOTATION (RFQ)**

**TRAINING FOR SUPPLY CHAIN PRACTITIONERS BID COMMITTEE MEMBERS**

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| **Description**  | **:** | **TRAINING FOR SUPPLY CHAIN PRACTITIONERS AND BID COMMITTEE MEMBERS** |
| **RFQ issue date** | **:** |  05 October 2020 | **RFQ closing date** | **:** | 12 October 2020 at 11h00 |
| **RFQ number** | **:** | RFQ/2020/21/22 | **Enquiries** | **:**  | Lindiwe Duma |
| **Email**  | **:** | rfqs@inseta.org.za | **Lead Time** | **:** | Three sessions of training must be conducted within three (2) weeks after the appointment. |

1. **PURPOSE:**

1.1. The Insurance Sector Education and Training Authority (INSETA) seeks to appoint a qualified and experience training provider to offer online advance Supply Chain Management (SCM) training to bid committee members and supply chain management practitioners as per the detailed in the scope of work. A minimum of thirty-six (36) officials to be trained.

1. **SCOPE OF WORK:**

2.1. The institution must be accredited with a relevant professional body. The certificate of attendance will

suffice at the end of training.The appointed training provider will be required to provide an advance SCM training to bid committee members and SCM practitioners,

focusing on the following but not limited to:

(i) Duties and responsibilities for Bid committee members

(ii) Section 217 of the Constitution of South Africa

(iii) Public Finance Management Act,

(iv) Treasury Regulations (with its instruction notes, Practice Notes and Circulars),

(v) Preferential Procurement Policy Framework Act (with its regulations),

(vi) Broad-Based Black Economic Empowerment Act

(vii) National Treasury contract management framework

(viii) SITA Act

(x) Promotion of Administrative Justice Act (PAJA)

(xi) Protection of Personal Information Act (PPIA) and other relevant legislation applicable to

public sector supply chain management processes.

On completion of the required training, INSETA expects the bid committee members and SCM practitioners to be able to fully implement all the applicable legislations in performing their duties during the bid committee meetings and obtain a minimum certificate of attendance.

2.2. The composition of the bid committee members is comprising of a minimum of thirty-six (36)

 delegates, as per the table below:

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| **No** | **Bid Committee Type** |
| 1 | Bid Specifications Committee |
| 2 | Bid Evaluation Committee |
| 3 | Bid Adjudication Committee |
| 4 | Supply Chain Management Practitioners |

1. **EVALUATION PROCESS**

**3.1. The RFQ will be evaluated and adjudicated on the following four (4) different levels:**

**3.1.1 Pre-Qualification Criteria**

(i) Bidder must submit proof of registration on CSD (Central Supplier Database). The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be veriifed if they are in business.

(ii) Bidder must submit proof and must be an EME or QSE only **(level 1 or level 2 BBBEE contributor)** status will be considered **(no generic companies will be considered).**

 Note: All bidders who do not comply with the items listed above will be disqualified and not be

 evaluated further.

**3.1.2. Compliance to RFQ requirements**

(iii) Proposals will be verified against all administrative requirements of the bid which included the completeness of the Standard Bidding Documents and General Conditions of Contract (GCC).

 Note: All bidders who do not comply with the items listed above will be disqualified and not be evaluated further.

**3.1.3. Mandatory Requirement: Bidders must meet compulsory requirements to be evaluated**

 **further on price and preference.**

(i) The institution must be accredited with a relevant professional body.

*(ii)* The institution must provider a minimum of two (2) reference letters indicating experience in providing public sector supply chain management training within the last 3 years, focusing on PFMA, PPPFA. **Reference letters must be dated, signed and be in the referring company’s letterhead**. ***List of projects that the company has undertaken SCM training will not be accepted.***

(iii) The institution must provide lead facilitator that is in possession of a minimum of NQF level- 8 qualification specialising in supply Chain Management, Commerce or Law and have a minimum of five (5) years’ experience in public sector supply chain management (a detailed CV must be provided and copy of qualification).

Failure to provide this mandatory information will lead to bidder’s proposal not been considered further on price and BBBEE.

**3.1.4.** **Price & B-BBEE**: Evaluation based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017.

1. **PRICING CONSIDERATIONS:**

4.1 The bidder must consider the following for price quotations and must be inclusive of all

applicable taxes **(including VAT).** The training provider will be required to train the participants online (teams) in three (3) sessions consisting of a minimum of 12 participants in different days:

(i) Costing for first session, for training over 3 days – minimum of 12 Participants

(ii) Costing for second session, for training over 3 days – minimum of 12 Participants

(iii) Costing for third session for training over 3 days - minimum of 12 Participants

4.2. The bidder will be responsible for the following:

(iv) Presenting, Printing and distributing of training manuals to INSETA Office

(v) Printing of certificates of attendance.

(vi) Other training associated costs

**NB:**

Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFilling prior awarding. If the bidders’ tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

**ANNEXURE A**

Full Name of Bidder:

Company Name:

CSD Number: MAAA

**TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:**

⮚ INSETA reserves the right to request new or additional information from all bidders associated with their quotations.

⮚ INSETA reserves the right to verify the information submitted by bidders.

⮚ INSETA will reject/disqualify a bidder’s offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to INSETA in its submission or at any stage during and after this RFQ process.

⮚ Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.

⮚ INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.

⮚ Any and all documentation relating to this contract shall be the property of INSETA.

⮚ In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of Contract of 2010.

⮚ Late and incomplete submissions will not be accepted.

⮚ Quotations/proposals shall be valid for at least 30 days from date of submission.

⮚ Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted

⮚ Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.

⮚ Bidders are required to submit an original or certified BBBEE certificate or sworn affidavit in line with the Regulations.

⮚ The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.

⮚ Bidders must complete and sign SBD4, SBD6.1, SBD8 and SBD 9.

⮚ INSETA does not do upfront payments.

⮚ Quotations along with required documentation and SBD forms must be emailed to rfqs@inseta.org.za on or before **12 October 2020 at 11h00.**

Failure to comply with the above conditions invalidates your offer