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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED PROMOTIONAL ITEMS/MATERIAL TO INSETA.

RFQ	RFQ/2021/22/46
RFQ ISSUE DATE	06th July 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED PROMOTIONAL ITEMS/MATERIAL TO INSETA.
CLOSING DATE & TIME	14th July 2021 at 11:00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za, before on the stipulated date and time. For any queries or questions, please use above mentioned email address.

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. S.J. Kruger (Business), Ms. Z. Motsa (Business), Mr. R.P. Motlhabane (Labour), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

CEO: G. Mkhize

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED PROMOTIONAL ITEMS / MATERIAL TO INSETA.

1. BACKGROUND

The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.

The objective of this request is to appoint a competent service provider to Supply and Deliver Branded Promotional Items/Material at INSETA.

2. PURPOSE

2.1 The purpose of this RFQ is to invite a qualified and experienced service provider to supply and delivery of branded promotional Items/material and intends in appointing service providers to Supply and Deliver Branded Promotional Items/Material to INSETA.




2.2 SCOPE OF WORK




The following branded promotional Items/materials are to be provided to INSETA as follows:
INSETA to provide a Corporate Identity Manual to awarded bidder.

<p>2.2.1 Latitude Tech Trolley Backpack or Equivalent</p>	
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| <ul style="list-style-type: none"> a) Quantity - 100 b) Colour – Black c) Branding – INSETA logo full logo (Laser/Engraving) - Wording pad printed in white (Management and Leadership) d) Padded back panel for extra comfort. | |
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<p>2.2.1 Latitude Tech Trolley Backpack or Equivalent</p> <ul style="list-style-type: none"> e) Quantity - 60 f) Colour – Black g) Branding – INSETA logo full logo (Laser/Engraving) - Wording pad printed in white (Management and Leadership) h) Padded back panel for extra comfort. i) Adjustable padded tuck-away shoulder straps 	
<p>2.2.2 Ashburton USB A5 Notebook Equivalent</p> <ul style="list-style-type: none"> a) Quantity - 100 b) Colour – Brown c) Branding – INSETA full logo and website (Embossed) d) Material – Simulated Leather e) Memory Stick: ABS f) Tab to close 	
<p>2.2.3 Oregon Sport Bag or Equivalent</p> <ul style="list-style-type: none"> a) Colour – Black b) Quantity - 200 c) Branding – INSETA full logo in white and Website (Pad Print) d) Spacious• Main U-shaped zippered compartment e) Front zippered compartment f) Additional zippered side compartment g) Wide side mesh pocket h) Double carry handles. Adjustable shoulder strap i) Material: 600D, Honeycomb Dobby & PVC 	<p>BAG-4165-BL</p> 

<p>j) Padded adjustable shoulder straps</p>	
<p>2.2.4 6 Panel Flat Peak Cap or Equivalent</p> <p>a) Colour – Navy Blue b) Quantity - 500 c) Branding – INSETA logo and website in full colour (Stitched/Embroidery) d) Heavy brushed cotton fabric e) Plastic tab closure f) Structured 6 panel.</p>	
<p>2.2.5 Pulse Stationery Set or Equivalent</p> <p>a) Quantity - 1000 b) Branding – INSETA full logo and Website (Case, Pencil and Pen) (Pad Print) c) Case 15.5 (L) x 4.5 (W) x 2 (h). pp d) Ball pen with Blue Ink e) Pencil 16 (L) Linden Wood f) Sharpener 2.5(L) x 1.5 (W) x 1.05 (H). PS & Steel</p>	
<p>2.2.6 Casio FX-82 ES Plus Scientific Calculator or Equivalent</p> <p>a) Quantity - 100 b) Colour – b Popular Scientific Calculator c) Fraction calculations d) Combination and permutation e) Statistics (List-based STAT data editor, standard deviation, regression analysis) f) 9 variables g) Table function h) Comes with new slide-on hard case.</p>	

<p>2.2.7 <u>Double-Layer Ear Loop Material Reusable Face Mask</u></p> <ul style="list-style-type: none"> a) Quantity - 1500 b) Colour – Navy (INSETA logo full logo (Laser/Engraving)) c) 3 Layer Washable Beak Face Mask d) Interlock non-woven Cotton 	
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3. ADMINISTRATION PROCESS

- 3.1.1 Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- 3.2.1 Standard Bidding Document (SBD 6.2). 100% South African -local content.
- 3.3.1 Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- 3.4.1 Certificate of Independent Bid Determination (SBD 9)
- 3.5.1 General Conditions of Contract (GCC)
- 3.6.1 Bidders bank confirmation letter reflecting company registration number.

Non – compliance in returning above mentioned documents, will deem the bid submission as nonresponsive.

4. PREQUALIFICATION CRITERIA

- 4.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 4.2 Bidder must submit proof and must be an EME, QSE, Generic (**level 1 or level 2 BBBEE contributor**) status will be considered.
- 4.3 Bidders are required to **initial each page and sign the RFQ document.**

Note: noncompliance with the prequalification criteria will result in automatic disqualification.

5. MANDATORY REQUIREMENTS

- 5.1 Bidders to provide a **company profile** with a **list of a minimum of two (2) references** indicating similar experience in supply and delivery branded promotional items - references must be for work conducted within the **last three (3) years** with contactable references.
- 5.2 **Shortlisted bidders will be required to submit samples of goods before recommendation for award within 72 hours of receipt of the RFQ – for approval.**

. Note: noncompliance with the prequalification criteria will result in automatic disqualification

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6. COSTING

6.1 The quotation must reflect a detailed cost breakdown indicating the following:

See table below as reference: (Pricing must include a detailed cost breakdown but not limited to)

Line items to be delivered	Qty	Unit Price	Price
Latitude Tech Trolley Backpack or Equivalent	60		
Ashburton USB A5 Notebook Equivalent – must include ASB.	100		
Oregon Sport Bag or Equivalent	200		
6 Panel Flat Peak Cap or Equivalent	500		
Pulse Stationery Set or Equivalent	1000		
Casio FX-82 ES Plus Scientific Calculator or Equivalent	100		
Double-Layer Ear Loop Material Reusable Face Mask	1500		
Branding fee as per specification			
Delivery			
Sub total			
VAT			
Total Price			

7 PRICING CONSIDERATIONS:

7.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes **(including VAT)**. Costing must comprise to all the relevant service proposed in the bidder submission.

8. ADJUDICATION USING A POINT SYSTEM

- 8.1 The bidder obtaining highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 8.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 8.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 8.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 8.5 Should or more bids be equal in all respect, the award shall be decided by the drawing of lots.

9. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{\min})}{P_{\min}} \right\}$$

Where:

P_s	=	Points scored for comparative price of bid under Consideration
P_t	=	Comparative price of bid under consideration
P_{\min}	=	Comparative price of lowest acceptable bid

10. BEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 10.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 10.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 10.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 10.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 10.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 10.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 10.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

11. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

12. CONDITIONS TO BE OBSERVED WHEN RFQING

INSETA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

INSETA reserves the right to:

- 12.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 12.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 12.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered, or permitted.
- 12.4** Award a contract to one or more bidder(s).
- 12.5** Accept any RFQ in part or full at its own discretion.
- 12.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 12.7** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

13. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

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Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Standard Bidding Document (SBD 6.2).
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)
- Bidders bank confirmation letter reflecting company registration number.

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