

DATE: 26 AUGUST 2021

CONSOLIDATED QUESTION AND ANSWER DOCUMENT - 1

RFQ NUMBER: RFQ/2021/22/94

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO REVIEW AND STANDARDISATION OF ALL INSETA CONTRACTS

1. Question:

The duration of the contract is three (3) months, it is hard to provide pricing when we don't know how many contracts will be reviewed. If we can get a rough estimate of how many contracts will be reviewed it might help us tremendously.

Answer:

- 1.1 Supply Chain Management - One Contract,
- 1.2 Human Resources – Five Contracts,
- 1.3 Finance & Facilities – Sixteen Contracts
- 1.4 Marketing and Communications, Governance – Three contracts
- 1.5 IT Services – Seven Contracts
- 1.6 Core business, Learning Programmes (Youth, workers, and special projects, ETQA, Skills) have +/- 1800 contract.

However, the bidder is required to:

- Sample a contract from each division, then advice on the applicable templated in relation to standard contract conditions as well as the applicable legislative framework.
- Advise INSETA through a new template/s on the required contract management format against applicable legislative framework.
- Provide advice advise on those contracts that are not in alignment with the proposed standards on how they should be renegotiated.
- So there this RFQ does not seek to address the quantity of contracts however the quality of content in the contracts and the standardization thereof.

2. Question:

It is possible that my team might complete the project in a shorter period of time.

Answer:

Mandatory Criteria (Phase 2)

6.1. Bidder must provide detailed project plan over a 3-month period including methodology aligned to the Scope of Work as detailed in this RFQ document.

INSETA's mandatory criteria for the above-mentioned RFQ will remained unchanged.

Regards,

INSETA Supply Chain Management