

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO DRAFT, WRITE, EDIT, LAYOUT, DESIGN THE INSETA CAREER GUIDE BROCHURE

RFQ	RFQ/2021/22/90
RFQ ISSUE DATE	08 SEPTEMBER 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DRAFT, WRITE, EDIT, LAYOUT, DESIGN THE INSETA CAREER GUIDE BROCHURE
CLOSING DATE & TIME	15 SEPTEMBER 2021 @ 11:00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za or hand delivered to 37 Empire Road, Parktown, Johannesburg. 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. Z. Motsa (Business), 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),

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CEO: G. Mkhize

1. BACKGROUND

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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 professional service provider to Draft, Write, Edit, Layout and Design the INSETA Career Guide Brochure, for the INSETA top 10 critical scarce skills and occupations in the insurance sector.

2. SCOPE OF WORK

The appointed Service Provider must provide the following services:

2.1 Writing and Editing:

- 2.1.1 The bidder is required to draft and write the text for the career guide document.
- 2.1.2 The text, writing style and images must be in a manner that is appealing to the youth.
- 2.1.3 Research and outline briefly on steps to take when choosing a career
- 2.1.4 Outline the learning & career path guided by the SSP (top 10 scarce and critical occupation In the insurance sector).
- 2.1.5 Research and input information on Public Higher Education Institutions offering Top 10 Scarce and Critical Occupations qualifications in the insurance sector.
- 2.1.6 Cover the various learning programmes supported by INSETA (e.g., Learnerships, Internships, bursaries, etc).
- 2.1.7 Research and update TVET Colleges, University of Technologies, and Universities contact List (website and contact numbers).
- 2.1.8 Text will be subject to approval by INSETA as and when required.

2.2 Design and layout:

- 2.2.1. The bidder is required to do the electronic design and layout of the brochure.
- 2.2.2. The look and feel of the brochure must be appealing to the youth.
- 2.2.3. The brochure size must be 210 X 210.
- 2.2.4. The bidder must handover the final approved electronic version on a USB or memory stick.

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2.3 Printing (Draft)

- 2.3.1 Print 10 000 hard copies of the brochure (approved version)
- 2.3.2 HiQ Titan double coated Matt White 128 gsm
- 2.3.3 The booklet must be printed in full colour throughout + Aqueous matt coating both sides 210 X 210 size.
- 2.3.4 The final approved brochure must not more than 50 Pages.

3 DELIVERABLES

Technical Outcome of the Career Guide Brochure

- 3.1 Quantity: 10 000
- 3.2 Size: 210 x 210
- 3.3 Orientation – Landscape
- 3.4 Paper Cover: 4 pages
- 3.5 Inner pages: approximately 50 pages
- 3.6 Colour full colour through + Aqueous matt coating both sides.
- 3.7 Cover: Matt with element of VU Varnish – Foiling of the INSETA Logo and name.
- 3.8 Paper Cover: HiQ Titan double coated Matt white 128gsm.
- 3.9 Type setting: INSETA Career Guide Brochure
- 3.10 Perfect Bound
- 3.11 Bidder must make provision for photo stock for sector. Imagery, maximum 15 photos.
- 3.12 An online version of the Career Guide Brochure as an e-book for uploading on the INSETA website.
- 3.13 Bidder to make provision for courier costs at INSETA Offices (Parktown).

4 CONCEPTUALISATION

- 4.1 Bidder is required to design the thematic “look and feel” that best presents and appealing to the youth - aligned to the INSETA Corporate identity manual. (INSETA will provide CI manual).
- 4.2 Bidder to show exceptional project management skill and research specially in critical skills, with quick turnaround time and be meticulous in managing content (Version Control), reporting progress timeously and required to attend status updates meetings as and when required.
- 4.3 Before the final draft, Career Guide Brochure must get final signoff, it is to be proof reading before it goes to printing.
- 4.4 List of top ten (10) Scarce and Critical Skills in the insurance sector. (INSETA to provide list of scarce and critical skills)
- 4.5 Learning Programmes information (WIL, Bursaries, Skills Programmes, Learnerships).
- 4.6 The shortlisted bidder will be required to submit sample of the Career Guide Brochure electronical and physical for final approval.

5 TIMEFRAMES

5.1 Duration: The Career guide must be completed by the 31 of October 2021.

6. PRICING SCHEDULE

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
Technical Outcome of the Career Guidance Brochure	10 000 units		
Additional Services - photo stock	15 units		
Conceptualization - Rate per hour			
Design and Layout - Rate per hour			
Writing and editing - Rate per hour			
Proof reading (four sessions)	4		
Printing (Draft)	1		
Final print and packaging for distribution (final)	1		
Project Management fee	1		
Courier costs to INSETA Offices (<i>for the project as well as the distribution of samples</i>)	1		
Sub total			
VAT			
Total Price			

6.2 PRICING CONSIDERATIONS:

6.2.1 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

7. CONTRACTUAL OBLIGATION

- 7.1 The service provider's quotation must also provide sufficient detail in terms of various cost items such as total "man" hours and daily rates for the project team.
- 7.2 In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 7.3 **Bidder will be subjected to performance contracting based on goods and services rendered, in terms of measuring satisfactory performance.**

8. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 8.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.
- 8.2 The Contract site is at **INSETA (as and when required)**.

9. WORKMEN AND SUPERVISION ON SITE

- 9.1 The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract.

10. PREQUALIFICATION CRITERIA (Phase 1)

- 10.1 Proof of registration on CSD (**Central Supplier Database**)
- 10.2 Bidder must provide proof (BBBEE Certificate accredited by SANAS or Department of Trade Industry (DTI) Sworn Affidavit) **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**)
- 10.3 Bidders are required to **initial each page and sign the RFQ document.**

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

11. MANDATORY CRITERIA

- 11.1 The bidder must submit a minimum of **three (3) reference letters** with contactable references reflecting, bidders experience in drafting, writing, editing layout and design of brochures. The reference letters must be signed and dated must be on the client letterhead.
- 11.2 The bidder is required to provide a **Digital or Electronic Portfolio of evidence** related to the bidders' experience on similar work done particular example, a brochure. (**Only shortlisted bidders will be requested to submit hardcopy samples that are identical to submitted to the digital or electronic portfolio of evidence**).

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

12. ADJUDICATION USING A POINT SYSTEM

- 12.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 12.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 12.3 In the event that two or more bids have scored equal points in terms of price and preference points for BBBEE, the successful bid must be the one scoring the highest number of preference points for BBBEE - in terms of PPPFA Regulation 2017 – Section 11 (1) & (2)
- 12.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for BBBEE, the successful bid must be the one scoring the highest score for functionality.
- 12.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

13. POINTS AWARDED FOR PRICE AND BBEE PREFERENCE POINT

The **80/20** preference point system

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

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

P min

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

14. B-BBEE 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

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- 14.1 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.
- 14.2 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.
- 14.3 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.

14.4 Consortium

- 14.4.1. A consortium is an association of two or more individuals, companies, organisations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.
- 14.4.2. A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.
- 14.4.3. In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to a RFQ/Bid process is such that the lead partner is identified and the following requirements are required as follows:
- a) Lead Partner**
- All administrative documents (consortium agreement between the lead partner and the partner)
 - Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)

b) Partner

- Proof of CSD registration.
- Tax Pin.
- BBBEE Sworn-Affidavit.
- SBD 4 Declaration of interest.
- SBD 8 Past supply chain.

14.4.4. It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the BBBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

14.4.5. Of importance is that in a consortium, each individual team members retain their identities.

14.5 A joint venture

14.5.1. A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

14.5 Unincorporated joint venture:

14.5.1. All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- a) SBD 4.
- b) SBD 6.
- c) SBD 8.
- d) SBD 9.
- e) Tax pin
- f) CSD registration.
- g) The JV agreement will direct which bank account of the two entities will be used.
- h) Consolidated Joint BBBEE Certificate.

14.6 Incorporated joint venture

14.6.1. This aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture. The required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- a) SBD 4.
- b) SBD 6.
- c) SBD 8.
- d) SBD 9.
- e) Tax pin
- f) CSD registration.

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- g) The JV agreement will direct which bank account of the two entities will be used.
- h) Consolidated Joint BBBEE Certificate.

14.6.2. 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.

14.7 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.

15. 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 BID process, between the closing date and the date of the award of the business.

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

16. CONDITIONS TO BE OBSERVED WHEN BIDDING

The organization does not bind itself to accept the lowest or any BID, 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 BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed.

The competitive shall remain open for acceptance by the Organization for a period of **90 days** from the closing date of the BID Enquiry.

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INSETA reserves the right to:

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- 16.7** Not evaluate and award a bid that do not comply strictly with this BID document.
- 16.8** Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.
- 16.9** 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 BID shall be sought, offered or permitted.
- 16.10** Cancel this BID at any time as prescribed in the PPPFA regulation.
- 16.11** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the cost effectiveness and the principle of value for money not necessarily on the basis of the lowest costs.

17. Cost of Bidding

- 17.1** The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission 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.

18. Note to Bidders:

Due diligence to be conducted by INSETA prior to the award of the contract.

END OF TERMS OF RFQ DOCUMENT

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

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- 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

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

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