

REQUEST FOR QUOTATION (RFQ)

PROVISION OF PANEL GRAPHIC DESIGN SERVICES AND PRINTING FOR A PERIOD OF TWO (2) YEARS (AS AND WHEN REQUIRED)

RFQ	RFQ/2021/22/05
RFQ ISSUE DATE	22 OCTOBER 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF PANEL GRAPHIC DESIGN SERVICES AND PRINTING FOR A PERIOD OF TWO (2) YEARS (AS AND WHEN REQUIRED)
CLOSING DATE & TIME	28 OCTOBER 2021 @ 11:00
LOCATION FOR SUBMISSIONS	37 EMPIRE ROAD, PARKTOWN, JOHANNESBURG Submission must be in a sealed envelope and or packaging

Bidders must submit responses via e-mail at: rfqs@inseta.org.za. 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: _____

1. BACKGROUND

- 1.1 The Insurance Sector Education and Training Authority (INSETA) is a public entity listed inschedule 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.
- 1.2 Therefore, the INSETA is requiring the services of a panel of Graphic designer and Printing Services for a period of two (2) years – 24 months (As and when required). INSETA reserves the right to award graphic design services and or a printing service provider, based on bidder's experience. INSETA also reserves the right to award a maximum of the top 3 suppliers against each or both services.

2. SCOPE WORK

The services detailed below will required on an as and required basis, with contract-based turnaround time of between 24 and 48 hours against each request. (In line with INSETA Corporate Identity Manual)

2.1 Graphic Design: Design, Layout, and Infographics Services

The "Services" consist of, and the successful graphic design firm shall provide, the following:

- 2.1.1 Art direction and concept design, design and production, project management,
- 2.1.2 copywriting and editing, and interactive services (website services and email marketing).
- 2.1.3 Conceptualize, design, and deliver graphic-design material that may include brochures,
- 2.1.4 fact sheets, invitations, email templates, infographics, invitations, advertisements, flyers, email newsletter templates, and various other graphic and visual projects, as needed by the Partnership.
- 2.1.5 The graphic designer shall have the capacity to provide approximately 20 hours of Services per month.
- 2.1.6 All design, materials, and concepts provided in the performance of the Services shall be suitable for printing by a separate contractor.
- 2.1.7 Upon acceptance of each design or concept, the INSETA will retain all intellectual property rights.
- 2.1.8 The design concept fee should be inclusive of the final quoted project costing.

- 2.2** Bidders will be required to be aligned required scope of services against the following goods to be delivered throughout the duration of the contract (as and when required)

Description	Pages
1. Design and layout an electronic advert A4 size	1
2. Design and layout an electronic advert A4 size	1 - 3
3. Design and layout an electronic advert A5 size	1
4. Design and layout an electronic invitation without a RSVP link	1
5. Design and layout an electronic invitation without a RSVP link	1 - 3
6. PowerPoint clean up and video inserts per presentation	Maximum 50 Slides
7. Design and layout an electronic Christmas card – A5 size	1
8. Design and layout PowerPoint templates with theme	5
9. Design and layout cover sheets i.e. Research paper, Inseta Policy or Training doc 4 pager	4
10. Design and layout certificate templates	1
11. Design and layout presentation folder	1
12. Design and layout email signature banner	1
13. Design and layout INSETA website banner	1
14. Design and layout A5 size brochure	16
15. Design and layout A4 size Internal/External newsletter	12
16. Animation infographics Virtual videos maximum 5 minutes	1
17. Animation infographics Virtual Video maximum 2 minutes	1
18. Corporate video compilation and editing for a maximum 5 minutes	1
19. Corporate video compilation and editing for a maximum 2 minutes	1
20. Design of Inseta Pull Up Banners	1
21. Design and layout social media storyboards	1
22. Poster Design A0	1
23. Poster Design A1	1
24. Poster Design A2	1
25. Poster Design A3	1
26. Poster Design A4	1
27. Dummy cheque for presentation (500X450mm)	1

2.3 Printing services

The “Services” consist of, and the successful printing firm shall provide, the following:

- 2.3.1 Printing
- 2.3.2 Binding
- 2.3.3 Packaging
- 2.3.4 Distribution
- 2.3.5 Bidder must have capacity of a printing facility, manage a high-volume print run – when required.
- 2.3.6 Bidders must submit a list of available equipment, including:
 - a) Established sheet offset and web offset lithography printing press
 - b) Offer specialization in BOTH sheet offset and web offset lithography printing.
 - c) Desktop Publishing applications and devices to support
 - d) Computer to film facilities or computer to plate facilities
 - e) Plate making capacity
 - f) Sheet-fed and web-fed offset lithography printing machinery capable of printing in one and four colours
 - g) Finishing and Binding Capacity:
 - h) Perfect Binding: Automated section stitching
 - i) Saddle Stitching: Automated section stitching Heat Lamination:
 - minimum A3 size capacity
 - Aqueous varnish
 - Packing capacity with 5 ply cardboard boxes
 - Packaging must be moisture resistant

2.4 Bidders will be required to be aligned required scope of services against the following goods to be delivered throughout the duration of the contract (as and when required).

No	Service	Page size	Colour
1	Printing	A4 X 1	Black & white
2	Printing	A4 X 1	Colour
3	Printing	A3 X 1	Black & white
4	Printing	A3 X 1	Colour
5	Binding	A4 X 0 - 60 pages	Black and white
6	Binding	A4 X 0 - 60 pages	Colour
7	Binding	A3 X 0 - 60 pages	Black and white
8	Binding	A3 X 0 - 60 pages	Colour
9	Printing of brochures	A5 size brochure with 10 pages	Colour
10	Printing of brochures	A4 size brochure with 10 pages	Colour
11	Printing of INSETA business card	Any	Colour
12	Printing of Calendars	Any	

No	Service	Page size	Colour
13	Printing of notebooks	A5	
14	Printing of Giant cheques	500X450mm	Colour

3. TIMEFRAMES

- 3.1 The duration of the contract will be for period of **Two (2) years – 24 months (as and when required)**

4. CONTRACTUAL OBLIGATION

- 4.1 All prices indicated in the pricing schedule must remain fixed for the period of the contract-bidder to complete or use Annexure A as a guide. (Bidder must include VAT in pricing and reflect fixed increase and or any applicable discounts)
- 4.2 The contract will be capped a maximum contract value of **R 1 000 000,00 including VAT** for the during of the contract – for services as and when required.
- 4.3 SBD 7.2 will be the standard contract used for contract and the bidders approved proposal will be an Annexure to the contract.
- 4.4 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.
- 4.5 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.
- 4.6 Bidders will be subjected to annual review in terms of measuring satisfactory performance.
- 4.7 The successful bidders will be required to have adequate professional indemnity as well as liability insurance in place (upon parties contracting)
- 4.8 The service providers must be able to respond to INSETA tight schedule and turnaround times – 24 to 48 hrs.

5. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 5.1 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.
- 5.2 The Contract site is at **INSETA (as and when required)**.

6. WORKMEN AND SUPERVISION ON SITE

- 6.1 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.

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7. PREQUALIFICATION CRITERIA (Phase 1)

- 7.1 Proof of registration on CSD (**Central Supplier Database**)
- 7.2 Bidder must provide proof (BBBEE Certificate accredited by SANAS or BBBEE Department of Trade Industry (DTI) Sworn Affidavit template) **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.

8. FUNCTIONAL EVALUATION (Phase 2)

- 8.1 Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria are designed to reflect the INSETA's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and affords all the bidders a fair opportunity for evaluation and selection.

8.2 Functional Evaluation threshold (Phase2a)

8.3.1 The RFQ submission will be functionally evaluated out of a **minimum of 70 points – any service provider who scores less than 70** will not be considered for further evaluation, **maximum score is 100.**

8.3.2 Service providers who comply with the Phase 2a Service providers who comply with the Phase 3a will not be considered for award.

8.3.3 Functional Evaluation Criteria Phase 2a: (Graphic Designer)

Evaluation Area	Functional Criteria	Max Points
Human resource capabilities	Service provider to submit a detailed CV of the Graphic designer with a minimum of 3 years. = 10 points <ul style="list-style-type: none"> • 2 - 3 years' experience = 20 Points • 4 - 5 years' experience = 25 Points • 6 and above years' experience = 30 points Non-compliance with the minimum criteria = 0 points	40
Portfolio of evidence	The service provider should submit a digital link to access Portfolio of Evidence (POE) of work completed. with contactable references (email address and telephone number): <ul style="list-style-type: none"> • 2 - 3 POE with completed projects = 40 Points • Above 5 POE with completed projects = 60 Points Non-compliance with the minimum criteria = 0 points <p>NB POE must be in line with Graphic Designer services with contactable references.</p>	60
TOTAL		100

8.3 Functional Evaluation threshold (Phase 2b)

- 8.3.1 The RFQ submission will be functionally evaluated out of a **minimum of 70 points – any service provider who scores less than 70** will not be considered for further evaluation, **maximum score is 100**.
- 8.3.2 Service providers who comply with the Phase 2b will not be considered for award.
- 8.3.3 **Functional Evaluation Criteria Phase 2b: (Printing)**

Evaluation Area	Functional Criteria	Max Points
Quality of Print Samples and applicable experience of completed projects	Bidders must provide reference letters of completed and delivered print jobs. Letters must not be older than one year, must be dated and signed on client letterhead: 2 -4 reference letters = 20 points 5 – 6 reference letters = 30 points Above 6 reference letters = 50 points Bidders must provide complete printed and bound copies. Samples aligned to the references letter for work completed = 50 = points Noncompliance with the minimum criteria = points	
TOTAL		100

NB: INSETA has the right to appoint multiple service providers.

9. Preference Evaluation

9.1 BBBEE and Price (Phase 3)

- 9.1.1 As the tender **price is estimated to be below R50 million**, the tender responses will be evaluated on the **80/20**-point system

10. POINTS AWARDED FOR PRICE AND BBBEE 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

11. 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

11.1 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.

11.2 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.

11.3 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.

11.4 Consortium

11.4.1 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.

11.4.2 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.

11.4.3 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.

11.4.4 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.

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

11.5 A joint venture

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

12. Unincorporated joint venture:

12.1 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.

13. Incorporated joint venture

13.1 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.
- g) The JV agreement will direct which bank account of the two entities will be used.
- h) Consolidated Joint BBBEE Certificate.

13.2 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.

13.3 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.

14. 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.**

15. CONDITIONS TO BE OBSERVED WHEN BIDDING

- 15.1 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.
- 15.2 No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed.
- 15.3 The competitive shall remain open for acceptance by the Organization for a period of **90 days** from the closing date of the BID Enquiry.
- 15.4 INSETA reserves the right to:

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- 15.5 Not evaluate and award a bid that do not comply strictly with this BID document.
- 15.6 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.
- 15.7 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.
- 15.8 Cancel this BID at any time as prescribed in the PPPFA regulation.
- 15.9 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the of cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

16 Cost of Bidding

- 16.1 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.



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17 Note to Bidders:

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

17.2 See pricing schedule detailed below. **Annexure A**

END OF RFQ DOCUMENT



PRICING SCHEDULE

1.1 Graphic Design: Design, Layout, and Infographics Services

1.2 Service providers must ensure that the price quotations are inclusive of all applicable taxes **(including VAT)**. Costing must comprise of all the relevant services proposed in the bidder's submission (but not limited to): **(bidder to indicate rate per/, per day)**

Description	Pages	Price (Year 1)	Price (Year 2)
1. Design and layout an electronic advert A4 size	1		
2. Design and layout an electronic advert A4 size	1 - 3		
3. Design and layout an electronic advert A5 size	1		
4. Design and layout an electronic invitation without a RSVP link	1		
5. Design and layout an electronic invitation without a RSVP link	1 - 3		
6. PowerPoint clean up and video inserts per presentation	Maximum 50 Slides		
7. Design and layout an electronic Christmas card – A5 size	1		
8. Design and layout PowerPoint templates with theme	5		
9. Design and layout cover sheets i.e. Research paper, Inseta Policy or Training doc 4 pager	4		
10. Design and layout certificate templates	1		
11. Design and layout presentation folder	1		
12. Design and layout email signature banner	1		
13. Design and layout INSETA website banner	1		
14. Design and layout A5 size brochure	16		
15. Design and layout A4 size Internal/External newsletter	12		
16. Animation infographics Virtual videos maximum 5 minutes	1		
17. Animation infographics Virtual Video maximum 2 minutes	1		
18. Corporate video compilation and editing for a maximum 5 minutes	1		
19. Corporate video compilation and editing for a maximum 2 minutes	1		
20. Design of Inseta Pull Up Banners	1		

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21. Design and layout social media storyboards	1		
22. Poster Design A0	1		
23. Poster Design A1	1		
24. Poster Design A2	1		
25. Poster Design A3	1		
26. Poster Design A4	1		
27. Dummy cheque for presentation (500X450mm)	1		

1.1 Printing services

1.2 Service providers must ensure that the price quotations are inclusive of all applicable taxes **(including VAT)**. Costing must comprise of all the relevant services proposed in the bidder's submission (but not limited to): **(bidder to indicate rate item)**

No	Service	Page size	Colour	Price (Year 1)	Price (Year 2)
1	Printing	A4 X 1	Black & white		
2	Printing	A4 X 1	Colour		
3	Printing	A3 X 1	Black & white		
4	Printing	A3 X 1	Colour		
5	Binding	A4 X 0 - 60 pages	Black and white		
6	Binding	A4 X 0 - 60 pages	Colour		
7	Binding	A3 X 0 - 60 pages	Black and white		
8	Binding	A3 X 0 - 60 pages	Colour		
9	Printing of brochures	A5 size brochure with 10 pages	Colour		
10	Printing of brochures	A4 size brochure with 10 pages	Colour		
11	Printing of INSETA business card	Any	Colour		
12	Printing of Calendars	Any			
13	Printing of notebooks	A5			
14	Printing of Giant cheques	500X450mm	Colour		

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

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

