



REQUEST FOR QUOTATION (RFQ)

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APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY GRADUATION GOWNS AND CAPS FOR THE INSETA MITCHELL'S PLAIN MINISTERIAL PROJECT GRADUATION CEREMONY – CAPE TOWN

RFQ	RFQ/2021/22/160
RFQ ISSUE DATE	10 FEBRUARY 2022
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY GRADUATION GOWNS AND CAPS FOR THE INSETA MITCHELL'S PLAIN MINISTERIAL PROJECT GRADUATION CEREMONY – CAPE TOWN
CLOSING DATE & TIME	15 FEBRUARY 2022 @ 11h00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

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.

2. PURPOSE

This Request for Proposal (RFP) is an invitation to prospective Supplier to submit Proposals for the renting of Graduation Gowns and Caps on the **3rd March 2022** at a hotel in Cape Town (CBD), address details will be confirmed.

3. SCOPE OF WORK

The successful bidder(s) is required to perform the following services:

3.1. Graduation Gowns

- 3.1.1. The Supplier shall provide INSETA with the renting of Graduation Gowns commonly required for Students, Colleges and Universities for graduation ceremonies.
- 3.1.2. All rented Products can be new or used.
- 3.1.3. All rented Products must be in like-new condition and without damage, professionally cleaned (e.g. steam-cleaned) and wrinkle free.
- 3.1.4. All Graduation Gowns should be unbagged upon delivery at a hotel in Cape Town (CBD), address details will be confirmed.

3.2. Graduation Gowns Material, Quantity, Colour, Sizing

The Supplier shall supply Graduation Gown Products with the following requirements:

4.2.1. Materials:

- 3.2.1.1 One hundred percent (100%) cotton; or
- 3.2.1.2 Mixture of cotton and polyester; or
- 3.2.1.3 One hundred percent (100%) polyester or "Souvenir-grade".

4.2.2. **Quantity:**
3.2.3.1 Forty-four (44)

4.2.3. **Colours**
3.2.3.1 Black

4.2.4. **Sizes**
3.2.5.1 Different sizes

4.2.5. **Accessories**

The Supplier shall provide to INSETA with the renting of accessories needed to complete graduation attire requirements:

3.2.5.1 Caps
3.2.5.2 Forty-four (44)

4. **Product Delivery and Collection**

4.1 The Supplier shall be responsible to coordinate the delivery and collection (i.e. administrative office, loading dock) and logistical arrangements (e.g. delivery and collection to and from a hotel in Cape Town (CBD) to ensure on-time delivery of the order for the smooth execution of INSETA's graduation ceremony (exact hotel address details will be confirmed).

4.2 Deliveries must be made by the Supplier's own transportation fleet or a reputable transportation company that allows for tracking of the shipments, or otherwise as mutually agreed upon between the INSETA and the Supplier.

4.2.1. Delivery date: 02 March 2022 not later than 15h00

4.2.2. Collection date: 04 March 2022 (anytime)

5. **CONTRACTUAL OBLIGATION**

5.1 Bidder may be expected to sign SBD 7.2 contract form upon award.

5.2 Bidder will be issued a PO.

5.3 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.

5.4 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.

5.5 The successful bidder will be required to have adequate professional indemnity as well as liability insurance in place (**upon parties contracting**)

5.6 Bidder must comply to any relevant legislative framework including but not limited to POPI Act 4 2013.

6. ABSENCE OF OBLIGATION & CONFIDENTIALITY

6.1. 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.

6.2. The Contract site is at **INSETA (as and when required)**.

7. WORKMEN AND SUPERVISION ON SITE

7.1. 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.

8. PREQUALIFICATION CRITERIA (Phase 1)

8.1. 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**)

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

9. PRICING SCHEDULE

9.1 Bidder to prepare their pricing according to the availability of venue (irrespective of the number of qualifications being written on the day). Pricing must include items listed in the below table but not limited to:

Item	Description	Quantity	Unit Price
Rental of graduation gowns and caps	Renting of Graduation Gowns and Caps on the 3 rd March 2022	44	
Sub-Total			
VAT (15%)			
Total			

10. Preference Evaluation:

10.1 BBBEE and Price

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

11. ADJUDICATION USING A POINT SYSTEM

- 11.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 11.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 11.3 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)
- 11.4 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.
- 11.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

12. 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 bid

13. 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

- 13.1** 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.
- 13.2** 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.
- 13.3** 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. Consortium

- 14.1.** 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.
- 14.2.** 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 delineates the rights and obligations of each member.

14.3. 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. 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.

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

15. A joint venture

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

16. Unincorporated joint venture:

16.1. 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.

17. Incorporated joint venture

17.1 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.

17.2 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.

17.3 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.

18. 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**.

19. 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 **120 days** from the closing date of the BID Enquiry.

INSETA reserves the right to:

- 19.1 Not evaluate and award a bid that do not comply strictly with this BID document.
- 19.2 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.
- 19.3 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 BID shall be sought, offered or permitted.
- 19.4 Cancel this BID at any time as prescribed in the PPPFA regulation.
- 19.5 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of theof cost effectiveness and the principal of value for money not necessarily on the basis of thelowest costs.

20. Cost of Bidding

- 20.1 The bidder shall bear all costs and expenses associated with preparation and submission ofits BID submission and the INSETA shall under no circumstances be responsible or liable forany such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

21. Note to Bidders:

- 21.1 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:

- 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)
- Initialled General Conditions of Contract (GCC)

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

