

**REQUEST FOR QUOTATION (RFQ)**  
**RENTAL OF OFFICE FURNITURE FOR A PERIOD OF 12 MONTHS FOR INSETA**  
**(AS AND WHEN REQUIRED)**

RFQ	<b>RFQ/2021/22/156</b>
RFQ ISSUE DATE	<b>1<sup>ST</sup> FEBRUARY 2022</b>
BRIEFING SESSION	<b>N/A</b>
RFQ DESCRIPTION	<b>RENTAL OF OFFICE FURNITURE FOR A PERIOD OF 12 MONTHS FOR INSETA (AS AND WHEN REQUIRED)</b>
CLOSING DATE & TIME	<b>9<sup>TH</sup> FEBRUARY 2022 @ 11:00</b>
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto: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 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.
- 1.2 Therefore, the INSETA is requires a suitable service provider for the **Rental of Office Furniture For A Period of 12 Months for INSETA (as and when required)**

## 2. SCOPE OF WORK

- 2.1 The INSETA requires rental of office furniture on an as and when required basis for a period of twelve months. Bidders is required to indicate if they stock of the below mentioned items against the scope of work that entails the following:

Item	Description	Stock availability
2.1	High back executive chairs	
2.2	Fabric armchairs (visitors)	
2.3	High back chairs	
2.4	L-shaped workstation <ul style="list-style-type: none"> <li>• Main desk: 2400mmx1200x800</li> <li>• Roller door credenza: 1200x600</li> <li>• 4 drawer pedestals with pencil tray</li> </ul>	
2.5	L-shaped Executive desks <ul style="list-style-type: none"> <li>• Desk 2000mm x 750mm with 16mm</li> <li>• roller credenza 900mmx600</li> <li>• 4 drawer pedestals with pencil tray</li> </ul>	
2.6	<ul style="list-style-type: none"> <li>• Modular office furniture 3- or 4-ways partitions connection</li> <li>120-degree office cubicles workstations for 3 persons</li> </ul>	

### 3. TIMEFRAMES

The duration of the contract will be for period of **12 months** on an as when required basis.

### 4. CONTRACTUAL OBLIGATION

- 4.1 The Bidder must price all items.
- 4.2 Rates are to be include against all costs to allow for a fair evaluation.
- 4.3 Bidders are encouraged to indicate discounts and value-added options for consideration.
- 4.4 Payment will be made based on the purchase order for the goods received.
- 4.5 Payment will only be made on the basis of invoices provided.
- 4.6 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.
- 4.7 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.
- 4.8 Bidders BBBEE Certificate & Sworn Affidavit must be compliant through the contract, including a TAX compliant status.
- 4.9 A purchase order will be issued against the awarded rate pricing (as and when services are required)
- 4.10 **Bidder will be subjected to quarterly review in terms of measuring satisfactory performance.**
- 4.11 The successful bidder will be required to have adequate indemnity cover or liability insurance in place (**upon parties contracting**)

### 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.

### 7. ADMINISTRATIVE COMPLIANCE (Phase 1)

- 7.1 The Standard Bid Document (SBD) forms as annexured to this RFQ must be fully completed, signed by the authorized company representative.
- 7.2 Bidders must **initial each page** of General Conditions of Contract (GCC).

## 8. PREQUALIFICATION CRITERIA (Phase 2)

- 8.1 Bidder must submit proof of registration on **CSD (Central Supplier Database) – full CSD report**
- 8.2 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**)

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

## 9. PRICING SCHEDULE

- 9.1 Bidder to complete below table and or provide a rate-based quotation as part of the RFQ submission.
- 9.2 Pricing must be fixed for the duration of the contract.

Item	Description	Rate (Including VAT)
8.2.1	High back executive chairs	
8.2.2	Fabric armchairs (visitors)	
8.2.3	High back chairs	
8.2.4	L-shaped workstation <ul style="list-style-type: none"> <li>Main desk: 2400mmx1200x800</li> <li>Roller door credenza: 1200x600</li> <li>4 drawer pedestals with pencil tray</li> </ul>	
8.2.5	L-shaped Executive desks <ul style="list-style-type: none"> <li>Desk 2000mm x 750mm with 16mm</li> <li>roller credenza 900mmx600</li> <li>4 drawer pedestals with pencil tray</li> </ul>	
8.2.6	<ul style="list-style-type: none"> <li>Modular office furniture 3- or 4-ways partitions connection 120-degree office cubicles workstations for 3 persons</li> </ul>	
8.2.7	Delivery costs	

### 9.3 Phase 3: Preference Evaluation

#### 9.3.1 BBEE and Price (will be applied as and when services are required)

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

## 10 ADJUDICATION USING A POINT SYSTEM

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

## 11 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<sub>s</sub> = Points scored for comparative price of bid under Consideration

P<sub>t</sub> = Comparative price of bid under consideration

P<sub>min</sub> = Comparative price of lowest acceptable bid

## 12 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

**12.1** 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.

**12.2** 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.

**12.3** 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.

### 12.4 Consortium

12.4.1. 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.

12.4.2. 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.

12.4.3. 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.

12.4.4. 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.

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

**12.5 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.

**12.6 Unincorporated joint venture:**

12.6.1. 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.

## 12.7 Incorporated joint venture

12.7.1. 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.

12.7.2 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.

**12.8** 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.

## 13. COMMUNICATION

13.1 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.**

## 14. CONDITIONS TO BE OBSERVED WHEN BIDDING

**14.1** 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.

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



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**14.3** The competitive shall remain open for acceptance by the Organization for a period of **120days** from the closing date of the BID Enquiry.

**14.4** INSETA reserves the right to:

17.4.1 Not evaluate and award a bid that do not comply strictly with this BID document.

**14.5** 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.

**14.6** 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.

**14.7** Cancel this BID at any time as prescribed in the PPPFA regulation.

**14.8** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

## **15 Cost of Bidding**

**15.1** 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.

## **16 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, signature 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) **(each page must be initialed)**

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

