

**11 August 2022**

**BID: TENDER-INS/2022/01008**

**DISCRIPTION OF BID: APPOINTMENT OF A SERVICE PROVIDER TO RENDER BOARD SECRETARY SERVICES TO INSETA FOR A PERIOD OF THREE (3) YEARS.**

**CONSOLIDATED QUESTION AND ANSWER DOCUMENT**

**QUESTION 1:**

How many and should financial proposal should be separate from other documents?

**ANSWER:**

Please refer to Standard Bid document (SBD) 1, page 7, section 10 under Response Format, and follow said instructions.

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**QUESTION 2:**

How many Board Meetings per annum?

**ANSWER:**

Please refer to Standard Bid document (SBD) 3.3 (Annexure A), Table 1 Costing, page 1, Estimated quantities.

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**QUESTION 3:**

How long do the board meetings run for (hours)?

**ANSWER:**

Estimated 3 to 4 hours.

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**QUESTION 4:**

How many committees do you have and **name of Board Committees?**

**ANSWER:**

Please refer to the Terms of Reference, Section 4, Deliverables.

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**QUESTION 5:**

How many meetings does each committee hold per annum?

**ANSWER:**

Please refer to Standard Bid document (SBD) 3.3 (Annexure A), Table 1  
Costing, page 1, Estimated quantities.

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**QUESTION 6:**

How long do the committee meetings run for (Hours)?

**ANSWER:**

Estimated 3 to 4 hours.

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**QUESTION 7:**

How many members does the board consist of?

**ANSWER:**

Standard number of board member (15), currently (14)

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**QUESTION 8:**

Are meetings virtual or physical?

**ANSWER:**

Some virtual and some physical

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**QUESTION 9:**

The requirement to be an Admitted Attorney

**ANSWER:**

Please refer to the Terms of Reference, Section 4, Deliverables.

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