

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER ONE (1) DIGITAL CAMERA TO INSETA OFFICES

RFQ	REQ/INS/2022/01049
RFQ ISSUE DATE	12 SEPTEMBER 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR THE SUPPLY AND DELIVERY ONE DIGITAL CAMEARA TO INSETA.
CLOSING DATE & TIME	15 SEPTEMBER 2022 @ 11:00
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.
- 1.2 Therefore, the INSETA is requiring a suitability qualified service provider to supply and deliver one digital camera and accessories.

2. SCOPE OF WORK

Description	Quantity
<p data-bbox="240 846 791 880">2.1 Digital Camera (Nikon Z6) or similar</p>  <ul style="list-style-type: none"> • Type: Mirrorless • Lens Mount: Nikon Z6 Mount • Image Sensor: CMOS, 35.9mm X 23.9mm • Dust Reduction System: Image dust off reference data (requires capture NX-D), image sensor cleaning • Effective Pixels: 24.5 million • Picture Control System: Auto, Standard, Natural, Vivid, Monochrome, Portrait, Landscape, Flat, Creative Picture Controls (Dream, Morning, Pop, Sunday, Somber, Dramatic, Silence, Bleached, Melancholic, Pure, Denim, Toy, Sepia, Blue, Red, pink, Charcoal, Graphite, Binary, Carbon), Selected Picture Control can be modified, Storage for custom picture controls. • Card Slot: 1 XQD card • ISO Sensitivity: ISO 100 to 51200 in steps of 1/3 or 1/2 EV. Can also be set to approx. 0.3, 0.5, 0.7, or 1 EV (ISO 50 equivalent) below ISO 100 or to approx. 0.3, 0.5, 0.7, 1, or 2 EV (ISO 204800 equivalent) above ISO 51200; auto ISO sensitivity control. • Camera VR: 5-axis image sensor shift • Wi-Fi (Wireless LAN) Standards: IEEE 802.11b/g/n/a/ac • Wi-Fi (Wireless LAN) Operating Frequency: 2412 to 2462 MHZ (channel 11) and 5180 to 5320 MHZ 	<p data-bbox="1289 837 1305 871">1</p>

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<ul style="list-style-type: none"> • Wi-Fi (Wireless LAN) Security: Authentication Open System, WPA2-PSK • Bluetooth Standards: Communication protocols: Bluetooth Specification Version 4.2; Operating Frequency: Bluetooth: 2402 to 2480 MHZ; Bluetooth Low Energy: 2402 to 2480 MHZ 	
<p>2. Nikon SB-5000 Speedlight Flash (Compatible with Nikon Z6)</p>  <ul style="list-style-type: none"> • Radio-controlled Advanced Wireless Lighting function • Cooling System for 100 Consecutive Shots • Unified Flash Control • 14-200mm standard illumination pattern • Zoom Range: 24-200mm (14mm with Panel) • Rotates Left & Right 180° • Recycle Time: 1.8-2.6 Seconds • Guide Number: 113' at ISO 100 and 35mm • Tilts from -7° to 90° • Info Button for Quick Access to Settings • Slow, High-Speed, 1st & 2nd Curtain Sync 	1
<p>2.3 Shoulder Camera Bag</p> <ul style="list-style-type: none"> • High-density wear-resistant and water repellent material • 10MM ultra-thick body, firmly protect your camera • The Camera Bag Shoulder strap adjustable from 65~130cm, easy to carry • Thicken stripe handle, comfortable and pressure release • Two zipper pockets on the side for charger small parts storage 	1
<p>2.3 A three (3) year warrantee</p>	1

3. Contract Duration

3.1 Once-off

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4. PREQUALIFICATION CRITERIA

- 4.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**).
- 4.2 Bidder must submit a fully of a completed and signed bidding documents:
- 9.2.1 **Standard Bidding Document (SBD 4) Bidder's Disclosure.**
- 9.2.2 **SBD 6.1 Preference Points Claim form**
- 9.2.3 **General Conditions of Contract (GCC)**
- 4.3 Bidder must provide a valid BBBEE Certificate (**EME or QSE or Generic**), accredited by **SANAS only**) or **BBBEE Certificate issued by CIPC**, or **valid Sworn Affidavit on the DTI issued template.**

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

5. MANDATORY CRITERIA

- 5.1 The bidder must initial each page of the RFQ document.
- 5.2 The bidder must submit a quotation in a letter head

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

6. PRICE CONSIDERATION

- 6.1 Responses 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.

No	Item Description	Quantity	Price
1.	Digital Camera (Nikon Z6) or similar	1	
2.	Nikon SB-5000 Speedlight Flash or similar (Compatible with Nikon Z6 or similar)	1	
3.	Shoulder Camera Bag	1	
4.	3-year warrantee	1	
		Sub-Total	
		Vat @ 15%	
		Total	

7. ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 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 Act 5 of 2000.
- 7.4 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.
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8. 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:

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

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

9. 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

- 9.1** 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.
- 9.2** 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.
- 9.3** 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.

10 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.**

11 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:

- 11.1 Not evaluate and award a bid that do not comply strictly with this BID document.
- 11.2 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.
- 11.3 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.
- 11.4 Cancel this BID at any time as prescribed in the PPPFA.
- 11.5 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.

12 Cost of Bidding

- 12.1 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.

13 Note to Bidders:

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

END OF TERMS OF REFERENCE DOCUMENT

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

- SBD 4
- SBD 6
- General Conditions of Contract (GCC)

Non – compliance in returning above mentioned documents, will deem the bid non-responsive.

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