

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A PANEL OF SUBJECT MATTER EXPERT(S) (SMEs) FOR THE PROVISION OF SERVICES OF A QUALIFICATION DEVELOPMENT FACILITATOR (QDF) TO FACILITATE THE REVIEW OF THREE (3) QCTO OCCUPATIONAL QUALIFICATIONS (AS AND WHEN REQUIRED FOR A PERIOD OF 12 MONTHS)

RFQ	RFQ/2022/23/06
RFQ ISSUE DATE	9 SEPTEMBER 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A PANEL OF SUBJECT MATTER EXPERT(S) (SMEs) FOR THE PROVISION OF SERVICES OF A QUALIFICATION DEVELOPMENT FACILITATOR (QDF) TO FACILITATE THE REVIEW OF THREE (3) QCTO OCCUPATIONAL QUALIFICATIONS (AS AND WHEN REQUIRED FOR A PERIOD OF 12 MONTHS)
CLOSING DATE & TIME	14 SEPTEMBER 2022 @ 11h00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za, before on the stipulated date and time. 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: _____

DETAILED SPECIFICATION

APPOINTMENT OF A PANEL OF SUBJECT MATTER EXPERT(S) (SMEs) FOR THE PROVISION OF SERVICES OF A QUALIFICATION DEVELOPMENT FACILITATOR (QDF) TO FACILITATE THE REVIEW OF THREE (3) QCTO OCCUPATIONAL QUALIFICATIONS (AS AND WHEN REQUIRED FOR A PERIOD OF 12 MONTHS)

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** INSETA is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999, as amended (PFMA). This therefore implies that the INSETA must fully comply with all the requirements of the PFMA as well as the Irregular Expenditure Framework.

2. SCOPE OF WORK

- 2.1** Through the 2020 Service Level Agreement (SLA); INSETA is a delegated Qualification Development Partner (QDP) as well as an Assessment Quality Partner (AQP) appointed by the QCTO. The delegation roles include the following:
- Developing and / or realigning occupational qualifications
 - Reviewing registered occupations qualifications
 - Implementing occupational qualifications
 - Supporting QCTO to quality assure the assessments occupational qualifications.
- a.** Due to the peculiar nature of the occupational qualifications, each registered qualification must stay relevant to the changing occupational requirements as per sector changes. Such changes may be necessitated by time lapse, advancement in in technology and change in legislation, among others. The changes necessitate the review of occupational qualifications to keep up with skills set required.
- b.** The development, realignment or review of occupational qualifications can only be facilitated by a SME that has relevant occupational experience and is willing to facilitate the development, realignment or review of occupational qualifications.
- c.** The duration of this assignment will be over the period of between twelve (12) months, inclusive of all deliverables.
- 2.2.** The QDF(s) will be required to successfully complete the following assignments:
- 2.2.1.** Recruit other industry SMEs or individuals who are subject matter experts to participate as Community Expert Practitioners (CEPs) in reviewing each of the occupational qualifications above.



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2.2.2. Facilitate sessions with Community Expert Providers (CEPs) to review each of the occupational qualifications listed above. This review includes:

- a) Provide own full administration during the reviewing of for each of the 3 qualifications
- b) Scheduling review meetings with all CEP participants, including a QCTO representative.
- c) Verifying and critiquing exiting curriculum documents for each of the 3 qualifications and identify areas for improvement.
- d) Verifying and critiquing the qualification document for each of the qualifications to identify improvement areas.
- e) Verifying and critiquing the assessment specification document for each of the qualifications to identify improvement areas.

2.2.3 Prepare compliant reports and documents for submission to the QCTO for the registration of each reviewed qualification.

List of qualifications:

Occupational Qualification	NQF Level	SAQA ID	Specializations
Health Care Benefits Advisor	05	105030	None
Employee and Pension Fund Benefits Advisor	05	105025	None
Claims Administration: Claims Assessor	04	99668	<ul style="list-style-type: none"> ✓ Medical ✓ Long Term ✓ Short Term ✓ Statutory

3. DELIVERABLES

- 3.1 Identifying and assembling SMEs that will form part of CEP Teams for each of the occupational qualifications for curriculum review and submission to QCTO.
- 3.2 Maintain and submit to INSETA attendance registers to every review session for each of the 3 qualifications.
- 3.3 Submit a reviewed curriculum scope and profile for each qualification signed-off by all CEP members.
- 3.4 Submit the QAS addendum and qualification document for each qualification reviewed and signed off by CEP members. The qualification document for each qualification must include international comparability.
- 3.5 Submit evidence of verification and sign-off for each of the 3 occupational qualification reviews completed.
- 3.6 Capture documents into the QCTO capturing tool and compile reports for each of the reviewed occupational qualifications.
- 3.7 Prepare documents for submission to QCTO, incorporating comments received from QCTO and SAQA during review sessions.

NB: Applicants or bidders wanting to participate in this project and that have not been previously trained by as a QDF must show willingness to receive such training by QCTO.

Contract Duration AND **INSPIRE!**

The contract duration will be for a period of 12 months (1 year)

4. PREQUALIFICATION CRITERIA

4.1 Bidder must submit proof of registration on CSD (Central Supplier Database). The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be verified if they are in business.

4.2 Bidder must submit proof of BBBEE certificate or affidavit

Note: noncompliance with the prequalification criteria will result in automatic disqualification.

5. MANDATORY REQUIREMENT

5.1. The Profile of the Service Provider or SME team showing expertise in each of the 3-occupation minimum 5-years related industry experience in the occupation.

5.2. Demonstratable competency to facilitate the review of any or all the 3 occupational qualifications listed above (Please use reference letters to demonstrate this)

5.3. The CVs of the CEP who will be reviewing the qualifications (The CV must indicate the experience relating to the qualification to be reviewed)

Note: non-compliance with the mandatory criteria will result in automatic disqualification.

6. PRICING CONSIDERATIONS

6.1 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).

Cost driver	Quantity	Unit price	Total
Identifying and assembling SMEs that will form part of CEP Teams for each of the occupational qualifications for curriculum review and submission to QCTO (minimum 6 SMEs per qualification)	3		
Reviewing registered occupational qualifications (minimum 6 SMEs per qualification)	3		
Preparing registration submission reports to QCTO per QCTO templates	3		
Other – related administration for each of the occupational qualifications	3		
Grand Total (Including Vat)			

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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, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, 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

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

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

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

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 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.5 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.
- 9.6 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.
- 9.7 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.

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 a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

11. CONDITIONS TO BE OBSERVED WHEN RFQING

INSETA does not bind itself to accept the lowest or any RFQ, 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 RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry

INSETA reserves the right to:

- 11.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2 Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 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 RFQ shall be sought, offered or permitted.
- 11.4 Award a contract to one or more bidder(s).



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11.5 Accept any RFQ in part or full at its own discretion.

11.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.

11.7 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

12. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, 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.

END OF RFQ DOCUMENT

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

- Bidders' disclosure (SBD 4),
- Preference Points Claim Form (SBD 6.1),
- General Conditions of Contract (GCC)

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