



# inseta

INSURANCE SECTOR EDUCATION  
AND TRAINING AUTHORITY

## MINUTES

Meeting	COMPULSORY BRIEFING SESSION: APPOINTMENT OF A CENTRALISED MARKING CENTRE SERVICES FOR EXTERNAL EXAMINATION SCRIPTS (FISA)	
Date	27 February 2019	
Time	10H00-11H00	
Venue	Oasis Boardroom	
Attendees	Specialist:	Acting Quality Assurance Manager
		ETQA Monitoring Specialist
		ETQA Specialist Consultant
		SCM Specialist
Item No	<b>Agenda Items</b>	
1	<b>Opening</b>	PG welcomed everyone present at the briefing session and declared the meeting opened. He requested all prospective bidders to complete the attendance register.
2	<b>Matters discussed</b>	<p>PG stated that the briefing was compulsory meaning that only those bidders who attended will be considered for evaluation and that those who failed to attend will be disqualified from the process. The intention of the session is to go through the technical requirements of the bid and to iron out any questions or address points of clarity.</p> <p>SM took all attendees through the requirements of the bid and provided the project background as follows:</p> <ul style="list-style-type: none"><li>- INSETA is a delegated Assessment Quality Partner (AQP) and Quality Assurance Partner (QAP) by the Quality Council for Trades and Occupations (QCTO), in other words, INSETA reports to the QCTO in terms of the qualifications it runs, which must be</li></ul>

P.A

certificated.

- Part of the delegation powers INSETA has been given is to make sure that when learners write examinations, INSETA manages the assessment process on behalf of the QCTO. These assessments are external final examinations which are independent exams, after which INSETA will recommend to QCTO for learners to be certificated.
- INSETA is looking for providers to provide marking Centre services and a venue suitable to be called a marking Centre. INSETA will assess the venue to determine its suitability. Some of the things that will be looked at is the security, accessibility and access control. The venue must be big enough to host all qualifications that will be required.
- INSETA will also assess the caliber of personnel and expertise for the qualifications a bidder chooses to be an assessment center for. The profiles of the assessors who will be in charge of assessing the qualifications and moderators who will quality assure the assessor's work must be included in bidders' proposals.
- INSETA will also check in the bidder's proposal if there are people who will be part of an irregularities committee. The committee will be required in instances where there are any irregularities that are picked up from the writing of the exams, that need to be managed from the marking point of view.
- The bidders' proposal must also include a marking Centre manager and a team of administrators that will then make the marking easy.
- INSETA works under strict timelines, from the day the appointed service provider receives the scripts to the day that INSETA collects the marking, moderated scripts and associated reports which will be engaged on at the time of contracting.
- It is imperative that service providers look at the list of qualifications that INSETA has put out for them to select from. Bidders should be able to provide expertise for what they have selected.
- Bidders must supply information relating to the proposed venue, the picture of the venue, bidders' health and safety compliance certificate for the venue, details regarding access management control and provide proof of where the scripts will be kept for the duration of the marking.
- Bidders will be required to sign a confidentiality agreement, as the appointed service provider will not be allowed to release results.
- The provider will mark and provide all documents relating to marking to INSETA. INSETA will transmit communication to all those who are to receive the outcome of the results.
- Bidders must also provide a list of the qualifications they chose to be a marking centre for. The profiles of assessors, moderators and Centre management.
- The actual moderators and assessors need to be registered as constituent assessors with INSETA for the qualifications applied for.
- Bidders must submit the scope of the assessors and moderators with CVs and other documents.

- At any given time when INSETA submits literature to the marking centre, that literature belongs to INSETA including the reports that will be submitted at the end of the process. All documentation INSETA transmits to the marking centre must be returned including the added services that would have been included.
- Evidence of managing examinations in the past will be required to be submitted. Bidders must provide an indication of at-least up to 3 different examinations as a minimum, showing which exams they hosted as a marking centre.

PG stated that:

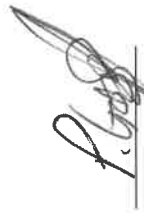
- Bidders must indicate the list of marking Centre services they have provided if any.
- The closing date for submission of the tenders is 12 March 2019. No bids will be accepted post the closing date and time.
- Bidders must also pay attention on the compulsory requirements on section 13.5 of the Terms of Reference. It highlights the areas which bidders will be evaluated on before considering the pricing and preference points criteria.

PG further highlighted the Standard Bidding Documents (SBD) that must be completed as follows:

1. SBD1: contains the details of the service provider. The important point is that on submission of the bid, bidders must be registered on National Treasury's Central Supplier Database (CSD) and the CSD number must be indicated on SBD 1. INSETA will also be verifying the tax compliance status of the bidders on the CSD and SARS eFiling. Hard copy tax clearance certificates are no longer a requirement.
2. SBD 4: Mainly focuses on the potential conflict of interest, hence the important part is that the director's names and ID numbers must be indicated. There must also be a declaration of whether the bidder or any of its directors have any relation to any of INSETA employees.
3. SBD 6.1: Highlights the evaluation method to be applied. The bid is not estimated to exceed R 50 million hence the 80/20 principle will apply. Sworn affidavits are acceptable if the bidder is a Qualifying Small Enterprise or Exempted Micro Enterprise.
4. SBD 8: Refers to past practices of the bidder. I.e. where a bidder was contracted to carry out work and failed to do so or has been prohibited to do business with the state, it must be declared upfront in SBD 8.
5. SBD 9: is intended for competition purposes, hence it highlights all instances that are prohibited to be undertaken by the bidders i.e collusion.

Minutes of the briefing session – ETQA/2018/12

Questions and Answers	
Question/comment	Answers
<p>1. In terms of the profiles, is it only the profile details of the assessors and moderators that are required or also those of the administrators and centre manager?</p>	<p>The profiles of all resources that will be working on this project are required and bidders must provide a list of those who make up the irregularities committee and a summary of each committee member in terms of their abilities in managing irregularities.</p>
<p><b>3</b></p>	<p><b>Closure</b> PG thanked everyone for attending and declared the briefing session closed.</p>



Phiwokuhle Gawulana

Specialist: Demand, Compliance and Contract Management

Date:



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