



MINUTES

Meeting	NON-COMPULSORY BRIEFING SESSION: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AND DELIVER CLASS OF BUSINESS LEARNER MATERIALS, INSTRUMENTS AND RESOURCES
Date	10 July 2019
Time	12H00-13H00
Venue	Owl Boardroom
Attendees	Phiwokuhle Gawulana (PG) Stanley Matende (SM) Lindiwe Duma (LD) Lebogang Phaleng (LP)
Specialist:	Demand, compliance and contract management ETQA Specialist (Monitoring & Assessments) SCM Specialist SCM Specialist
Item No	Agenda Items
1	Opening PG welcomed everyone to the briefing session and declared the meeting opened. He requested all prospective bidders to complete the attendance register. He stated that attendance to the session is non-compulsory, meaning that other service providers who did not attend the session will be allowed to submit their bids.
2	Matters discussed 2.1 Technical Requirements SM took the attendees through the terms of reference /technical requirements as follows: - The purpose of the project is for INSETA to enhance the sector. Professionals that are working in the sector are required to go through the Class of Business. INSETA will assist and ensure that people within the sector are complying with this requirement.

P. Gaby

- INSETA is guided by Board notice 194 of the Financial Sector Conduct Authority (FSCA), regarding the curriculum applicable to the materials required. Bidders must contact the FSCA to access the Board Notice information containing the curriculum.
- The curriculum itself highlights 9 different specializations, hence the materials INSETA is looking for must cover all the specializations.
- The notice document will have a blue print in terms of how the layout should be and what the requirements would be. Bidders must not source the curriculum elsewhere and should not update the document. Learners will be tested against what is in the curriculum.
- Service providers must show capacity in developing the material. Bidders are also required to show team members that are professionals in that specialization.
- Bidders must have a team that covers all specializations as INSETA will not be splitting the appointments.
- Once the bidder has developed the material, they must have it tested by a professional body and request approval of the material in writing. The material must either be approved by a professional body or a subject matter expert who is well known in the industry.
- The bidder has one year to deliver the required material from date of contracting. However, it would be beneficial for INSETA if the material is delivered by the 31st March 2019.
- A steering committee will be constituted comprising of the appointed service provider's and INSETA representatives to monitor the development of the materials throughout the process.
- Bidders must include an implementation plan in their proposal which will then form part of the contract.

PG highlighted the following in terms of the SCM requirements:

The evaluation process consists of 4 stages, namely:

- Stage 1: Compliance requirements which entails submission of Standard Bidding Documents.
- Stage 2: Compulsory/mandatory requirements.
- Stage 3: Functionality requirements. Bidders must attain a minimum of 70% to be considered for further evaluation.
- Stage 4: Price and BBBEE.

Proposals received after the closing time will not be accepted or considered for evaluation.



PG further highlighted that Standard Bidding Documents (SBD) that must be completed, signed and submitted together with the proposals. Failure to do so may lead to a bid being disqualified from the process.

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.
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.

Questions and Answers

Question/comment	Answers
1. Would a professional body be part and parcel of the steering committee?	All efforts will be made to make sure that professional bodies are part of the committee.
2. If a bidder has done work in the education sector and not insurance, will the reference letters be recognised?	Bidders must have done work within the insurance and related financial services sector.
3. Do bidders need to provide pricing/ complete the pricing schedule?	Bidders are to provide pricing which is inclusive of all applicable taxes.
4. Must the proof reader have insurance or financial experience? What will the reader be doing?	No, the proof reader does not have to have insurance or financial experience. They will be checking the quality of the work delivered i.e. correctness of language. The relevant NQF level qualification and 5 years' experience is required.

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	<p>5. Can bidders use a material developer who is working for an investment company and can develop the material due to their knowledge of the content?</p> <p>6. What is meant by instruments and resources in the Terms of Reference?</p> <p>7. In section 14.3.1, reference is made to materials and not instruments and resources. Is INSETA referring to all of it?</p>	<p>Yes, the bidder must have 5 years' experience in material development supported by an industry expert.</p> <p>Bidders must be guided by the curriculum. Instruments mean questions. Tools are model answers, resources could be workbooks. If the curriculum requires that learners work through workbooks.</p> <p>Bidders must accept materials as inclusive of instruments and resources.</p>
<p>3</p>	<p>Closure PG thanked everyone for attending and declared the briefing session closed.</p>	



Phiwokuhle Gawulana
Demand, Compliance and Contract Management

Date: 15/07/19