

**REQUEST FOR QUOTATION (RFQ)
PROVISION OF SOFT SKILLS TRAINING SERVICES**

Description	:	SOFT SKILLS TRAINING SERVICES			
RFQ issue date	:	26 February 2020	RFQ closing date	:	02 March 2020
RFQ number	:	RFQ/2020/41	Enquiries	:	Greta Shikwambane
Email	:	gretas@inseta.org.za	Lead Time	:	TBC

1. PURPOSE:

The Insurance Sector Education and Training Authority (INSETA) seeks to appoint a competent, experienced and accredited service provider to offer soft skills training services, for approximately 70 staff members, for a period of 12 months and the services are to be offered at INSETA offices, in Parktown.

2. SCOPE OF WORK:

The appointed service provider will be required to provide soft skills training for INSETA staff. There must be a proper balance between theory and practice. The service providers are encouraged to make innovative proposals that take into account the different ways in which people learn, the latest training techniques and the constraints on participants' time. By the end of any training session, the participants should be able to demonstrate how they will apply their learning to the individual work situation.

Proposed Soft Skills Training;

- a) Emotional Intelligence
- b) Managing Change
- c) Personal mastery training
- d) Creativity

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Parktown, Johannesburg 2193
P.O. Box 32035, Braamfontein 2017

Telephone: 011 381 8900
Website: www.inseta.org.za

The service provider will be expected to understand the scope and extent of the human resources challenges and opportunities at INSETA.

The service provider will be expected to understand the strategy and the values of INSETA to inform the training programme

3. PRICING CONSIDERATIONS:

Service providers must consider the following for price quotations and must be inclusive of all applicable taxes (including VAT):

Costing must comprise of the following;

- Amount per module/ course
 - a) Emotional Intelligence
 - b) Managing Change
 - c) Personal mastery training
 - d) Creativity
- Number of sessions per module / course
- Learning material per module / course
- Materials required for all activities

The service provider will be responsible for the following items;

- Provision of materials required for the activities
- Travelling cost (Training will be conducted at INSETA offices) and
- Other associated cost

4. COMPULSORY REQUIREMENTS:

- Five (5) years or more experience in providing learning and development activities, with focus being on soft skills training (**a company profile must be provided indicating the experience**).
- Four (4) reference letters indicating similar experience within the last 3 years, focusing on soft skills training. Reference letters must be dated, signed and be in the referring company's letterhead.
- The leading instructor/s or facilitator/s must be in possession of a qualification in their field of expertise (a detailed CV and Certified copies of the qualifications must be provided).

- The Service Provider must provide the detailed methodology, approach and plan on how the required services will be provided to INSETA.
- The Service Provider must be registered, certified and accredited with the relevant and recognised body
- The Service Provider must provide evidence certificate/s of registration and accreditation.

Failure to provide this mandatory information will lead to bidder's proposal not been considered further on price and BBBEE.

Full Name of Bidder: _____

Company Name: _____

CSD Number: MAAA _____

TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- INSETA reserves the right to verify the information submitted by bidders.
- INSETA will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to INSETA in its submission or at any stage during and after this RFQ process.
- Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.
- INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- Any and all documentation relating to this contract shall be the property of INSETA.
- In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of Contract of 2010.
- Late and incomplete submissions will not be accepted.
- Quotations/proposals shall be valid for at least 30 days from date of submission.
- Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted
- The successful bidder must be able to deliver the laptops, within four (4) weeks from been offered an order.
- Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- Bidders are required to submit an original or certified BBBEE certificate or sworn affidavit in line with the Regulations.
- The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- Bidders must complete and sign SBD4, SBD6.1, SBD8 and SBD 9.



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

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- INSETA does not do upfront payments.
- Quotations along with required documentation and SBD forms must be emailed to gretas@inseta.org.za on or before 02 **March 2020 at 11h00**.

Failure to comply with the above conditions invalidates your offer

