

BID ADDENDUM NOTICE (SBD 1, SECTION 7: SUBMISSION OF PROPOSALS)

**RFP TITLE:
PROJ/2020/21/03**

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP, ENHANCE AND CUSTOMISE AS WELL MAINTAIN & SUPPORT A MANAGEMENT INFORMATION SYSTEM (MIS) TO THE INSETA FOR A PERIOD OF TWELVE (12) MONTHS FROM DATE OF APPOINTMENT

Bidders must submit on the closing date stipulated below. Submission can be submitted either electronically or hand delivered at the INSETA offices. ***Due to the COVID-19 pandemic, it is preferred that bids be electronically submitted.***

Bidders are required to follow these instructions when submitting electronically:

All bidders must submit in the following format –

- 7.2 Bids submitted electronically must adhere to the following:
- 7.3 The single point of entry is bids@inseta.org.za
- 7.4 Electronic submissions must be submitted in a PDF format that are protected from any modifications, deletions, or additions
- 7.5 All electronic submissions must be prominently marked with the full details of the tender in the email subject line namely Bidder's Name, Tender No and Tender Title.
- 7.6 Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. **The onus is on bidder to ensure that the bid is submitted on time via email.**
- 7.7 Bid submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by INSETA. The INSETA will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - 7.8 Receipt of incomplete bid
 - 7.7.1 File size
 - 7.7.2 Delay in transmission or receipt of the bid
 - 7.7.3 Failure of the Bidder to properly identify the bid
 - 7.7.4 Illegibility of the bid; or
 - 7.7.5 Security of the bid data.
- 7.9 Bidders must ensure that bids are delivered timeously to the correct address. Bids not received in a specified manner, and by the specified time and date as set out in this RFP document will be rejected. The bid box is generally open 24 hours a day,
- 7.12 7 days a week.
- 7.13 Bids must be submitted on email, with the subject marked with:
 - 7.13.1 **Bid number**
 - 7.13.2 **Bid Description**
- 7.14 Bids must be submitted between **08h30 and 16h00, Mondays to Fridays**, prior to the closing date and between **08h30 and 11h00 on the closing date.**

Bidders are required to follow these instructions when delivery by hand:

All bidders must submit in the following format –

- 7.1 All bidders must submit 3 copies
7.1.1 **1 x original and 2 copies identical to the original**
7.1.2 **with 3 sealed pricing envelopes include SBD 3.1**
7.1.3 **including in a cd format or memory stick (1) copy of the bid**, should be handed in/delivered for attention to:

**INSETA, Supply Chain Management
Ground Floor
37 Empire Road, Parktown
Johannesburg**

NB: Bidders are to indicate on the cover of each document whether it is the original or a copy

Bids should be submitted in a sealed envelope, marked with:

- 7.1.4 **Bid number**
7.1.5 **Bid Description**
7.1.6 Closing date and time: **8th February 2021 @ 11:00**
7.1.7 The name and address of the bidder
7.2 Bid documents will only be considered if received by the INSETA before the closing date and time, regardless of the method used to send or deliver such documents to the INSETA.
7.2 Bids can be delivered between 08h30 and 16h00, Mondays to Fridays, prior to the closing date and between **08h30 and 11h00** on the closing date.
7.3 All bids must be submitted on the official forms (not to be re-typed).

Late Bids

- 8.1 A bid will not be considered if **it arrives a second after 11h00 or any time thereafter**. Bids arriving late will not be considered under any circumstances.
8.2 Bids received late will be left unopened in our premises and bidders will arrange to collect them. Bids submitted late will be recorded as such without being opened.
8.3 **Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.**

Closing Date: 8th February 2021 @ 11:00

For enquiries contact the INSETA Supply Chain Management at bids@inseta.org.za