

### REQUEST FOR QUOTATION (RFQ)

<b>Description</b>	:	<b>APPOINTMENT OF A SERVICE PROVIDER TO GATHER, INVESTIGATE, EVALUATE AND RECORD ALL INFORMATION AND ALIGN IT ACCORDINGLY IN PREPARATION FOR THE BBBEE CONSULTATIVE PROCESS.</b>			
<b>RFQ issue date</b>	:	10 February 2021	<b>RFQ closing date</b>	:	17 February 2021
<b>RFQ number</b>	:	RFQ/2020/21/69	<b>Enquiries</b>	:	SCM
<b>Email</b>	:	<a href="mailto:rfgs@inseta.org.za">rfgs@inseta.org.za</a>	<b>Contract period</b>	:	2 months

#### 1. OVERVIEW

INSETA is a schedule 3A Public Entity in terms of the PFMA. INSETA must 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 INSETA constitution. (Read more on [www.inseta.org.za](http://www.inseta.org.za)).

#### 2. PROJECT DESCRIPTION

The INSETA seeks to appoint an experienced, accredited, and qualified service provider to review the INSETA readiness in compliance with Broad- Based Black Economic Empowerment (B-BBEE) advise on remedial actions to close identified gaps and assist with the implementation thereof. The supplier will be required to gather all information and align it accordingly in preparation for the BBBEE verification process

#### 3. SCOPE OF WORK & DELIVERABLES

To achieve the above objectives, a competent service provider is required to provide the following services:

- 3.1** Undertake a comprehensive state of INSETA readiness for the extent of B-BBEE in its value chain.
- 3.2** Compile reports on INSETA programmes and their impact on reporting on B-BBEE compliance.
- 3.3** Develop an empowerment measurement framework to benchmark, monitor, review, evaluate and report on compliance to B-BBEE Act, Codes of Good Practice (COGP) and PPPFA imperatives.

- 3.4** The Service Provider will be required to assist in improving the current INSETA B-BBEE level contributor.
- 3.5** The successful bidder must gather, investigate, evaluate and record INSETA's BBBEE compliance records that are required against the BBBEE main elements in preparation for the BBBEE verification audit.
- 3.5.1 Ownership
  - 3.5.2 Management Control
  - 3.5.3 Skills Development (*Discretionary Grants, Catalytic Projects, and the Supply Chain Management spend*)
  - 3.5.4 New Enterprise and Supplier Development (*Co-ops and SMME development programs by INSETA*)
  - 3.5.5 Socio-Economic Development

#### **4. PRICING SCHEDULE:**

- 4.1** The service provider will be requested to provide a price quotation regarding based on scope of work and deliverables to be undertaken for this project.
- 4.2** The total cost must be VAT inclusive and should be quoted in South African currency (i.e., Rands).
- 4.3** The service provider should make provision for the conclusion of the project within 2 months.

#### **5. PRE – QUALIFICATION CRITERIA**

- 5.1** Proof of registration on **CSD (Central Supplier Database)**
- 5.2** Bidder must provide proof and must be an EME or QSE only (**level 1 or level 2 BBBEE contributor status**) will be considered (**no generic companies will be considered**)

**Noted: Failure to submit one of the requirements listed above will result in disqualification of the bidder.**

#### **6. MANDATORY REQUIREMENTS**

- 6.1 Company Profile:** Service providers must provide a company profile with a (**list of a minimum 3 references**) indicating that they have been providing BBBEE compliance and improvement services for the minimum period of Five (5) years within the public sector.
- 6.2 BEE Consultancy Services Certificate:** SANAS Valid Accreditation certificate to provide B-BBEE Consultancy (Proof of certificate to be submitted).

**Noted: Failure to submit one of the requirements listed above will result in disqualification of the bidder.**

## 7. PRICE & BBBEE

- 7.1 The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.

Full Name of Bidder: \_\_\_\_\_

Company Name: \_\_\_\_\_

CSD Number: MAAA \_\_\_\_\_

## 8. TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- 8.1 INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- 8.2 INSETA reserves the right to verify the information submitted by bidders.
- 8.3 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.
- 8.4 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.
- 8.5 INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- 8.6 All documentation relating to this contract shall be the property of INSETA.
- 8.7 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.
- 8.8 Late and incomplete submissions will not be accepted.
- 8.9 Quotations/proposals shall be valid for at least 30 days from date of submission.
- 8.10 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.
- 8.11 Bidders MUST be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- 8.12 Bidders are required to submit an original or certified BBBEE certificate or affidavit in line with the Regulations.
- 8.13 The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- 8.14 Bidders must complete and sign SBD4, SBD6.1, SBD8 and SBD 9 and GCC.**
- 8.15 INSETA does not do upfront payments.
- 8.16 Quotations along with required documentation and SBD forms must be emailed to [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za).
- 8.17 **The closing date to submit the quotation is on Tuesday 17 February 2021 at 11:00 or before. Late submission will not be considered.**

**Failure to comply with the above conditions invalidates your offer.**