

REQUEST FOR QUOTATION (RFQ)

Description	:	PROVISION OF ANNUAL B-BBEE VERIFICATION AUDIT SERVICES FOR INSETA			
RFQ issue date	:	10 February 2021	RFQ closing date	:	18 February 2021
RFQ number	:	RFQ/2020/21/70	Enquiries	:	Bellina Lupuwana
Email	:	rfqs@inseta.org.za	Lead Time	:	2 months (negotiable)

1. OVERVIEW

Insurance Sector Education and Training Authority (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).

2. PROJECT DESCRIPTION

- 2.1 The INSETA would like to invite a suitably qualified service provider for the **Provision of Annual B-BBEE Verification Audit Services for INSETA** for the period 2019/2020 that will yield a BBBEE scorecard and a BBBEE contributor level.
- 2.2 The expected timeframe for the conclusion of the audit is two (2) months – subject to negotiations.

3. SCOPE OF WORK

- 3.1 To conduct on site audit and verification for the entity in compliance with the requirements set by the Department of Trade and Industry (DTI) and SANAS for B-BBEE Scorecard requirements.
- 3.2 The B-BBEE verification process will provide the certificate and detailed report for the 01 April 2019 to 31 March 2020 financial year.

4. EVALUATION PROCESS

The RFQ will be evaluated and adjudicated on the following:

4.1 Pre-Qualification Criteria

- 4.1.1 Bidder must submit proof of registration on CSD (Central Supplier Database).
The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be verified if they are in business.
- 4.1.2 Bidder must submit proof and must be an EME or QSE only (**level 1 or level 2 BBBEE contributor**) status will be considered.

Note: All bidders who do not comply with the items listed above will be disqualified and not be evaluated further.

4.2 Mandatory requirements

- 4.2.1 **BEE Consultancy Services Certificate:** SANAS Valid Accreditation certificate to provide B-BBEE Consultancy (Proof of certificate to be submitted).

Note: All bidders who do not comply with the items listed above will be disqualified and not be evaluated further.

4.3 Compliance to RFQ requirements

- 4.3.1 Proposals will be verified against all administrative requirements of the bid which included the completeness and signing of the Standard Bidding Documents and General Conditions of Contract (GCC).

Note: Failure to provide this compliance requirements will lead to bidder's proposal not been considered further on price and BBBEE.

5. PRICING SCHEDULE:

- 5.1 The service provider will be requested to provide a price quotation regarding the work to be undertaken for this project.
- 5.2 The total cost must be VAT inclusive and should be quoted in South African currency (i.e., Rands).

6. BBBEE & PRICE

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

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 _____

Failure to comply with the above conditions invalidates your offer

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 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 GCC, SBD4, SBD6.1, SBD8 and SBD 9.**
- Quotations along with required documentation and SBD forms must be emailed to rfqs@inseta.org.za **on Thursday or before 18 February 2021 at 11:00.**

Note: Failure to comply with the above conditions invalidates your offer.

END OF THE RFQ DOCUMENT