

## REQUEST FOR QUOTATION (RFQ)

Description	:	<b>PROVISION OF STRATEGIC CHANGE MANAGEMENT AND TEAM COHESION FOR INSETA EXECUTIVES AND MANAGEMENT TEAM</b>			
RFQ issue date	:	16 March 2021	RFQ closing date	:	19 March 2021 at 11h00
RFQ number	:	RFQ/2020/21/78	Enquiries	:	Ms Vuyokazi Memela
Email	:	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>	Lead Time	:	3 months

### 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](http://www.inseta.org.za)).

### 2. PROJECT DESCRIPTION

- 2.1 The INSETA would like to invite a suitably qualified service provider for qualified registered Coach, with relevant expertise and experience to facilitate and conduct a strategic change management and team cohesion for 3 executives and 11 managers. The INSETA has a staff complement of +/- 80 staff members including executives and management. A comprehensive change management and team cohesion intervention must identify and resolve the challenges that are amongst the management team along with relevant recommendations to be submitted to the Chief Executive Officer.

### 3. SCOPE OF WORK

The project duration is for a period of three months effective **March 2021** for completion in **May 2021 (3 months)**. The appointed service provider is required to address and find solutions for the 3 executives and 11 managers on the following identified challenges across the team:

- 3.1 Enable team cohesion
- 3.2 Address conflict management
- 3.3 Break down silos
- 3.4 Foster respect amongst team members
- 3.5 Develop communication etiquette and protocols
- 3.6 Develop a code of conduct which includes consequence management
- 3.7 Increase engagement and teamwork and set an example for the employee
- 3.8 Greater collaboration; and
- 3.9 Effective teamwork

#### 4. DELIVERABLES

- 4.1 The service provider will report to the HR Manager and CEO.
- 4.2 Identify options and make recommendations designed to improve team cohesion
- 4.3 Team debrief sessions
- 4.4 Conduct strategic workshops on change management and team cohesions
- 4.5 Facilitate team cohesion sessions
- 4.6 Submit progress reports to CEO, i.e. diagnostic report, progress report, team cohesion report and close-out report
- 4.7 Provide counselling for a minimum two managers who are not working well together as a team. i.e. conflict resolution.

#### 5. EVALUATION PROCESS

The RFQ will be evaluated and adjudicated on the following:

##### 5.1 Pre-Qualification Criteria

- 5.1.1 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.
- 5.1.2 Bidder must submit proof of **BBBEE contributor (BBBEE Certificate or Sworn Affidavit)**

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

##### 5.2 Mandatory requirements

- 5.2.1 The bidder must provide 3 reference letters on signed client's letterhead of past successfully implemented projects of this nature.
- 5.2.2 The bidder must submit an abridged curriculum vitae for the follow members: the team leader reflecting a minimum of four (4) years relevant experience and other members must have a minimum of two (2) years' experience related to this project.
- 5.2.3 Bidder must provide a detailed project plan containing on all the phases, timeframes and reporting within the period of 3 months.

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

##### 5.3 Compliance to RFQ requirements

- 5.3.1 Proposals will be verified against all administrative requirements of the bid which include 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 being evaluated further.**

**been considered further on price and BBBEE.**

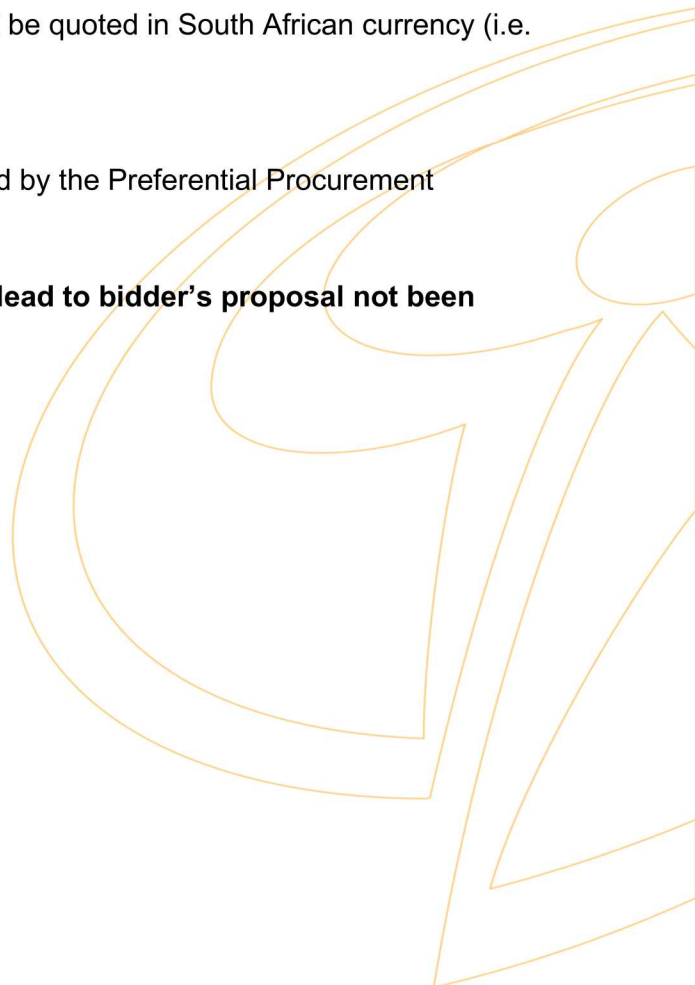
**6. PRICING SCHEDULE:**

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

**7. BBBEE & PRICE**

- 7.1** 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.
- 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, SBD 4, SBD 6.1, SBD 8 and SBD 9.**
- Quotations along with required documentation and SBD forms must be emailed to [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za) **on or before Friday, 19 March 2021 at 11:00.**

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

**END OF THE RFQ DOCUMENT**