

BID ADVERT

BID NUMBER: TENDER-INS/2022/01011

APPOINTMENT OF A SERVICE PROVIDER TO RENDER BOARD SECRETARY SERVICES TO INSETA FOR A PERIOD OF THREE (3) YEARS.

The INSETA calls for suitably qualified service providers to Render Board Secretary Services to the Insurance Sector Education & Training Authority for a Period of 3 Years.

Tender documents are obtainable from **24 August 2022** from the following websites:

- **ETender Portal**
- **INSETA Website**

A Compulsory Briefing Session will be held

Date: 31 August 2022

Time: 11:00 to 12:00

Suppliers, please click on the link below to access the meeting on Microsoft Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGU4OWNkYmltNzFkOC00YjViLWFmZDktOGQ5NGRhMzg2ZjFj%40thread.v2/0?context=%7b%22Tid%22%3a%22bba839c1-865a-4d8f-8b9f-cc0ebbf14cd5%22%2c%22Oid%22%3a%22e6fd85e7-d734-4641-a274-0c9b0731beb1%22%7d

Closing Date: 7 September 2022 at 11:00 am

Delivery: INSETA Office, 37 Empire Road, Parktown, Johannesburg

1. RESPONSE FORMAT

Bidders must submit their response (bids) in accordance with the response format specified below:

BID SUBMISSION CHECKLIST- 3 x hard copies and 1 x soft copy (readable USB)	Tick if submitted
Part 1: <ul style="list-style-type: none"> Completed & signed SBD forms Initialled General Conditions of Contract (GCC) 3 copies and 1 x soft copy (readable USB) 	
Part 2: <ul style="list-style-type: none"> Technical Proposal in response to the terms of reference document: 3 copies and 1 x soft copy (readable USB) 	
Part 3: <ul style="list-style-type: none"> Pricing submission SBD 3.3 (3 sealed envelopes) 3 copies and 1 x soft copy (readable USB) 	

NB: SBD documents must be downloaded from the website.

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