

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED PROMOTIONAL ITEMS/MATERIAL TO INSETA FOR GRADUATION CEREMONY

RFQ	RFQ/INS/2022/01030
RFQ ISSUE DATE	10 August 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED PROMOTIONAL ITEMS/MATERIAL
CLOSING DATE & TIME	15 August 2022 at 11 am - Monday
SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za, before the stipulated date and time. For any queries or questions, please use above mentioned email address.

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED PROMOTIONAL ITEMS / MATERIAL TO INSETA.

1. BACKGROUND

The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), and any other relevant legislation and the Constitution.

The objective of this request is to appoint a competent service provider to supply and deliver branded promotional Items/materials for INSETA.

2. PURPOSE

2.1 The purpose of this RFQ is to invite a qualified and experienced service provider to supply and deliver branded promotional Items/materials and intends in appointing service providers to supply and deliver branded promotional Items/materials to INSETA.

2.2 SCOPE OF WORK

The following branded promotional Items/materials are to be provided to INSETA.

INSETA to provide a Corporate Identity Manual to awarded bidder

2.2.1 Centre Stage Media Station or Equivalent

- Quantity – 1000
- Colour – White
- Branding – INSETA full logo (Pad Print)
- ABS 6.5 (dia) x 3.6 (h)
- earbuds: ABS & PVC
- stylus: abs, copper & Silicon
- 4 (l) x 0.6 (dia)



EMPOWERED TO **INFLUENCE** AND **INSPIRE!**

2.2.2 Waterproof Hood Lanyard/Bag Lanyard with Hood

- Quantity – 5000
- Colour – Dark Blue
- Branding – INSETA full logo (pad print)
- Material – Polyester



2.2.3 700ml Water Bottle with Carabiner Lid

- Colour – Navy Blue / Light Blue
- Quantity - 1500
- Branding – INSETA logo, and website (Pad Print)
- AS Plastic material
- Carabiner lid
- Screw-off lid
- 700ml Capacity
- Size: 24.5 x 7cm
- BPA Free



2.2.4 Splash Highlighter

- Quantity - 5000
- Colour – White
- Branding - INSETA logo (Pad Print))
- ABS 10.5 (l) x 9 (w) x 1.3 (h)



2.2.5 Colombia Double-Wall Tumbler & Press

- Colour – Black
- Quantity - 200
- Branding – INSETA logo, and website in full colour (Screen Wrap)
- Material: PP
- Size: 28.8cm (h)
- Capacity: 470ml





2.2.6 Projector Tripod Screen
2440*1850mm

- Quantity - 1
- View: 2340*1750mm,
- Ratio: 4:3



2.2.7 T6 2600 Lumens LED Projector (1280 x 720P)

- Quantity – 1
- Resolution: 1280x720p HD
Display Type: Single LCD
Panel Display
- Brightness: 2600 (260ANSI)
Lumens
- Lamp: LED Lamp
- Uniformity: >98%
- FOFO Contrast Ratio: 3000:1
- Standard Resolution:
1280x800Pixels. Support
1080P
- Throw Ratio: 1.4:1
- Throw Range: 36-176 inch
- Throw Distance: 2-5 Meter(s)
- Aspect Ratio: 4:3/16:9/16:10
- Keystone Correction: Manual
keystone +/-15
degree(vertical)
- Projection Methods: Front
Projection, Back Projection,
Ceiling Projection, Mirroring
- Interfaces: USB
x2/HDMI/AV/VGA/TV
(Optional), Audio (3.5 mm)
- Total Power Consumption:
70W





2.2.8 Hybrid PA 15B Portable Powered Speaker

- Quantity – 1
- Portable,
- Battery Operated 15" Full Range
- Bluetooth, USB, FM Radio
- Bass, Mid and Treble EQ Controls Aux Input (RCA and 3.5mm Jack) External Mic Input and Line XLR Output
- 75 Watt RMS
- Battery Duty Cycle – 6 Hours at Max Output



2.2.9 Samson Stage 200 -Dual-Channel Handheld VHF Wireless System

- Quantity – 1
- Stage 200 Wireless System
- Dual-channel VHF wireless system
- Fixed frequency design for instant setup
- Four frequency bands are available to support up to eight performers simultaneously (region dependent)
- AC adapter included

SR200 Wireless Receiver

- Rugged metal chassis
- Dedicated Volume controls for each channel
- 1/4" outputs for sending each channel to the mixer
- Balanced XLR Mix output for direct connection to PA

VH200 Handheld Transmitters

- Two Q6 Dynamic Microphone capsules
- Each offers up to 12 hours of battery life using two AA batteries
- 200' operating range (line-of-sight).





2.2.10 Men's Balkan Insulated Jacket

- Colour –Navy-Blue
- Quantity – 50
- Branding – INSETA logo, in full colour (Embroidery)
- Sizes – 5 Small, 15 Medium, 15 Large, 10 X Large, 5 2XL
- 100% polyester
- ta- eta body, sleeves, and hood
- detachable hood
- stretch knit
- storm cuffs
- wind placket
- main placket with velcro closures
- and two press buttons covering the zip
- two hand pockets with zips
- right chest pocket with zipping
- interior pocket with zipping
- interior
- pocket with velcro closure
- interior media guide cord
- elastic
- cords with stoppers in the hood and bottom hem
- contrast heat press
- three-square logo at back right bottom hem
- heat transfer main
- label
- hanging loop
- opening inlining for access to branding
- areas
- wind-resistant, water-resistant





2.2.11 Ladies-Norquay-Insulated-Jacket

- Colour –Navy-Blue
- Quantity - 50
- Branding – INSETA logo in full colour (Embroidery)
- Sizes – 10 Small, 15 Medium, 10 Large, 10 X Large, 5 2XL
- 100% polyester
- lining: 100% polyester
- padding: polyester
- fully padded and quilted outer
- full zip with branded zip puller
- storm flap
- chin protector
- knitted storm inner collar
- styled welt pockets
- elasticated hem insert for a snug fit
- hood
- rubber eyelets on pockets and hood
- inner pocket



2.2.12 Oakridge Eleven Gift Set – Beige

- Oakridge Ball Pen,
- Oakridge A5 Notebook &
- Oakridge Slim 4000mAh Power Bank Includes 3-in-1 cable with Type C and dual micro-USB and lightning connectors
- Colour – Beige
- Quantity - 100
- Branding – INSETA logo (Notebook -Debossed, Pen – Laser Engraving, Power bank Debossed)





inseta

INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

EMPOWERED TO **INFLUENCE** AND **INSPIRE!**

Ground floor, 37 Empire Road
Parktown, Johannesburg 2193
P.O. Box 32035, Braamfontein 2017

Telephone: 011 381 8900
Website: www.inseta.org.za

2.2.13 Men's Maestro Golf Shirt




- Colour –Navy-Blue
- Quantity - 50
- Branding – INSETA logo in full colour (Embroidery)
- Size – S 10, M 15, L 15, XL 10, 2XL 5
- 145g/m²
- 100% Polyester Birdseye
- front panel features sublimated stripe design • knitted collar • three button contrast inner placket
- 1/2 chest (cm)



Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. Z. Motsa (Business), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. N.B. Jonas (Labour)
Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

CEO: G. Mkhize



<p>2.2.14 Ladies Maestro Golf Shirt</p> <ul style="list-style-type: none">• Colour –Navy-Blue• Quantity - 50• Branding – INSETA logo in full colour (Embroidery)• Size – S 10, M 15, L 15, XL 10, 2XL 5• 145g/m2• 100% Polyester Birdseye• front panel features sublimated stripe design • knitted collar • three-button contrast inner placket• 1/2 chest (cm)	
<p>2.2.15 Latitude Tech Trolley Backpack or Equivalent</p> <ul style="list-style-type: none">• Quantity - 100• Colour – Black• Branding – INSETA logo full logo (Laser/Engraving)• Padded back panel for extra comfort• Adjustable padded tuck-away shoulder straps	
<p>2.2.16 Oregon Sport Bag or Equivalent</p> <ul style="list-style-type: none">• Colour – Black• Quantity - 4000• Branding – INSETA full logo in white and Website (Pad Print)• Spacious• Main U-shaped zippered compartment• Front zippered compartment• Additional zippered side compartment• Wide side mesh pocket• Double carry handles. Adjustable shoulder strap• Material: 600D, Honeycomb Dobby & PVC• Padded adjustable shoulder straps	<p>BAG-4165-BL</p> 

3. ADMINISTRATION PROCESS

- 3.1 Preference Points Claim Form (SBD 6.1)
- 3.2 Standard Bidding Document (SBD 6.2). 100% South African -local content.
- 3.3 Bidder Disclosure (SBD 4)
- 3.4 General Conditions of Contract (GCC)

Non – compliance in returning above mentioned documents, will deem the bid submission as non-responsive.

4. PREQUALIFICATION CRITERIA

- 4.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 4.2 Bidders are required to **initial each page and sign the RFQ document.**

Note: noncompliance with the prequalification criteria will result in automatic disqualification.

5. MANDATORY

- 5.1 Bidders to provide a **company profile.**
- 5.2 Bidder must submit **three (3)** reference letters that indicate similar work conducted in supply and delivery of promotional items/material within the **last three (3) years** with contactable references, company client letterhead, dated, and signed.
- 5.3 **Shortlisted bidders will be required to submit samples of goods before recommendation for an award within 72 hours of receipt of the RFQ – for approval.**

Note: noncompliance with the prequalification criteria will result in automatic disqualification

6. COSTING

6.1 The quotation must reflect a detailed cost breakdown indicating the following:

See table below as reference: (Pricing must include a detailed cost breakdown but not limited to) Line items to be delivered	Qty	Unit Price	Price
Centre Stage Media Station or Equivalent	1000		
Waterproof Hood Lanyard/Bag Lanyard with Hood	5000		
700ml Water Bottle with Carabiner Lid	1500		
Colombia Double-Wall Tumbler & Press	200		
Splash Highlighter	5000		
T6 Lumens LED Projector (1280 x 720P)	1		
Hybrid PA 15B Portable Powered Speaker	1		
Samson Stage 200- Dual-Channel Handheld VHF Wireless System	1		
Projector Tripod Screen 2440*1850mm <ul style="list-style-type: none"> ➤ Stage 200 Wireless System ➤ SR 200 Wireless Receiver ➤ VH200 Handheld Transmitters 	1		
Men's Balkan Insulated Jacket	50		
Ladies – Norguay -Insulated-Jacket	50		
Ladies Maestro Golf Shirt	50		
Men's Maestro Golf Shirt	50		
Oakridge Eleven Gift Set - Beige	100		
Latitude Tech Trolley Backpack or Equivalent	100		
Oregon Sport Bag or Equivalent	4000		
Delivery			
Sub total			
VAT			
Total Price			

7. PRICING CONSIDERATIONS:

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. Z. Motsa (Business), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. N.B. Jonas (Labour)
Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

CEO: G. Mkhize

- 7.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes (**including VAT**). Costing must comprise all the relevant services proposed in the bidder submission.
- 7.2 The bidder will be required to sign to an award letter and acknowledge the purchase order contract form with the bidder's approved submission as an annexure to the contract.
- 7.3 Compliance with the general conditions of the contract.
- 7.4 In the case of the service provider using sub-contractors, the former will be responsible for ensuring the delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 7.5 The successful bidder will be required to have adequate professional indemnity as well liability insurance in place (**upon parties contracting**)
- 7.6 Bidder must adhere to the Protection of Personal Information (POPI) Act.

8. CONTRACTUAL OBLIGATION

- 8.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 8.2 Preference points shall be calculated after the process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 8.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 8.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 8.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

9. ADJUDICATION USING A POINT SYSTEM

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. Z. Motsa (Business), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. N.B. Jonas (Labour)
Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

CEO: G. Mkhize

POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$Ps = 80 \{1 - (Pt - P \text{ min})\}$$

$$Ps = 80 \{1 - (Pt - P \text{ min})\}$$

P min

Where:

Ps = Points scored for comparative price of bid under

Consideration Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level



certificate.

- 9.2** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.3** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.4** A person will not be awarded points for the B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 9.5** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

10. COMMUNICATION

- 10.1** Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of an RFQ, between the closing date and the date of the award of the business.
- 10.2** All enquiries relating to this RFQ should be emailed three days before the closing date.

11. CONDITIONS TO BE OBSERVED WHEN RFQING

- 11.1** INSETA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

EMPOWERED TO **INFLUENCE** AND **INSPIRE!**

11.2 No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed. A quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry

12. INSETA reserves the right to:

- 12.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 12.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 12.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered, or permitted.
- 12.4** Award a contract to one or more bidder(s).
- 12.5** Accept any RFQ in part or full at its own discretion.
- 12.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 12.7** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

13. Cost of Bidding

- 13.1** The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1),
- Standard Bidding Document (SBD 6.2). 100% South African -local content
- Bidders Disclosure (SBD 4),
- General Conditions of Contract (GCC)

Non – compliance in returning above mentioned documents, will deem the bid submission as nonresponsive.