



## REQUEST FOR QUOTATION (RFQ)

### PROVISION OF ANNUAL B-BBEE VERIFICATION AUDIT SERVICES FOR INSETA FOR THE PERIOD 01 APRIL 2021 TO 31 MARCH 2022

|                          |   |
|--------------------------|---|
| RFQ                      | <b>REQ/INS/2022/01047</b>   |
| RFQ ISSUE DATE           | 30 AUGUST 2022  |
| BRIEFING SESSION         | N/A   |
| RFQ DESCRIPTION          | PROVISION OF ANNUAL B-BBEE VERIFICATION AUDIT SERVICES FOR INSETA FOR THE PERIOD 01 APRIL 2021 TO 31 MARCH 2022 |
| CLOSING DATE & TIME      | 02 SEPTEMBER 2022 @ 11h00   |
| LOCATION FOR SUBMISSIONS | <a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>  |

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za), before on 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 FOR HOSTING AND MAINTENANCE OF THE INSETA WEBSITE FOR 36 MONTHS**

#### **1. BACKGROUND**

- 1.1** 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 to 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 Constitution.
- 1.2** INSETA is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999, as amended (PFMA). This therefore implies that the INSETA must fully comply with all the requirements of the PFMA as well as the Irregular Expenditure Framework.
- 1.3** 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 2021/2022 that will yield a BBEE scorecard and a BBEE contributor level.

#### **2. SCOPE OF WORK**

- 2.1** 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.
- 2.2** The B-BBEE verification process will provide the certificate and detailed report for the 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 financial year.

#### **3. DELIVERABLES**

#### **4. Contract Duration**

- 4.1.** The contract duration will be not more than 6 months.

#### **5. PREQUALIFICATION CRITERIA**

- 5.1** 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.
- 5.2** Bidder must submit proof of BBEE certificate or affidavit

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



## 6. MANDATORY REQUIREMENT

6.1 **BBBEE Consultancy Services Certificate:** SANAS Valid Accreditation certificate to provide

6.2 Bidders must provide a company profile reflecting a list of a **minimum five (5) completed** projects related to BBBEE verification services.

**Note: non-compliance with the mandatory criteria will result in automatic disqualification.**

## 7. PRICING CONSIDERATIONS

7.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes (including VAT). Costing must comprise of all the relevant services proposed in the bidder's submission (but not limited to).

| Cost driver   | Quantity | Unit price | Total |
|---|----------|------------|-------|
| Obtaining the verification documents from the appointed consultant together with the verification file already compiled.                              |          |            |       |
| Site visit verification of all information Agency.  |          |            |       |
| Issue a valid BBBEE certification and issue a compliance report regarding the entity' compliance with the Broad Based Black Economic Empowerment Act. |          |            |       |
| <b>VAT</b>  |          |            |       |
| <b>Grand Total (Including Vat)</b>  |          |            |       |

## 8. ADJUDICATION USING A POINT SYSTEM

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 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 pints, 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. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{\min})}{P_{\min}} \right\}$$

Where:

|            |   |  |
|------------|---|--|
| $P_s$      | = | Points scored for comparative price of bid under Consideration |
| $P_t$      | = | Comparative price of bid under consideration                   |
| $P_{\min}$ | = | Comparative price of lowest acceptable bid                     |

## 10. 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                             |

- 10.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 10.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 10.3 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 their B-BBEE status level certificate.
- 10.4 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 their 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.
- 10.5 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.
- 10.6 A person will not be awarded points for 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.

- 10.7 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 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.

## 11. COMMUNICATION

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 a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## 12. CONDITIONS TO BE OBSERVED WHEN RFQING

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.

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

### **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 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.



## **11. Cost of Bidding**

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:**

- Bidders' disclosure (SBD 4),
- Preference Points Claim Form (SBD 6.1),
- General Conditions of Contract (GCC)

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