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**REQUEST FOR QUOTATION (RFQ)**

**APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PURIFIED WATER AND WATER COOLER DISPENSARS FOR A PERIOD OF 24 MONTHS (AS AND WHEN REQUIRED)**

RFQ	<b>RFQ/2022/23/02</b>
RFQ ISSUE DATE	<b>5 AUGUST 2022</b>
BRIEFING SESSION	<b>N/A</b>
RFQ DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PURIFIED WATER AND WATER COOLER DISPENSARS FOR A PERIOD OF 36 MONTHS (AS AND WHEN REQUIRED)</b>
CLOSING DATE & TIME	<b>8 AUGUST 2022 @ 11h00</b>
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 THE SUPPLY AND DELIVERY OF PURIFIED WATER AND WATER COOLER DISPENSARS FOR A PERIOD OF 36 MONTHS (AS AND WHEN REQUIRED)**

#### **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.

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

The successful service provider is expected to provide the following:

- Supply and deliver 18.9 litre polycarbonate bottles with handle or equivalent.
- The water coolers should dispense both cold and hot water.
- Provide a sanitation and servicing of coolers at a minimum every three months.
- Maintain and repair the coolers as and when necessary or on the request of the Client.
- Monthly supply and delivery of purified bottled water suitable for the water coolers
- Provide the INSETA with a water quality certificate on a quarterly basis.
- Replacement of water filters must be factored into the pricing schedule
- Replacing and cleaning of mechanisms relating to water coolers (Quarterly)

#### **3. Contract Duration**

The contract duration will be 36 months (3 years)

#### **4. PREQUALIFICATION CRITERIA**

- 4.1 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.
- 4.2 Bidder must submit proof of BBBEE certificate or affidavit

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

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## 5. MANDATORY REQUIREMENT

5.1 Track record – 3 Reference letters demonstrating similar work

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

## 6. PRICING CONSIDERATIONS

6.1 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
Rental of water coolers (as and when required)	5		
Number of 18.9L bottles per month	30		
Quarterly water cooler service			
Box of polystyrene cups, 1000s in a box	1		
<b>Annual escalation percentage %</b>			
<b>Grand Total (Including Vat)</b>			

## 7. ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 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.
- 7.4 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.
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## 8. 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

## 9. 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 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.
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 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.
- 9.6 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

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qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

- 9.7 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.

## 10. 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.

## 11. CONDITIONS TO BE OBSERVED WHEN RESPONDING RFQ

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:**

- 11.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2 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.
- 11.3 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.
- 11.4 Award a contract to one or more bidder(s).
- 11.5 Accept any RFQ in part or full at its own discretion.
- 11.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 11.7 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.

## 12. 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

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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.**

