



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

**REQUEST FOR QUOTATION (RFQ)**

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY OF BRANDED  
COPERATE CLOTHING**

<b>RFQ</b>	<b>REQ/INS/2022/01067</b>
<b>RFQ ISSUE DATE</b>	<b>19 SEPTEMBER 2022</b>
<b>BRIEFING SESSION</b>	<b>N/A</b>
<b>RFQ DESCRIPTION</b>	<b>APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY OF BRANDED COPERATE CLOTHING</b>
<b>CLOSING DATE &amp; TIME</b>	<b>22 SEPTEMBER 2022 @ 11:00</b>
<b>LOCATION FOR SUBMISSIONS</b>	<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)

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: \_\_\_\_\_

**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**

## 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** Therefore, the INSETA is requiring suitably experienced and competent service providers to supply and deliver branded items as per the **Scope of Work as listed below.**

## 2. SCOPE OF WORK

### 2.1 Sasc Tracksuits Brt Reflect

- 2.1.1 Colour – Green and Yellow
- 2.1.2 **Quantity - 31**
- 2.1.3 Branding – Two logos embroidered, DHET and INSETA logos in full colours
- 2.1.4 Elasticated draw cord with side toggles
- 2.1.5 Distinctive BRT branding
- 2.1.6 Raglan long sleeve
- 2.1.7 Contrast detail on body
- 2.1.8 Full mesh lining
- 2.1.9 Reflective piping
- 2.1.10 High quality finish
- 2.1.11 Side pocket
- 2.1.12 X-Tech superior quick dry moisture management finish



## 2.2 MOJA X - ICE WHITE

2.3.1 Colour – White

**2.3.2 Quantity - 31**

2.3.3 Branding – Two logos embroidered, DHET and INSETA logos in full colours



## 2.4 MOJA X - VIPER GREEN

2.4.1 Colour – White

**2.4.2 Quantity - 31**

2.4.3 Branding – Two logos embroidered, DHET and INSETA logos in full colours



## 2.5 Classic Hoodie (Females)

2.5.1 Colour – White

**2.5.2 Quantity – 13**

2.5.3 Branding – Two logos, DHET and INSETA logos in full colours and South African Flag going across one side shoulder + hand (Screen Printing)

2.5.4 Front pockets

2.5.5 Matching drawstring

2.5.6 Ribbed waistband and cuffs

2.5.7 Anti-pill brushed fleece traps heat and releases body moisture



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Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

**CEO: G. Mkhize**

## 2.6 Classic Hoodie (Males)

2.6.1 Colour – White

**2.6.2 Quantity – 18**

2.6.3 Branding – Two logos, DHET and INSETA logos in full colours and South African Flag going across one side shoulder + hand (Screen Printing)

2.6.4 Front pockets

2.6.5 Matching drawstring

2.6.6 Ribbed waistband and cuffs

2.6.7 Anti-pill brushed fleece traps heat and releases body moisture



## 2.7 Unisex Championship Tracksuit

2.7.1 Colour – Dark Green

**2.7.2 Quantity – 31**

2.7.3 Branding – Two logos embroidered, DHET and INSETA logos in full colours

2.7.4 200g/m<sup>2</sup>

2.7.5 100% polyester sport knit

2.7.6 elasticated waistband with inner drawcord

2.7.7 contrast detail at underarms and sides

2.7.8 long sleeve top with rib cuffs

2.7.9 tapered legs

2.7.10 1/2 hip (cm)

2.7.11 STANDARD FIT



## **2.8 Unisex Super Club 180 T-shirt**

- 2.8.1 Colour – White
- 2.8.2 Quantity – 62
- 2.8.3 Branding – Two logos, DHET and INSETA logos in full colours (Screen Print)
- 2.8.4 100% Cotton single jersey knit
- 2.8.5 180g/m
- 2.8.6 Half chest standard fit



## **2.9 Championship T-Shirt, (Females)**

- 2.9.1 Colour – Dark Green & White
- 2.9.2 Quantity - 13
- 2.9.3 Branding – Two logos, DHET and INSETA logos in full colours (Screen Print)
- 2.9.4 160g/m<sup>2</sup> 100% polyester birds eye short sleeve with panel detail at sleeves and sides
- 2.9.5 self-fabric crew neck
- 2.9.6 1/2 chest (cm)
- 2.9.7 STANDARD FIT



## 2.10 Championship T-Shirt, (Males)

- 2.10.1 Colour – Dark Green & White
- 2.10.2 Quantity - 18
- 2.10.3 Branding – Two logos, DHET and INSETA logos in full colours (Screen Print)
- 2.10.4 160g/m2 100% polyester birds eye short sleeve with panel detail at sleeves and sides
- 2.10.5 self-fabric crew neck
- 2.10.6 1/2 chest (cm)
- 2.10.7 STANDARD FIT



## 2.11 Classic Pique Knit Golf Shirt (Females)

- 2.11.1 Colour – White
- 2.11.2 **Quantity – (*number of females to be confirmed*)**
- 2.11.3 Branding – Two logos, DHET and INSETA logos in full colours and South African Flag going across one side shoulder + hand (Screen Printing)
- 2.11.4 Polycotton (65/35) -175g
- 2.11.5 Knitted collar using high quality yarns to maintain shape
- 2.11.6 Produced from the best yarns for durability
- 2.11.7 Double stitched hem and sleeves
- 2.11.8 Pockets on request



## 2.12 Classic Pique Knit Golf Shirt (Males)

2.12.1 Colour – White

**2.12.2 Quantity – (number of females to be confirmed)**

2.12.3 Branding – Two logos, DHET and INSETA logos in full colours and South African Flag going across one side shoulder + hand (Screen Printing)

2.12.4 Polycotton (65/35) -175g

2.12.5 Knitted collar using high quality yarns to maintain shape

2.12.6 Produced from the best yarns for durability

2.12.7 Double stitched hem and sleeves

2.12.8 Pockets on request



## 2.13 BRT Reflect Golfer (Females)

2.13.1 Colour – Green and Yellow

**2.13.2 Quantity – (number of females to be confirmed)**

2.13.3 Branding – Two logos embroidered, DHET and INSETA logos in full colours

2.13.4 100% polyester

2.13.5 155g Piquè Knit

2.13.6 X-tech superior quick-dry moisture management finish

2.13.7 raglan short sleeve with contrast detail on the body

2.13.8 reflective piping

2.13.9 knitted collar with a cotton button stand

2.13.10 distinctive BRT branding





## **2.14 BRT Reflect Golfer (Males)**

2.14.1 Colour – Green and Yellow

**2.14.2 Quantity – (number of females to be confirmed)**

2.14.3 Branding – Two logos embroidered, DHET and INSETA logos in full colours

2.14.4 100% polyester

2.14.5 155g Piquè Knit

2.14.6 X-tech superior quick-dry moisture management finish

2.14.7 raglan short sleeve with contrast detail on the body

2.14.8 reflective piping

2.14.9 knitted collar with a cotton button stand

2.14.10 distinctive BRT branding



**Note: Number of females and males to be confirmed, total number of golf shirts required 104**

**Classic Pique Knit Golf Shirt (Females)**

**Classic Pique Knit Golf Shirt (Males)**

**BRT Reflect Golfer (Females)**

**BRT Reflect Golfer**

**(Males)**

## **3 CONTRACT DURATION**

**3.3** Once-off

**3.4** The successful service provider must deliver the branded items by no later than 07 October 2022 to INSETA.

#### 4 PREQUALIFICATION CRITERIA

- 4.3 Bidder must submit proof of registration on CSD (**Central Supplier Database**).
- 4.4 Bidder must submit a fully of a completed and signed bidding documents:
- 4.2.1 **Standard Bidding Document (SBD 4) Bidder's Disclosure.**
  - 4.2.2 **SBD 6.1 Preference Points Claim form**
  - 4.2.3 **SBD 6.2 Local Content**
  - 4.2.4 **General Conditions of Contract (GCC)**
- 4.5 Bidder must provide a valid BBBEE Certificate (**EME or QSE or Generic**), accredited by **SANAS only** or **BBBEE Certificate issued by CIPC**, or **valid Sworn Affidavit on the DTI issued template**.

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

#### 5 MANDATORY CRITERIA

- 5.1 Bidder must submit **two (2)** 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.
- 5.2 **Shortlisted bidders will be required to submit samples of goods before recommendation for an award within 48 hours of receipt of the RFQ – for approval.**
- 5.3 **Confirmation of delivery 1<sup>st</sup> week of October 2022.**

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

#### 6 PRICE CONSIDERATION

- 6.3 Responses Service providers must ensure that the price quotations are inclusive of all applicable taxes (**including VAT**). Costing must comprise to all the relevant service proposed in the bidder submission.

No	Item Description	Quantity	Unit Price	Total Price
	Sasc Tracksuits Brt Reflect	62		
	MOJA X - ICE WHITE	31		
	MOJA X - VIPER GREEN	31		
	Classic Hoodie (Females) – White	13		
	Classic Hoodie (Males) – White	18		
	Unisex Championship Tracksuit – Dark Green	31		
	Unisex Super Club 180 T-shirt – White	62		
	Championship T-Shirt, (Females) – Dark Green & White	13		

	Championship T-Shirt, (Males) – Dark Green & White	18		
	Classic Pique Knit Golf Shirt (Females) – White	52		
	Classic Pique Knit Golf Shirt (Males) - White			
	BRT Reflect Golfer (Females) – Green & Yellow	52		
	BRT Reflect Golfer (males) – Green & Yellow			
Sub-Total				
VAT 15%				
<b>Total Price</b>				

**Note: Number of females and males to be confirmed by INSETA upon shortlisted.**

## 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 points in terms of price and preference points for BBEE, the successful bid must be the one scoring the highest number of preference points for BBEE - in terms of PPPFA Act 5 of 2000.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for 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 AND BBEE PREFERENCE POINT

The **80/20** preference point system

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

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

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

## 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 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 Consortium

14.4.1. A consortium is an association of two or more individuals, companies, organisations or governments (or any combination of these entities) with the objective of

participating in a common activity or pooling their resources for achieving a common goal.

14.4.2. A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.

14.4.3. In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to a RFQ/Bid process is such that the lead partner is identified and the following requirements are required as follows:

**a) Lead Partner**

- All administrative documents (consortium agreement between the lead partner and the partner)
- Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)

**b) Partner**

- Proof of CSD registration.
- Tax Pin.
- BBBEE Sworn-Affidavit.
- SBD 4

14.4.4. It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the BBBEE status level required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

14.4.5. Of importance is that in a consortium, each individual team members retain their identities.

**14.5 A joint venture**

14.5.1. A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

**10 Unincorporated joint venture:**

14.5.1. All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.

- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBEE Certificate.

## 11 Incorporated joint venture

14.6.1. This aligned to a registered entity or company. A registered entity/ company with a consolidated BBEE certificate and a bank account in the name of the Joint venture. The required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBEE Certificate.

14.6.2. 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.

**14.7** 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.

## 15. 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 BID process, between the closing date and the date of the award of the business.

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

## 16. CONDITIONS TO BE OBSERVED WHEN BIDDING

The organization does not bind itself to accept the lowest or any BID, 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 BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed.

The competitive shall remain open for acceptance by the Organization for a period of **120 days** from the closing date of the BID Enquiry.

INSETA reserves the right to:

- 16.7 Not evaluate and award a bid that do not comply strictly with this BID document.
- 16.8 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.
- 16.9 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 BID shall be sought, offered or permitted.
- 16.10 Cancel this BID at any time as prescribed in the PPPFA.
- 16.11 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the cost effectiveness and the principle of value for money not necessarily on the basis of the lowest costs.

**17. Cost of Bidding**

- 17.1 The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission 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.

**18. Note to Bidders:**

- 18.1 Due diligence to be conducted by INSETA prior to the award of the contract.

**END OF TERMS OF REFERENCE DOCUMENT**