

REQUEST FOR QUOTATION

RFQ NUMBER	REQ/ INS/2022/01077
RFQ ISSUE DATE	14 OCTOBER 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	REQUEST FOR QUOTATION APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED PROMOTIONAL ITEMS/MATERIAL TO INSETA
CLOSING DATE & TIME	20 OCTOBER 2022 @ 11:00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: 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: _____

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.

2. SCOPE OF WORK

2.1 The purpose of this RFQ is to invite suitably experienced and competent service providers to supply and deliver branded promotional Items/materials to INSETA as per specification below.

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

INSETA to provide a Corporate Identity Manual to awarded bidder.

DESCRIPTION	ITEMS/ MATERIAL
<p>2.2.1 Bluetooth Earbuds – (Branding INSETA Logo in full colours screen printing)</p> <ul style="list-style-type: none"> • Quantity x 200 • Colour - White • Material ABS • Compact charging case • Supports playback from smartphones, tablets or most other Bluetooth compatible devices • Internal rechargeable lithium polymer battery • USB cable for rechargeable (included) • Built in microphone supports call pick up 	
<p>2.2.2 Anti- theft Travel Backpack Laptop Bag with USB Charging Port (Branding INSETA Logo in full colours)</p> <ul style="list-style-type: none"> • Quantity x 200 • Colour - Grey 	

- Zipper of main pocket fully hidden in the back of this bag
- External USB with built-in charging cable
- Water repellent fabric
- 30 or 90 adjustable main compartment
- Reflective Stripe on the front of the bag



2.2.3 Cutter and Buck Men's Compound Golf T-Shirt or Equivalent (Branding INSETA Logo in full colours)

- **Quantity x 30**
- Colour - Navy
- 160 g/m²
- 100% polyester with wicking finish
- **Sizes** – (Small x 8; Medium x 10; Large x 10; Extra Large x 2)



2.2.4 Super Club 180 T-shirt or Equivalent (Branding INSETA Logo in full colours)

- **Quantity – 200**
- Colour White
- 100% Cotton single jersey knit
- 180g/m
- Half chest standard fit
- **Sizes** (Small x 60; Medium x 100; Large x 30; Extra Large x 10)



2.2.5 Ashburton USB A5 Notebook or Equivalent (Branding INSETA Logo in full colours)

- **Quantity x 25**
- Colour Brown
- Material Simulated Leather
- Memory Sticks ABS
- Tab to close



2.2.6 Balmain Narbonne Ball Pen & Rollerball set or Equivalent (Branding INSETA full Logo Laser engraving)

- **Quantity x 25**
- Colour Black & Silver
- Clip, tip & trim brass with polished chrome plating
- Barrel brass with gloss lacquered coating
- Black German ink
- Presentation box



2.2.7 Wooden Certificate Frame

- **Quantity x 200**
- Colour Gold
- Size A4
- Wooden



2.2.8 Certificate Scrolls /Tubes (500mm)

- **Quantity – 200**
- Branding INSETA Logo in full colours (multiple logos all over the scrolls/ tubes)
- Size minimum 300mm
- Lid on both ends



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3. PREQUALIFICATION CRITERIA (Phase 1)

- 3.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 3.2 The SBD forms must be fully completed, signed and initialled by the authorised company representative.
 - 3.2.1 **Preference Points Claim Form (SBD 6.1)**
 - 3.2.2 **Standard Bidding Document (SBD 6.2) 100% South African local content**
 - 3.2.3 **Bidder's Disclosure (SBD 4)**
- 3.4 **General Conditions of Contract (GCC) - initial each page**
- 3.5 **RFQ Document - initial each page**
- 3.6 Bidder must submit a formal Quotation on a company letterhead and completed Pricing schedule.
- 3.7 Bidder must provide a valid **BBBEE Certificate (accredited by SANAS only)** or BBBEE Certificate issued by CICP, or valid Sworn Affidavit on the DTI issued template.

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

4. MANDATORY CRITERIA

- 4.1 Bidders to provide a **Company Profile**
- 4.2 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, email address, dated and signed.
- 4.3 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.
- 4.4 Confirmation of delivery not later than **31st October 2022** at INSETA, 37 Empire Road Parktown JHB.

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

5. COSTING

5.1 Supply and deliver branded promotions items/material as per below.

5.2 The quotation must reflect a detailed cost breakdown indicating the following;

No.	Description branded items	Quantity	Total Price
1	Bluethooth Earbuds	200	
2	Anti theft Travel Backpack Laptop Bag with USB charging port	200	
3	Cutter and Buck Mens Compound Golf T-Shirt or Equivalent	30	
4	Super Club 180 T-Shirt or Equivalent	200	
5	Ashburton USB A5 Notebook or equivalent	25	
6	Balmain Narbonne Ball Pen & Roller set or equivalent	25	
7	Wooden Certificate Frame	200	
8	Certificate Scrolls/ Tubes 500mm	200	
9	Delivery costs	1	
Total Excluding VAT			R
VAT @ 15%			R
Total Including VAT			R

5.2 PRICING CONSIDERATIONS:

- 5.2.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes (including VAT).
- 5.2.2 Costing must comprise all the relevant services proposed in the bidder submission.
- 5.2.3 The bidder will be required to accept a purchase order.
- 5.2.4 Compliance with the general conditions of the contract.

6. CONTRACTUAL OBLIGATION

- 6.1 In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 6.2 Bidder will be subjected to performance review in terms of measuring satisfactory performance.
- 6.3 Bidders are required to fully comply with the relevant SCM Legislative Framework as well as application

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of regulatory and prescripts.

- 6.4** Bidders are required to fully comply with the provisions of the POPIA 4 of 2014 and any other applicable legislative framework

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 basistaking 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:

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** 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.
- 10.1 Consortium**
- 10.1.1** 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.
- 10.1.2** 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.
- 10.1.3** 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**

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- 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

10.1.4 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.

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

10.2 A joint venture

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

10.3 Unincorporated joint venture:

10.3.1 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 BBBEE Certificate.

10.4 Incorporated joint venture

10.4.1 This aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE 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.

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- 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 BBBEE Certificate.

10.4.2 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.

10.4.3 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

11.1 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 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.**

12. CONDITIONS TO BE OBSERVED WHEN BIDDING

12.1 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 60 days from the closing date of the BID Enquiry.

INSETA reserves the right to:

12.2 Not evaluate and award a bid that do not comply strictly with this BID document.

12.3 Make a selection solely on the information received in the Bid Document and Enter into

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negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.

- 12.4** 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.
- 12.5** Cancel this BID at any time as prescribed in the PPPFA.
- 12.6** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the cost effectiveness and the principal of value for money 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 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.

14. Note to Bidders:

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

END OF TERMS OF REFERENCE DOCUMENT