

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A CORPORATE MOTIVATIONAL SPEAKER FOR THE INSETA TVET LEARNERSHIP GRADUATION CEREMONIES IN THE WESTERN CAPE (CAPE TOWN), GAUTENG (JOHANNESBURG) AND FREE STATE (PHUTHADITJHABA).

RFQ	REQ/INS/2022/01078
RFQ ISSUE DATE	25 OCTOBER 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A CORPORATE MOTIVATIONAL SPEAKER FOR THE INSETA TVET LEARNERSHIP GRADUATION CEREMONIES IN THE WESTERN CAPE (CAPE TOWN), GAUTENG (JOHANNESBURG) AND FREE STATE (PHUTHADITJHABA).
CLOSING DATE & TIME	28 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.
- 1.2** Therefore, the INSETA all suitably experienced and competent Corporate Motivational Speakers to deliver a passionate and inspiring talk at the INSETA Graduation Ceremonies in Cape Town (Western Cape), Johannesburg (Gauteng) and Phuthaditjhaba (Free State).

2. SCOPE OF WORK

The Corporate Motivational Speakers must:

- 2.1** Be young and vibrant South African Male or Female (African).
- 2.2** Have the ability to engage in diverse topics with empathy and wit.
- 2.3** Have excellent verbal communication skills and a charismatic nature. *The medium of communication to deliver the talk shall be in English.*
- 2.4** Deliver a 30-minute talk that will capture the attention of the audience and impart practical, inspiring information/knowledge that will motivate the graduates and guests.
- 2.5** Have a topic for each province.
- 2.6** Advise the graduates on effective ways to move forward effectively.
- 2.7** Have the ability to translate personal experience into motivational concepts.
- 2.8** Have the ability to talk in front of large audiences
- 2.9** Inspire them to harness their own talents and abilities towards success.
- 2.10** Leave a lasting impression guaranteeing a successful event.

3. LOGISTICS

- 3.1** The Corporate Motivational Speaker shall be responsible to coordinate his/her own logistical arrangements to and from venues to ensure the smooth execution of INSETA Graduation Ceremonies.
- 3.2** The graduation ceremonies will be held around the following provinces and areas/regions and the exact hotel details will be communicated to the appointed service provider once the venues have been secured by INSETA:

Details	WESTERN CAPE	GAUTENG	FREE STATE
Date	11 November 2020	18 November 2022	25 November 2022
City	Cape Town (CBD)	Bedfordview	Phuthaditjhaba (Qwa Qwa)

4. CONTRACT DURATION

- 4.1 Once-off services for the **11, 18 and 25 November 2022.**

EVALUATIONS

5. PREQUALIFICATION CRITERIA (Phase 1)

- 5.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**).
- 5.2 Signed **Request for Quotation (RFQ)** form.
- 5.3 **Quotation** on company letterhead.
- 5.4 Bidder must submit fully completed and signed bidding documents:
5.2.1 Standard Bidding Document (SBD 4) Bidder's Disclosure.
5.2.2 SBD 6.1 Preference Points Claim form.
- 5.5 **General Conditions of Contract (GCC)** initialled on each page.
- 5.6 Bidder must provide a valid BBEE Certificate (**EME or QSE**), for **Level 1 BBEE contributor, accredited by SANAS only**) or **BBEE 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.

6. MANDATORY CRITERIA (Phase 2)

- 6.1 Profile of the Speaker detailing a minimum of three (3) contactable references for **Motivational Speaking services** in the format similar to the one below:

Name of organisation	Event Name/ Theme	Contact Person	Contact number Email and phone number

Bidders to note that due diligence may be conducted against received references.

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

7. PRICE CONSIDERATION (Phase 3)

- 7.1 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	Price
1.	Western Cape Graduation	30 min	
2.	Gauteng Graduation	30 min	
3.	Free State Graduation	30 min	
Sub-Total			
Vat @ 15%			
Total			

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

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** 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.

10.4 Consortium

10.4.1 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.

10.4.2 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.

10.4.3 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

10.4.4 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.

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

10.5 A joint venture

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

10.6 Unincorporated joint venture:

10.6.1 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

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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.

10.7 Incorporated joint venture

10.7.1 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

- 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.

10.8 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.

10.9 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

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:

- 12.1** Not evaluate and award a bid that do not comply strictly with this BID document.
- 12.2** 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.
- 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 BID shall be sought, offered or permitted.
- 12.4** Cancel this BID at any time as prescribed in the PPPFA.
- 12.5** 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.

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