

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO COORDINATE AND MANAGE CAREER GUIDANCE EVENTS IN THE FREE STATE PROVINCE AND NORTH WEST PROVINCE ON THE 29TH of APRIL 2023 AND 08th of AUGUST 2023

RFQ	REQ/INS/2022/01110
RFQ ISSUE DATE	24 FEBRUARY 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO COORDINATE AND MANAGE CAREER GUIDANCE EVENTS IN THE FREE STATE PROVINCE AND NORTH WEST PROVINCE ON THE 29TH of APRIL 2023 AND 08th of AUGUST 2023
CLOSING DATE & TIME	07 MARCH 2023 @ 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: _____

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Organised Employer), Ms. L. van der Merwe (Organised Employer), Ms. R.G. Govender (Organised Employer), Ms. P. Mendes (Organised Employer), Ms. Z. Motsa (Organised Employer), Mr. K.A.A. Sungay (Organised Employer), Mr. M. Soobramoney (Organised Labour), Mr. J.J.M. Mabena (Organised Labour), Ms. S.A. Anders (Organised Labour), Mr. C.B. Botha (Organised Labour), Ms. S.T. Dinyake (Organised Labour), Ms. N.B. Jonas (Organised Labour), Ms. F. Mabaso (Professional Bodies), Mr. S.M. Mpuru (Professional Bodies)

CEO: Ms. 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 The objective of this request is to appoint a panel of professional and accredited service provider(s) to conduct a psychometric assessments and background and checks of new INSETA candidates (as and when required) for a period 24 months.
- 1.3 The panel will be limited to two (2) top scoring bidders.

2. SCOPE OF WORK

- 2.1 The INSETA seeks to appoint a suitable and credible Service Provider to coordinate and manage two Career Guidance events for two hundred (200) high school learners in Free State, Kroonstad or surrounding areas on the 29th of April 2023 and two hundreds (200) High school learners in Northwest, Rustenburg or surrounding areas on the 8th of August 2023. **(Dates are subject to change).**

Province	Area	Period	Time
Free State	Kroonstad and surrounding areas (rural)	29 April 2023	08:00am-14:00pm
Northwest	Rustenburg and Surrounding areas	08 August 2023	08:00am-14:00pm

- 2.2 The successful bidder is expected to:
- 2.2.1 Liaise with the provincial Department of Education District office for the permission and release of the learners as per the region.
- 2.2.2 Awarded Provider must provide proof of approval in a form of a letter from the Department of Education District office at least 1 month prior to the event. Identify schools in the Kroonstad and Rustenburg surrounding areas to be invited to the career guidance events (Grade 9 to Grade 12 only), Approximately 200 learners per province.
- 2.2.3 Send invitation letters to the identified schools and confirm attendance of Grade 9 to Grade 12 learners. Provide proof invite (Email / Letter) and Proof of confirmation (Email /Letter) to INSETA.
- 2.2.4 Provide a logistic plan for all identified schools.

- 2.2.5 Identify and source a central venue to host the career guidance events.
- 2.2.6 Liaise, procure, and confirm transportation for the learners from their respective schools to the venue and back.

3. DELIVERABLES

3.1 Event Management

- 3.3.1. Prepare and coordinate signing of the indemnity forms with the schools for all the learners attending the event.
- 3.3.2. Arrange for learners to sign the registers per school at the event.
- 3.3.3. Invite and confirm stakeholders to exhibit at the event (SETAs, Insurance Companies, Professional Bodies and Higher Education Institutions).
- 3.3.4. Provide photography and videography; final edited version (video) must be 30 minutes long.
- 3.3.5. Create a 30 second Promotional Video.
- 3.3.6. Create and implement social media plan that links to all INSETA platforms.
- 3.3.7. Create 3X social media banners prior to the event.
- 3.3.8. Design and print 300X programmes of the event.
- 3.3.9. Provide entertaining MC for event.
- 3.3.10. Source and contract a suitable Influencer for an appearance at the event.
- 3.3.11. Provide a PA system inclusive of 2x Roving microphones.
- 3.3.12. Provide INSETA branded A1 Instagram Frames 3X.
- 3.3.13. Hire 4000 Lumens Projector and 3,2 x 2.0 Floor Standing Projector Screen.
- 3.3.14. Organise venue for a maximum of 20 teachers for a teacher capacitation workshop.

3.2 Catering

Learners 2X

- 3.2.1 Provide 200X lunch packs
- 3.2.2 200X 100% fruit juice for the learners
- 3.2.3 200X fruits and chips.
- 3.2.4 200X Bottled Still Water, 100X Sparkling Water

INSETA Team, Stakeholders & Guests 2X

- 3.2.5 Tea Station Inclusive of Coffee, Tea, variety of muffins, Scone, Sandwiches and Fruit platters for 50x people
- 3.2.6 Arrange catering (Hot Buffet Lunch and a soft drink) for approximately 50x stakeholders/exhibitors.

The food must adhere to Health Regulations standard.

4. INSETA WILL PROVIDE THE FOLLOWING ITEMS

- 4.1** Career Guidance brochures with a list of top ten (10) Scarce and Critical Skills in the insurance sector.
- 4.2** Branded banners.
- 4.3** Branded promotional items for the 200 learners.

5. EVALUATIONS

PREQUALIFICATION CRITERIA (Phase 1)

- 5.1** Bidder must submit proof of registration on CSD (**Central Supplier Database**).
- 5.2** Bidder must submit fully completed and signed bid 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** Signed **Request for Quotation (RFQ)** form.
- 5.3** **General Conditions of Contract (GCC)** initialled on each page.

6. MANDATORY CRITERIA (Phase 2)

- 6.1** Bidder is to provide a minimum of 3 references letters of similar work rendered (Coordinate and manage a Career Guidance event) in the past. The reference letters(s) must be in the client's letter head with contact details of the referee. The reference letters must not be older than five years. *NB: INSETA reserves the right to conduct due diligence on the references.*
- 6.2** Submit a company profile detailing the company's past experiences, with photographic samples of previous work done.

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

6 PRICE CONSIDERATION (Phase 3)

- 6.1** 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.
- 6.2** Quotation on company letterhead aligned the items listed below:

No	Description	Unit Price (where applicable)	Total
Free State			
1	Management fee to coordinate and manage Career Guidance events for two hundred (200) high school learners in Free State, Kroonstad or surrounding areas on the 8 th of August 2023. (Dates are subject to change).		R
	Venue hire		R
	Sound system		R
	Photographer and Videographer (6 hours)		R
	Transport		R
	Catering 200 learners	R	R
	Catering 50 INSETA delegates	R	R
Northwest			
1	Management fee to coordinate and manage Career Guidance events for two hundred (200) high school learners in Northwest, Rustenburg or surrounding areas on the 29th of April 2023. (Dates are subject to change).		R
	Venue hire		R
	Sound system		R
	Photographer and Videographer (6 hours)		R

	Transport		R
	Catering 200 learners	R	R
	Catering 50 INSETA delegates	R	R
	Sub-Total		R
	VAT		R
	TOTAL		R

7 CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

- 7.1 The contract will be capped **R1 000 000,00 including VAT** for services required on an as when required basis.
- 7.2 Signatory to SBD 7.2 contract form with the bidders approved submission as annexure to the contract.
- 7.3 Successful bidders on the panel will be required to submit a price quotation each time a service is required.
- 7.4 For each service required the bidder will be required to accept a purchase order.
- 7.5 Compliance with the general conditions of contract.
- 7.6 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.
- 7.7 The successful bidder will be required to have adequate professional indemnity as well liability insurance in place (**upon parties contracting**).
- 7.8 **Bidder must adhere to Protection of Personal Information (POPI) Act.**

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

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

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

- (1) The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

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

- (2) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- (3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- (4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

10 SPECIFIC GOALS POINTS WILL BE WARDED AS FOLLOWS:

Table 1: Specific goals for this bid and points claimed are indicated per the table below.

Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise with ownership 100% black owned-: Ownership	10	20		
Enterprise with ownership 80% and above black owned-: Ownership	10	20		
Enterprise with ownership 51% to 79% black owned-: Ownership	9	18		
Enterprise with ownership 51% women -: Ownership	9	18		
Enterprise with ownership 50% black owned-: Ownership	4	12		

Note: Evidence to be submitted by Emerging Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) – sworn affidavit (DTI or CIPC Template, Generic entities – SANAS accreditation.

- 10.1 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 10.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 10.3 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.

- 10.4** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate and BBBEE Scorecaes, substantiating their B-BBEE rating and black ownership issued by SANAS.
- 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.

10.4 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 delineates 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 specific goals 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 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.

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 of 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 – where applicable.

END OF DOCUMENT



Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Organised Employer), Ms. L. van der Merwe (Organised Employer), Ms. R.G. Govender (Organised Employer), Ms. P. Mendes (Organised Employer), Ms. Z. Motsa (Organised Employer), Mr. K.A.A. Sungay (Organised Employer), Mr. M. Soobramoney (Organised Labour), Mr. J.J.M. Mabena (Organised Labour), Ms. S.A. Anders (Organised Labour), Mr. C.B. Botha (Organised Labour), Ms. S.T. Dinyake (Organised Labour), Ms. N.B. Jonas (Organised Labour), Ms. F. Mabaso (Professional Bodies), Mr. S.M. Mpuru (Professional Bodies)

CEO: Ms. G. Mkhize