

Working together for a skilled workforce **REQUEST FOR QUOTATION (RFQ)**

RFQ: XXX

REQUEST FOR QUOTATION (RFQ) DESCRIPTION

RFQ	RFQ/INS /2023/24/17
RFQ ISSUE DATE	06 APRIL 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	REQUEST FOR APPOINTMENT OF PROJECT SERVICE PROVIDER TO CONDUCT AN END-TO-END (COMPLIANCE PRE-EVALUATION, SCREENING, AND COORDINATING OF THE DG APPLICATION WINDOW SUBMISSIONS) FOR THE DISCRETIONARY GRANTS TO THE INSETA DG COMMITTEES.
CLOSING DATE & TIME	13 APRIL 2023, at 11:00, Late submissions will not be considered.
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 the 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. INSETA is currently operating in Johannesburg at Number 18 Fricker Road, Illovo, Sandton. INSETA's function is to promote, facilitate and incentivize skills development in the Insurance Sector. The INSETA must, in accordance with any prescribed requirements 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 seeks to appoint a qualified professional and experienced project management service provider preferably one that has experience with the **SETA environment** in implementation capabilities that will be able to conduct the compliance pre-evaluation and due diligence (where necessary and as and when required), in line with SETA policies and procedures, for the awarding of Discretionary grant (DG) applications in line with the SETA's grant funding criteria.
- 1.3 To conduct an end-to-end (compliance pre-evaluation, screening, and coordinating of the DG application window submissions) for the Discretionary grant applications to the INSETA DG Committees, which is influenced by legislative mandate, INSETA's vision, mission, values, system, and impact.
- 1.4 INSETA opens multiple funding windows per annum for discretionary grants, calling stakeholders (both levy-paying and non-levy-paying) to submit grant applications for funding of skills development initiatives.
- 1.5 In view of the above, this grant is checked for compliance with discretionary grant requirements to pre-evaluate, adjudicate, and then recommended for award. The awarding of the DG is done in line with the INSETA's grant funding policy.

2. SCOPE OF WORK/DELIVERABLES

- 2.1 To conduct an end-to-end (compliance pre-evaluation, screening, and coordinating of the DG application window submissions) for the recommendation/approval to the INSETA DG Committees.

3. INITIATION PROCESS

- 3.1 Viewing of the applications and listing the name of the submissions received.
- 3.2 Confirmation of the application received versus the advert.

4. IMPLEMENTATIONS

- 4.1 The Bidder must conduct compliance on the documents received in line with the checklist that will be automated into the organisation's system.
- 4.2 The Bidder must conduct screening of applications received.
- 4.3 The Bidder must conduct pre-evaluation.
- 4.4 The Bidder must coordinate documents received as per the DG guidelines.
- 4.5 The Bidder must conduct a desktop evaluation.
- 4.6 The Bidder must be able to sort out new companies from the submissions.
- 4.7 The Bidder must conduct the due diligence process – (as and when required); **NB: INSETA will be responsible for travel arrangements,**

5. PROJECT REPORTING

- 5.1 The Bidder must present to the DG committees the consolidated applications windows information for consideration and recommendation for approval.
- 5.2 The Bidder must ensure all necessary source records and supporting documents are kept safe for an audit trail for the compliant DG process for the respective windows, in line with INSETA guidelines and adherences to POPIA 2014.
- 5.3 Bidder must submit reports on the application process (accepted and rejected applicants) of Discretionary Grant applications to the Executive Management of INSETA upon agreed time frames.

6. PROJECT CLOSURE REPORT

6.1 The bidder is to submit a report on progress and recommendations made for each respective window. Preparation of the consolidated and closeout report.

7. TIMEFRAMES

7.1 The duration of the project or contract will be for a period of two (2) months.

7.1.1 As per the closing application of the DG windows:

7.1.1.1 Closing date - 30th April 2023 – Catalytic Projects

7.1.1.2 Closing date – 15th May 2023 – All other Learning Programs

PRICING CONSIDERATIONS:

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

Table 1: Costing

No.	Description	Estimate 2 funding windows per annum
1.	Initiation	
2.	Implementation	
3.	Project Reporting	
4.	Project closure report	
	Sub-Total	
	VAT 15%	
	Total	

8. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 8.1 No legal or other obligation shall arise between the service provider and INSETA unless/until both parties have signed a formal contract or Service Level Agreement in place.
- 8.2 The Contract site is at **INSETA (as and when required)**.

9. WORKMEN AND SUPERVISION ON SITE

- 9.1 The service provider shall be held responsible for the conduct of the employees and the conduct of the sub-contractor employees for the full duration of the contract.
- 9.2 Note that the project will be **conducted remotely**.

10. EVALUATION CRITERIA

10.1 PREQUALIFICATION CRITERIA (Phase 1)

- 10.1.1 Proof of registration on CSD (**Central Supplier Database**) full CSD report.
- 10.1.2 **SBD4 and SBD 6.1** Must be fully completed and submitted.

11. MANDATORY CRITERIA

- 11.1 The bidder must submit a minimum of **three (3) reference letters** that reflect the previous experience or work done in Discretionary Grants preferable from SETA Environment compliance and evaluation processes.
- 11.2 The letters must have contactable references (Email or telephone contact) and must be signed, dated, and be on the Company letterhead.
- 11.3 Bidder must provide a detailed project plan containing all the phases, timeframes, and reporting within the period.
- 11.3.1 Initiation
 - 11.3.2 Implementation
 - 11.3.3 Planning
 - 11.3.4 Project Report
 - 11.3.5 Project closure report
- 11.4 The Bidder must provide a detailed company profile.

12. CONTRACTUAL OBLIGATION

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- 12.1 Bidders to fully complete **SBD 7.2** including all applicable costs. **(i.e including VAT)** The contract will be capped **R1 000 000,00 including VAT** for services required on an as-when-required basis.
- 12.2 In the case of the service provider using sub-contractors, the former will be responsible for ensuring the delivery of services from any such sub-contractors and for making any payments to such sub-contractors.

Bidder will be subjected to an annual review in terms of measuring satisfactory performance.

- 12.3 The successful bidder will be required to have adequate professional indemnity as well as liability insurance in place **(upon parties contracting)**.
- 12.4 Bidders are required to fully comply with the relevant SCM Legislative Framework as well as the application of regulations and prescripts. Bidders are also required to take all reasonable steps to protect the information, in line with the provisions of the POPIA 4 of 2014

13. ADJUDICATION USING A POINT SYSTEM

- 13.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 13.2 Preference points shall be calculated after the process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 13.3 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.
- 13.4 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.
- 13.5 Should two or more bids be equal in all respect; the award shall be decided by the drawing of lots.

14. POINTS AWARDED FOR PRICE AND BBBEE PREFERENCE POINT

14.1 Price and Specific Goals

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 applicable taxes;

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 the comparative price of a bid under Consideration
P_t	=	Comparative price of a bid under consideration
P_{\min}	=	Comparative price of lowest acceptable bid

- 14.1.2 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- 14.1.3 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.
- 14.1.4 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

15. SPECIFIC GOALS POINTS WILL BE AWARDED AS FOLLOWS:

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

Note to tenderers: 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)	A number of points were 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 of 80-100% black owned-: Ownership	10	20		
Enterprise with ownership of 80-100% women-owned-: Ownership	10	20		
Enterprise with ownership of 50-79% black owned-: Ownership	9	18		
Enterprise with ownership 50-79% women-owned-: Ownership	9	18		
Enterprise with ownership of less than 50% black owned or women-owned-: Ownership	6	14		

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

15.1 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.

15.2 The organ of the state reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of the state.

16. Consortium

16.1 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.

16.2 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 endeavor, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.

16.3 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 an RFQ/Bid process are 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 fulfills the requirements of the bid through a combination of skills)

b) Partner

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

16.4 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 to align with the Specific Scores 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.

16.5 Of importance is that in a consortium, each team members retain their identity.

17. A joint venture

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

17.1 Unincorporated joint venture:

17.1.1 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.

17.2 Incorporated joint venture

17.2.1 This is 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 completed 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.

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

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

19. 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:

- 19.1 Not evaluate and award a bid that does not comply strictly with this BID document.
- 19.2 Select solely on the information received in the Bid Document and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the terms of reference.
- 19.3 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.
- 19.4 Cancel this BID at any time as prescribed in the PPPFA.
- 19.5 Should bidder(s) be selected for further negotiations; they will be chosen on the basis of cost-effectiveness and the principle of value for money not necessarily on the basis of the lowest costs.

20. Cost of Bidding

- 21.1 The bidder shall bear all costs and expenses associated with the 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.

22. Note to Bidders:

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

END OF TERMS OF REFERENCE DOCUMENT

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Annexed to this document for completion and return with the document:

- SBD 4 and SBD 6.1
- General Conditions of Contract (GCC)

Non – compliance in returning the abovementioned documents will deem the bid nonresponsive.

