

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/INS/2023/24/0038
RFQ ISSUE DATE	13 JULY 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A PANEL OR FRAMEWORK CONTRACT RECRUITMENT AGENCIES FOR TEMPORARY SERVICES TO ALL STAFF: FOR A PERIOD OF 1 YEAR . (AS AND WHEN REQUIRED)
CLOSING DATE & TIME	19 JULY 2023 @ 11:00 – Late submission 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. 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 The INSETA is requiring the services of qualified and experienced appointment of a Panel or Framework Contract Agencies for Temporary Services to all Staff: Specialist, Managers, General Workers, Housekeepers, Receptionists, Administration, and Executives.

2. PURPOSE

- 2.1 The purpose of this RFQ is to invite a qualified and experienced service provider for the appointment of a panel or framework contract recruitment agencies for temporary services to all staff for a **period of one (1) year (as and when required)**

3. SCOPE OF WORK AND DELIVERABLES

- 3.1 INSETA hereby requests experienced and reputable bidders to submit a response to this request for quotation (RFQ). The recruitment agencies must have experience in sourcing appropriately unskilled, semiskilled, technically skilled, and professional and management candidates. These service providers need to provide a comprehensive range of recruitment, search, and placement services:
- 3.1.1. Permanent Staff Placement and response handling
 - 3.1.2. Temporary Staff Placement and response handling
 - 3.1.3. Executive Search and Placement and response handling
- 3.2 **Bidder must provide the following services: Permanent/Temporary (general workers, administrators, Receptionist, Housekeepers, and Specialists) Staff referral should cover:**
- 3.2.1. Brief taking: INSETA to provide job profile.
 - 3.2.2. Sourcing of suitable candidates as per job specifications provided by INSETA.
 - 3.2.3. Scheduling of interviews with the shortlisted candidates and response handling
 - 3.2.4. Employment contracting facilitation Remuneration negotiations.
 - 3.2.5. For temporary positions bidder is to implement brokerage services, administration, and payment of temporary staff including submission of documents to INSETA.
 - 3.2.6. For a permanent position, the bidder is to implement placement up to 15% of the total annual salary.

3.3 Bidder must provide the following services: Permanent/Temporary (Management, Senior Management, and Executive Management) referral should cover:

- 3.3.1 Brief taking: INSETA to provide job profile.
- 3.3.2 Market search
- 3.3.3 Candidate profiling
- 3.3.4 Candidate report presentation
- 3.3.5 Employment contracting facilitation Remuneration negotiations.
- 3.3.6 Scheduling of interviews with the shortlisted candidates and response handling
- 3.3.7 The INSETA will be responsible for the payment of the temporary staff.
- 3.3.8 For temporary positions bidders to implement brokerage and administration services.
- 3.3.9 For a permanent position, the bidder is to implement placement up to 15% of the total annual salary.

3.4 The service provider is expected to:

- 3.4.1 Assume the costs for their own travel and accommodation where applicable, **using the South African Revenue Services (SARS) travel rates.**

4. PRICING SCHEDULE

- 4.1 Bidders are required to provide pricing of placement fee as detailed below included in the price must be all applicable miscellaneous costs.
- 4.2 Where bidder will be required to travel, they must comply with the South African Reserve Bank travel rates.

4.2.1 Permanent Contract Placement Fee

Description		Maximum 15% of Annual Salary (Including VAT)
1.	Placement Fee	
2.	General Worker	
3	Housekeepers	
4	Receptionist	
5	Administrator	
6.	Specialist	
7.	Manager	
8.	Senior Manager	
9.	Executive Manager	

4.2.2 TEMPORARY CONTRACT PLACEMENT FEE

Description		Maximum 15% of Annual Salary
1.	Placement Fee	
2.	General Worker	
3	Housekeeper	
4.	Receptionist	
5.	Administrator	
6.	Specialist	
7.	Manager	
8.	Senior Manager	
9.	Executive Manager	

5. TIMEFRAMES

- 5.1 The duration of the contract will be for a period of **1 year (12 months)**

6. CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

- 6.1 The contract will be capped at **R1 000 000,00 including VAT for services required on an as-when-required basis.**
- 6.2 INSETA reserves the right to appoint the **top Three (3) bidders** in terms of the highestpoints against the set functional criteria.
- 6.3 Signatory to SBD 7.2 contract form with the bidder's approved submission as annexure to the contract.
- 6.4 For each service required the bidder will be required to accept a purchase order.
- 6.5 Bidder is required to submit compliance BBBEE Certificate (accredited by SANAS) or DTI ~~Swan~~ affidavit as well as tax compliance status upon purchase order.
- 6.6 Bidder rates-based pricing will be fixed for the first year or (12) months of the contract and be escalated not more than 5% percent on the remaining term of the contract.
- 6.7 Bidder will be issued a PO upon request of services as and when required.
- 6.8 The service provider's quotation must also provide sufficient detailed information in terms of various cost items such as total man-hours and daily rates for the project team.
- 6.9 Compliance with the general conditions of the contract.
- 6.10 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.
- 6.11 Bidder must adhere to the Protection of Personal Information (POPI) Act.

7. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 7.1 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.
- 7.2 The Contract site is at **INSETA (as and when required).**

8 WORKMEN AND SUPERVISION ON SITE

- 8.1 The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor employees for the full duration of the contract.

9. ADMINISTRATIVE CRITERIA (Phase 1)

- 9.1 Proof of registration on CSD (**Central Supplier Database**)
- 9.2 **Standard Bid Document (SBD 6.1)**
- 9.3 **Bidders Disclosure (SBD 4)**
- 9.4 Signed **Request for Quotation (RFQ)** form.

10. MANDATORY CRITERIA (Phase 2)

- 10.1 The bidder must be registered with **African Professional Staffing Organisation (APSO)**, and they must provide proof of registration. (*In the form of a valid membership certificate*).
- 10.2 Bidders who are Private Employment, Temporary Employment, and labour broker agencies must be registered with the **Department of Labour**: the bidder must provide proof of registration.
- 10.3 Bidders must provide **Three (3) Reference Letters** that indicate similar work conducted in recruitment services /**within the last Three (3) Years**. The letter must be on the company **client letterhead**, **signed**, and **dated** with **contactable details**, **emails**, or **phone** or **cell**.

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

11. PREFERENCE EVALUATION

11.1 Specific Goals and Price

- 11.1.1. As the tender **price is estimated to be between R2001 and R50 million including VAT**, the tender responses will be evaluated on the **80/20**-point system.

12. ADJUDICATION USING A POINT SYSTEM

- 12.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 12.2 Preference points shall be calculated after the process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 12.3 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.
- 12.4 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.
- 12.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

13. POINTS AWARDED FOR PRICE AND SPECIFIC GOALS PREFERENCE POINT

The **80/20** preference point system.

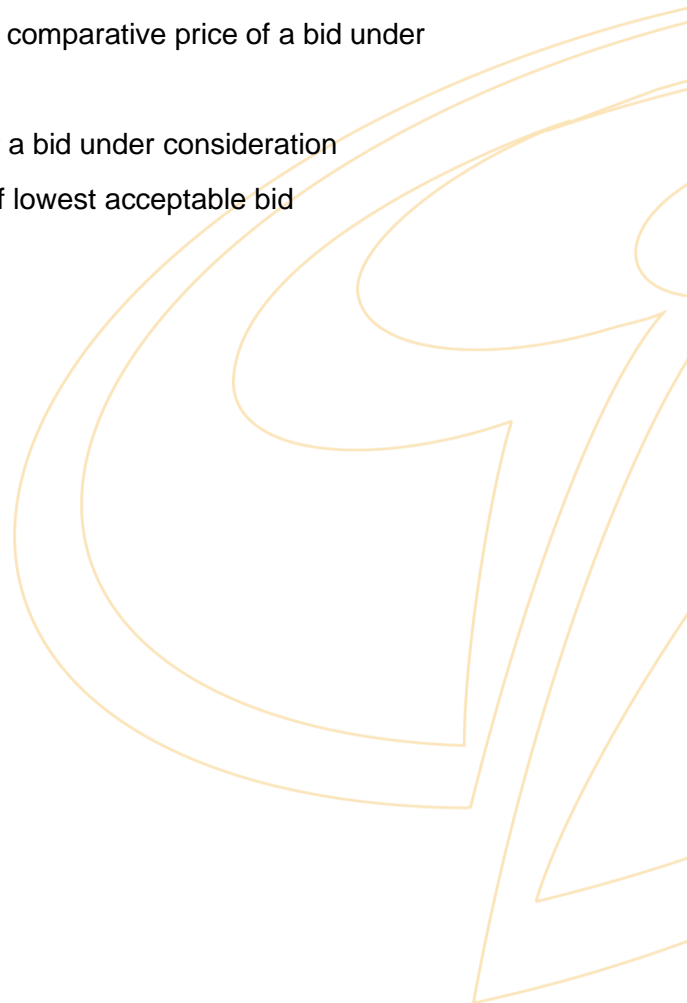
A maximum of **80** points is allocated for price on the following basis:

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

P min

Where:

- | | | |
|----------------|---|--|
| P _s | = | Points scored for 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 |



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14. SPECIFIC GOALS PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

- 14.1.1 Table 1: Specific goals for the RFQ or bid process and points claimed are indicated per the table below.
- 14.1.2 *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)	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		

- 14.1.3 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.

- 14.2** Bidders who qualify as EMEs and QSEs in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of the information constitutes a criminal offense.
- 14.3** Bidders other than EMEs or QSEs must submit their original and valid B-BBEE status level verification certificate and BBBEE Scorecard, substantiating their B-BBEE rating and black ownership issued by SANAS.
- 14.4** 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.

14.4 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 joint endeavors, 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 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 fulfils the requirements of the bid through the 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 identity.

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.

14.5 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.

14.6 Incorporated joint venture

14.6.1. This is 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 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 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 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.**

16. CONDITIONS TO BE OBSERVED WHEN BIDDING

- 16.1 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.
- 16.2 No BID shall be deemed to have been accepted unless and until a formal contract/letter of award is prepared and executed.
- 16.3 The competitive shall remain open for acceptance by the Organization for a period of **90 days** from the closing date of the BID Enquiry.
- 16.4 **INSETA reserves the right to:**
- 16.5 Not evaluate and award a bid that does not comply strictly with this BID document.
- 16.6 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of the preferred bidders(s) based on the criteria specified in the terms of reference.
- 16.6 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.
- 16.7 Cancel this BID or RFQ at any time as prescribed in the PPPFA.
- 16.8 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 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.

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

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

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

Notte: if incomplete forms documents are submitted, INSETA reserves the right to request bidder to submitted complete documents for compliance.