

**REQUEST FOR QUOTATION (RFQ)**

RFQ	<b>RFQ/INS/2023/24/0037</b>
RFQ ISSUE DATE	<b>07<sup>th</sup> JULY 2023</b>
BRIEFING SESSION	<b>N/A</b>
RFQ DESCRIPTION	<b>REQUEST FOR QUOTATION; APPOINTMENT OF THE SERVICE PROVIDER TO SUPPLY AND DELIVER THE INSETA STAFF BRANDED ITEMS.</b>
CLOSING DATE & TIME	<b>13<sup>th</sup> JULY 2023 @ 11:00 am, Late submission will not be considered.</b>
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto: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.


## 2. PURPOSE



2.1 This RFQ aims to invite a qualified and experienced service provider to supply and deliver INSETA staff-branded Items/materials and with the intended appointment.

## 3. SCOPE OF WORK

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

**INSETA to provide a Corporate Identity Manual to awarded bidder.**

<p><b>1. Men's Norquay-Insulated-Jacket or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour – <b>Navy Blue</b></li> <li>• Quantity – <b>120</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• 100% polyester</li> <li>• lining: 100% polyester</li> <li>• padding: polyester</li> <li>• fully padded and quilted outer.</li> <li>• full zip with branded zip puller</li> <li>• storm flap</li> <li>• chin protector</li> <li>• knitted storm inner collar.</li> <li>• styled welt pockets</li> <li>• elasticated hems insert for a snug fit.</li> <li>• rubber eyelets on pockets and hood</li> <li>• inner pocket</li> </ul>	<div style="text-align: center;">  </div> <p><b>Sizes</b></p> <ul style="list-style-type: none"> <li>• <b>Small - 26</b></li> <li>• <b>Medium - 39</b></li> <li>• <b>Large – 27</b></li> <li>• <b>2XL – 6</b></li> <li>• <b>3XL - 2</b></li> </ul>
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<p><b>2. The Team Active Tracksuit or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour –Navy &amp; White</li> <li>• <b>Quantity – 124</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• Material: 200g 100% Polyester.</li> <li>• Sporty tracksuit available in a variety of sizes and colors.</li> <li>• Sports tracksuit suitable for all ages.</li> <li>• Long sleeve sports top.</li> <li>• Contrast detail on shoulders.</li> <li>• Side pockets.</li> <li>• Elasticated drawcord in hem.</li> <li>• Tapered legs.</li> <li>• Elasticated waistband with drawcord</li> </ul>	 <p><b>Sizes.</b></p> <ul style="list-style-type: none"> <li>• <b>Small – 25</b></li> <li>• <b>Medium – 41</b></li> <li>• <b>Large – 25</b></li> <li>• <b>XLarge – 21</b></li> <li>• <b>2XL – 6</b></li> <li>• <b>3XL -4</b></li> <li>• <b>4XL -1</b></li> </ul>
<p><b>3. Men's Razor Golf Shirt or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour –Navy &amp; White</li> <li>• <b>Quantity – 120</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• Material: 155 g/m2 100%</li> <li>• Breathable Polyester</li> <li>• Sports Interlock Fabric</li> </ul> <p><b>Sizes.</b></p> <ul style="list-style-type: none"> <li>• <b>Small – 25</b></li> <li>• <b>Medium – 41</b></li> <li>• <b>Large – 25</b></li> <li>• <b>XLarge – 21</b></li> <li>• <b>2XL – 6</b></li> </ul>	 <ul style="list-style-type: none"> <li>• <b>3XL -4</b></li> <li>• <b>4XL -1</b></li> </ul>



# inseta

INSURANCE SECTOR EDUCATION  
AND TRAINING AUTHORITY

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

18 Fricker Road,  
Telephone: 011 381 8900  
Illovo, Sandton 2196  
Website: [www.inseta.org.za](http://www.inseta.org.za)  
P.O. Box 32035, Braamfontein 2017

#### 4. Long Sleeve Golf T-shirts or Equivalent

- Colour – Navy
- **Quantity – 120**
- Branding – INSETA logo in full colours (Embroidery)
- Long Sleeve • 170 g/m<sup>2</sup>
- 100% single jersey knit.
- Material polyester




- **Sizes**

- Small – 24
- Medium – 44
- Large – 33
- XL – 11
- 2XL – 9
- 3XL
- 4XL






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<p><b>5. Graduation Gowns</b></p> <ul style="list-style-type: none"> <li>• Colour – Navy Blue</li> <li>• <b>Quantity – 100</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• Material – Polyester</li> <li>• Neckline – V-neck</li> <li>• Body Length - Below Knee</li> <li>• Sleeve Length - Long Sleeve</li> </ul> <p><b>Sizes.</b></p> <ul style="list-style-type: none"> <li>• Small – 30</li> <li>• Medium – 50</li> <li>• Large – 20</li> </ul>	
<p><b>6. Silhouette dark blue graduation cap</b></p> <ul style="list-style-type: none"> <li>• Colour – Navy Blue</li> <li>• <b>Quantity – 100</b></li> <li>• Material – Polyester</li> </ul> <p><b>Sizes.</b></p> <ul style="list-style-type: none"> <li>• Small – 30</li> <li>• Medium – 50</li> <li>• Large – 20</li> </ul>	
<p><b>7. Graduation Belts</b></p> <ul style="list-style-type: none"> <li>• <b>Quantity – 100</b> <ul style="list-style-type: none"> <li>- Orange X 90</li> <li>- White X 10</li> </ul> </li> <li>• Material – Polyester</li> </ul>	





<p><b>8. DustCoat or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour – Navy Blue / Grey</li> <li>• Quantity – 4</li> <li>• Material - Material: 190g/m2 Polycotton Twill</li> </ul> <p><b>Sizes</b></p> <ul style="list-style-type: none"> <li>• Medium - 1</li> <li>• Large - 3</li> </ul>	
<p><b>9. Ladies' Cambridge Jacket or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour – Navy Blue</li> <li>• <b>Quantity – 3</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• Material - 180 g/m<sup>2</sup> • 100% polyester</li> </ul> <p><b>Sizes</b></p> <ul style="list-style-type: none"> <li>• Large - 3</li> </ul>	
<p><b>10. Ladies Cambridge Pencil Skirt or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour – Navy Blue</li> <li>• <b>Quantity – 3</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• Material - 180 g/m<sup>2</sup> • 100% polyester</li> </ul> <p><b>SIZES</b></p> <ul style="list-style-type: none"> <li>• Size - 38</li> </ul>	



<p><b>11. Ladies Cambridge Flat Front Pants or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour – Navy Blue</li> <li>• <b>Quantity – 3</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• Material - 180 g/m<sup>2</sup> • 100% polyester</li> </ul> <p><b>SIZES</b></p> <ul style="list-style-type: none"> <li>• <b>Size - 38</b></li> </ul>	
<p><b>12. Boston Ladies 3/4 Sleeve Shirt or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour – White</li> <li>• <b>Quantity – 3</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• Material - 65% polyester, 35% cotton yarn dyed.</li> <li>• dobby woven fabric 3/4 cuffed sleeves with side slits</li> <li>• tone-on-tone buttons curved hemline tonal stripes.</li> </ul> <p><b>Sizes</b></p> <ul style="list-style-type: none"> <li>• Large - 3</li> </ul>	
<p><b>13. Boston Ladies Long Sleeve Shirt or Equivalent</b></p> <ul style="list-style-type: none"> <li>• Colour – White</li> <li>• <b>Quantity – 3</b></li> <li>• Branding – INSETA logo in full colours (Embroidery)</li> <li>• Material - 65% polyester, 35% cotton yarn dyed.</li> <li>• dobby woven fabric 3/4 cuffed sleeves with side slits</li> <li>• tone-on-tone buttons curved hemline tonal stripes.</li> </ul> <p><b>Sizes</b></p> <ul style="list-style-type: none"> <li>• Large - 3</li> </ul>	



<p><b>14. 6ft Plastic Folding Table</b></p> <ul style="list-style-type: none"> <li>• Colour – Black</li> <li>• <b>Quantity – 1</b></li> <li>• Material - Plastic</li> <li>• A steady lock prevents falling.</li> <li>• Tough and stain-free</li> <li>• Fold-away legs</li> <li>• Dimensions: 180cm x 70cm x 74cm</li> </ul>	
<p><b>15. Chiffon neck scarf for women</b></p> <ul style="list-style-type: none"> <li>• Colour – Grey blue</li> <li>• <b>Quantity – 3</b></li> <li>• Branding – Multiple INSETA logos in full colours (Screen-prints)</li> </ul>	

#### 4. ADMINISTRATIVE CRITERIA (Phase 1)

- 4.1 Proof of registration on CSD (**Central Supplier Database**)
- 4.2 **Standard Bid Document (SBD 6.1 and 6.2)**
- 4.3 **Bidders Disclosure (SBD 4)**
- 4.4 Signed **Request for Quotation (RFQ)** form.



## 5. MANDATORY CRITERIA

- 5.1 Bidders to provide a **Company Profile**.
- 5.2 Bidders must provide **Three (3) Reference Letters** that indicate similar work conducted in the supply and delivery of promotional items/ **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**.
- 5.3 Shortlisted bidders will be required to submit samples of goods before recommendation for an award **within 72 hours of receipt of the RFQ** – for approval.

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

## 6. COSTING

### 6.1 The quotation must reflect a detailed cost breakdown indicating the following:

No.	See table below as reference: (Pricing must include a detailed cost breakdown but not limited to) Line items to be delivered	Qty	Unit Price	Price
1.	Men's Norquay-Insulated-Jacket or Equivalent	120		
2.	The Team Active Tracksuit or Equivalent	124		
3.	Men's Razor Golf Shirt or Equivalent	120		
4.	Long Sleeve Golf T-shirts or Equivalent	120		
5.	Graduation Gowns	100		
6.	Silhouette dark blue graduation cap	100		
7.	Graduation Belts	100		
8.	DustCoat or Equivalent	4		
9.	Ladies Cambridge Jacket or Equivalent	3		
10.	Ladies Cambridge Pencil Skirt or Equivalent	3		
11.	Ladies Cambridge Flat Front Pants or Equivalent	3		
12.	Boston Ladies 3/4 Sleeve Shirt or Equivalent	3		
13.	6ft Plastic Folding Table	1		
14.	Chiffon neck scarf for women	3		
	Delivery			
	Subtotal			
	VAT			
	<b>Total Price</b>			

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## 7. TIMELINES AND DELIVERY

7.1 The successful service provider must deliver the branded items by no later than **30 July 2023** to the below physical address.

7.2 INSETA  
18 Fricker road  
Illovo,  
Sandton, 2196

## 8. CONTRACTUAL OBLIGATION

8.1 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.

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

8.3 The successful bidder will be required to have adequate professional indemnity as well as liability insurance in place (**upon parties contracting**)

8.4 Bidders are required to fully comply with the relevant SCM Legislative Framework and apply regulatory 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.

## 9. ABSENCE OF OBLIGATION & CONFIDENTIALITY

9.1 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.

9.2 The Contract site is at **INSETA (as and when required)**.

## 10. WORKMEN AND SUPERVISION ON SITE

10.1 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.

## 11. PREFERENCE EVALUATION

### 11.1 Specific Goals and Price

11.1.1. The tender price is estimated to be between R2001 and R50 million including VAT, so 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 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.
- 12.4 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.
- 12.5 Should two or more bids be equal in all respect, the award shall be decided by drawing lots.

## 13. 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<sub>s</sub> = Points scored for comparative price of bid under Consideration

P<sub>t</sub> = Comparative price of 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.

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**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 the joint endeavor, 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 fulfills 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.

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

#### **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 BBBEE Certificate.

#### **14.6 Incorporated joint venture**

- 14.6.1. 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.

- 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**

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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 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.**

## 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 RFQ 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 bidder(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 principal 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 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 and 6,2**
- **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.**