

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF BRANDED CORPORATE ITEMS FOR LEARNING DIVISION GRADUATIONS**

RFQ	RFQ/INS/2023/24/0034 – <b>Re-issue</b>
RFQ ISSUE DATE	14 JULY 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED CORPORATE ITEMS FOR LEARNING DIVISION GRADUATIONS
CLOSING DATE & TIME	19 JULY 2023 @ 11:00
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 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 is requiring suitably experienced and competent service providers to supply and deliver branded items as per the Scope of Work as listed below.

## 2 DETAILED SPECIFICATION

### 1. Bluetooth Earbuds or Equivalent

- Branding: INSETA Logo in full colours screen printing (Logo to be provided by INSETA)
- Quantity – 100
- Colour – Black
- Material ABS
- Compact charging case
- Supports playback from smartphones, tablets or most other Bluetooth compatible devices
- Internal rechargeable lithium polymer battery
- USB cable for recharging (included)
- Built in microphone supports call pick up





## 2. **Wireless Optical Mouse or Equivalent**

- Branding: INSETA Logo in full colours screen printing (Logo to be provided by INSETA)
- Quantity – 50
- Colour – black
- Wireless
- Optical sensor
- USB port



## 3. **Designs Jozi 15.6" Backpack or Equivalent**

- Branding: INSETA Logo in white screen printing (Logo to be provided by INSETA)
- Quantity – 100
- Colour – Black
- Inside Material: 210D polyester
- Outside Material: Jacquard & 600D polyester
- Laptop Compartment Size: 26 x 41 x 3 cm
- Compatibility: Most 15.6" laptops
- Quick access front pocket for accessories
- Padded shoulder straps and back
- Reflective stripe
- Compact and lightweight construction
- Elegant bi-material design



#### 4. Unisex Super Club 180 T-shirt or Equivalent

- Branding: INSETA Logo in full colours pocket size on the top left hand side and a big watermark sign printed at the bottom left side of the t-shirt, screen printing (Logo to be provided by INSETA)
- Quantity – 100
- Colour - Navy
- 100% Cotton single jersey knit
- 180g/m
- Half chest standard fit
- Sizes
  - Small – 30
  - Medium – 55
  - Large – 10
  - Extra Large - 5



#### 5. Dahlia Notebook & Pen Set or Equivalent

- Branding: INSETA Logo in full colour, Screen Printing (Logo to be provided by INSETA)
- Quantity – 50
- Colour – White pen
- A black Omega A5 Hard Cover Notebook
- Omega Ball Pen
- Packaged together in a box
- Notebook:
  - 21 ( l ) x 14.3 ( w ) x 1.3 ( h ) cm
  - PVC and paper
  - 28 lined white pages (64 sheets)
- Pen:
  - Barrel: rubberised aluminum
  - Clip: metal
  - With black German ink
- Box:
  - 22 ( l ) x 19 ( w ) x 2.2 ( h ) cm

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

- Paper and acetate

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Illovo, Sandton 2196  
P.O. Box 32035, Braamfontein 2017

Telephone: 011 381 8900  
Website: [www.inseta.org.za](http://www.inseta.org.za)



## 6. Arctic Laptop Trolley Backpack - GF-AM-750-B or Equivalent

- Branding: INSETA Logo in full colours, Laser (Logo to be provided by INSETA)
- Quantity - 25
- Colour – Black
- Rolling · Waterproof
- Backpack straps fold into zippered back panel
- Front zippered compartment
- Large zippered main compartment
- tablet pocket
- Extendable aluminium telescopic



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## 7. Double Wall Tumbler or Equivalent

- Branding: screen printing (INSETA Logo in full - Logo to be provided by INSETA)
- Material: BPA-Free PP
- Quantity - 50
- Size: 12cm (h)
- Capacity: 300ml
- Colour – white



## 8. 20000mAh Power Bank or Equivalent

- High-density compact power bank
- Branding – screen print (INSETA Logo in full colour - Logo to be provided by INSETA)
- Quantity - 50
- lithium-polymer battery
- power indicator light
- includes 3-in-1 cable with Type C, dual-micro USB & lightning connector
- capacity: 20000mAh



## 9. Mens Verge Golf T-Shirt or Equivalent

- Branding: INSETA Logo in full colours, Embroidered/Stitched (Logo to be provided by INSETA)
- Quantity – 25
- Colour – Navy
- 170g/m<sup>2</sup>
- 50% polyester, 50% cotton single jersey knit
- ultra-soft oxford weave design • easy-care fabric • contrast knitted collar and sleeve piping • three button placket
- 1/2 chest (cm)
- Sizes
  - Small – 5
  - Medium – 10
  - Large – 10



## 3 CONTRACT DURATION

- 3.1 The contract will be for a once-off supply.

## 4 EVALUATIONS

### PREQUALIFICATION CRITERIA (Phase 1)

- 4.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**).
- 4.2 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 **SBD 6.2 Local Content**
  - 4.2.4 Signed **Request for Quotation (RFQ)** form.
- 4.3 **General Conditions of Contract (GCC)** initialed on each page.

## 5 MANDATORY CRITERIA (Phase 2)

The prospective service provider is expected to provide the following with the submissions:

- 5.1 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. NB: INSETA reserves the right to conduct due diligence on the references.
- 5.2 *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 PRICE CONSIDERATION (Phase 3)

### PRICING SCHEDULE

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

Items	Description Unit	Quantity	Unit Price	Total Cost
1	Bluetooth Earbuds or Equivalent	100	R	R
2	Wireless Optical Mouse or Equivalent	50	R	R
3	Designs Jozi 15.6" Backpack or Equivalent	100	R	R
4	Unisex Super Club 180 T-shirt or Equivalent	100	R	R
5	Dahlia Notebook & Pen Set or Equivalent	50	R	R
6	Arctic Laptop Trolley Backpack or Equivalent	25	R	R
7	Double Wall Tumbler or Equivalent	50	R	R
8	20000mAh Power Bank or Equivalent	50	R	R
9	Mens Verge Golf T-Shirt or Equivalent	25	R	R
Sub - Total				R
VAT @ 15%				R
Grand Total				R





## **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's employees for the full duration of the contract.

## **9 CONTRACTUAL OBLIGATION**

### **The bidder will be required to comply with the following:**

- 9.1 Signatory to SBD 7.2 contract form with the bidders approved submission as annexure to the contract.
- 9.2 For each service required the bidder will be required to accept a purchase order.
- 9.3 Compliance with the general conditions of contract.
- 9.4 Bidders are required to fully comply with the relevant SCM Legislative Framework as well as applicable applications of regulatory prescripts.
- 9.5 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.
- 9.6 The successful bidder will be required to have adequate professional indemnity as well liability insurance in place (**upon parties contracting**).
- 9.7 **Bidder must adhere to Protection of Personal Information (POPI) Act.**

## **10 ADJUDICATION USING A POINT SYSTEM**

- 10.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 10.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 10.3 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.
- 10.4 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.
- 10.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.



## 11 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:

$$Ps = 80 \{1 - (Pt - P \text{ min})\}$$

P min

Where:

Ps = Points scored for comparative price of bid under Consideration

Pt	=	Comparative price of bid under consideration
Pmin	=	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.

## 12 SPECIFIC GOALS POINTS WILL BE WARDED 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)	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 of 80-100% <b>black owned</b> -: Ownership	10	20		
Enterprise with ownership of 80-100% <b>women owned</b> -: Ownership	10	20		
Enterprise with ownership of 50-79% <b>black owned</b> -: Ownership	9	18		
Enterprise with ownership 50-79% <b>women owned</b> -: Ownership	9	18		
Enterprise with ownership of less than 50% <b>black owned</b> or <b>women owned</b> -: 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.**

- 12.1 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.
- 12.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated

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or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

- 12.3 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.
- 12.4 Bidders other than EME's or QSE's 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.
- 12.5 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.

## 12.6 Consortium

- 12.6.1 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.
- 12.6.2 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.
- 12.6.3 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:

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

12.6.4 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.

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

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## 12.7 A joint venture

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

## 12.8 Unincorporated joint venture:

12.8.1 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

- SBD 4
- SBD 6
- Tax pin
- CSD registration.
- The JV agreement will direct which bank account of the two entities will be used.
- Consolidated Joint BBBEE Certificate.

## 12.9 Incorporated joint venture

12.9.1 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

- SBD 4
- SBD 6
- Tax pin
- CSD registration.
- The JV agreement will direct which bank account of the two entities will be used.
- Consolidated Joint BBBEE Certificate.

## 13 COMMUNICATION

13.1 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.**

## 14 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.

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**INSETA reserves the right to:**

- 14.1 Not evaluate and award a bid that do not comply strictly with this BID document.
- 14.2 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.
- 14.3 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.
- 14.4 Cancel this BID at any time as prescribed in the PPPFA.
- 14.5 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.

**15 COST OF BIDDING**

- 15.1 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.

**16 NOTE TO BIDDERS:**

- 16.1 Due diligence to be conducted by INSETA prior to the award of the contract – where applicable.

**END OF DOCUMENT**