

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF BRANDED ITEMS

RFQ	RFQ/INS/2023/24/0043
RFQ ISSUE DATE	18 August 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER BRANDED ITEMS TO INSETA
CLOSING DATE & TIME	24 August 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: _____

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. Omega Eight Gift Set or Equivalent

Additional information

- **Size:** microfibre pouch: 31 (l) x 22.5 (w)
- **Colour:** Black
- **Branding Type:** Screen Print (INSETA Logo in full colour - Logo to be provided by INSETA)
- **Quantity:** 320



2. **Bar-Hopper Bottle Opener Keyholder | KH-7073 or Equivalent**

- **Description:** zinc alloy & polished nickel plating. 7 (l) x 2.4 (w) x 1 (h)
- **Branding Options:** Laser Engraving (LB) (INSETA Logo - Logo to be provided by INSETA)
- **Quantity** - 320



3. **Meteor Double Wall Tumbler – 450ml – DW7008 or Equivalent**

- **Description:** PP liner & lid 450ml, 21.5 (h)
- **Branding Options:** Screen Wrap (SW) (INSETA Logo - Logo to be provided by INSETA)
- Quantity Silver – 160
- Quantity Black – 160



4. Vega Ball Pen (PEN-1865) or Equivalent

- Branding (INSETA Logo - Logo to be provided by INSETA)
- Quantity - Silver – 200
- Quantity- Rose Gold - 200



5. Latitude Tech Trolley Backpack or Equivalent

- Quantity - 250
- Colour – Black
- Branding – INSETA logo full logo (Laser/Engraving)
- Padded back panel for extra comfort
- Adjustable padded tuck-away shoulder straps



6. Alex Varga Elysium Softshell Jacket (JC-AV-117-A and JC-AV-118-A) or Equivalent

- **Colour – Navy**
- **Quantity – 20**
- **Branding - (INSETA Logo in full colour - Logo to be provided by INSETA)**

NEW

JC-AV-117-A

**MENS ALEX VARGA
ELYSIUM SOFTSHELL JACKET**

Fabric 100% polyester • full zip with branded zip puller • mock chest pocket with branded zip puller • zip pockets with branded zip pullers • sleeve pocket with branded zip puller • wind placket • plush fleece inner • partial elasticated cuffs • adjustable hem toggles • Alex Varga silicone logo • wind resistant

NEW

JC-AV-118-A

**LADIES ALEX VARGA
ELYSIUM SOFTSHELL JACKET**

Fabric 100% polyester • full zip with branded zip puller • mock chest pocket with branded zip puller • zip pockets with branded zip pullers • sleeve pocket with branded zip puller • wind placket • plush fleece inner • partial elasticated cuffs • adjustable hem toggles • Alex Varga silicone logo • wind resistant



- **Sizes**

Females - 14	Males - 6
Small – 4	Small - 3
Medium – 3	XL - 2
Large – 4	3XL - 1
XL – 2	
4XL - 1	



3 CONTRCACT 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.**

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 work conducted in the supply and delivery of promotional items within the last three (3) years from the closing date of the RFQ. The year in which the service was rendered must be indicated on the reference letters provided (in the case where the reference letter does not indicate the date when the service was rendered, an award letter or a purchase order must be provided together with the reference letter).** 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	Omega Eight Gift Set or Equivalent	320	R	R
2	Bar-Hopper Bottle Opener Keyholder KH-7073 or Equivalent	320	R	R
3	Meteor Double Wall Tumbler – 450ml – DW7008 or Equivalent	320	R	R
4	Vega Ball Pen (PEN-1865) or Equivalent	400	R	R
5	Latitude Tech Trolley Backpack or Equivalent	250	R	R
6	Alex Varga Elysium Softshell Jacket (JC-AV-117-A and JC-AV-118-A) or Equivalent	20	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:

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

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.

12 SPECIFIC GOALS POINTS

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 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 BBEE 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.

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.**

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

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.

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