

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE COMMITMENTS REGISTER AND TO ENSURE THE ACCURACY AND COMPLETENESS OF THE SCHEDULES

RFQ	RFQ/INS/2023/24/0052
RFQ ISSUE DATE	13 SEPTEMBER 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE COMMITMENTS REGISTER AND TO ENSURE THE ACCURACY AND COMPLETENESS OF THE SCHEDULES
CLOSING DATE & TIME	20 SEPTEMBER 2023
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 provide 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

21. INSETA seeks to appoint a service provider to assist in the Review of the commitment registration for the 2021/2022 and 2022/2023 financial years. Test for existence and completeness of the transactions in the commitment register, reconcile, review, and confirm the movements for the two-year period relating to contract expenditure. Any adjustments for the 2021/2022 and 2022/2023 financial years with valid supporting documents. Reconcile the expenditure on the General Ledger and the commitment register. Communicate and link the Operations Division and Finance Division on matters relating to commitments and Development of Standard Operating Procedures (SOP) for recognition, and presentation reporting of DG commitments in line with the applicable legislation and accounting framework.

3. DETAILED SPECIFICATION

- 3.1 The bid proposal from experienced, knowledgeable, and properly qualified professionals must cover, but not be limited to the following:

- 3.1.1 Validate that all commitments per commitment schedule are supported by valid contract or offer letter as per Grant Regulation.
- 3.1.2 Confirm through engagement with relevant business units that all approved projects are included in the commitment schedule.
- 3.1.3 Verification of all project statuses (where applicable recommend cancellations).
- 3.1.4 Reconciliation of all payments from financial systems to commitment schedules
- 3.1.5 Reconcile all commitments to AFS/Interim FS including the schedules (prior financial year and current financial year, recommend corrections with auditable supporting documents)
- 3.1.6 Verification of mathematical accuracy of commitment schedules between the general ledger and the commitment register.
- 3.1.7 Conduct commitment and project verifications.
- 3.1.8 Recommend a process to amend and cancel allocations and contracts.
- 3.1.9 Development of an intervention plan to respond to any challenges identified.
- 3.1.10 Recommend process for maintaining a balance between requirements of Grant.
- 3.1.11 Regulations and Accounting Standards in relation to commitments.
- 3.1.12 Transfer skills to INSETA staff on work done.
- 3.1.13 Provide audit support in relation to commitments.

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CEO: Ms. G. Mkhize

- 3.1.14 Produce reports on all the work done.
- 3.1.15 Development of Standard Operating Procedures (SOP) for recognition, and presentation reporting of DG commitments in line with the applicable legislation and accounting framework.

3.2 THE AWARDED SERVICE PROVIDER IS LIABLE FOR THE FOLLOWING;

- 3.2.1. They must have their own laptop, internet connection, meals, and transportation.
- 3.2.2. The resources must be **available immediately** and at **all times** during the duration of the contract,

4. EVALUATION CRITERIA: PHASE (0)

4.1 Bidder must submit fully completed and signed bid documents:

- 4.1.1 **Standard Bid Document (SBD 6.1)**
- 4.1.2 **Bidders Disclosure (SBD 4)**
- 4.1.3 Signed **Request for Quotation (RFQ)** form.
- 4.1.4 Proof of registration on CSD (**Central Supplier Database**)

4.2 MANDATORY REQUIREMENTS: PHASE (1)

- 4.2.1 The bidder must be registered or affiliated with the South African Institute of Chartered Accountants (**SAICA**), or the Independent Regulatory Board for Auditors **IRBA**, they must provide proof of registration. (*In the form of a valid membership certificate*).

NB: Failure to comply with the mandatory requirements will lead to disqualification.

4.3 TECHNICAL AND FUNCTIONAL CRITERIA; PHASE (2)

- 4.3.1 Regarding technicality/ functionality, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below.
- 4.3.2 The bidder who scores 70 out of 100 points for technical and functional criteria will be evaluated on Price and Specific goals.
- 4.3.3 The bidder who fails to meet the minimum threshold will be deemed non-responsive and will not qualify for further evaluation.

No	Track record of the Bidder	Points
Experience and track record	<p>The bidder must attach to their RFQ response at;</p> <p>The bidder must present a minimum of three (3) reference letters/testimonials and appointment letters that correlate with where identical services were rendered, within the last Five (5) Years, both of which must be from the same entity within the Public Sector.</p> <p>The letters must have contactable references (Email or telephone contact) and must be signed, dated, and on the company/entity letterhead, entailing the following but not limited to:</p> <ul style="list-style-type: none"> The name of the entity provides reference letters/testimonials and appointment letters. The full contact details of the entity are the reference letters/testimonials and appointment letters. The reference letters/testimonials must be signed by the recipient of the services and appointment letters. A brief description of the project, which was completed by the services provider, detailing the following; <ul style="list-style-type: none"> a) The nature of the service rendered. b) the period of the project, and c) whether they met the deliverables within the project timelines. <p>Points allocation matrix:</p> <p>1 – Reference letter/testimonial and appointment = 05 points</p> <p>2 – Reference letters/testimonial and appointment = 10 points</p> <p>3 - Reference letters/testimonial and appointment = 20 points</p> <p>Non-compliance with the minimum points = 0 points</p>	20
No	Track record for Key Personnel Experience	Points
Key staff/Personnel	<p>Skills: The Bidder (Key Personnel) must provide four CVs of competent resources that have the knowledge and a minimum of 3 years experience in similar services in both the Public Sector of which the project leader must be qualified CA (SA) and Registered auditor (RA).</p> <p>Curriculum vitae (CVs) of the personnel/resources who will be allocated to the project must be provided, demonstrating their experience and qualifications.</p> <ul style="list-style-type: none"> Project Manager/Leader: <p>Experience of the project manager in managing similar projects accompanied by the following CV'S and certified qualifications:</p>	50

	<p>Points allocation matrix:</p> <ul style="list-style-type: none"> >10 Years experience plus CA(SA) /RA qualification = 30 Points 5-10 Year experience plus CA(SA) /RA qualification = 20 Points Less than 5 years and no CA(SA) /RA qualification/ no CVs attached = 0 Points <p>2x Senior Accountants with B. Com Degree and CTA</p> <p>Points allocation matrix:</p> <ul style="list-style-type: none"> >5 Years experience plus B. Com Degree and CTA qualification = 20 Points 3-5 Years experience plus B. Com Degree and CTA = 10 Points Less than 3 years and no B. Com Degree and CTA / no CVs attached = 0 Points 	
	Methodology and Approach	Points
<p>Approach and methodology aligned to a detailed project plan.</p>	<p>The Bidder must provide an actionable proposal with a project plan, deliverables, and clear timelines that demonstrate an understanding of the project.</p> <p>Demonstration of the SETA Act, legislation, and regulations applicable to commitments:</p> <ul style="list-style-type: none"> Financial Management: Demonstrate experience and knowledge of commitments in the Financial Statements Accounting and financial administration. Audit findings GRAP reporting framework. Assist with audit queries where necessary. <p>Points allocation matrix:</p> <ul style="list-style-type: none"> Proposed methodology and approach regarding implementation are adequate and comply with all requirements of the scope of work = 30 Points Proposed methodology and approach regarding the implementation that partially addresses the requirements as detailed in the scope of work = 15 Points Proposed methodology and approach regarding the implementation do not fully address the requirements as detailed in the scope of work = 0 Points <ul style="list-style-type: none"> No Proposed Submitted methodology and approach attached = 0 Point 	30
TOTAL		100

4.4 PRICE AND SPECIFIC GOALS – PHASE (3)

The evaluation for price and Specific Goals shall be based on the 80/20 PPPFA and points for evaluation criteria are as follows:

EVALUATION CRITERIA		POINTS
1	Price (Rate per hour)	80
2	Specific Goals	20
Total		100

4.5 PRICING SCHEDULE

4.5.1 The Bidder 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.

4.5.2 The Bidders are required to provide pricing for **the following resources**.

DESCRIPTION	QUALIFICATIONS	Rate per hour (Inclusive of VAT)
Project Leader	CA (SA)/ RA	
2x Senior Accountants	B Com and CTA	

5. CONTRACT DURATION

5.1 The contract will be for a **period of 6 months**.

6. ABSENCE OF OBLIGATION & CONFIDENTIALITY

6.1 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.

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

7. 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.

8. CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

- 8.1** Signatory to SBD 7.2 contract form with the bidder's approved submission as annexure to the contract.
- 8.2** Compliance with the general conditions of the contract.
- 8.3** Bidders are required to fully comply with the relevant SCM Legislative Framework as well as applicable applications of regulatory prescripts.
- 8.4** 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-contractor and for making any payments to such sub-contractors.
- 8.5** The successful bidder will be required to have adequate professional indemnity as well as liability insurance in place (**upon parties contracting**).
- 8.6** Bidders must adhere to the Protection of Personal Information (POPI) Act.

9. SPECIFIC GOALS POINTS

- 9.1** Evidence to be submitted by Emerging Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) – sworn affidavit (DTI or CIPC Template, Generic entities – SANAS accreditation).
- 9.2** 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.
- 9.3** The organ of state reserves the right to require a tender, 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.
- 9.4** 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.
- 9.5** 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.
- 9.6** 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.
- 9.7** Specific goals shall be applied as per SBD 6.1

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10. Consortium

- 10.1.1.** 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.
- 10.1.2.** 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.
- 10.1.3.** 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 is such that the lead partner is identified, and the following requirements are required as follows:

10.1.2.1 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)

10.1.2.2 Partner

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

10.2.1 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.

10.2.2. Of importance is that in a consortium, each individual team member retains their identity.

10.3 A joint venture

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

10.4 Unincorporated joint venture:

10.4.1. 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.

10.5 Incorporated joint venture

10.5.1 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.

- 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.

11. COMMUNICATION

11.1 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 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.**

12. CONDITIONS TO BE OBSERVED WHEN BIDDING

12.1 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 that 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 **90 days** from the closing date of the BID Enquiry.

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13. INSETA reserves the right to:

- 13.1.** Not evaluate and award a bid that does not comply strictly with this BID document.
- 13.2.** 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.
- 13.3.** 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.
- 13.4.** Cancel this BID at any time as prescribed in the PPPFA.
- 13.5.** 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.

14. COST OF BIDDING

- 14.1** 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.

15. NOTE TO BIDDERS:

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

END OF DOCUMENT