



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

EXPRESSION OF INTEREST – REPLY/APPLICATION FORM
DG 2024/2025

APPOINTMENT AS A PANEL MEMBER OF SUBJECT MATTER EXPERTS (SMEs) OR SECTOR PROFESSION BODIES/ASSOCIATIONS FOR THE PROVISION OF SERVICES TO ASSESS/MARK AND MODERATE EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA) EXAMINATION SCRIPTS FOR REGISTERED OCCUPATIONAL QUALIFICATIONS. THIS APPOINTMENT IS FOR A PERIOD OF 2-YEARS.

NB: SERVICES WILL BE UTILISED AS AT WHEN REQUIRED

1. ORGANISATIONAL DETAILS

Legal Name:	Company Registration Number:	Vat Reg Number:	Province:

2. CONTACT DETAILS:

	Full Name & Designation	Telephone Number	Cellphone Number	Email address
Programme Coordinator				
Official authorized representative who will sign the funding contract				

3. DELIVERABLES AND ACTIVITIES

Item	Activity		Evidence Required	
Marking of 100% Examination Scripts	1.1.	Mark 100% of scripts for each examination session and per qualification.	1.1.1.	Completed marksheet
Moderation of MINIMUM 30% Examination Scripts	2.1.	Moderate minimum 30% of marked scripts for each examination session and per qualification.	2.1.1	Completed marksheet
Provision of Marking & Moderation Reports for Each Examination	3.1	Develop related examination marking and moderation reports for each examination session and for each qualification marked and moderated.	3.1.1	Signed reports
Attend Post-Marking Results Adoption Panel Meetings	4.1.	Prepare submission reports for marking services undertaken.	4.1.1.	Signed attendance register
	4.2.	Attend results adoption panel meetings scheduled by INSETA after each examination session per qualification marked.	4.2.1	

4. QUOTATION PRICE

No.	Name of Occupational Qualification Title to be Marked	SAQA ID Number	NQF Level	Total Price per Qualification to be Marked/Moderated + Admin
1.				
2				
3				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Vat @15%				
Total Quotation Price				