

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/INS/2023/24/0070
RFQ ISSUE DATE	16 January 2024
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF THE SERVICE PROVIDER TO SUPPLY AND DELIVER OFFICE FRESH FLORAL ARRANGEMENTS ON A WEEKLY BASIS FOR 12 MONTHS.
CLOSING DATE & TIME	23 January 2024 @ 11:00 – Late submission will not be considered
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 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.
- 1.2 The objective of this request is to appoint a competent service provider to supply and deliver the office fresh floral arrangements to INSETA.

2. PURPOSE

- 2.1 The purpose of this RFQ is to invite a qualified and experienced service provider to supply and deliver six (6) fresh floral arrangements on a weekly basis for a period of 12 months. At INSETA offices spaces.

3. SCOPE OF WORK

The service provider must provide the following services:

3.1 FLORAL ARRANGEMENTS SERVICES

INSETA seeks to appoint a professional florist who will supply beautiful flowers that are well-arranged, elegant, and suitable for office or corporate space.

- 3.1.1 The flowers in the vase must be delivered every Monday morning to the INSETA office at least at 9:00 o'clock every morning.
- 3.1.2 There must be 6 sets of flowers including the vase to be delivered on a weekly basis.
- 3.1.3 The flowers will be for the 5 INSETA Executives and 1 for the receptionist area.
- 3.1.4 The flowers are for the following offices to be delivered on a weekly basis.
 - 3.1.4.1 Chief Executive Officer (CEO)
 - 3.1.4.2 Chief Finance Office (CFO)
 - 3.1.4.3 Executive Manager, Risk Management
 - 3.1.4.4 Executive Manager, Operations
 - 3.1.4.5 Executive Manager, Corporate Services Manager
 - 3.1.4.6 Receptionist Desk

3.1.5 The following requests are for special occasion events, flowers, baskets, and balloons are on an as-needed basis.

- 3.1.5.1 Bereavement Flowers in a Vase
- 3.1.5.2 Farewell Flowers in a Vase
- 3.1.5.3 Birthday Flowers in a Vase
- 3.1.5.4 Sympathy (get well soon) Flowers in a Vase
- 3.1.5.5 Helium Ballons (size 36)
- 3.1.5.6 Shaped Foil Ballon (size 40)
- 3.1.5.7 Foam Letters
- 3.1.5.8 Snack Pack Combo (Variety)
- 3.1.5.9 Cards

4. TIMEFRAMES

4.1 The duration of the contract will be for a period of 12 Months (1) years from the date of appointment.

5. CONTRACTUAL OBLIGATIONS

- 5.1 Only the top 1 qualifying supplier will be considered for contracting for the period of 1 year from the date of appointment.
- 5.2 Bidder rates-based pricing will be fixed for the first year or (12) months of the contract.
- 5.3 Bidder will be issued a PO upon request of services as and when required.
- 5.4 The service provider's quotation must also provide sufficient detailed information in terms of various cost items such as total man-hours and daily rates for the project team.
- 5.5 The successful bidder will be required to have adequate professional indemnity as well as liability insurance in place **(upon parties contracting)**
- 5.6 **Bidder will be subjected to an annual review in terms of measuring satisfactory performance.**
- 5.7 The successful bidder will be required to have adequate professional indemnity as well as liability insurance in place **(upon parties contracting)**
- 5.8 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.

6. PRICING CONSIDERATIONS

- 6.1** Service providers 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's submission (but not limited to).
- 6.2** Bidder will be expected to confirm compliance with the South African Revenue Service (SARS) tariff.

ITEMS	DESCRIPTION	QUANTITY	UNIT PRICES
1	Weekly office place floral arrangements	6	R
2	Once off Vases	6	R
3	Bereavement Flowers in a vase	1	R
4.	Farewell Flowers in a vase	1	R
5.	Birthday Flowers in vase	1	R
6.	Sympathy (Get well soon) flowers in vase	1	R
7.	Helium Ballons (size 36)	1	R
8	Shaped Foil Ballon (size 40)	1	R
9.	Foam Letters	1	R
10.	Snack Pack Combo	1	R
11.	Transportation Fee	1	R

Sub – Total	
VAT (15%)	
Total	

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 subcontractor's employees for the full duration of the contract.

9. MANDATORY CRITERIA

- 9.1 Bidders must provide a **portfolio of evidence (POE)** of previous work completed for **floral arrangement services** in an **electronic format, or link**.

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

10. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 10.1 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.
- 10.2 The Contract site is at **INSETA (as and when required)**.

11. PREFERENCE EVALUATION

11.1 Specific Goals and Price

- 11.1.1. As the tender **price is estimated to be between R2001 and R50 million including VAT**, 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 specific goal 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 respects, the award shall be decided by the drawing of 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_s = Points scored for the comparative price of a bid under Consideration

P_t = Comparative price of a 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.

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 joint endeavors, 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 fulfils 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.
- 14.4.5. Of importance is that in a consortium, each individual team members retain their identity.

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 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.

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.

14. 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 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.**

15. 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.

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16.3 The competitive shall remain open for acceptance by the Organization for a period of **90 days** from the closing date of the BID 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 bidders(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 principle 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 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.

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**
- **General Conditions of Contract (GCC)**

Note: if incomplete forms documents are submitted, INSETA reserves the right to request the bidder to submit complete documents for compliance.