

REQUEST FOR QUOTATION (RFQ)

RENTAL AND MAINTENANCE OF OFFICE POTTED PLANTS FOR A PERIOD OF THREE (3) YEARS

RFQ ISSUE DATE	22 FEBRUARY 2024
RFQ NUMBER	RFQ/INS/2023/24/0081
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE RENTAL AND MAINTENANCE OF OFFICE POTTED PLANTS FOR A PERIOD OF THREE (3) YEARS
CLOSING DATE & TIME	28 FEBRUARY 2024 at 11h00
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 submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER _____

RENTAL AND MAINTAINENCE OF POTTED PLANTS FOR A PERIOD OF THREE (3) YEARS

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.** The Insurance Sector Education and Training Authority (INSETA) hereby invites suitably service providers for rental of potted plants and maintenance for a period of three (3) years.

2. SCOPE OF WORK

The service provider must quote on the following.

- 2.1** 39 x E Cone Tall (height 1000mm x width 360mm) 32 cm
2.2 1 x Lunar Large (height 1200mm x width 380mm) 32 cm
2.3 2 x Medium Lunar (height 890mm x width 380mm) 32 cm
2.4 3 x can 435 squad Gemini (height 180mm x width 380mm)

3. ABSENCE OF OBLIGATION & CONFIDENTIALITY

- 3.1** 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.
- 3.2** The contract site is at INSETA.

4. WORKMEN AND SUPERVISION ON SITE

- 4.1** 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.

5. PREQUALIFICATION CRITERIA

- 5.1** Proof of registration on CSD (**Central Supplier Database**)
- 5.2** Bidder must provide sign SBD 4, SDB 6.1, GCC and proof of **BBBEE certificate or Affidavit- BBBEE certificate or affidavit clearly indicating Specific Goals**

6. MANDATORY CRITERIA

- 6.1** The bidder must provide a minimum of three (3) contactable reference letters from different service providers for potted plants to commercial/ corporate.
- 6.2** The bidder must submit a company profile indicating a minimum of three (3) years' experience in the industry.

7. PRICING SCHEDULE

- 7.1** The bidder must ensure that the price quotations are inclusive of all applicable taxes **(including VAT), delivery and maintenance.**

Description	Rental for year 1 including maintenance	Rental for year 2 including maintenance	Rental for year 3 including maintenance
39 x E Cone Tall			
1 x Lunar Large			
2 x Medium Lunar			
3 x can 435 squat Gemini			
VAT @ 15%			
Total			
Total for 3 years including delivery, pot plants and maintenance			R

8. PRICING SCHEDULE

- 8.1** The bidder must ensure that the price quotations are inclusive of all applicable taxes **(including VAT) and labour.**

9. POINTS AWARDED FOR PRICE AND SPECIFIC GOALS

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 comparative price of bid under Consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

10. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 10.1** 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.

10.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.

10.3 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.

10.4 Consortium

10.4.1. 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.

10.4.2. 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 the joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.

10.4.3. 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 a RFQ/Bid process is 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 combination of skills)

b) Partner

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

10.4.4. 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 BBEE status in order to align with the BBEE 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.

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

10.5. A joint venture

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

10.6. Unincorporated joint venture:

10.6.1. 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.

10.7. Incorporated joint venture

10.7.1. 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

- 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.

10.7.2. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

10.7.3. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

11. COMMUNICATION

- 11.1. Respondents are warned that a response will be disqualified should any attempt be made by abidder 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/RFQ should be emailed **three days before the closing date at** rfqs@inseta.org.za

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

INSETA reserves the right to:

- 12.2. Not evaluate and award a bid that do not comply strictly with this BID document.
- 12.3. 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.
- 12.4. 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.
- 12.5. Cancel this BID at any time as prescribed in the PPPFA.
- 12.6. 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.

13. Cost of Bidding

- 13.1. 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.

END OF TERMS OF REFERENCE DOCUMENT

Annexed to this document for completion and return with the document:

- SBD 4 (Bidders Disclosure)
- SBD 6.1
- General Conditions of Contract (GCC) initialled