

**EXPRESSION OF INTEREST – REPLY/APPLICATION FORM**

**DG 2024/25**

APPOINT CONTENT DEVELOPERS, SME ENTITIES OR PROFESSIONAL BODIES OR ASSOCIATIONS TO DEVELOP LEARNER MATERIALS FOR LISTED OCCUPATIONAL QUALIFICATIONS.

1. **ORGANISATIONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Legal Name:** | **Company Registration Number:** | **Vat Reg Number:** | **Province:** |
|  |  |  |  |

1. **CONTACT DETAILS:**

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

1. **DELIVERABLES AND ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **Item** | **Activity** | **Evidence Required** |
| * 1. OC: Insurance Agent - Insurance Underwriter (117329)
 | Develop full set comprising of:- learner guides/workbooks- logbooks for workplace & practical modules- formative assessment instruments- RPL guidelines- other supplementary and supporting resources | * Complete learner materials set for the qualification – to be approved by INSETA
* Learner materials development report.
* 1 x Hard copy & Electronic version
 |
| 1. OC: Professional Principal Executive Officer (Retirement Fund Trustee) 99574
 | Develop full set comprising of:- learner guides/workbooks- logbooks for workplace & practical modules- formative assessment instruments- RPL guidelines- other supplementary and supporting resources  | * Complete learner materials set for the qualification – to be approved by INSETA.
* Learner materials development report.
* 1 x Hard Copy & Electronic version
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| 1. OC: Professional Principal Executive Officer (93602)
 | Develop full set comprising of:- learner guides/workbooks- logbooks for workplace & practical modules- formative assessment instruments- RPL guidelines- other supplementary and supporting resources | * Complete learner materials set for the qualification – to be approved by INSETA.
* Learner materials development report.
* 1 x Hard Copy & electronic version
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| 1. OC: Professional Principal Executive Officer (Trainee Trustee - **New Entry Level**) NQF L04.
 | Develop full set comprising of:- learner guides/workbooks- logbooks for workplace & practical modules- formative assessment instruments- RPL guidelines- other supplementary and supporting resources | * Complete learner materials set for the qualification – to be approved by INSETA.
* Learner materials development report.
* 1 x Hard Copy & electronic version
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1. **QUOTATION PRICE**

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| --- | --- | --- | --- | --- |
| **No.** | **Name of Occupational Qualification Title to be Developed** | **SAQA ID Number** | **NQF Level** | **Total Price per Qualification to be developed (full set)** |
| **1.** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **Vat = 15%** |  |
| **Total Quotation Price** |  |

**NB:** quotes include development, administration and delivery of full sets to INSETA Head Office (1 x hard cop1s & Electronic version)