

**SBD 3.3**  
**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: ..... BID  
NO.: **TENDER-/INS/2024/25/016**

CLOSING TIME **11:00**                      CLOSING DATE **24<sup>th</sup> March 2025**

OFFER TO BE VALID FOR **140** DAYS FROM THE CLOSING DATE OF BID.

ITEM DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO MANAGE AND EXECUTE INSETA EVENTS AS AND WHEN REQUIRED FOR A PERIOD OF EIGHTEEN (18) MONTHS.**

BID PRICE IN RSA CURRENCY\*\*(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R..... **(Put percentage to be charged per event)**

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION    HOURLY RATE    DAILY RATE

.....	R-----
.....	R-----
.....	R-----
.....	R-----
.....	R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R-----
.....	R-----
.....	R-----

EMPOWERED TO **INFLUENCE AND INSPIRE!**

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R..... **(Please put the percentage to be charged per event)**

"all applicable taxes" include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions, and skills development levies.

5.2 Other expenses, for example, accommodation (specify, eg. Three-star hotel, bed, and breakfast, telephone cost, reproduction cost, etc.). On the basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project

.....

8. Are the rates quoted firm for the full period of the contract?  
\*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....

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.....  
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**(Insurance Sector Education and Training Authority (INSETA) hereby invites interested qualified, independent, and experienced institutions/companies for a panel of events management service providers to manage and execute inseta events as and when required for a period of three (3) years.**

Any enquiries regarding bidding procedures may be directed to the –

(INSETA: [bids@inseta.org.za](mailto:bids@inseta.org.za))

Tel: 011 381 8900

Or for technical information –

(INSETA: [bids@inseta.org.za](mailto:bids@inseta.org.za) )

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