

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/INS/2025/2026/0023
RFQ ISSUE DATE	07 th July 2025
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF GRAPHIC DESIGN, LAYOUT, AND INFOGRAPHIC SERVICES TO INSETA FOR A PERIOD OF TWENTY-FOUR MONTHS AS AND WHEN REQUIRED.
CLOSING DATE & TIME	10 th July 2025 at 11:00 am – 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 INSETA invites all suitably experienced and competent service providers to provide the graphic design layout and infographics items as per the specifications below.

2. DETAILED SPECIFICATION

2.1 SCOPE OF WORK

- 2.1.1** The services detailed below will be required on an on and when-required basis, with contract-based turnaround time of 48 hours (In line with the INSETA Corporate Identity Manual).

2.2 Graphic Design: Design, Layout, and Infographics Services

- 2.2.1** The "Services" consist of, and the successful graphic design firm shall provide, the following:

- 2.2.1.1** Art direction and concept design, design and production, project management, copyrighting and editing, and interactive services (website services and email marketing).
- 2.2.1.2** Conceptualize, design, and deliver graphic-design material that may include brochures, fact sheets, invitations, email templates, infographics, advertisements, flyers, email newsletter templates, and various other graphic and visual projects, as needed by the Partnership.
- 2.2.1.3** All design, materials, and concepts provided in the performance of the Services shall be suitable for printing by a separate contractor.
- 2.2.1.4** Upon acceptance of each design or concept, the INSETA will retain all intellectual property rights.

2.2.1.5 The design concept fee should be inclusive of the final quoted project costing.

2.3 Bidders will be required to align the required scope of services against the following goods to be delivered throughout the duration of the contract (as and when required)

Description	Pages
1. Design and layout an electronic advert, A4 size	1
2. Design and layout an electronic advert, A4 size	1 - 10
3. Design and layout an electronic advert, A5 size	1
4. Design and layout an electronic invitation without an RSVP link	1
5. Design and layout an electronic invitation without an RSVP link	1 - 3
6. PowerPoint clean up and video inserts per presentation	Maximum 50 Slides
7. Design and layout an electronic Christmas card – A5 size	1
8. Design and layout PowerPoint templates with a theme	10
9. Design and layout cover sheets, i.e., Research paper, Inseta Policy, or Training doc 4 pager	4
10. Design and layout certificate templates	1
11. Design and layout the presentation folder	1
12. Design and layout email signature banner	1
13. Design and layout the INSETA website banner	1
14. Design and layout A5 A5-size brochure	16
15. Design and layout A4 size Internal/External newsletter	12
16. Animation infographics, Virtual videos, maximum 5 minutes	1
17. Animation infographics, Virtual Video, maximum 2 minutes	1
18. Corporate video compilation and editing for a maximum of 5 minutes	1
19. Corporate video compilation and editing for a maximum of 2 minutes	1
20. Design of Inseta Pull-Up Banners	1
21. Design and layout social media storyboards	1
22. Poster Design A0	1
23. Poster Design A1	1
24. Poster Design A2	1
25. Poster Design A3	1
26. Poster Design A4	1
27. Dummy cheque for presentation (500X450mm)	1

3. EVALUATION CRITERIA

3.1 The evaluation criteria will be based on the following requirements:

- Phase 0: Administrative requirements.
- Phase 2: Evaluation of Price and Specific Goals.
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4. ADMINISTRATIVE CRITERIA (Phase 0)

- 4.1 Bidder must submit proof of registration on the CSD (**Central Supplier Database**).
- 4.2 Standard Bidding Document (**SBD 4**) **Bidder's Disclosure**.
- 4.3 **SBD 6.1** Preference Points Claim form.
- 4.4 General Conditions of Contract (**GCC**) initialled on each page.
- 4.5 Bidder must provide **BBBEE Certificate** (accredited by SANAS) or **Sworn Affidavit** (in as prescribed or CIPC or DTI template).
- 4.6 Bidder must submit fully completed and signed bid documents.

5. MANDATORY CRITERIA (Phase 2)

5.1 Portfolio of evidence

- 5.1.1 The service provider should submit a digital link to access the **Portfolio of Evidence (POE)** of work completed. With contactable references (email address and telephone number):
- 5.1.2 **Maximum three (3) POE with completed projects**

6. PRICE CONSIDERATION (Phase 3)

6.1 PRICING SCHEDULE

- 6.1.1 The service provider must provide a price quotation as per the below (**quotation on the service provider's letterhead must be submitted**)
- 6.1.2 The total cost must include VAT and should be quoted in South African currency (i.e., Rands).
- 6.1.3 The design concept fee should be inclusive of the final quoted project costing.
- 6.1.4 The design concept fee should be inclusive of the final quoted projected costing

6.2 CONTRACTUAL DURATION

- 6.2.1 The contract will be for a period of 24 months, to be used as and when required.

7. ABSENCE OF OBLIGATION & CONFIDENTIALITY

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, or a Purchase order has been issued.

8. WORKMEN AND SUPERVISION ON SITE

The service provider shall be held responsible for the conduct of its employees and the conduct of its subcontractors' employees for the full duration of the contract.

9. CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

- 9.1** All prices indicated in the pricing schedule must remain fixed for the period of the contract.
- 9.2** Compliance with the general conditions of contract.
- 9.3** SBD 7.2 will be the standard contract used for contracts, and the bidder's approved proposal will be an annex to the contract for term contracts.
- 9.4** Bidders are required to fully comply with the relevant SCM Legislative Framework as well as applicable applications of regulatory prescripts.
- 9.5** In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 9.6** Bidder must adhere to the Protection of Personal Information (POPI) Act.
- 9.7** **Delivery address, INSETA Offices: 18 Fricker Road, Illovo, Sandton, 2196.**

10 ADJUDICATION USING A POINT SYSTEM

- 10.1** The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria justify awarding it to another bidder.
- 10.2** Preference points shall be calculated after the process has been brought to a comparative basis, taking into account all factors of non-firm prices.
- 10.3** In the event that two or more bids have scored equal points in terms of price and preference points for Specific Goals, the successful bid must be the one scoring the highest number of preference points for Specific Goals, in terms of PPPFA Act 5 of 2000.
- 10.4** However, when functionality is part of the evaluation process and two or more bids have scored equal points for Specific Goals, the successful bid must be the one scoring the highest score for functionality.
- 10.5** Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

11 POINTS AWARDED FOR PRICE AND PREFERENCE POINTS

- (1) The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \{1 - (P_t - P_{\min})\}$$

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 the lowest acceptable bid

- (2) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- (3) The points scored for the specific goal must be added to the points scored for price, and the total must be rounded off to the nearest two decimal places.
- (4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

12 SPECIFIC GOAL POINTS WILL BE AWARDED AS FOLLOWS:

12.1. Table 1: Specific goals for the RFQ or bid process and points claimed are indicated per the table below.

12.2. *The 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 (80/20-point system)
Black Ownership <ul style="list-style-type: none"> 6 points for 100% 3 points for 75-99% 1 point for 51-74% 	(Maximum points = 6 points)
Women Ownership <ul style="list-style-type: none"> 6 points for 75% - 100% 3 points for 51% - 74% 1 point for below 51% 	(Maximum points = 6 points)
Youth Ownership <ul style="list-style-type: none"> 5 points for 75% - 100% 3 points for 51% - 74% 1 point for below 51% 	(Maximum points = 5 points)
Company owned by People with disabilities <ul style="list-style-type: none"> 3 points 	(Maximum points = 3 points)
Total	20

Note: Evidence to be submitted by Service Providers: Emerging Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) – sworn affidavit (DTI or CIPC Template), Generic entities – B-BBEE certificate (SANAS accredited) and CSD report.

- 12.3. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.
- 12.4. The organ of state reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 12.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.
- 12.6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 12.7. Bidders who qualify as EMEs and QSEs in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 12.8. Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate and BBEE Scorecard, substantiating their B-BBEE rating and black ownership issued by SANAS.
- 12.9. 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.

12.1 Consortium

- 12.1.1 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.
- 12.1.2 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.
- 12.1.3 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 is such that the lead partner is identified, and the following requirements are required as follows:

12.1.3.1 Lead Partner

12.1.3.1.1 All administrative documents (consortium agreement between the lead partner and the partner)

12.1.3.1.2 Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intents and purposes fulfils the requirements of the bid through a combination of skills)

12.1.3.2 Partner

12.1.3.2.1 Proof of CSD registration.

12.1.3.2.2 Tax Pin.

12.1.3.2.3 BBBEE Sworn-Affidavit.

12.1.3.2.4 SBD 4

12.1.4 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 specific goals 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.

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

12.2 A joint venture

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

12.3 Unincorporated joint venture:

12.3.1 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

- SBD 4
- SBD 6
- Tax PIN
- CSD registration.
- The JV agreement will direct which bank account of the two entities will be used.
- Consolidated Joint BBBEE Certificate.

12.4 Incorporated joint venture

12.4.1 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 complete by the entity/ company, the name of the joint venture, and the following will be required, amongst others

- SBD 4
- SBD 6
- Tax PIN

- CSD registration.
- The JV agreement will direct which bank account of the two entities will be used.
- Consolidated Joint BBBEE Certificate.

13 COMMUNICATION

- 13.1** 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 enquiries relating to this BID should be emailed **three days before the closing date**.

14 CONDITIONS TO BE OBSERVED WHEN BIDDING

- 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 their 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 **60 days** from the closing date of the BID Enquiry.

INSETA reserves the right to:

- 14.1** Do not evaluate and award a bid that does not comply strictly with this BID document.
- 14.2** 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.
- 14.3** 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.
- 14.4** Cancel this BID at any time as prescribed in the PPPFA.
- 14.5** Should bidder(s) be selected for further negotiations, they will be chosen based on cost effectiveness and the principle of value for money, not necessarily on the basis of the lowest costs.

15 COST OF BIDDING

- 15.1** 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.

16 NOTE TO BIDDERS

- 16.1** Due diligence to be conducted by INSETA prior to the award of the contract, where applicable.

END OF DOCUMENT

