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INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY

*EMPOWERED TO **INFLUENCE** AND **INSPIRE!***

18 Fricker Road,
Illovo, Sandton 2196
P.O. Box 32035, Braamfontein 2017

Telephone: 011 381 8900
Website: www.inseta.org.za

REQUEST TO PROCURE SERVICES OF AN ACCOUNTING FIRM TO PERFORM VERIFICATION AND VALIDATION OF PROJECT DELIVERABLES FOR 2025/26 DG EXPENDITURE.

RFQ	**RFQ/INS/2026/27/005**
RFQ ISSUE DATE	**22 APRIL 2026**
BRIEFING SESSION	**N/A**
DESCRIPTION	**REQUEST TO PROCURE SERVICES OF AN ACCOUNTING FIRM TO PERFORM VERIFICATION AND VALIDATION OF PROJECT DELIVERABLES FOR 2025/26 DG EXPENDITURE.**
CLOSING DATE & TIME	**28th APRIL 2026 at 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: ______________________________

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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.

2. DETAILED SPECIFICATION

2.1 INSETA seeks to procure the services of an accounting firm to assist with the verification of DG payment tranche deliverables and the reporting period in which the expenditure has been accounted for, identify any cut-off related issues, and any other assertions affecting the recognition of expenditure.

2.2 The verification of the payment tranche deliverables will cover the 2025/26 financial year.

2.3 The appointed service provider must be able to make recommendations on the journal to be processed to correct any cut-off issues identified.

3. ALL RESOURCES MUST HAVE THE FOLLOWING:

3.1 I have my own laptop, internet connection, meals, and transport.

3.2 The resources must be **available immediately**

3.3 The required resources should possess the following:

Description	***Qualifications***	***Comply / Didn't Comply***
Project Leader	***CA (SA) RA***	
3x Senior Accountants	***CTA Level 1 (minimum)***	

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3.4 The respective bidder must have the following experience:

- *Extensive understanding and application of PFMA and other application legislation*
- *Review of Financial Statements within the public sector environment*
- *Extensive understanding and application of PFMA and other application legislation*

4. EVALUATION CRITERIA:

The evaluation criteria will be based on the following requirements:

- *Phase 0: Administrative requirements*
- *Phase 1: Mandatory requirement*
- *Phase 2: Technical Fictionality (100 points) – The threshold of 70 points*
- *Phase 3: Evaluation on Specific Goals and Price – The threshold of 20 points.*

Phase 0: Prequalification Criteria

- *Bidder must submit proof of registration on CSD* ***(Central Supplier Database).***
- *Bidder must submit fully completed and signed bid documents:*
  - ✓ *Standard Bidding Document (SBD 4) Bidder's Disclosure.*
  - ✓ ***SBD 6.1 Preference Points Claim form.***
  - ✓ *Signed* ***Request for Quotation (RFQ)*** *form.*

Phase 1: Mandatory Requirements

Number	***Mandatory***	***Comply***	***Do not Comply***
1	***Project Leader CA (SA) RA***		
2	***3x Senior Accountants CTA Level 1 (minimum)***		

NB: Failure to comply with the mandatory requirements will lead to disqualification.

Phase 2: Technical and functional criteria

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With regard to technicality/ functionality, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below.

Service providers who score 70 out of 100 points for technical and functional criteria will be evaluated on Price and Specific goals.

No	Track record of the Bidder	Points 40
1.	Bidders' experience in rendering similar services: Bidder is required to provide at **least (3) three reference letters/testimonial** and appointment letters where similar services were rendered within the **public sector in** the past **five (5) years**. Service providers must ensure that the reference letter/testimonial and appointment must be on the **client's letterhead, signed**, **dated, and contactable** entails the following, but is not limited to: – The name of the entity providing the reference letters/testimonials and appointment letters. – The full contact details of the entity providing the reference letters/testimonials and appointment letters. – The reference letters/testimonials must be signed by the recipient of the services and appointment letters. – A brief description of the project which was completed by the services provider, detailing the following: 1) nature of service rendered; 2) period of the project, and 3) if they met the deliverables within the project timelines. **Points allocation matrix:** ✓ **No reference letter/testimonial** and purchase order or appointment letters **submitted=0 Point** ✓ **One (1)** reference letter/testimonial and purchase order or appointment letters submitted = **05 Points** ✓ **Two (2)** reference letters/testimonials and purchase order or appointment letters submitted **= 30 Points** ✓ **Three (3)** reference letters/testimonials and purchase order or appointment letters submitted **= 40 Points**	

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No	Track record for Key Personnel Experience	Points 40
2	**Skills:** Service provider (Key Personnel) must **provide four CVs** of competent resources who have knowledge and a **minimum of 5 years'** experience in similar services in the public sector environment. **Curriculum vitae (CVs**) of the personnel/resources who will be allocated to the project must be provided, demonstrating their experience and knowledge. **Project Manager/Leader:** ***Experience of the project manager in compilation of AFS, accompanied by the following CVs, and Certified qualifications:*** **Points allocation matrix:** • Attached detailed **CV with 10 or more years of experience** in the accounting environment and compiling **AFS for the Public Sector = 20 Points** • Attached detailed **CV with 6-9 years'** experience in the **public sector = 15 Points** • Attached detailed **CV with 3-5 years'** experience in the public sector = **10 Points** • No CV is attached, experience is irrelevant, or the experience can't be quantified in years = **0 Points** **3x Senior Accountants with B.Com Degree and CTA Level 1 (minimum)** **Points allocation matrix:** • Attached detailed CV with 10 or more years of experience in the accounting environment and compiling AFS for the Public Sector = **20 Points per accountant** • Attached detailed CV with 6-9 years' experience in the public sector = **5 Points per accountant** • Attached detailed CV with 3-5 years' experience in the public sector = **3 Points per accountant** • No CV is attached, experience is irrelevant, or the experience can't be quantified in years = **0 Points**	

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	Methodology and Approach	Points 20
3.	The Bidder must provide an actionable proposal with a **Project Plan**, deliverables, and clear timelines that demonstrate an understanding of the project. **A detailed proposal should clearly indicate the following:** An approach to how the entire DG value chain can be improved. Approach and project plan on the verification of the payment tranche deliverables to ensure that the related expenditure is accounted for in the correct reporting period for the prior years and that any other assertions affecting the recognition of expenditure are accounted for. Assist with audit queries for prior periods where necessary. **Points allocation matrix:** • Project plan regarding the implementation is adequate and complies with all requirements of the scope of work **= 20 Points** • Project plan regarding the implementation that partially addresses the requirements as detailed in the scope of work = **15 Points** • Project plan regarding the implementation does not address the requirements as detailed in the scope of work = **0 Points** • No project plan attached = **0 Point**	
TOTAL		**100**

NB: Service providers who score 70 out of 100 points for technical and functional criteria will be evaluated on Price and Specific goals.

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Phase 3: Price and Specific Goals

The evaluation for price and Specific Goals shall be based on the 80/20 PPPFA, and points for evaluation criteria are as follows:

Evaluation Criteria		Points
1	**Price (Rate per hour)**	80
2	**Specific Goals** **Black-owned Company 20 Points**	20
Total		100

5. PRICING SCHEDULE

5.1 The service provider 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 submission.

5.2 Service providers are required to provide pricing for **the following resources**.

Description	Qualifications	Rate per hour (Inclusive of VAT)
Project Leader	**CA (SA) RA**	
3x Senior Accountants	**CTA Level 1 (minimum)**	

6. CONTRACT DURATION

6.1 The contract will be for a **period of 3 months**.

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, or a Purchase order has been issued.

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8. WORKMEN AND SUPERVISION ON SITE

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

9. 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-contractor 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. CONTRACTUAL OBLIGATION

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 **If** 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:

Ps = 80 {1- (Pt – P min)}

P min Where:

Ps	=	Points scored for the comparative price of the bid under Consideration
Pt	=	Comparative price of bid under consideration

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Pmin = 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 GOALS POINTS WILL BE WARDED 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 • 6 points for 100% • 3 points for 75-99% • 1 point for 51-74%	(Maximum points = 6 points)
Women Ownership • 6 points for 75% - 100% • 3 points for 51% - 74% • 1 point for below 51%	(Maximum points = 6 points)
Youth Ownership • 5 points for 75% - 100% • 3 points for 51% - 74% • 1 point for below 51%	(Maximum points = 5 points)
A company owned by People with disabilities • 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 will be awarded

12.4 for specific goals is not claimed.

12.5 The organ of state reserves the right to require a tenderer, either before a tender is adjudicated or

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at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

12.6 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.

12.7 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 regarding preferences, in any manner required by the organ of state.

12.8 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.

12.9 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.

12.10 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.

12.11 **Consortium**

12.11.1 A consortium is an association of two or more individuals, companies, organisations, or governments (or any combination of these entities) to participate in a common activity or pool their resources to achieve a common goal.

12.11.2 A consortium requires that each participant retain its separate legal status, and the consortium's control over each participant is generally limited to activities involving joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.

12.11.3 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:

13. **Lead Partner**

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

13.12.2 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

13.12.3 Partner

13.12.4 Proof of CSD registration.

13.12.5 Tax Pin.

13.12.6 BBBEE Sworn-Affidavit.

13.12.7 SBD 4

13.12.8 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 to align with the

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specific goals required by the BID, declare interest and answer questions that it is not a disqualified entity with the National Treasury.

13.12.9 The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

13.12.10 Of importance is that in a consortium, each individual team member retains their identity.

13.13 **A joint venture**

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

13.14 **Unincorporated joint venture:**

13.14.1 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.

14. **Incorporated joint venture**

14.5.1 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

- 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.

15. **COMMUNICATIONS**

15.1 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.

16. 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 the bidder may incur 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 60 days from the closing date of the BID Enquiry.

16.4 **INSETA reserves the right to**:

- **16.4.1** Do not evaluate and award a bid that does not comply strictly with this BID document.
- **16.4.2** Make a selection solely on the information received in the Bid Document and enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the terms of reference.
- **16.4.3** Contact any bidder during the evaluation process 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.
- **16.4.4** Cancel this BID at any time as prescribed in the PPPFA.
- **16.4.5** 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 based on the lowest costs.

17. COSTS OF BIDDING

17.1 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.

17.2 **NOTES TO BIDDERS**

17.3 Due diligence to be conducted by INSETA prior to the award of the contract – where applicable.

<u>END OF DOCUMENT</u>