inseta
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 FOR QUOTATION (RFQ)

RFQ	**RE ISSUE - RFQ/INS/2026/27/0017**
RFQ DESCRIPTION	**APPOINTMENT OF SERVICE PROVIDER TO RENDER ADVISORY SERVICES TO BOARD SUB-COMMITTEE (FINANCE) IN TERMS OF THEIR ROLES RESPONSIBILITIES**
RFQ ISSUE DATE	**13 JULY 2026**
BRIEFING SESSION	**N/A**
CLOSING DATE & TIME	**18 JULY 2026 at 11:00 am** **Late submissions will not be considered.**
SUBMISSION METHOD	**rfqs@inseta.org.za** **For any queries or questions, please use the above-mentioned email address.**
RFQ VALIDITY PERIOD	**90 days**

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: ______________________________

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 Schedule 3A public entity established in terms of the Skills Development Act. INSETA is mandated to promote skills development within the insurance and related financial services sector in South Africa. As part of advancing sectoral skills development and professionalisation of the insurance industry, INSETA is considering the establishment of a College of Insurance to provide specialised education, training, research, and professional development programmes for the insurance sector. Considering INSETA's legal status as a Schedule 3A institution under the Public Finance Management Act, a legal opinion is required to determine the legislative permissibility, governance implications, and appropriate institutional model for establishing such a college.

2. PURPOSE

2.1 The Insurance Sector Education and Training Authority (INSETA) seeks to procure services of an accounting firm to render advisory services to board sub Committee (Finance) in terms of their roles and responsibilities.

3. LEGISLATIVE AND REGULATORY FRAMEWORK

3.1 This bid and all contracts emanating therefrom will be subject to General Conditions of Contract issued in accordance with Treasury Regulation 16A (downloadable GCC) published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), as well as the Preferential Procurement Policy Framework Act 2000 (PPPFA) with its latest Preferential Procurement Regulation (PPR), 2022.

4. SCOPE OF WORK

The bid proposal from experienced, knowledgeable, and properly qualified professionals must cover, but not be limited to the following:

4.1. The scope of work envisaged covers the following areas:

4.1.1. The successful service provider will be expected to render advisory services to board sub committee in terms of their roles and responsibilities in line with any other applicable Legislative frameworks or instruction notes provided by National Treasury until the 31st March 2027.

4.1.2. The bidder must have extensive knowledge and experience on services of an accounting firm to render advisory services to board Sub-Committee (Finance) in terms of their roles and responsibilities and making recommendations to the relevant structures.

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4.1.3. The bidder must also have extensive understanding and application of PFMA and other application legislation

5. ALL RESOURCES MUST HAVE THE FOLLOWING, WHEN NECESSARY:

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

5.2. The resources must be **available immediately**

5.3. The required resources should possess the following:

Description	***Qualifications***	***Comply / Didn't Comply***
Resources	***CA (SA), RA***	

6 EVALUATION CRITEIA

6.1 **LEGISLATIVE REQUIREMENTS (Phase 1)**

Bidder(s) must submit:

6.1.1 Completed and Signed RFQ Form Document**.**

6.1.2 Quotation on the bidder letterhead.

6.1.3 Completed and Signed Standard Bidding Document **(SBD 4) Bidder's Disclosure.**

Failure to comply with (or submit) the legislative requirements listed above will result in the bidder being non-responsive and result in disqualification.

6.1.4 The non-submission of the following legislative requirements will not lead to disqualification.

6.1.4.1 Completed and Signed Standard Bidding Document **(SBD 6.1) Preference Points Claim form.**

6.1.4.2 Bidder must provide valid **BBBEE Certificate or Sworn Affidavit.**

6.1.4.3 Central Supplier Database **(CSD)** Report.

- *INSETA may contact bidders in case clarification is required in relation to paragraph 6.1.4.*
- *Failure to comply with the requirement above within 7 working days after being informed will lead to invalidation of your bid.*

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6.2 MANDATORY REQUIREMENTS (Phase 2)

Number	***Mandatory***	***Comply***	***Do not Comply***
1	*Resource CA (SA), RA – membership certificates (SAICA and IRBA)*		
2	A detailed CV reflecting 7 or more years' experience within the SETA landscape specifically at Executive level.		
3.	The bidder must provide at least 3 contactable reference letters in a company letterhead demonstrating financial management/accounting skills and experience within the SETA landscape.		

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

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6.3 **PRICE AND SPECIFIC GOAL EVALUATION (Phase 3)**

6.3.1 The estimated total contract value for this procurement is below R50,000,000 (inclusive of VAT). Accordingly, this Request for Quotation (RFQ) process is conducted in line with the applicable Supply Chain Management (SCM) policies of INSETA and the thresholds prescribed by National Treasury. The 80/20 preference point system, as prescribed by the Preferential Procurement Policy Framework Act (PPPFA) Regulations, 2022, will therefore apply.

6.3.2 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:

$$Ps = 80\left\{1 - \frac{(Pt - Pmin)}{P\ min}\right\}$$

Where:

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

a) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

b) 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.

c) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points unless objective criteria justify the award to another bidder.

d) Preference points shall be calculated after the process has been brought to a comparative basis, taking into account all factors of non-firm prices.

e) 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.

f) 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.

g) Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

6.3.3 Specific goals points will be awarded as follows:

a) Table 1: Specific goals for this RFQ process and points to be claimed are indicated as per the table below.

b) *Corresponding points must also be indicated as such. The tenderer must indicate how they claim points for each preference point system.*

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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% • 0 points for 50% or less	(Maximum points = 6 points)
Women Ownership • 6 points for 75% - 100% • 3 points for 51% - 74% • 1 point for 1% - 51% • 0 points for 0%	(Maximum points = 6 points)
Youth Ownership • 5 points for 75% - 100% • 3 points for 51% - 74% • 1 point for 1% - 50% • 0 points for below 50%	(Maximum points = 5 points)
Company owned by People living with disabilities • 3 points for ownership by people living with disabilities • 0 points for no ownership by people living with disabilities	(Maximum points = 3 points)
Total	**20**

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

6.3.4 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.

6.3.5 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

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of state.

6.3.6 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.

6.3.7 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.

6.3.8 Bidders who qualify as EME and QSE in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.

6.3.9 Bidders other than EME's or QSE's 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.

6.3.10 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

7 PRICING SCHEDULE

7.1 The service provider must provide a price quotation as per the below ***(quotation on the service provider's letterhead must be submitted)- Rates quoted must be fixed for a period of the contract.***

7.2 The total cost *(to be used for evaluation)* must include VAT and should be quoted in South African currency (i.e., Rands)., the quotation must cover the following;

Description	**Qualifications**	**Rate per hour (Inclusive of VAT**
1 x Resource	CA (SA), RA	R

8 CONTRACT DURATION

8.1 The contract will be for a period until 31 March 2027

9 ABSENCE OF OBLIGATION & CONFIDENTIALITY

9.1 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.

10 WORKMEN AND SUPERVISION ON SITE

10.1 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.

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11 CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

11.1 The successful bidder will be required to enter into a Service Level Agreement (SLA) with measurable Key Performance Indicators (KPIs), performance targets, reporting frequencies and consequences for non-performance.

11.2 The successful bidder may be required to have adequate professional indemnity as well as liability insurance in place (upon parties contracting).

11.3 The successful bidder will be required to sign a non-disclosure agreement for the duration of the contract period.

11.4 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.

11.5 Bidders are required to fully comply with the relevant SCM Legislative Framework as well as application of regulatory and prescripts. Bidders are also required to take all reasonable steps to protect information, in line with the provisions of the POPIA.

11.6 Bidder will be subjected to periodic review in terms of measuring satisfactory performance until contract is completed and shall invoke applicable penalties as per contract terms and conditions, where there is unsatisfactory performance.

11.7 **Delivery address, INSETA Offices: 18 Fricker Road, Illovo, Sandton, 2196.**

12 Bid requirements when bidding as the following:

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 delignates 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:

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 intents and purposes fulfils the requirements of the bid through a combination of

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skills)

b) Partner

- Proof of CSD registration.
- Tax Pin.
- BBBEE Sworn-Affidavit.
- 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 characterised 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 completed by the entity/ company, the name of the joint venture, and the following will be required, amongst others

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- 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.

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

14 CONDITIONS TO BE OBSERVED WHEN BIDDING

14.1 The organisation 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 organisation also reserves the right to withdraw or cancel the BID at any stage.

14.2 No BID shall be deemed to have been accepted unless and until a formal contract/letter of award is prepared and executed.

14.3 The competitive shall remain open for acceptance by the Organisation for a period of **90 days** from the closing date of the RFQ Enquiry.

INSETA reserves the right to:

14.4 Do not evaluate and award a bid that does not comply strictly with this BID document.

14.5 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.

14.6 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.

14.7 Cancel this BID at any time as prescribed in the PPPFA.

14.8 Should bidder(s) be selected for further negotiations, they will be chosen based on the principle of 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

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regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

16 ANONYMOUSLY REPORTING OF FRAUD

16. Bidders are encouraged to report any incidents of • fraud • corruption • theft • misconduct or •unethical behaviour to the Vuvuzela Hotline. Contact number: 0800 119 691

17 NOTE TO BIDDERS

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

END OF DOCUMENT