



## MINUTES

<b>Meeting</b>	Briefing session - PROVISION OF SKILLS PROGRAMMES TO 200 TVET COLLEGE LEARNERS		
<b>Date</b>	05 September 2017		
<b>Time</b>	10H00-11H00		
<b>Venue</b>	Oasis Boardroom		
<b>Attendees</b>			SCM Manager
			Manager - ETQA
			SCM Administrator
<b>Item No</b>	<b>Agenda Items</b>		
1	<b>Opening</b> TK welcomed everyone present at the briefing session and declared the meeting opened.		
2	<b>Matters discussed</b>  <b>2.1 SCM presentation</b>  TK started by clarifying that the tender is issued for the second time; that the previous tender process was cancelled as a result of material errors in the terms of reference. She reiterated that the briefing session was not compulsory and that non-attendance will not disqualify any bidder; she urged all prospective bidders to complete the attendance register.		

She continued to present on the SCM aspect in respect of the advertised bid as follows:

- a) Closing date for enquiries is 19 September 2017 at 16h00.
- b) Submission of bids - Closing 26 September 2017 at 11h00. Late bids will not be considered. Two (2) envelope system will not be used. Bid responses shall be submitted in 2 sealed envelopes clearly marked "ORIGINAL" and "COPY". Bidders must ensure that sections in their proposals are clearly marked and that they **BIND/STAPLE** pages if not submitted in a file. INSETA will not be held accountable for any loss of papers.
- c) There will be no public opening for this tender.
- d) All bidders are required to register on the Central Supplier Database with the National Treasury; proof of registration must be submitted with the bid.
- e) All SBD forms must be fully completed and signed; bidders must also indicate their bid prices on the SBD 1 or at least cross reference to the relevant/specific pricing schedule where applicable; bidders must ensure that the SBD 4 form is completed accurately; each page of the GCC must be initialed; submit a valid original copy of the Tax Clearance Certificate or Tax Status Report and an original or certified copy of a BBEE certificate issued by a SANAS accredited Agency or an original sworn affidavit in line with the DTI requirements.
- f) In case of joint venture agreement, submit a copy of JV agreement, an original or certified copy of the consolidated BBEE certificate and valid original copy of the Tax Clearance Certificate or Tax Status Report for all companies participating in the JV.
- g) Disclosure - No members of the INSETA Board and employees shall bid for this project or any other tender at INSETA.**
- h) 80/20 preference point system will apply.
- i) Proposals will be evaluated in 3 phases as follows:
  - i. Compliance check - Mandatory documents as states in (e) above.
  - ii. Functionality criteria and applicable scoring matrix- ETQA accreditation (40 points)  
Bidder's experience (30 points)  
Reference letters (15 points)  
Team details (15 points)

She reiterated that the successful bidder will be required to submit signed consultancy agreements with their team members and that INSETA may conduct due diligence on the information submitted by bidders.

Initial 

<p>j) According to section 11 of the bid document, INSETA reserves the right to verify the accuracy of information provided by bidders e.g. Facilitator, moderator, assessor information as well as the reference letters.</p> <p>k) According to section 3, clause (f) of the bid document, <i>“The successful bidder/s will be expected to submit signed valid consultancy agreements for their facilitators, moderators and assessors within 3 days after bid award”</i>.</p> <p>l) The minimum threshold for functionality is 70%; bidders who score less than 70% will be disqualified from BBBEE and Price evaluation.</p>	<p><b>2.2 Project/Technical Background</b></p> <p>NN explained that the project is intended for learners who have already completed their formal curriculum with TVET colleges and are entering the Insurance workplace without any form of knowledge or relevant experience; that the programme encapsulates a cluster of unit standards derived from both long term and short term qualification which are meant to provide a foundation for these learners. She added that the reason for mixing these unit standards was that these learners were spread across the different workplaces; that they are in the mix of employers including brokerages. The program intends to provide the learners with 27 credits which can be used to further pursue learnerships or internships in the insurance field should they wish to. It is basically an orientation program for the learners.</p> <p>NN further clarified that bidders need to have accreditation for either of the two qualifications (49929 &amp; 57917) and that it is not compulsory to have scope for both qualifications. She also emphasised that bidders must be able to deliver the skills programmes in all 8 regions. She also took attendees through the deliverables as per section 13.5 of the bid.</p>
<p><b>5</b></p> <p><b>Closure</b></p> <p>The chairperson adjourned the meeting at 11H15.</p>	



Tefelo Kekana

Chairperson

Date: 08.09.2017



## BRIEFING SESSION ATTENDANCE REGISTER

Tender Number : ETQA/2017/03  
Tender Description : Provision of skills programmes to 200 TVET College Learners  
Date : 05 September 2017  
Time : 10h00  
Venue : INSETA

No	Name of representative	Name of Company represented	Telephone/cell phone number	Email address	Signature
1	Frodo Mop	Transure			
2	Andy Bernede	ASTG			
3	Immacant Shongedza	GTCSS			
4	Rob Murray	GTCSS			
5	Rodd Pantrey	1-Fundi			
6	Cecil Taylor	Kaires			
7	Ofentse Keneshi	Imsimbi Training			
8	Nomawazi Zhabalala	Imsimbi Training			
9	Happy Boozi	Ikhwezi Training Institute			
10	William Rogers	ALTG			
11	Tadisa Mafirepi	OCTOMATE			



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**Date** : 05 September 2017  
**Time** : 10h00  
**Venue** : INSETA

No	Name of representative	Name of Company represented	Telephone/cell phone number	Email address	Signature
1	WALTER GURADENA	SPECTRUM CREATIVE BRIDGE OF BUSINESS			
2	ABDUL R. ALI JAMEA	ST. JOHN			
3	Tsogq Mamelela	Hlago Environment			
4	Johanna	JAN Ikwetuzeyi Yokusa Dev. Proj.			
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