

23 August 2010

REQUEST FOR QUOTATION

Dear Service Provider

Inseta (Insurance Sector Education and Training Authority) requests a quotation for services from interested parties who meet the following criteria;

- SETA (Sector Education and Training Authority) work experience
- GTZ (Deutsche Gesellschaft für Technische Zusammenarbeit) work experience
- Occupational Curriculum design experience
- Registration as Occupational Qualification Facilitator
- Business planning, strategy and policy experience related to QCTO (Quality Council for Trades and Occupations)
- Workshop facilitation in matters relating to the QCTO.

Your quotation should cover the following work statement supported by the following work activities:

Work statement

Within a contractual period of no longer than 2 consecutive months, undertake the necessary research through business planning processes and models analysis and development, consultation with relevant SETA staff, workshop/s (at Inseta offices, Parktown) with relevant SETA staff, other relevant document review and analysis that would lead to the establishment of a functional QCTO unit within the INSETA.

Work product

A QCTO Unit Business Plan and Strategy comprising and supported of the following:

Council Members: I. Mzimela (Chairperson), R. Govenden (Deputy Chairperson), T. Berry (Business), G. Conradie (Labour), J. Dixon (State), W. Hattingh (Labour), J. Mngoma (Business), M. Naidoo (Labour), I. Ramputa (Labour), J. Ramsunder (Business), B. Scott (Business), K. Selamolela (Business) and E. Zeeman (Labour).

CEO: S. Dunn

- A Transitional Plan (depending on the proposed structure);
- Policy Statements for the QCTO unit;
- Business Plan (no financial model required) and Strategy;
- Business Process Maps related to QCTO unit ;
- Structure, Job Titles and Job Levels (as required to operationalise the QCTO unit);
- Job and Competency Profiles; and
- Management System Requirements.

Kindly furnish INSETA with written quotation/ proposal for conducting the above and include the proposed duration for each item.

The quotation/proposal must be submitted not later than 06 September at 12h00 on the letterhead of your business and can either be:

- *faxed to 011 484 0862 (please phone to confirm receipt before closing date and time),*
- *e-mailed to info@inseta.org.za and copied to nadiat@inseta.org.za or*
- *delivered by hand*

The following conditions will apply:

- *Price quoted must be valid for at least thirty (30) days from the date of your offer.*
- *Price quoted must be firm and must be inclusive of VAT*
- *A firm delivery period/date must be indicated*

Failure to comply with the above conditions may invalidate your offer.