



Working together for a skilled tomorrow

The Insurance Sector Education and Training Authority (INSETA)

Request for Bids: Tender IPO/13/2007 – Development of a better business toolkit for SMME brokerages

The Insurance Sector Education and Training Authority (INSETA) invites suitably qualified providers to submit a proposal for consideration, to be appointed subject to the provisions of this RFB that can –

- research and develop a business development and business management “toolkit”, and
- that can provide training on the toolkit and the use thereof.

Contact for Inquiries

Inquiries related to this RFB may only be addressed for the attention of Ms Shamika Pillay at the following address:

E-mail address: insetapo@exordia.co.za, reference “Tender IPO/13/2007”.

Only written enquiries, submitted to the above e-mail or faxed to 011 209 5448, will be accepted until Monday 7 January 2008.

Procurement Schedule

Potential Service Providers (“Service Provider”) to this RFB are to adhere to the following schedule of events in this procurement process. The INSETA reserves the right to change this schedule at any time. Parties concerned will be notified as and when necessary:

Publishing of RFB	Newspapers - 18 November 2007 Tender bulletin – 23 November 2007
Deadline for response to the RFB	11 January 2008 @ 11:00
Selection/short listing	15 January 2008
Proposals presentations at final evaluation	18 January 2008
Appointment of selected Service Providers	25 January 2008

The Request for Bid (RFB) can be accessed from INSETA’s website at www.inseta.org.za.

Interested parties can collect the **RFB documents** from the following address:
INSETA Programme Office, PricewaterhouseCoopers, East Wing, 2 Eglin Road, Sunninghill

INSETA PROGRAMME OFFICE Hours are 08:30 – 16:00. Please call extension 5448 at reception.

All proposals must be submitted to the INSETA Programme Office by **11:00 on Friday 11 January 2008**.

Proposals must be sent to Ms Shamika Pillay, INSETA Programme Office, East Wing E/2/44B, 2 Eglin Rd, PricewaterhouseCoopers, Sunninghill, 2157.

Please note that electronic or late entries will not be accepted!