

REQUEST FOR QUOTATION (RFQ)

Description	:	Annual Renewal for Tableau Creators License			
RFQ Issue Date	:	27 January 2021	RFQ Closing Date	:	02 February 2021 at 11H00
RFQ Number	:	RFQ/2020/21/65	Enquiries	:	Miss Vuyokazi Memela
Email	:	rfqs@inseta.org.za	Expected delivery date	:	1 week after appointment

1. PURPOSE:

- 1.1 The Insurance Sector Education and Training Authority (INSETA) hereby invites qualified and experienced service providers to submit price quotations for an Annual Renewal for Tableau Creators License.

2. BACKGROUND TO INSETA

- 2.1 INSETA is responsible for skills development within the insurance sector. It is mandated to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA). INSETA is a schedule 3A entity, which is required to comply with the Public Finance Management Act (PFMA), any other relevant legislation and the INSETA constitution.

3. SCOPE OF WORK:

- 3.1 The renewal of Tableau Creators license that is due on the 2nd of March 2021 for a period of 1 year. The INSETA is now seeking quotations from an accredited supplier duly authorised to resell or partnership Tableau licences or accredited reseller.

4. PRE-QUALIFICATION REQUIREMENT

- 4.1 Bidder must provide proof and must be an **EME, QSE (level 1 or level 2 BBBEE contributor only)** status will be considered.

Non-compliance with above mentioned, will result in immediate disqualification

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. S.J. Kruger (Business), Ms. Z. Motsa (Business), Mr. R.P. Mothabane (Labour), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. F. Mabaso (Government), Mr. S.M. Mpuu (Community Organisation)

CEO: G. Mkhize

5. MANDATORY REQUIREMENT

- 5.1** Bidders must be authorized partners/reseller certification of the licenses **i.e. a proof of reseller or partnership certification must be provided.**
- 5.2** List of contactable references or two (2) contactable reference letters from clients where similar work was done in the past two (2) years. These letters must be on client letterhead, signed and dated. The list must have email address and a contact number.
- 5.3** Bidders must be registered with CSD (Central Supplier Database) and provide proof i.e. CSD report.

Non-compliance with above mentioned, will result in immediate disqualification

6. PRICING SCHEDULE:

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Annual renewal Tableau Creator License	2		R
VAT			R
TOTAL QUOTATION AMOUNT			R

*******Price quotations must be inclusive of all applicable taxes (e.g. VAT).**

7. TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- 7.1 INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- 7.2 INSETA reserves the right to verify the information submitted by bidders.
- 7.3 INSETA will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to INSETA in its submission or at any stage during and after this RFQ process.
- 7.4 Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.
- 7.5 INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- 7.6 Any and all documentation relating to this contract shall be the property of INSETA.
- 7.7 In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of Contract of 2010.
- 7.8 Late and incomplete submissions will not be accepted.
- 7.9 Quotations/proposals shall be valid for at least 30 days from date of submission.
- 7.10 Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted
- 7.11 Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- 7.12 Bidders are required to submit an original or certified BBBEE certificate or sworn affidavit in line with the Regulations.
- 7.13 The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- 7.14 Bidders must complete and sign SBD4, SBD6.1, SBD8 and SBD 9.
- 7.15 INSETA does not do upfront payments.
- 7.16 Quotations along with required documentation and SBD forms must be emailed rfqs@inseta.org.za on or before **Tuesday, 02 February 2021 at 11h00**

End of RFQ Document