



MINUTES

Meeting	COMPULSORY BRIEFING SESSION: DEVELOPMENT OF A TRAINING PROGRAMME AND TRAIN 100 TVET COLLEGE LECTURERS IN 9 PROVINCES TO OFFER INSETA QUALIFICATIONS AND ALSO LEAD TO CERTIFICATION FOR COLLEGE OF INSURANCE	
Date	27 February 2019	
Time	12H10-13H10	
Venue	Oasis Boardroom	
Attendees	Specialist:	
		Acting Quality Assurance Manager
		ETQA Monitoring Specialist
		ETQA Specialist Consultant
		SCM Specialist
Item No	Agenda Items	
1	Opening	PG welcomed everyone present at the briefing session and declared the meeting opened. He requested all prospective bidders to complete the attendance register.
2	Matters discussed	<p>PG stated that the briefing was compulsory meaning that only those bidders who attended will be considered for evaluation and that those who failed to attend will be disqualified from the process.</p> <p>Nasreen took all attendees through the requirements of the bid and provided the project background as follows:</p> <ul style="list-style-type: none">- Part of INSETA's mandate and strategic goals is to work with TVET Colleges across the country and as a result, INSETA wants to develop these colleges to have knowledge and understanding of the insurance industry as well as be able to deliver qualifications that are insurance related.

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- Once the lecturers are fully capacitated and there is comfort that the colleges can deliver on the insurance qualifications, the intention is to select certain colleges and have a section within them called the college of insurance. The intention is to go beyond the lecturers getting theoretical training but to also get exposure to the insurance industry so that there is a practical understanding of what the industry is about.
- The call is for professional bodies and associations, as experts in the industry to work with INSETA to design the programme and take lecturers from their current competency through the journey to understanding the insurance industry and how to deliver the programmes and to get to a level where there will be confidence from the sector in using TVET colleges to deliver insurance programmes.
- There is a perception of there being an inferior level of delivery from TVET colleges, therefore INSETA wants to capacity build the lecturers so that the perception is shifted.
- The expectation is continuous development of the lecturers post the programme hence INSETA is working with bodies that can give assurance that post the programme, there will be ongoing information and updates that the TVET lecturers will receive to update them industry developments. TVETs do not only work with insurance, they work with several industries, hence they will need a feeder to inform them on the latest developments in the industry.
- The scope of work within this tender is about developing the actual training programme and the guideline on what must be included is on page 10 of the bid document.
- INSETA is also looking at the recruitment of the lecturers across 9 provinces, hence INSETA expects the screening and selection of nominations for lecturers to attend the programme, that the successful bidder will assist with the process.
- The expected outcome is high level lecturers that INSETA will license. Included in that licensing is the actual examining and certifying of these TVET lecturers that are deemed competent. CPD workshops and newsletters are to be provided to the certificated lecturers.
- INSETA requires for the project to be concluded within a 1-year period after contracting and this includes the submission of the closure reports.
- In the design of the programmes, bidders must factor the development of a curriculum. It is not typically like a unit-based qualification or an NQF qualification. What INSETA wants is for lecturers to become familiar with the industry and the basics of it and therefore be able to deliver a qualification within it.
- The actual materials for the specific qualifications that colleges will deliver will be supplied by INSETA. So the actual curriculum for what the lecturers are going to deliver on should not be the bidders' focus. INSETA also wants providers to consider the assessment tools used.
- There is a high level of professionalism that is required within the insurance industry, therefore these lecturers will be training learners that will enter the insurance industry.

SM stated that:

- INSETA might have a preference on certain provinces over others when it comes to recruitment of learners. The preference is based on where most insurance clients are situated and on the industry demand.
- TVET colleges choose certain SETAs they want to work with but for costing purposes all nine provinces must be counted.
- INSETA's intention is to appoint only one service provider who will develop and implement the programme.
- The training will be implemented in 4 provinces which means out of the 9 provinces some will be combined hence bidders will not travel to all 9 provinces. The duration of the training is expected to be 10 days per location.
- The training venue will be provided by INSETA; hence bidders should not factor in the cost of the venue in their pricing.
- The individual TVET colleges will over the flights and accommodation for the 100 participants and bidders should not include these in their price quotations.
- Bidders must cost for the materials, trainers and their costs of travel and accommodation to the different provinces.
- The instruction is that the appointed service provider will oversee recruiting and will engage with INSETA should any assistance be required.
- The expectation is that the development of the programme materials will be completed in the first 6 months followed by the implementation.

SCM Requirements:

PG stated that:

- If bidders pass the compulsory requirement then they will be considered for functionality evaluation.
- development and implementation are two different requirements; therefore, bidders must submit a letter from a client indicating that the bidder has done both or letters from different clients indicating that the bidder has done one or the other.
- To pass the functionality evaluation criteria, bidders must attain at least 70% to be evaluated further on pricing and preference points whereby 80 will be price and 20 BBBEE points.
- The closing date for submission of the tenders is 12 March 2019. No bids will be accepted post the closing date and time.

- Bidders must also pay attention on the compulsory requirements of the bid on page 11 section 13.5.

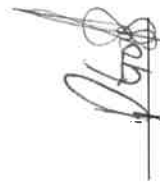
PG further highlighted the Standard Bidding Documents (SBD) that must be completed as follows:

1. SBD1: contains the details of the service provider. The important point is that on submission of the bid, bidders must be registered on National Treasury's Central Supplier Database (CSD) and the CSD number must be indicated on SBD 1. INSETA will also be verifying the tax compliance status of the bidders on the CSD and SARS eFiling. Hard copy tax clearance certificates are no longer a requirement.
2. SBD 4: Mainly focuses on the potential conflict of interest, hence the important part is that the director's names and ID numbers must be indicated. There must also be a declaration of whether the bidder or any of its directors have any relation to any of INSETA employees.
3. SBD 6.1: Highlights the evaluation method to be applied. The bid is not estimated to exceed R 50 million hence the 80/20 principle will apply. Sworn affidavits are acceptable if the bidder is a Qualifying Small Enterprise or Exempted Micro Enterprise.
4. SBD 8: Refers to past practices of the bidder. I.e. where a bidder was contracted to carry out work and failed to do so or has been prohibited to do business with the state, it must be declared upfront in SBD 8.
5. SBD 9: is intended for competition purposes, hence it highlights all instances that are prohibited to be undertaken by the bidders i.e collusion.

Questions and Answers

Question/comment	Answers
1. Does the training days have to be 10 consecutive days?	It will be negotiated during contracting.
2. Will the training run concurrently across all 9 provinces?	It will depend on the appointed service provider's capacity.
3. Will bidders be required to include the cost of material in their pricing?	Yes.
4. What is the estimated date that INSETA wants to roll out?	A schedule will be developed in line with the TVET calendar to align implementation dates.
5. When recruiting the lecturers at TVET colleges must it be within the ones that have been nominated?	Yes
6. At what level does INSETA wants the programme to be developed?	From NQF level 6 as it the entry level for a teaching qualification. The lecturers do not know anything about the industry hence there will be a staggering that goes through from level 3, 4 upwards to level 5 & 6

		<p>because in future there will be insurance qualifications that INSETA will deliver and that the occupations model is up to 6. it is anticipated that the colleges will sit between 4 and 5. Traditionally unemployed youth and entry level people are brought into the industry, so it is important that there is a comprehensive programme.</p> <p>Yes.</p> <p>It is for the bidders to propose what exposure they will provide as this is not just a theoretical programme but there will be a period of exposure to an insurance environment and understanding the operating of an insurance environment.</p> <p>It is a requirement by the Department of Higher Education and Training that lecturers must have a minimum of 5 days of Work Based Exposure and report on that. So, the bidders programme must incorporate that. The minimum 5 days exposure must be separate from the 10-day theoretical training.</p>
<p>3</p>	<p>Closure PG thanked everyone for attending and declared the briefing session closed.</p>	



Phiwokuhle Gawulana
 Specialist: Demand, Compliance and Contract Management
 Date:

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