



# inseta

INSURANCE SECTOR EDUCATION  
AND TRAINING AUTHORITY

## MINUTES

<b>Meeting</b>	<b>Compulsory briefing session: Appointment of Service Providers for the Supply and Delivery of Branded Promotional Material/Items</b>	
<b>Date</b>	29 March 2019	
<b>Time</b>	10H00-11H00	
<b>Venue</b>	Oasis Boardroom	
<b>Attendees</b>	Phiwokuhle Gawulana (PG) Tshepo Mabika (TM) Lebogang Phaleng (LP)	Demand, compliance and contract management Marketing SCM
<b>Item No</b>	<b>Agenda Items</b>	
<b>1</b>	<b>Opening</b> PG welcomed everyone present at the briefing session and declared the meeting opened. He requested all prospective bidders to complete the attendance register and informed them that communication will be sent only to those bidders who attended the session. The proceedings of the session will be recorded and can be retrieved at any time.	
<b>2</b>	<b>Matters discussed</b> Due to the huge turnout at the briefing, it was agreed that there will be two sessions.  <b>2.1 Technical Requirements</b> TM took the attendees through the specifications/technical requirements as follows: <ul style="list-style-type: none"><li>- INSETA's core divisions comprise of Internships, Learnerships, Bursaries and Quality Assurance. The PR and Marketing division is responsible for the branding element of INSETA.</li><li>- In terms of the specifications, the items have been clustered into two. Cluster 1 is for the high-end items whilst cluster 2 is for the more common items.</li></ul>	

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- The request is for all items to be branded with the INSETA logo.
- INSETA has 3 different logos, hence each time an order is made TM will indicate which logo is applicable.
- The INSETA Corporate Identity Manual will be made available to the appointed providers.
- Quantities will be indicated as and when an order is made.

PG highlighted the following, in respect of the advertised bid:

- a) The briefing session is compulsory hence, bidders who failed to attend the session will not be considered.
- b) **The tender is open only to Exempted Micro Enterprises (EMEs) and Qualifying Small Business Enterprises (QSEs); therefore, bids which fall outside of this qualification will not be considered or entertained.**
- c) **An updated document with the correct maximum scoring points for functionality will be sent to all attendees.**
- d) The contract period is 2 years and INSETA intends to appoint two service providers, one per cluster. The service provider who attains the highest points will be awarded cluster 1 and the second highest scoring bidder will be awarded cluster 2.  
Should the service provider appointed for either cluster not be able to deliver items on its cluster, then the bidder from the other cluster will be approached and allowed to supply.
- e) INSETA is not obliged to procure all items on the schedule as it will be procured when required.
- f) Items which are not listed on the clusters will be procured via RFQ process.
- g) Closing date for enquiries is 01 April 2019 at 16h00.
- h) Bidders must also complete SBD 6.2 as the items that INSETA is procuring fall within the designated sector.
- i) For reference letters to be considered valid, they must be in line with the criteria stipulated in the bid document. The letters must be from different clients. Appointment/award letters will not be considered valid.
- j) The minimum threshold for functionality is 75%; bidders who score less than 75% will be disqualified from BBBEE and Price evaluation. In terms of the pricing, the evaluation will be conducted on per cluster and INSETA will appoint the highest scored bidder for each cluster. Bidders must ensure that the total for each cluster is completed.
- k) **Bidders agreed price per unit item inclusive of VAT, set up fee and branding.**
- l) Bidders must read through the Special conditions to ensure that they comply.
- m) Queries not addressed to [Supplychain@inseta.org.za](mailto:Supplychain@inseta.org.za) will not be entertained. Consolidated Q&A will be published emailed to all bidders.



	- include the relevant contact person with e-mail address and contact number;	
<b>Total for functionality</b>		<b>100</b>

**Questions and Answers**

<b>Question/comment</b>	<b>Answers</b>
1. Can bidders submit their proposals via email?	No, all proposals must be deposited in the INSETA tender box by closing time of submissions. Email submissions are not acceptable.
2. Please clarify on the requirement for NQF level 6.	The NQF level does not refer to any specific qualification. It can be in any field of study. The project is of importance to the organisation hence a resource who will be overseeing the project should have a minimum NQF level 6.
3. Please indicate what will be evaluated first.	The 1 <sup>st</sup> stage of evaluation will be compulsory or mandatory requirements. 2 <sup>nd</sup> stage is functionality and 3 <sup>rd</sup> stage is the application 80/20 preference point system.
4. Is the local content only applied to clothing/material? Are bidders allowed to import other promotional items?	Yes, bidders can import other items as the DTI local content requirement relates to textiles, leather and clothing items.
5. Can bidders provide an exemption letter from the DTI on fabric?	If the material or a fabric is not accessible locally. Bidders will be required to submit an exemption certificate from the DTI.
6. Are bidders allowed to bid on either cluster?	Bidders must bid for both clusters and cannot partially bid.
7. Will the delivery timeline always be 2-week?	The successful service provider will be required to provide turnaround times during contracting. The 2 weeks is the standard time. It will be beneficial if a bidder has a shorter turnaround time.

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PG took everyone through the mandatory requirements and explained the requirements on the following functionality criteria matrix:

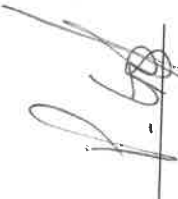
CRITERION	GUIDELINES	MAXIMUM POINTS %	SCORING %
Experience of the Bidder	Bidders must submit a detailed proposal demonstrating at least 5 years relevant experience in their work experience in the provision of a variety of products (branded promotional/marketing material) and how the supply and delivery will be executed.	15	0 = Non- submission/no experience in similar work 5 points = Proposal demonstrates 5 years' proven experience in providing similar work 10 points = Proposal demonstrates has more than 5 years proven experience in providing similar work
	The bidder must provide Project Manager's detailed CV with an experience of 5 years and must have a minimum of NQF level 6 qualification.  - Certified copies of the qualification	20	0 = Non- submission/no of project manager's CV and qualifications 10 points = The project manager has more than three (3) but less than five (5) years' experience and an NQF level - 6 qualification.  10 points = The project manager has 5 or more years of experience and an NQF level - 6 qualification.
Branding Capacity	Bidders must indicate in their proposal if they have capacity to brand products and also indicate if it is done in-house and/or out-	30	0 = Non- submission

			<p>30 points = Proposal indicates that the branding is done in-house, and proof of ownership/lease equipment is provided or Proposal indicates that branding is outsourced, and the sub-contractor's agreement for the branding is provided (in the subcontractor's letterhead)</p>
			<p>0 = Non- submission or invalid reference letters 10 points = Submitted 1 reference letter 15 points = Submitted 2 reference letters 30 points = Submitted 3 reference letters 35 points = Submitted more than 3 reference letters</p>
		35	
			<p>30 points = Proposal indicates that the branding is done in-house, and proof of ownership/lease equipment is provided or Proposal indicates that branding is outsourced, and the sub-contractor's agreement for the branding is provided (in the subcontractor's letterhead)</p>

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**Closure**

PG thanked everyone for attending and declared the briefing session closed.



Phiwokuhle Gawulana

Demand, Compliance and Contract Management

Date: