



MINUTES

Meeting	NON-COMPULSORY BRIEFING SESSION: LEARN/2019/01 - Appointment of skills development service providers for provision of skills programmes for funeral parlours.
Date	12 November 2019
Time	10H00 -11H00
Venue	INSETA Boardroom (Oasis)
Attendees	Lindiwe Duma (LD) Kgothatso Modise (KM) SCM: Specialist Project Specialist
Item No	Agenda Items
1	<p>OPENING</p> <p>LD Welcomed everyone to the briefing session and declared the meeting opened. She requested all prospective bidders to complete the attendance register. She stated that attendance to the session is non-compulsory, meaning that any other service providers who did not attend the session will be permitted to submit their bids.</p> <p>She stated that the purpose of the session is to provide clarity and address any questions that prospective bidders might have relating to the bid.</p>
2	<p>MATTERS DISCUSSED</p> <p>LD took the prospective bidders through the terms of reference /technical requirements for this tender as follows:</p> <ul style="list-style-type: none"> ➤ Indicated that INSETA is looking for two (2) experienced accredited training provider(s) to provide skills programmes in urban and rural areas Nationally for the period for a period of twelve (12) months. ➤ She also shared with the prospective bidders the scope of work as follows: <ul style="list-style-type: none"> a) Through this RFP, INSETA seeks to appoint two (2) Accredited training provider(s) who have experience to offer training against National Certificate: Funeral Services Practices (NQF Level 3) quality assured by Service SETA and FETC: Short Term Insurance (NQF Level 4) quality assured by INSETA b) The successful service providers will be contracted for; <ul style="list-style-type: none"> ➤ Training a total of 500 learners nationally for Funeral Parlours and Micro Insures as well as in urban and rural areas. ➤ Loading of learner information on the INSETA learner management system. ➤ Conducting assessments and internal moderation ➤ Coordinating verifications with INSETA

- c) These (learners) will be broken down as below:
 - A total of 500 workers from funeral parlous and micro insurers will be trained
 - Provision of training for a total of 500 Funeral parlous and Micro Insures employees across the 4 clusters is required in the 8 regions as indicated in the tender document (this includes the Venue Hire and provision of Catering).

The bid will be evaluated and adjudicated on four (4) different phases as developed by the Bid Specification Committee, these are:

- Compliance Requirements
- Compulsory Requirements
- Functionality
- Price and BBBEE

LD took the prospective bidders through the evaluation criteria, each criterion as follows:

Compliance Requirements

- The bidders are required to register with National Treasury Central Database before submitting their proposal.
- The bidders must ensure that their proposal is deposited in tender document situated at our reception area before / on the 29 November 2019 not later than 11h00 am, late proposal received will be disqualified.
- The bidders must ensure that all SBD forms are fully completed.

Failure to comply with all the above criterions will result to disqualification and will not be evaluated further on compulsory requirement.

Compulsory Requirements

- Bidders must provide a proof of valid, accreditation with INSETA or Services SETA with scope for FETC: Short Term Insurance (NQF Level 4) and/or National Certificate: Funeral Services Practices (NQF Level 3). Such Accreditation and scope approval must be valid at least until 01 December 2019 to November 2020.

Failure to provide the above-mentioned compulsory requirement, will lead to proposals being disqualified and will not be evaluated further on Functionality.

Functionality Requirements

The functionality requirements of this bid constituted four (4) criterions against which the evaluated will be based on, these being:

- The bidders must provide contactable reference letters on clients' letterhead for similar work done.
- Bidders must provide facilitators that have a qualification at least one level higher than the qualification to be offered in this project. Facilitators must have at least five (5) years working experience in short –term Insurance and National certificate Level 3 and 4.
- Assessors and moderators must be registered with respective SETA's and must have valid scope for the qualification in question.
- Bidders must provide the following as proof of capacity:
 - The bidder must provide a project organogram indicating the roles and responsibilities of all members of the team.
 - Provide CV summaries and proof of registration as assessor or moderator of the above team members clearly indicating their qualification, skills and experience and general competence to fulfil their roles. At least 2 team members must be facilitators and assessors and 1 team member as a moderator registered with the relevant SETA
 - Attach relevant Qualifications for team members.

The bidders were referred to the to the tender document for functionality scoring.

Bidders must obtain a minimum threshold of 70% in order to proceed to the next stages of the evaluation and adjudication process. Failure to obtain the minimum of 70% will result in your bid being eliminated, will not be evaluated further on price and preference.

Price & B-BBEE Evaluation

- Evaluation based on price and BBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017, 80/20 preference point system to be used.

KM shared with the bidders as to what is expected in terms of scope of work. She also shared with them the deliverable for this tender.

QUESTIONS AND ANSWERS

Question/comment	Answers
1. Bidders enquired if they can provide a proof of valid, accreditation with another SETA excepts INSETA or Services SETA.	The bidders must provide a proof of valid, accreditation with INSETA or Services SETA with scope for FETC.
2. How many service providers INSETA is intending to appoint?	INSETA is intending to appoint two (2) experienced accredited training provider.



	<p>3. Service providers will be awarded per cluster?</p>	<p>Our intention is that each cluster must be done one (1) service provider. Service provider can be awarded for more than one (1) cluster.</p>
<p>3</p>	<p>The bidder(s) were advised to send any other questions that they might have to: Supplychain@inseta.org.za The bidders were requested / advised to send their enquiries not later than 15 November 2019 for INSETA to be able to respond on time. It was emphasized that INSETA will not entertained any telephonic enquiries, all enquiries must be sent via e-mail.</p> <p>LD Mentioned that the bidders are required to register with National Treasury Central Database before submitting their proposal. Failure to do that will be a straight disqualification. The bidders must ensure that their proposal is deposited in tender document situated at our reception area before / on the 29 November 2019 not later than 11h00 am, late proposal received will be disqualified. She added by stating that the bidder must ensure that all SBD forms are fully completed and supporting documents are attached together with their proposals.</p>	
<p>4</p>	<p>Closure LD thanked everyone for attending and declared the briefing session was adjourned at 10h45.</p>	



Lindiwe Duma

SCM Specialist

Date: 20/11/2019