



MINUTES

Meeting	COMPULSORY BRIEFING SESSION: <ul style="list-style-type: none">➢ Appointment of INSETA / QCTO Accredited Training Providers to implement a PILOT program for Final Integrated Summative Assessment (FISA) of Retail Insurance NQF Level 4 for employed or unemployed learners.➢ Appointment of INSETA / QCTO Accredited Training Providers to implement a PILOT program for Final Integrated Summative Assessment (FISA) of Short-Term Insurance NQF Level 4 for employed or unemployed learners.➢ Appointment of INSETA / QCTO Accredited Training Providers to implement a PILOT program for Final Integrated Summative Assessment (FISA) of Short-Term Insurance NQF Level 5 for employed or unemployed learners.
Date	14 February 2020
Time	10H00 -11H00
Venue	INSETA
Attendees	Lindiwe Duma (LD) Stanley Matende (SM) Sindisiwe Mweili (SM)
Item No	Agenda Items
1	Opening 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 compulsory, meaning that service providers who did not attend the session will be disqualified for these bids. 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.
2	MATTERS DISCUSSED SM - Took the prospective bidders through the terms of reference for these tenders as follows:

Indicated that INSETA is looking for service provider(s) to appoint accredited training providers to implement a PILOT program for **Final Integrated Summative Assessment (FISA)** of Short-Term Insurance NQF Level 4 / Long-Term Insurance NQF Level 5 and Retail Insurance NQF Level 4 for employed or unemployed learners.

➤ He indicated that there are some minor changes in the tender document. There is no longer a training party, its only assessment party.

He also shared with the prospective bidders the scope of work as follows:

Through these bids to deliver the project as stated in the table below, INSETA will appoint training providers with valid accreditation from:

- QCTO accreditation for any Occupational Qualification
- INSETA for the Short-Term Insurance NQF Level 4
- INSETA for the Short-Term Insurance NQF Level 5
- INSETA for the Retail Insurance NQF Level 4

Training providers-entrusted with this assignment will be required to outline the following in the delivery of this project:

- a) Express interest by indicating the number of currently registered learners they wish to enter into the FISA examination for the Short-Term Insurance NQF Level 5, Short-Term Insurance NQF Level 4 and Retail Insurance NQF Level 4 qualification.
- b) Prepare learners for readiness to write the FISA examinations for the Short-Term Insurance NQF Level 5, Short-Term Insurance NQF Level 4 and Retail Insurance NQF Level 4 qualification.
- c) FISA preparation can include i.e. revision sessions by Training Provider, mock examination, FISA examination packs (**copy of learner ID, FISA readiness letter, learner SoR, proof of learner registration with INSETA**)
- d) Provision of a venue to host FISA examination in line with the number of learners allocated to the Training Provider. The venue must meet specific exit examination requirements such as security, access control, proper lighting, ventilation etc.
- e) The Training Provider must appoint trained exit examination Invigilators to supervise the FISA examination. INSETA can provide a standard invigilator training manual – the Training Provider can produce attendance register as proof of Invigilator training.
- f) The Training Provider must manage the FISA instruments pre-examination and distribute (courier/hand deliver) to INSETA post the examination.
- g) The Training Provider must distribute certificates to learner's postscript marking and certification by INSETA.



Deliverables

a) Conduct Administration & Provide Security of FISA instruments

- Identifying learners interested to write FISA examinations
- Safe storage of FISA instruments pre-examination
- Distribution of scripts to INSETA post FISA examination
- Recruitment, appointment and training of Invigilators
- Distribution of certificates post FISA script marking
- Distribution of learner permits accepted to write FISA examination

b) Hosting of FISA examination

- Identifying a suitable (convenient, accessible, secure) venue to host exam.
- Invigilate the FISA examination (ratio 1/15 learners + a Chief Invigilator)
- Maintain a FISA examination invigilation file (***attendance register, sitting plan, invigilation report and irregularity report***)

These bids will be evaluated and adjudicated on three (3) different levels plus one (1) optional level (Objective Criteria), these are:

- (i) **Compliance to bid requirements:** proposals were verified against all administrative requirements of the bid which included the completeness of the Standard Bidding Documents.
- (ii) **Compulsory Requirement:** Bidders must meet compulsory requirements to be evaluated further on price and BBBEE.
- (iii) **Price & B-BBEE Evaluation:** Evaluation based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017.

(iv) Objective Criteria



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 03 March 2020 **not** later than 11h00 am, late proposal received will be disqualified.
- The bidders must ensure that all SBD forms are fully completed.
- The bidder is not restricted by National Treasury or under tender defaulters.

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 submit the following:

- Proof of valid, current and relevant accreditation with INSETA for Retail Insurance NQF Level 4 (49835). It must be valid at the closing date of the tender.
- Proof of valid, current and relevant accreditation with QCTO for any Occupational Qualification. It must be valid at the closing date of the tender.

Project Team:

- Invigilator(s):
Appointment letter of invigilator(s) – (ratio 1 invigilator to 15 learners).

- Chief Invigilator:
- CV of Chief Invigilator indicating minimum 2 years previous experience in education and training field.
- Appointment letter (must clearly indicate the roles and responsibilities of the Chief Invigilator).

NB: The number Invigilators appointed must be in-line with the ratio of number of learners as per Guidelines (ratio 1 invigilator to 15 learners)

Example:

- 1 - 15 learners = 1 invigilator
- 16 to 30 learners = 2 invigilators
- 31 to 45 learners = 3 invigilators etc



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.

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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 20 January 2020 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.

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 03 March 2020 **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.

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Closure

LD - thanked everyone for attending and declared the briefing session closed.



Lindiwe Duma

SCM Specialist

Date: 25/02/2020