

**REQUEST FOR QUOTATION (RFQ)
TRAINING FOR CONTRACT MANAGEMENT**

Description	:	SCM TRAINING FOR CONTRACT MANAGEMENT			
RFQ issue date	:	03 March 2020	RFQ closing date	:	10 March 2020 at 11h00
RFQ number	:	RFQ/2020/49	Enquiries	:	Khazwinake Mphephu
Email	:	KhazwinakeM@inseta.org.za	Lead Time	:	23 to 25 March 2020

1. PURPOSE:

The Insurance Sector Education and Training Authority (INSETA) seeks to appoint a qualified and experience training provider to provide training on Public Finance Management Act Supply chain Management contract Management as detailed in the scope of work.

2. SCOPE OF WORK:

The appointed training provider will be required to provide Contract Management, focusing not limited to procurement planning, Terms of Reference development, Contract management terminology, Pre-contractual planning and best practices, Organising before awarding the contract the process, Contract award and negotiation skills, Contract administration and control, Managing service level agreements taking in to consideration.

On completion of the required training, INSETA expects the project managers and SCM delegates to utilize the expertise while performing their daily duties. After training, the delegates must receive certificate of attendance. The duration of the training session must be three (3) days.

The composition of the delegates to be trained is fifteen (15), as per the table below:

No	Bid Committee Type
1	Project Managers
2	Supply Chain Management Specialist
3	Administrators

3. PRICING CONSIDERATIONS:

Service providers must consider the following for price quotations and must be inclusive of all applicable taxes (including VAT):

3.1 The training provider will be required to train the delegates inhouse (INSETA Offices)

- Costing for training over 3 days – 15 Participants

3.2 The Service will be responsible for the following items.

- Printing of training manuals,
- Printing of certificates of completion.
- Travelling cost (Trainings will be conducted at INSETA offices) and
- Other training associated cost

3.3 The training venue and catering will be provided by INSETA.

4. COMPULSORY REQUIREMENTS:

- Registration with National Treasury Central Supplier database
- The training facilitator must have a minimum of five (5) years' experience in providing Contract Management training, with focus not limited to as outlined under the scope of work (CV detailing the experience must be attached). The facilitator must be in position of a minimum of NQF Level eight (8) in Law or relevant field also understanding Supply Chain Management in public Sector, Certified copies of qualification must be attached.
- Three (3) reference indicating similar experience in providing Contract Management training within the last five (5) years, focusing on PFMA, PPPFA. Reference letters must be dated, signed and be in the referring company's letterhead.
- Sample of the training manual to be used for the training which include all contract management and any related contract management training.

NB// bidders who do not submit the above compulsory requirements, will not be accepted and they will be disqualified from the 80/20 evaluation process. All training manuals which are not covering the entire public sector contract management scope.

Failure to provide this mandatory information will lead to bidder's proposal not been considered further on price and BBEE.

Full Name of Bidder: _____

Company Name: _____

CSD Number: MAAA _____

TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- INSETA reserves the right to verify the information submitted by bidders.
- 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.
- 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.
- INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- Any and all documentation relating to this contract shall be the property of INSETA.
- 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.
- Late and incomplete submissions will not be accepted.
- Quotations/proposals shall be valid for at least 60 days from date of submission.
- 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
- The successful bidder must be able to conduct the training on **23, 24 and 25 March 2020**.
- Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- Bidders are required to submit an original or certified BBEE certificate or sworn affidavit in line with the Regulations.
- The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- Bidders must complete and sign SBD4, SBD6.1, SBD8 and SBD 9.
- INSETA does not do upfront payments.
- Quotations along with required documentation and SBD forms must be emailed to KhazwinakeM@inseta.org.za on or before **10 March 2020 at 11h00.**

Failure to comply with the above conditions invalidates your offer