

**REQUEST FOR QUOTATION (RFQ)
PROVISION OF AN ONLINE GENERALLY RECOGNISED ACCOUNTING PRACTICE (GRAP)
TRAINING FOR INSETA FINANCE TEAM**

Description	:	PROVISION OF AN ONLINE GRAP TRAINING FOR INSETA FINANCE TEAM			
RFQ issue date	:	14 April 2021	RFQ closing date	:	20 April 2021
RFQ number	:	RFQ/2021/22/13	Enquiries	:	Rfqs@inseta.org.za
Email	:	Rfqs@inseta.org.za	Implementation Date	:	April 2021

1. INSETA OVERVIEW

- 1.1 INSETA is a schedule 3A Public Entity in term of the Public Finance Management Act (PFMA). The INSETA must perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the PFMA, any other legislation and the INSETA Constitution.

2. PURPOSE

- 2.1 The purpose of this RFQ is to invite a qualified and experienced service provider to offer an online Generally Recognised Accounting Practice (GRAP) training to six (6) finance teams in March 2020.
- 2.2 Part of the compulsory training for Finance is to undergo annual training in GRAP application and reporting to ensure that the INSETA's books, records and reporting is being done in accordance with legislation.
- 2.3 Due to the COVID 19 pandemic INSETA prefers the course to be conducted on a digital platform, preferably "**Microsoft Teams Platform**".
- 2.4 The services shall be provided once-off.

3. SCOPE OF WORK

Training and presentations and training on GRAP, relating but not restricted to:

- 3.1 Accounting framework
- 3.2 GRAP Standards that became effective in the 2020 financial year
- 3.3 Must list the relevant GRAP standards they are going to train on
- 3.4 The provider must list new GRAP standards that they are going to train on with examples on interpretations and disclosures
- 3.5 Special emphasis on all new GRAP standards issued and impact thereof

- 3.6 The training must involve practical examples on interpretations and disclosures
- 3.7 Practical examples applicable to Public Entities - Any other PFMA related compliance/Disclosure requirements Application of those GRAP standards
- 3.8 Reporting using GRAP.
- 3.9 New GRAP standards that became effective this (2020.21) financial year and their effect.
- 3.10 GRAP standards to be issued but not yet effective and their potential impact.
- 3.11 Revision or reinterpretation of any standards
- 3.12 Training material/handouts must be provided in electronic/printed format by the service provider
- 3.13 The service provider must provide attendance/completion certificates to all candidates attending the training

3.8 **Duration** - training must not be longer than 3 days, conducted within March 2021.

4. PREQUALIFICATION CRITERIA

- 4.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 4.2 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBEEE contributor)** status will be considered (**no generic companies will be considered**)

Note: noncompliance with the prequalification criteria will result in automatic disqualification.

5. MANDATORY REQUIREMENT

- 5.1 The facilitator must be a Chartered Accountant or equivalent with accounting or auditing certification at post graduate level.
- 5.2 Capacity to carry out the facilitation of the session within the required time. Bidder must attach detailed training plan and must include learning outcomes as per the scope of work.
- 5.3 The bidder must submit two (2) reference letters indicating similar experience within the last 3 years where the bidder has customised GRAP training to Schedule 3A public entities. **Reference must be dated, signed and must be on a company's letterhead. The reference letters must clearly indicate the training of GRAP that was rendered.**

Note: noncompliance with the mandatory criteria will result in automatic disqualification.

6. PRICING CONSIDERATIONS:

- 6.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes (**including VAT**). Costing must comprise to all the relevant service proposed in the bidder submission.



Full Name of Bidder: _____

Company Name & Address: _____

CSD Number: MAAA _____

Contact Person: _____

Contact Number: _____

NB: Your pricing schedule must be in line with your written quotation!

Name of the Company Representative: _____

Signature: _____

Date: _____

7. TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- 7.1 INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- 7.2 INSETA reserves the right to verify the information submitted by bidders.
- 7.3 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.
- 7.4 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.
- 7.5 INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- 7.6 All documentation relating to this contract shall be the property of INSETA.
- 7.7 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.
- 7.8 Late and incomplete submissions will not be accepted.
- 7.9 Quotations/proposals shall be valid for at least 30 days from date of submission.
- 7.10 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

- 7.11 Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- 7.12 Bidders are required to submit an original or certified BBBEE certificate or affidavit in line with the Regulations.
- 7.13 The 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- 7.14 **Bidders must complete and sign SBD4, SBD6.1, SBD8, SBD 9 and (GCC bidders must initial each page) – returnable documents**
- 7.15 **Bidder must submit a bank confirmation letter reflecting company details.**
- 7.16 INSETA does not do upfront payments.
- 7.17 Quotations along with required documentation and SBD forms must be emailed to Rfqs@inseta.org.za on Tuesday or before **20 April 2021 at 11h00.**

End of Request for Quotation Document.

