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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL WALL MOUNTED REGULATED FIRST AID KIT BOXES

RFQ	RFQ/ 2021/22/42
RFQ ISSUE DATE	27 May 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	<u>APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL WALL MOUNTED REGULATED FIRST AID KIT BOXES</u>
CLOSING DATE & TIME	02 June 2021 @ 11:00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za, before on the stipulated date and time. For any queries or questions, please use above mentioned email address.

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. S.J. Kruger (Business), Ms. Z. Motsa (Business), Mr. R.P. Motlhabane (Labour), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

CEO: G. Mkhize

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL WALL MOUNTED REGULATED FIRST AID KIT BOXES

1. BACKGROUND

- 1.1 The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.
- 1.2 The Insurance Sector Education and Training Authority hereby invite service providers to submit quotations for the To Supply, Deliver and Install Wall Mounted Regulated First Aid Kit Boxes.

2. SCOPE OF WORK

- 2.1 **X5** - Regulation 3 First Aid Kits boxes.
 - 2.1.1 White metal box large (5-50 persons)
 - 2.1.2 Wall mountable
- 2.2 Items in each box must be as follows:
 - 2.1.1 Cotton Wool Roll 50g x 2
 - 2.1.2 100ml Antiseptic Solution x 1
 - 2.1.3 Gauze Swabs 75mm*75mm 5's x 1
 - 2.1.4 Sterile Gauzes 5's, x 2
 - 2.1.5 Forceps x 1
 - 2.1.6 Bandage Scissors x 1
 - 2.1.7 Safety Pins 12's x 1
 - 2.1.8 Non-Woven Triangular Bandages x 4
 - 2.1.9 Conforming Bandages 75mm x 4
 - 2.1.10 Conforming Bandages 100mm x4
 - 2.1.11 Plaster Roll 25mm*3m x 1
 - 2.1.12 Non-Allergenic Tape 25mm*3m x 1
 - 2.1.13 Plasters Assorted x 10
 - 2.1.14 First Aid Dressing No.3 x 4
 - 2.1.15 First Aid Dressing No.5 x 4
 - 2.1.16 Latex Gloves x 4
 - 2.1.17 CPR Mouth Pieces x 2
 - 2.1.18 Splints x 2
 - 2.1.19 Burn Sheild 10cm*10cm x 1

3. PRE-QUALIFICATION CRITERIA

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- 3.1 Bidder must submit proof of registration on CSD (Central Supplier Database). The bidder will be verified if they are not listed on database of restricted suppliers and register of tender defaulter. The bidder will also be verified if they are in business.
- 3.2 Bidder must submit proof and must be an EME or QSE only (**level 1 or level 2 BBBEE contributor**) status will be considered (**no generic companies will be considered**).

Note: All bidders who do not comply with the items listed above will be disqualified and not be evaluated further.

4. MANDATORY REQUIREMENT

- 4.1 The SBD form must be fully completed, signed, and initialled by the authorised company representative.
- 4.2 Bidders are requested to sign or initial each page of Standard Bidding Documents and General Conditions of Contract (GCC).

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

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5. PRICE SCHEDULE

- 5.1** Bidders' price quotations must be inclusive of all applicable taxes (**including VAT**).
- 5.2** Costing must be comprising of all items listed under scope of work.
- 5.3** The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

Item	Description (Supply and delivery of first aid kits re-fill packs for INSETA – delivered and mounted with below contents: Five First Aid Kits	Qty	UOM	Unit Cost (Excluding VAT)	Five First Aid Kits	Total
1.	First Aid Kits	1	EA	R	5	R
	Cotton Wool Roll 50g x 2					
	100ml Antiseptic Solution x 1					
	Gauze Swabs 75mm*75mm 5's x 1					
	Sterile Gauzes 5's, x 2					
	Forceps x 1					
	Bandage Scissors x 1					
	Safety Pins 12's x 1					
	Non-Woven Triangular Bandages x 4					
	Conforming Bandages 75mm x 4					
	Conforming Bandages 100mm x4					
	Plaster Roll 25mm*3m x 1					
	Non-Allergenic Tape 25mm*3m x 1					
	Plasters Assorted x 10					
	First Aid Dressing No.3 x 4					
	First Aid Dressing No.5 x 4					
	Latex Gloves x 4					
	CPR Mouth Pieces x 2					
	Splints x 2					
	Burn Sheild 10cm*10cm x 1					
2.	Delivery of Five First Aid Kits		EA	R	5	R
3.	Mounting of five first aid kits		EA	R	5	R
Sub-Total						R
VAT						R
Total INCLUDING VAT						R

NB: The bidder total cost must be inclusive information requested in the RFQ as detailed above, but not limited to.

NB: Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. ADJUDICATION USING A POINT SYSTEM

- 6.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 6.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 6.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 6.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 6.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

7. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{\min})}{P_{\min}} \right\}$$

Where:

P_s = Points scored for comparative price of bid under Consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

8. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 8.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 8.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 8.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 8.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 8.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 8.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

9. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

10. CONDITIONS TO BE OBSERVED WHEN RFQING

INSETA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

11. INSETA reserves the right to:

- 11.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 11.2 Make a selection solely on the information received in the RFQs and Enter into negotiations
- 11.3 with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 11.4 Contact any bidder during the evaluation process, in order to clarify any information, without
- 11.5 informing any other bidders. During the evaluation process, no change in the content of the
- 11.6 RFQ shall be sought, offered or permitted.
- 11.7 Award a contract to one or more bidder(s).
- 11.8 Accept any RFQ in part or full at its own discretion.
- 11.9 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 11.10 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

12. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

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Annexed to this document for completion and return with the document:

- Quotation on a company letterhead
- Sworn Affidavit / Copy of BBBEE Certificate
- Fully completed Declaration of Interest (SBD 4),
- Fully completed Fully completed Preference Points Claim Form (SBD 6.1)
- Fully completed Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Fully completed Certificate of Independent Bid Determination (SBD 9)
- Initial or Signed each page of General Conditions of Contract (GCC)

Non – compliance in returning above mentioned documents, will deem the bid submission as nonresponsive.

