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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO WRITE, EDIT, DESIGN, LAYOUT AND ADVERT PLACEMENT IN THE NATIONAL GOVERNMENT HANDBOOK SOUTH AFRICA 2021.

RFQ	RFQ/2021/22 /40
RFQ ISSUE DATE	28th May 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	Appointment of a service provider to write, edit, design, layout, and advert placement in the National Government Handbook South Africa 2021.
CLOSING DATE & TIME	2nd June 2021
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za or hand delivered to 37 Empire Road, Parktown, Johannesburg. 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. 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 WRITE, EDIT, DESIGN, LAYOUT AND ADVERT PLACEMENT IN THE NATIONAL GOVERNMENT HANDBOOK SOUTH AFRICA 2021.

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 objective of this request is to appoint a competent service provider to undertake the writing, editing, layout and place an advert in The National Government Handbook South Africa 2021 on a once off basis. The service provider will be required to creatively implement and execute the advert to create interest and value to the audience.

2. SCOPE OF WORK and Deliverables

- 2.1** Bidders / Advertising agencies are required to source information and costing from **YES Media publications** in order to comply to The National Government Handbook Standards.
- 2.2** Bidders are also responsible for:
 - 2.1.1** Produce written content including sub-editing and proof reading and design of the Double Page Advert (DPS), A3 folded into A4 in English, or this must be agreed upon by the publishing house to do provide the
 - 2.2.1** Design, content and layout of the Double page spread.
 - 2.3.1** Where applicable, be responsible for interviewing the INSETA Executive Management or to be done by publishing house.
 - 2.4.1** Be responsible for 1 X placement in The National Government Handbook South Africa 2021 in the 1st 40 pages – Prime position.
 - 2.5.1** All content and image assets will remain the property of the INSETA.
 - 2.6.1** Ability to interview, write and edit content.
 - 2.7.1** Project plan and timelines to include material, advertising, and publishing before the end of June 2021.
- 2.3** Bidders' portfolio of evidence must include:
 - 2.3.1** Experience should include but not limited to the full production process of writing and publishing in magazines and various publications.
 - 2.3.2** The service provider should be able to write creatively and demonstrate experience in preparing content for publications on various skills development projects.
 - 2.3.3** Show and demonstrate experience with the full lifecycle of communicating effectively with interview subjects.

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2.3.4 Have the ability to write and edit content.

3. TIMELINES

3.1. The successful service provider must be in the position to provide the service immediately after the purchase order has been issued by INSETA.

4. ADVERT SPECIFICATIONS

Bidder is required to adhere to the below measurements.

- 4.1 Size – Width and Height - Double Page Advert
- 4.2 Trim – MM - 420 x 297
- 4.3 Bleed - MM - 430 x 307
- 4.4 Safe Type – MM -170 x 267 per page

5. COSTING

5.1 The quotation must reflect a detailed cost breakdown indicating the following:
See table below as reference: (Pricing must include a detailed cost breakdown but not limited to)

Line items to be delivered	Qty	Unit Price	Price
Production of written content			
Design and Layout			
Content Management (conducting interviews, where require)			
Content and images			
Advertising costs (as per specification)			
Project Management fee/ Miscellaneous			
Sub total			
VAT			
Total Price			

6. CONTRACT CONDITIONS

6.1 Bidder must clearly include any and all associated total cost of delivery of service including but not limited to the list above.

7. PRE-QUALIFICATION CRITERIA

- 7.1 Proof of registration on CSD (**Central Supplier Database**)
- 7.2 Bidder must provide proof and must be an EME or QSE **only (level 1 or level 2 BBEE contributor)** status will be considered (**no generic companies will be considered**)
- 7.3 RFQ bid document must be completed, **signed, and initialled** by the authorised company representative.

Bidders who do not comply with the above-mentioned pre-qualification criteria will be automatically disqualified.

8. MANDATORY CRITERIA

- 8.1 Bidder to **provide portfolio of evidence** for publication and production work conducted which includes creative writing, design, and layout, including a **minimum of three (3) digital** publication samples on behalf of **clients with contactable client references**.

Bidders who do not comply with the above-mentioned mandatory criteria will be automatically disqualified.

9. ADJUDICATION USING A POINT SYSTEM

- 9.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 9.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices
- 9.3 In the event that two or more bids have scored equal prints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 9.4 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.
- 9.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

10. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

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

11. 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

- 11.1** 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.
- 11.2** 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.
- 11.3** 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.
- 11.4** 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.

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- 11.5** 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.
- 11.6** 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.
- 11.7** 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.

12. 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.

13. CONDITIONS TO BE OBSERVED WHEN RFQ

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.

INSETA reserves the right to:

- 13.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 13.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 13.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 13.4** Award a contract to one or more bidder(s).
- 13.5** Accept any RFQ in part or full at its own discretion.
- 13.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.


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13.7 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.

14. 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



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

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)
- Bidders bank confirmation letter reflecting company registration number

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

