

DATE: 11 AUGUST 2021

CONSOLIDATED QUESTION AND ANSWER DOCUMENT - 1

RFQ NUMBER: RFQ/2021/22/78

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO REVIEW AND STANDARDISATION OF ALL INSETA CONTRACTS

1. Question:

How many contracts are to be reviewed?

Answer:

- 1.1 Supply Chain Management - One Contract,
- 1.2 Human Resources – Five Contracts,
- 1.3 Finance & Facilities – Sixteen Contracts
- 1.4 Marketing and Communications, Governance – Three contracts
- 1.5 IT Services – Seven Contracts
- 1.6 Core business, Learning Programmes (Youth, workers, and special projects, ETQA, Skills) have +/- 1800 contract.

However, the bidder is required to:

- Sample a contract from each division, then advise on the applicable template in relation to standard contract conditions as well as the applicable legislative framework.
- Advise INSETA through a new template/s on the required contract management format against applicable legislative framework
- Provide advice on those contracts that are not in alignment with the proposed standards on how they should be renegotiated.
- So there this RFQ does not seek to address the quantity of contracts however the quality of content in the contracts and the standardization thereof.

2. Question:

How many policies are to be reviewed?

Answer: The RFQ makes no reference to reviewing of policies.

3. Question:

How many, if any, new contracts, and policies needs to be written in line with latest legislative and possibly Case Law developments. For example, although the RFQ refers to Incorporating POPI Act provisions into existing documents, it is silent on the actual POPI Act Manual and

possible SOP. It is also silent on amendments or possible drafting of a PAIA Manual aligned to the POPI Act and the recent Government Gazette transferring the PAIA functions to the new Office of The Information Regulator.

Answer:

The bidder is required to provide templates relation to standard contract conditions as well as the applicable legislative framework – including the application of POPIA in all these contracts.

Regards,

INSETA Supply Chain Management