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**REQUEST FOR QUOTATION (RFQ)**

**APPOINTMENT OF A PANEL OF EXAM SCRIPT ASSESSORS AND MODERATORS FOR THE EXTERNAL INTEGRATED SUMMATIVE ASSESSMENTS (EISA) EXAMS FOR A PERIOD OF TWELVE (12) MONTHS**

|                          |  |
|--------------------------|--|
| RFQ                      | RFQ/2021/22/80   |
| RFQ ISSUE DATE           | 19 AUGUST 2021   |
| BRIEFING SESSION         | N/A  |
| RFQ DESCRIPTION          | APPOINTMENT OF A PANEL OF EXAM SCRIPT ASSESSORS AND MODERATORS FOR THE EXTERNAL INTEGRATED SUMMATIVE ASSESSMENTS (EISA) EXAMS FOR A PERIOD OF TWELVE (12) MONTHS |
| CLOSING DATE & TIME      |  |
| LOCATION FOR SUBMISSIONS | 24 AUGUST 2021 @ 11h00   |

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto: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: \_\_\_\_\_

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## **DETAILED TECHNICAL SPECIFICATION**

### **APPOINTMENT OF A PANEL OF EXAM SCRIPT ASSESSORS AND MODERATORS FOR THE EXTERNAL INTEGRATED SUMMATIVE ASSESSMENTS (EISA) EXAMS FOR A PERIOD OF TWELVE (12) MONTHS**

#### **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 for Quotation is to appoint a panel of exam script assessors and moderators for the External Integrated Summative Assessments (EISA) Exams for a period of twelve (12) months.

#### **2. SCOPE OF WORK AND DELIVERABLES**

##### **2.1. Scope of work**

2.1.1 Provision of script marking for EISA exams

2.1.2 Provision of exam script moderation services for EISA exams

2.1.3 Administration services:

- a) Prepare script marking and moderation report.
- b) Attend Memo Discussion meeting pre-marking and moderation.
- c) Attend exam results moderation meeting post marking and moderation.
- d) Safe keeping and storage of exam scripts during marking and moderation process.

##### **2.2. Deliverables:**

2.2.1 marked examination scripts.

2.2.2 moderated examination scripts.

2.2.3 Signed script marking and moderation report(s) – templates will be provided by INSETA

2.2.4 Completed results marksheet

2.2.5 Document distribution sheet

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### 3. Administrative Compliance

- 3.1.1 The Standard bid documents (SBD) form must be fully completed, signed, and initialled by the authorised company representative.
- 3.1.2 Proposals will be verified against all administrative requirements of the bid which included the completeness of the Standard Bidding Documents and General Conditions of Contract (GCC).

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

### 4. Pre-Qualification Criteria

- 4.1 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.
- 4.2 Bidder must submit proof – **(BBBEE Certificate accredited by SANAS only or Department of trade and Industry (DTI) Sworn affidavit)** 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**

### 5. Mandatory Requirement

- 5.1 The bidder's proposed Assessor must have:
- a) A minimum of three (3) years professional experience in the Insurance sector and that experience may include any but not limited to the following:
- Underwriting
  - Claims Assessing
  - Short Term Insurance Advisor
  - Long Term Insurance Advisor
  - Medical Insurance Advisor
  - Financial Advisor
- NB:** (abridged CV must be provided).
- b) Any Insurance qualification at minimum NQF Level 5 or above (copy of qualification must be provided).
- 5.2 The bidder's proposed Moderator must have or be:
- a) A minimum of three (3) years professional experience in the Insurance sector and that experience may include any but not limited to the following:
- Underwriting
  - Claims Assessing
  - Short Term Insurance Advisor
  - Long Term Insurance Advisor
  - Medical Insurance Advisor
  - Financial Advisor

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**NB:** (abridged CV must be provided).

b) Any Insurance qualification at minimum NQF Level 5 or above (copy of qualification must be provided).

*Failure to provide this mandatory information will lead to bidder's proposal not been considered for price.*

## 6. Pricing Considerations:

| No. | Description   | Rate    |
|-----|---|---------|
| 1.  | Assessors' Rate for Script Marking & Report<br><br>Including all duties as indicated above under scope of work and deliverables     | R _____ |
| 2.  | Moderators' Rate for Script moderation & Report<br><br>Including all duties as indicated above under scope of work and deliverables | R _____ |
| 5.  | <b>Grand Total</b>  |         |

### 6.1 Note the followings:

- **Bidders' price quotations must be inclusive of all applicable taxes (including VAT).**
- **All bidders who do not comply with the items listed above will be disqualified and not be evaluated further.**

### 6.2 Note:

**A maximum of top three bidders in terms total price will be considered for the panel over a period of twelve (12) months.**

## 7. EVALUATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis considering all factors of non-firm prices.
- 7.3 If two or more bids have scored equal points, the successful bid must be the onesoring the highest number of preference points for B-BBEE.
- 7.4 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.
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

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## 8. POINTS AWARDED FOR PRICE

The **80/20** preference point system

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

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

$P_{\min}$

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                     |

### 8.1 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                             |

- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend 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

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qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.

- 8.8 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.

## 10. CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation 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. The Corporation 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:

- 10.1 Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 10.2 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.
- 10.3 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.
- 10.4 Award a contract to one or more bidder(s).
- 10.5 Accept any RFQ in part or full at its own discretion.
- 10.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 10.7 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.

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## 11 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.





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## **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)

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