

Tender-/INS/2022/01011 – APPOINTMENT OF A SERVICE PROVIDER TO RENDER BOARD SECRETARY SERVICES TO INSETA FOR A PERIOD OF THREE (3) YEARS.

ANNEXURE A

Bidders must complete the pricing template listed below. **Annexure A – SBD3.3 - Pricing Schedule / Proposal – All prices **MUST include VAT.****

1. Pricing schedule should be submitted in 3 separate sealed envelopes attached to SBD 3.3.
2. Pricing should not be reflected in any other part of the proposal or cover thereof.
3. The following estimated quantities must be used to provide a pricing.
4. The number of meetings stated below are an estimate for evaluation purposes for effective comparative analysis. The final values will be negotiated during the contract negotiation stage.
5. Price escalations per annum must be kept at a **5.5%** increase.

Table 1: Costing

Description of Activity		(Est.) Quantity	UOM	Year 1	Year 2	Year 3
Board Meetings ± 4hrs	Drafting of agenda	9	Rate p/h	R	R	R
	Preparation of Board Packs		Rate p/h			
	Drafting of Minutes, matters arising and decision logs		Rate p/h			
Audit Committee ±2hrs	Drafting of agenda.	7	Rate p/h			
	Preparation of Audit Committee packs		Rate p/h			
	Drafting of Minutes, matters arising and decision logs		Rate p/h			
Finance Committee ±2hrs	Drafting of agenda.	6	Rate p/h			
	Preparation of Finance Committee packs		Rate p/h			

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	Drafting of Minutes, matters arising and decision logs		Rate p/h			
Executive Committee ±2hrs	Drafting of agenda.	10	Rate p/h			
	Preparation of Executive committee packs		Rate p/h			
	Drafting of Minutes, matters arising and decision logs		Rate p/h			
HRR Committee ±2hrs	Drafting of agenda.	6	Rate p/h			
	Preparation of HR committee packs		Rate p/h			
	Drafting of Minutes, matters arising and decision logs		Rate p/h			
Board Administration (sec 4.1.1 and 4.1.2)			Rate p/h			
Legal advice on company and industry-wide legislative compliance (sec 4.1.3)			Rate p/h			
Task Condition/Ad hoc requests (sec 4.1.4)			Rate p/h			
Record keeping (sec 4.1.5)			Rate p/h			
Sub-Total				R		

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Table 2: Disbursements

Description	(Est) Quantity	UoM	Year 1	Year 2	Year 3
Travel expenses (Kilometre rate from Base i.e., INSETA) NB: AA rates to apply	1	rate per KM	R	R	R
Telephone call cost	1	Per minute			
Sub-Total			R		

Table 3: Total Bid Price

Totals	Prices (vat incl.)
Costing	R
Disbursement	R
Sub-Total	R
Add 15% Vat	R
Total Bid Price incl. vat	R

****Bidder are required to complete Annexure A – Spreadsheet (in Excel format) and submit as part of the electronic submission. The total bid price must be clearly stated above SBD 3.1. All instructions regarding the format of the proposal should be followed, otherwise bidders may be excluded from the rest of the bidding process. Please ensure that you comply fully with all requirements set out in the tender document Terms of Reference (with all applicable increases or discounts included).**

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