

PRICING SCHEDULE – FIRM PRICES

NAME OF BIDDER:

BID NO.: **TENDER-INS/2025/26/003**

CLOSING TIME **11:00**

CLOSING DATE: **24 November 2025**

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

BID DESCRIPTION: APPOINTMENT OF A HIGHER EDUCATION INSTITUTION TO PROVIDE A POSTGRADUATE EXECUTIVE AND MANAGEMENT LEADERSHIP COACHING AND MENTORING PROGRAMME TO THE INSURANCE SECTOR EDUCATION TRAINING AND AUTHORITY'S (INSETA).

Bidders must complete the pricing template listed below. Annexure A – SBD3.1 - Pricing Schedule / Proposal – All prices MUST include VAT.

1. The accompanying information must be used for the formulation of proposals.
2. Pricing schedule should be submitted in a separate sealed envelope (1 Original and 1 copy) attached to SBD 3.1.
3. Pricing should not be reflected in any other part of the proposal or cover thereof.
4. **List of items to be quoted are as follows:**

Table 1: Costing

NO	Quantity	DESCRIPTION (Reference to specific specification)	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE (EXCLUDING VAT)
Note: Online Coaching sessions should not be at the compromise of the quality of coaching.					
1	29	Assessments including pre-coaching needs analysis, data gathering and planning (including the detail of the psychometric assessment battery)	Per person	R	R
2	29	360-degree assessments	Per person per assessment	R	R
3	174	Face-to-Face Coaching and Mentoring sessions (6 sessions per person (6x29) at bidder premises in Johannesburg (see point 2.5.5 of the ToR)	Per Session	R	R
4	174	Online Coaching and Mentoring sessions (6 sessions per person (6x29)	Per Session	R	R
5	12	Group Coaching Session (1 per quarter per occupational level) (4x3) at bidder's premises in Johannesburg (see point 2.5.5 of the ToR)	Per Session	R	R
6	1	Project Administration	12 months	R	R
7	4	Projects Reporting	Per quarter	R	R
Total Cost is determined by multiplying quantity by unit price for all line items			R		
VAT			R		
Total Bid Price for 12 months (VAT inclusive)			R		

Table 2: Additional Services (NB: INSETA reserves the right not to contract on the additional services)

NO	Quantity	DESCRIPTION (Reference to specific specification)	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE (EXCLUDING VAT)
1	1	Informal coaching and mentoring	each	R	R

Any enquiries regarding bidding procedures may be directed to the –
(INSETA: bids@inseta.org.za)
Tel: 011 381 8900

Or for technical information –
(INSETA: bids@inseta.org.za)
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