

### **PRICING SCHEDULE – FIRM PRICES**

NAME OF BIDDER: .....

BID NO.: TENDER-INS/2026/27/001

CLOSING TIME **11:00**

CLOSING DATE: **27 August 2026**

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

**BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO RENDER BOARD SECRETARIAT SERVICES TO INSETA FOR A PERIOD OF THREE (3) YEARS.**

**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. Bidders are required to provide pricing for three years **including up to 4.5% year on year increase.**
5. **List of items to be quoted are as follows:**

**Table 1: Costing**

| Description of Activity          |                                                        | (Est.)<br>Quantity | UOM                        | Year 1 | Year 2 | Year 3 |
|----------------------------------|--------------------------------------------------------|--------------------|----------------------------|--------|--------|--------|
| <b>Board Meetings<br/>± 4hrs</b> | Drafting of agenda                                     | 6                  | Rate p/h                   | R      | R      | R      |
|                                  | Preparation of Board Packs                             |                    | Rate p/h                   |        |        |        |
|                                  | Drafting of Minutes, matters arising and decision logs |                    | Rate p/h                   |        |        |        |
| Board Evaluation                 | Board and Committee Evaluations                        | 1                  | Per session for 15 members |        |        |        |
| <b>Audit</b>                     | Drafting of agenda.                                    | 6                  | Rate p/h                   |        |        |        |

**SBD 3.1**

|                                                                                                            |                                                        |    |          |   |  |  |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----|----------|---|--|--|
| Committee<br>±2hrs                                                                                         | Preparation of Audit Committee packs                   |    | Rate p/h |   |  |  |
|                                                                                                            | Drafting of Minutes, matters arising and decision logs |    | Rate p/h |   |  |  |
| Finance Committee<br>±2hrs                                                                                 | Drafting of agenda.                                    | 6  | Rate p/h |   |  |  |
|                                                                                                            | Preparation of Finance Committee packs                 |    | Rate p/h |   |  |  |
|                                                                                                            | Drafting of Minutes, matters arising and decision logs |    | Rate p/h |   |  |  |
| Executive Committee<br>±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<br>±2hrs                                                                                     | Drafting of agenda.                                    | 4  | 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 5.1.1 and 5.1.2)                                                                 |                                                        |    | Rate p/h |   |  |  |
| Advice on company and industry-wide legislative and Corporate Governance Frameworks compliance (sec 5.1.3) |                                                        |    | Rate p/h |   |  |  |
| Reporting (sec 5.1.4)                                                                                      |                                                        |    | Rate p/h |   |  |  |
| Record keeping (sec 5.1.5)                                                                                 |                                                        |    | Rate p/h |   |  |  |
| Ad hoc requests                                                                                            |                                                        |    | Rate p/h |   |  |  |
| Sub-Total                                                                                                  |                                                        |    |          | R |  |  |

**SBD 3.1**

**Table 2: Disbursements**

| Description                                                                                   | (Est) Quantity | UoM         | Year 1 | Year 2 | Year 3 |
|-----------------------------------------------------------------------------------------------|----------------|-------------|--------|--------|--------|
| Travel expenses<br>(Kilometre rate from Base i.e.,<br>INSETA)<br><b>NB: AA rates to apply</b> | 1              | rate per KM | R      | R      | R      |
| <b>Sub-Total</b>                                                                              |                |             | R      |        |        |

**Table 3: Total Bid Price**

| Totals                           | Prices (vat incl.) |
|----------------------------------|--------------------|
| Costing                          | R                  |
| Disbursement                     | R                  |
| <b>Sub-Total</b>                 | R                  |
| <b>Total Bid Price incl. VAT</b> | R                  |
| <b>Grand Total</b>               | R                  |

**Table 4: Annual Escalations**

| Escalation Percentage | Year 1 | Year 2 | Year 3 |
|-----------------------|--------|--------|--------|
|                       | __%    | __%    | __%    |

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

Or for technical information –  
(INSETA: [bids@inseta.org.za](mailto:bids@inseta.org.za))  
Tel: 011 381 8900