

**PRICING SCHEDULE – FIRM PRICES**

NAME OF BIDDER: .....	BID NO.: <b>TENDER-INS/2025/26/009</b>
CLOSING TIME <b>11:00</b>	CLOSING DATE: <b>11 February 2026</b>

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

**BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A BOARD PORTAL SOFTWARE SOLUTION TO INSETA FOR A PERIOD OF FIVE (5) YEARS**

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

1. Pricing schedule should be submitted in a separate sealed envelope (1 Original and 1 copy) attached to SBD 3.1.
2. Pricing should not be reflected in any other part of the proposal or cover thereof.
3. 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.
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**

Item Description	Quantity/ UoM	Unit Price	Year 1	Year 2	Year 3	Year 4	Year 5
Solution setup & Deployment	Once-off						
On boarding Training	29 people Once off						

Super user (IT) training	1 person Once off						
Software Licenses	Yearly						
Data Hosting	Monthly						
Maintenance & Support (24/7 – at no additional costs during contract execution)	Monthly						
	Sub-total						
	Vat						
	Total						
	<b>GRAND TOTAL</b>						

Any enquiries regarding bidding procedures or technical information may be directed to the –

(INSETA: [bids@inseta.org.za](mailto:bids@inseta.org.za))

Tel: 011 381 8900