

PRICING SCHEDULE – FIRM PRICES

NAME OF BIDDER:

BID NO.: TENDER-INS/2025/26/004

CLOSING TIME **11:00**

CLOSING DATE: **21 November 2025**

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.) Quantity	UOM	Year 1	Year 2	Year 3
Board Meetings ± 4hrs	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 xx members			
Audit	Drafting of agenda.	6	Rate p/h			

SBD 3.1

Committee ±2hrs	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			
	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.	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 4.1.1 and 4.1.2)			Rate p/h			
Advice on company and industry-wide legislative and Corporate Governance Frameworks compliance (sec 4.1.3)			Rate p/h			
Reporting (sec 4.1.4)			Rate p/h			
Record keeping (sec 4.1.5)			Rate p/h			
Ad hoc requests			Rate p/h			
Sub-Total				R		

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
Sub-Total			R		

Table 3: Total Bid Price

Totals	Prices (vat incl.)
Costing	R
Disbursement	R
Sub-Total	R
Total Bid Price incl. VAT	R
Grand Total	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)
Tel: 011 381 8900

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