

REQUEST FOR INFORMATION

RFI NUMBER: RFI007/INSETA/21

REQUEST FOR INFORMATION ON THE PROVISION OF A PROCUREMENT VETTING AND MONITORING SOLUTION FOR CONFLICT-OF-INTEREST MANAGEMENT

The INSETA calls for suitably qualified suppliers to provide request for information for **provision of a procurement vetting and monitoring solution for conflict-of-interest management:**

Refer to page 3 of 6 number 2

Briefing Session: Not applicable

Issue date: 31st March 2022

Closing Date: 7th April 2022

For enquiries contact INSETA Supply Chain Management E-mail: bids@inseta.org.za

Submissions: https://insetaorgza0-my.sharepoint.com/:f/q/personal/bids_inseta_org_zalEsH0BjO1A4ZDtBL0MOa6WhEB9bATe2h4rLBZRF70uTxIMA

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory, or other rights. No binding contract or other understanding for the supply of services will exist between INSETA and any Respondents unless and until INSETA has executed a formal written contract with the selected supplier.

INSETA

REQUEST FOR INFORMATION (RFI)

RFI NUMBER	: RFI 007/INSETA/21
RFI TITLE	: PROVISION OF A PROCUREMENT VETTING AND MONITORING SOLUTION FOR CONFLICT-OF-INTEREST MANAGEMENT

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	
RFI Available from	
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	
Electronics Submission	https://insetaorgza0-my.sharepoint.com/:f/g/personal/bids_inseta_org_za/E5H0BjO1A4ZDtBL0MOa6WhEB9bATe2h4rLBZRF70uTxIMA
Contact details	bids@inseta.org.za

INSETA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to INSETA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

1.1 CSD report (Central Supplier Database)

2. DEFINITIONS

- 2.1 “RFI”** - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 “RFI response”** - a written response in a prescribed form in response to an RFI.
- 2.3 “Respondent”** – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the INSETA, written approval to divulge such information will have to be obtained from INSETA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the INSETA. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

4. The manner of submission of the RFI

- 4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2 Respondent shall submit to bids@inseta.org.za
- 4.3 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.4 All additions to the information documents i.e., appendices, supporting documentation, photographs, technical specifications, and other support documentation covering suggested solutions etc. shall be neatly bound as part of the SCHEDULE concerned.

5. SITUATIONAL ANALYSIS

5.1 Background

The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.

The objective of this request is to appoint an experienced service provider for the **Provision of a procurement vetting and monitoring solution for conflict-of-interest management.**

5.2. Scope Of work

Solution to perform the following verifications:	Description of verification	Default / Optional On-going monitoring
Company Registration Information	Does the company registration number exist? What is the status of the business? In Business, Liquidated / In Liquidation, Voluntary Liquidation, Deregistration in Progress / Final, Conversion from CC to CO	Default verification Automatic On-going Monitoring
Directorships	3 levels in terms of the structure of the company Status of the Director - Active, Resigned or suspended,	Default verification Automatic On-going Monitoring

Type of Directorship
(Active, Alternating

Director, Member, Trustee
Member)

VAT Verification

Vat number provided
verified at SARS
If no vat number is
provided, verify if the
company is vat registered
with SARS and provide the
SARS Vat number.

Default verification
Automatic
On-going Monitoring

Fraud Listing

The system must verify if
any of the directors of the
vendors are on any of the
South African Fraud
Prevention Services
databases.

Default verification
Automatic
On-going Monitoring

Property Information

The system must verify if
any property has been
transferred from the vendor
to an employee or if a
vendor and an employee
share property.

Default verification
Automatic
On-going Monitoring

**Non-preferred Vendor
Check**

Verify if vendor or
employee is a non-
preferred
vendor/employee. Block
the vendor and block all the
potential vendors
associated with the
directors of that vendor.
The system must perform a
National Treasury check.

Default verification
Automatic
On-going Monitoring

Judgements

Verify if there are any
Judgements against the
vendor.

Default verification
Automatic
On-going Monitoring

B-BBEE Verification

The system must be able to verify BEE certificates and aid with collating the certificates from suppliers.

Optional

Bank Account Verification

The system must have the ability to do bank account information verification.

Transactional

Credit Check

The system must be able to conduct a credit report check on individuals and companies.

Transactional

7. REQUEST FOR INFORMATION:

Bidders are requested to provide information against the following:

- 7.1** Bidders are required to submit a detailed outline of suggested scope of work as well as implementation timeframes (project plan from appointment)
- 7.2** Bidders are required to include comparative pricing of different solutions available in the market.

8. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed **by email to** bids@inseta.org.za
All queries MUST be e-mailed.

END OF THE REQUEST FOR INFORMATION DOCUMENT