



SUPPLY CHAIN MANAGEMENT
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FIRST AVE ENTRANCE
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INVITATION FOR A QUOTATION
REFERENCE NUMBER: RFQ012707JOBEVALUATION2023

Kindly provide PACOFS with a signed quotation for **JOB EVALUATION SERVICES** as per specifications below. Please note that a non-tax compliant status on CSD at the date of the closing date of the RFQ will automatically disqualifies the quotation.:

The specifications on the **JOB EVALUATION SERVICES** are as follows:

An experienced service provider is required to conduct job evaluations on a need basis for a period of 12 months.

The successful service provider will conduct the following:

- Conduct offsite Job Evaluations utilizing the Patterson Job Grading System on as needed basis and provide detailed job evaluation reports.

Pricing

Cost of one desktop job evaluation based on a job description, including the job evaluation report. (No job holder or supervisor interview).

Qualification Criteria

Service providers are required to demonstrate relevant experience and competency in conducting job evaluations in at least the last five (5) years.

Any form of verifiable evidence such as appointment letters, contracts, etc. clearly demonstrating experience of five (5) or more years conducting job evaluations will be accepted.

Service providers who fail to provide the requested documents to enable assessment of five (5) years' experience in conducting job evaluation will be disqualified.

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable with regards to Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/documentation.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

VERY IMPORTANT NOTICE!

1. **PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.**
2. **PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.**
3. **BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.**
4. **PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.**
5. **THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).**
6. **IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.**
7. **NO CESSIONS WILL BE SIGNED.**
8. **A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.**
9. **QUOTATIONS SHOULD BE VALID FOR 30 DAYS.**
10. **PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.**
11. **PLEASE DO NOT INFLATE PRICES.**

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

FRIDAY, 04 AUGUST 2023 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!