



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA



**PACOFS**  
PERFORMING ARTS CENTRE  
OF THE FREE STATE  
An agency of the Department  
of Sport, Arts and Culture

**SUPPLY CHAIN MANAGEMENT**

**Room K 016**

**FIRST AVE ENTRANCE**

**TEL: 051 – 4477771 x 2306**

**FAX-2-E-MAIL: 086 729 6757**

**E-MAIL: quotation@pacofs.co.za**

**INVITATION FOR A QUOTATION**

**REFERENCE NUMBER: RFQ/090202HR&PAYROLLTRAINING/2024**

PACOFS requests a service provider to provide training on various sage products for a period of 12 months.

Kindly provide PACOFS with a signed quotation for **SAGE Training Services** as follows. Kindly complete SBD forms and send with your quotation.

**SPECIFICATION**

The service provider will be required to provide training on the following for a period of 12 months:

- Basic Payroll Training on Sage Payroll System
- Advanced Payroll Training on Sage Payroll System
- Introduction to HR Premium
- Advanced HR Premium training
- Tax year-end training

**NB: The prices must be quoted per person.**

Type of Training	Price per person
Basic payroll Training on Sage Payroll System	
Advanced Payroll Training on Sage Payroll System	
HR Premium Training	
Tax year-end trainings	
Introduction to HR training	
Leave Management training	
Employment Equity training	
Excel Intermediate training	
SBCPP training	

**MANDATORY REQUIREMENTS**

- The service provider must reside in Bloemfontein. (**Proof must be submitted**)
- Classes/Trainings must be conducted face-to-face.
- Service provider must be an authorized Sage Business partner and **proof must be submitted**.

**For any queries, please contact Supply Chain at [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za) or 051 – 447-7771**

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a SARS Tax Compliance Pin 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 as per 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/. The CSD report shall be used to verify claim of such points.
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 WITHIN 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.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.

**OPENING DATE: 09 FEBRUARY 2024**

**CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:**

**20 FEBRUARY 2024 at 11h00**

**Please submit quotation via E-mail to [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za)**

**No late submission will be accepted!**