



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: RFQ012104EMP5012023

Kindly provide PACOFs with a signed quotation for **EMP 501** 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 are as follows:

The EMP 501 must be submitted by the 31st May 2023. The following specification are the minimum requirements and work to be performed by the Service Provider.

- Accredited SAGE partner
- Reconciliation of EMP 201 and the EMP 501
- Submission of the EMP 501
- Assisting the employer with the issuance of the IRP5 for all staff
- Ad-hoc services to ensure submission on time

Included in the quote should be the following:

Hourly rate	
Travelling km	
Rate per km	
Any disbursement	

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:

WEDNESDAY, 03 MAY 2023 at 11h00

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

No late submission will be accepted!