



SUPPLY CHAIN MANAGEMENT
Room K 016
FIRST AVE ENTRANCE
TEL: 051 – 4477771 x 2234
E-MAIL: quotation@pacofs.co.za

INVITATION FOR A QUOTATION

REFERENCE NUMBER: SCM26GRAP25POSTBENEFIT2024

PACOFS requires a service provider to provide GRAP 25 post benefit services for the entity for a period of three years. The appointed service provider will provide assessment for 2023/24, 2024/25 and 2025/26 financial years. Kindly provide PACOFS with a signed quotation for **GRAP 25 POST BENEFIT** as follows. Kindly complete SBD forms and send with your quotation.

Specification:

In terms of **GRAP 25.86**, the scope of work for actuarial assumptions for post-benefit obligation should be unbiased and mutually compatible. They should be based on the best estimates of the variables that will provide the ultimate cost providing for post-employment benefits:

- mortality, both during and after employment.
- rates of employee turnover, disability and early retirement.
- the proportion of plan members with dependants who will be eligible for benefits; and claim rates under medical plans.

(b) financial assumptions, dealing with items such as:

- the discount rate (see paragraphs .91 to .95);
- future salary and benefit levels (see paragraphs .96 to .100);
- in the case of medical benefits, future medical costs, including, where material, the cost of administering claims and benefit payments (see paragraphs .101 to .104); and
- the expected rate of return on plan assets (see paragraphs .122 to .123)

Actuarial assumptions are unbiased if they are neither imprudent nor excessively conservative.

The service provider is required to quote in the following way:

Financial year	Price
2023/24	
2024/25	
2025/26	
TOTAL	

NB: The successful service provider will enter into a 3-year contract with PACOFS to provide GRAP 25 post benefit services for PACOFS.

EVALUATION CRITERIA

Functionality Criteria (100 points)		Points Allocation	Value
1.	Experience/Track Record	35	
2.	Technical Capability	45	
3.	Methodology	20	
Sub Total		100	
Minimum Stipulated Threshold to be met to progress to price and specific goals		70	
Detailed Functionality Criteria		Points Allocation	Value
1.	Experience / Track record:		
	For the purpose of this proposal, the Service Provider will need to provide details of previous experience and expertise of providing actuarial services: GRAP 25.		
	Provide seven (7) reference letters with contactable references, signed by the reference of actuarial services on GRAP 25 Employee Benefits projects successfully undertaken. <ul style="list-style-type: none"> 5 points per letter (maximum 35 points) 	35	
2.	Technical Capability		
	For the purpose of this proposal, the service provider must provide a detailed Curriculum Vitae (CV) of the key staff that will be assigned to this project with defined roles and responsibilities of each staff member. The CV must include tertiary qualifications obtained and details of experience. The proposed project team must consist of the following:		
	Project Manager with a minimum of sixteen (16) years' relevant (GRAP25) experience. Attach certified copy of qualification. <ul style="list-style-type: none"> 5 points per 4 years of relevant experience (max 20 points) 	20	
	Senior Supervisor on site with nine (9) years' relevant experience. Attach certified copy of qualification. <ul style="list-style-type: none"> 5 points per 3 years of relevant experience (maximum 15 points) 	15	
	Other key personnel to be assigned to this project with tertiary qualification and four (4) years relevant practical experience: Attach certified copy of qualification. <ul style="list-style-type: none"> 5 points per 2 years of relevant experience (maximum 10 points) 	10	
3.	Methodology		
	Demonstrate in-depth understanding, implementation and the methods used to calculate the Employee Benefits in value (pension and medical) in accordance with GRAP 25 <ul style="list-style-type: none"> Project Plan, deliverables, and detailed time frames. Provide details of experience in providing similar services to other organisation/public entities. Assumptions to be used. Method used to reach conclusions. 5 points per component (maximum 20 points) 	20	

	Total score	100	
	Minimum Stipulated Threshold to be met to progress to price and specific goals	70	

For any queries, please contact Supply Chain at 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: 13 MAY 2024

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

21 MAY 2024 at 11h00

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

No late submission will be accepted!