



**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/0112123PANELOFMEDIAHOUSES/2023**

PACOFS seeks to appoint a panel of four (4) service providers to offer the services of videography, photography, and social media coverage for upcoming PACOFS productions. The appointed service providers will work with PACOFS for a period of four (4) months until **31 March 2024**. The service providers will be responsible to either offer the services of photography and videography during the productions or be utilized to promote PACOFS productions on their social media/digital platforms to build brand awareness and increase reach.

Kindly provide PACOFS with a signed quotation for **PANEL OF MEDIA HOUSES** as follows. Kindly complete SBD forms and send with your quotation.

### **SPECIFICATION**

The service providers will be required to provide the following:

<b>Description of service</b>	<b>Rate charged</b>
Videography services rate per hour	
Photography services rate per hour	
Social Media Coverage per advert posted on social media	

### **Mandatory Requirements**

- ❖ Service providers must be based in the Free State 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.

**OPENING DATE: 01 DECEMBER 2023**

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

**12 DECEMBER 2023 at 11h00**

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

**No late submission will be accepted!**