



REQUEST FOR A QUOTATION

REFERENCE: PAC/HR LABOUR LAWYER/ 2021

SPECIFICATION FOR THE LABOUR LAWYER

The Performing Arts Centre of the Free State (PACOFS) is a public entity reporting to the national Department of Sport, Arts and Culture. It is a schedule 3A public entity that came into its existence through an amendment of the Cultural Laws Second Amendment Act 69 of 2001.

PACOFS requires the services of a labour lawyer to assist with the following;

- Study a forensic report and the written response provided by affected employees,
- Provide advice to PACOFS CEO/Council,
- Consult witnesses and prepare witness statements where necessary,
- Prepare charge letter/s and Evidence bundle where necessary,
- Present matter at the internal disciplinary enquiry where necessary, and
- Continue providing representation to PACOFS should the matter be taken to other forums.

REQUIREMENTS

- 5 years' experience litigating in the CCMA/Labour Court, Right of appearance.
- References must be provided of three (3) matters litigated in the CCMA or other internal disciplinary forum. Alternatively copies of three (3) CCMA or Labour Court judgements which they handled. CV of the attorney that will handle the matter must be provided.
- The lawyer must be available immediately.

FEES

- Please quote hourly rate for the representative that will deal with this matter.
- Please quote daily rate for the representative that will be the pro forma presenter at the enquiry

Please contact Ms. Nomza Topo, SCM Department, number 051 447 7771, for any technical queries.

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 form.
3. Evaluation criteria 80/20 will be applicable in the case of quotations exceeding R30 000. (PPPFA).
4. 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, 2017, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

FRIDAY, 20 AUGUST 2021 at 14h30

Please submit quotation via E-mail to

quotation@pacofs.co.za

No late submission will be accepted!

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 TAX CLEARANCE CERTIFICATE AND B-BBEE CERTIFICATE SHOULD BE SUBMITTED FOR QUOTATIONS / BIDS OVER R30 000,00 AS WELL AS A COMPLETED SBD 4 (DECLARATION OF INTEREST).
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.