



SUPPLY CHAIN MANAGEMENT
Room K 016
FIRST AVE ENTRANCE
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FAX-2-E-MAIL: 086 729 6757
E-MAIL : quotation@pacofs.co.za

INVITATION FOR A QUOTATION
REFERENCE NUMBER: RFQ/GRAP 25/2022

Can you kindly provide PACOFS with a signed quotation/proposal for the appointment of an experienced service provider to perform actuarial valuation for the post-employment medical benefits for individuals who are currently subsidised with the benefit in line with the accounting standard GRAP 25 Employee Benefits, for the period ending 31 March 2022:

SCOPE OF WORK

The service provider is required to calculate the following for the entity:

- Post-employment benefits, namely, post-employment medical care for the 9 active pensioners and 3 employees.
- Provide a detailed methodology, assumptions used and explanation of the valuation or balance of the employee benefits calculation.

Mandatory Documents:

The following documents should be submitted by the service provider with the quotation

- A company profile, the mission and values of your organization, proven track record and details of experience in GRAP 25 actuarial valuations
- Valid registration or membership documents body e.g., International Actuarial or any relevant body
- A detailed methodology/approach, proposed project plan and timeframes for completion of the project based on the scope of work.
- Details of experience in providing accounting services for GRAP 25 Employee Benefits to the public entities/similar organisations. A list of clients and reference letters , with contact details ,to be provided as confirmation of successful implementation of relevant/similar projects.
- Details of appropriate competence, skills and expertise within your organization required for the execution of the contract. Detailed and current CVs of the key personnel that will be assigned to the project, including defined roles and responsibilities. The CVs must include details of expertise and experience related to understanding the functions and operations of museums of public entities.

- Please provide your CSD supplier and unique registration number for verification on the CSD database.
- Please attach a valid tax clearance
- B-BBEE certificate.
- Please submit the completed SBD 4, 8 and 9 form.
- Evaluation criteria 80/20 will be applicable in the case of quotations exceeding R30 000. (PPPFA).
- 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 22 APRIL 2022 at 11h00**

**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 B-BBEE CERTIFICATE SHOULD BE SUBMITTED FOR QUOTATIONS / BIDS OVER R30 000,00 AS WELL AS COMPLETED SBD 4, 8 AND 9.**
9. **QUOTATIONS SHOULD BE VALID FOR 30 DAYS.**
10. **PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.**
11. **PLEASE DO NOT INFLATE PRICES.**

SCORE SHEET FOR FUNCTIONALITY CALCULATION OF EMPLOYEES BENEFIT OBLIGATIONS

NAME OF SERVICE PROVIDER:

NAME OF PANEL MEMBER:

4.1.1 Phase 1 Functionality Criteria (80 points)		Points Allocation	Value
1.	Experience/Track Record	15	
2.	Technical Capability	45	
3.	Methodology	20	
Sub Total		80	
Minimum Stipulated Threshold to be met		(75%)	
Detailed Functionality Criteria		Points Allocation	Value
Phase 1			
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.		
	A list of contactable references of actuarial services of GRAP 25 Employee Benefits projects successfully undertaken by simply stating the following: - Name of the client - Contact Telephone Numbers - Dates when work performed	15	
2.	Technical Capability		
	For the purpose of this proposal, the service provider must provide an organogram including 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 and details of experience. The proposed project team must consist of the following:		
	Project Manager with a minimum of five (5) years' relevant experience. Attach certified copy of qualification.	20	
	Senior Supervisor on site with three (3) years' relevant experience.	15	
	Other key personnel to be assigned to this project with tertiary qualification and two (2) years relevant practical experience	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	20	

Detailed Functionality Criteria		Points Allocation	Value
Phase 2			
1.	- Project Plan, deliverables, and time frames. - Provide details of experience in providing similar services to other organisation/public entities	20	

