



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA



**PACOFS**

PERFORMING ARTS CENTRE  
OF THE FREE STATE  
An agency of the Department  
of Sport, Arts and Culture

**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: RE-ADVERT  
RFQ010301ACTUARIALSERVICES2024**

PACOFS requires a service provider to provide actuarial valuation 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. The appointed service provider will conduct an actuarial valuation for long service and GRAP 25 actuarial valuation for the entity.

Kindly provide PACOFS with a signed quotation for **Actuarial Valuation Services** as follows. Kindly complete SBD forms and send with your quotation.

**Specification:**

**LONG SERVICE AWARD**

The entity currently has 63 employees and of those +- 52 employees qualify for a service award in line with the policy and the following are the number of years worked as per each category:

Number of employees	Service of years	Comments
+35 employees	1 – 9 years	
+4 employees	10 – 14 years	
+5 employees	15 – 20 years	
+8 employees	21 – 30 years	

In terms of **GRAP 25.161**, the measurement of long-term employee benefits is not usually subject to the same degree of uncertainty as the measurement of post-employment benefits.

In terms of GRAP 25 other long-term employee benefits the entity as an employer is required to calculate and disclose in the financial statements, at every financial year end, the actuarial valuations for the long service award for employees that have worked for the entity for 10,20,30 and 40 years respectively at the following cash amounts:

- 10 years – R5 000
- 20 years – R10 000
- 30 years – R20 000
- 40 years – R25 000

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

Financial year	Quotation
2023/24	
2024/25	
2025/26	
<b>TOTAL</b>	

**NB: The successful service provider will enter into a 3-year contract with PACOFS to provide actuarial valuation services for PACOFS.**

**EVALUATION CRITERIA**

<b>Functionality Criteria (100 points)</b>		<b>Points Allocation</b>	<b>Value</b>
1.	Experience/Track Record	<b>35</b>	
2.	Technical Capability	<b>45</b>	
3.	Methodology	<b>20</b>	
Sub Total		<b>100</b>	
<b>Minimum Stipulated Threshold to be met to progress to price and specific goals</b>		<b>70</b>	
<b>Detailed Functionality Criteria</b>		<b>Points Allocation</b>	<b>Value</b>
<b>1.</b>	<b>Experience / Track record:</b>		
	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"> <li>5 points per letter (maximum 35 points)</li> </ul>	<b>35</b>	
<b>2.</b>	<b>Technical Capability</b>		
	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"> <li>5 points per 4 years of relevant experience (max 20 points)</li> </ul>	<b>20</b>	
	Senior Supervisor on site with nine (9) years' relevant experience. Attach certified copy of qualification. <ul style="list-style-type: none"> <li>5 points per 3 years of relevant experience (maximum 15 points)</li> </ul>	<b>15</b>	
	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"> <li>5 points per 2 years of relevant experience (maximum 10 points)</li> </ul>	<b>10</b>	
<b>3.</b>	<b>Methodology</b>		
	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"> <li>Project Plan, deliverables, and detailed time frames.</li> <li>Provide details of experience in providing similar services to other organisation/public entities.</li> <li>Assumptions to be used.</li> </ul>	<b>20</b>	

	<ul style="list-style-type: none"> <li>• Method used to reach conclusions.</li> <li>• 5 points per component (maximum 20 points)</li> </ul>		
	<b>Total score</b>	<b>100</b>	
	<b>Minimum Stipulated Threshold to be met to progress to price and specific goals</b>	<b>70</b>	

*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: 25 APRIL 2024**

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

**07 MAY 2024 at 11h00**

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

**No late submission will be accepted!**